



# ST. XAVIER'S COLLEGE MAHUADANR

Estd:2011. Affiliated to Nilamber-Pitamber University, MedininagarNPU/R/953/11  
P.O- Mahuadanr, Dist.Latehar, Jharkhand 822119  
Accredited with 'B' Grade by NAAC  
AISHE-C-42763 ISO-9001:2015

Phone: 08986638271/08987890754 Email: [sxcmdanr@gmail.com](mailto:sxcmdanr@gmail.com) website: [www.sxcm.co.in](http://www.sxcm.co.in)

Date: 9<sup>th</sup> May 2022

## NOTICE

### IQAC MEETING

Date: 12<sup>th</sup> May 2022

Time: 11.00 a.m.

Venue: IQAC office

#### AGENDA:

1. Feedback through Google form link
2. Term-end or year-end report of department submitted to IQAC
3. Scholarship
4. Conducted E-content & E-delivery training programs
5. Update of library
6. Patriotism

Coordinator  
Sr. Kaslin Juliet SAL

Chairperson  
Dr. Fr. M.K. Joseph SJ

**COORDINATOR**  
Internal Quality Assurance Cell  
St.Xavier's College, Mahuadanr  
Latehar, Jharkhand - 822119

*Principal*  
St.Xavier's College  
Mahuadanr



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## MINUTES OF THE IQAC MEETING

Held on 12-05-2022

Time: 11.00 am

Venue: IQAC Office

### Agenda:

1. Feedback through Google form link
2. Term-end or year-end report of department submitted to IQAC
3. Scholarship
4. Conducted E-content & E-delivery training programs
5. Update of library
6. Patriotism

### Members Present

Dr. Fr. M.K. Jose SJ- Chairperson

Mr. Md Zafer Aqubal - Head of Physics Department

Mr. Shashi Sheker- Faculty, Department of Botany

Ms. Maxentius Kujur - Head of Economics Department

Sr. Chandrodaya - Faculty, Department of English

Ms. Surabhi Sinha - Faculty, Department of Commerce

Mr. Soaib Akhter - Alumni representative

Ms. Aquina Toppo - Alumni representative

Mr. Ankit Toppo - Student representative

Ms. Pragati Kujur - Student representative

Mr. Md. Tanweer Ahmad - Community representative

Mr. Nandlal Mehta - Industry representative

Sr. Kaslin Juliet - IQAC Coordinator & Head of Botany Department



The meeting began with prayer.

The minutes of the last meeting held on 23<sup>rd</sup> February 2022 were read and passed after a brief discussion.

**Agenda points taken for discussion:**

**1. Feedback through Google Form Link:**

Recognizing the significance of feedback for the growth and development of the institution, it was decided to collect frequent feedback from staff and students through Google Forms rather than hardcopy forms.

**2. Term-End or Year-End Report of Department Submitted to IQAC:**

The decision was made to gather reports from all departments at the year-end to maintain integrity, enhance efficiency, and ensure accurate data collection. Collecting data at the end of each semester will help identify areas that require attention, serving as a crucial tool for overcoming challenges and facilitating progress.

**3. Scholarship:**

Committee members highlighted the need for scholarship awareness, both from government and non-government sources. It was decided to instruct the scholarship committee to regularly inform students about various scholarship opportunities under different schemes through timely notices.

**4. Conduction of E-content & E-delivery Training Programs:**

Training programs will be conducted for staff on e-content and e-delivery to enable students and faculty to utilize available tools and capabilities for learning. The platform will contribute to the effective completion of online learning through an intuitive interface.

**5. Update of the Library:**

To enhance learning resources for students, HoDs of departments will be informed to update their departmental systems with e-resources, including e-journals, e-books, PowerPoint presentations on important topics, and video lectures from internal and external specialized staff.

**6. Patriotism:**

To instill patriotism in students, it was decided to observe national and international programs. Involving students in different roles in plays and shows will help them develop a strong bond with their home country.

The meeting concluded at 12.00 noon. with the Chairperson thanking the members for their valuable time, suggestions, and commendations.



IQAC Coordinator

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## ACTION TAKEN REPORT OF THE MEETING

HELD ON 12<sup>th</sup> MAY 2022

- To expedite responses from students, online feedback links were established.
- Departmental and committee reports were forwarded to IQAC for subsequent documentation.
- The Scholarship committee periodically issues notices to students to raise awareness about non-government scholarships and the available types of scholarships.
- Online learning programs equipped with tools and capabilities to support both students and faculty in their learning endeavors were made accessible.
- Efforts were made to enhance the library by incorporating e-resources, including e-journals, e-books, PPTs, and video lectures.
- Various national and international programs were observed through the coordination of different departments and committees.

IQAC Coordinator

Sr. Kaslin Juliet SAL

Principal

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