



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

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Date: 20th November 2021

NOTICE

IQAC MEETING

Date: 24th November 2021

Time: 11.00 a.m.

Venue: IQAC office

AGENDA:

1. Training Programme for support staff
2. Bridge courses
3. Website up-dates for personal and departmental data
4. Faculty Development Program
5. Student Development Program
6. Mandatory internship for all students
7. e- governance

Coordinator
Sr. Kaslin Juliet SAL

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

Chairperson
Dr. Fr. M.K. Joseph SJ

Principal
St.Xavier's College
Mahuadanr



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MINUTES OF THE IQAC MEETING

Held on 24-11-2021

Time: 11.00 am

Venue: IQAC Office

Agenda:

1. Training Programme for support staff
2. Bridge courses
3. Website up-dates for personal and departmental data
4. Faculty Development Program
5. Student Development Program
6. Mandatory internship for all students
7. e- governance

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 26th July 2021 were read and passed after a brief discussion.

Agenda points taken for discussion:

1. Training Programme for Support Staff:

It was decided to update the office staff on e-governance and the New Education Policy. Online and offline programs will be conducted to help them develop an understanding of the paperless office, the importance of e-governance, and the new education system.

2. Bridge Courses:

Bridge courses need to be conducted, especially for students coming from poor educational backgrounds. Various departments will take the initiative to conduct these courses.

3. Website Updates for Personal and Departmental Data:

A digital module will be created to collect personal and departmental data for updating the website.

4. Faculty Development Program:

Recognizing the urgent need to develop faculty with current issues, the IQAC members will take the initiative to conduct Faculty Development Programs for the staff.

5. Student Development Program:

Students need to be aware of current issues and evolving science and technology. HoDs of all departments will take the initiative to conduct Student Development Programs for their respective departments as well as for other departments.

6. Mandatory Internship for All Students:

Internships provide students with confidence to enter the workplace as they pursue their education. It was decided to make it mandatory for all students to undertake an internship during their studies.

7. E-governance:

An MoU has been made with Master-Soft for e-governance, facilitating a new way of communicating with students, imparting education, and organizing and providing information and services through Enterprise Resource Planning (ERP). It was decided that all staff should learn the process and execute it effectively.

The meeting concluded at 12.30 p.m. with the Chairperson thanking the members for their valuable time, suggestions, and commendations.



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ACTION TAKEN REPORT OF THE MEETING

HELD ON 24th NOVEMBER 2021

- An expert resource was invited to conduct a training program for non-teaching staff, focusing on developing an understanding of a paperless office and emphasizing the importance of e-governance.
- Various departments organized bridge courses, with 260 students actively participating and benefiting significantly.
- IQAC members prepared a digital module to collect personal and departmental data for updating the website.
- Under the guidance of IQAC members, Faculty Development Programs were initiated.
- Heads of Departments (HoDs) in all departments began planning for the execution of Student Development Programs.
- Internships for final-year students were successfully conducted.
- The e-governance process was initiated to facilitate communication with students, deliver education, and organize and provide information and services through ERP.

IQAC Coordinator

Sr. Kaslin Juliet SAL

Principal

Dr. Fr. M.K. Joseph SJ

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