



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 website: www.sxcm.co.in

Date: 4th July 2022

NOTICE

IQAC MEETING

Date: 7th July 2022

Time: 10.00 a.m.

Venue: IQAC office

AGENDA:

1. Student Induction Program for freshers
2. Bridge Course after Orientation
3. New Admission
4. International Webinar & National webinar
5. Value-added courses
6. Mentor-Mentee
7. Documentation for 2nd cycle of accreditation
8. Mentoring Non-accredited colleges
9. Visit of General Assistant
10. Introduction of Certificate Courses
11. Preservation of Primitive Language, Tribal Art and materials
12. Conversion of CFL to LED bulbs

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 07-07-2022

Time: 10.00 am

Venue: IQAC Office

Agenda:

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2. BridgeCourse after Orientation
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Members Present for the meeting:

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

Sr. Jolly K. Thomas - Faculty, Department of Physics

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

Ms. Nancy Baxla - Student representative

Mr. Bulai Hansda - Student representative *Bulai Hansda*
Mr. Soaib Akhter - Alumni representative *Soaib Akhter*
Ms. Asmitha Tigga - Alumni representative *Asmitha Tigga*
Md. Tanweer Ahmad - Community representative *Tanweer Ahmad.*
Mr. Nandlal Mehta -Representing Industry *Nandlal Mehta.*
Sr. KaslinJuliat- Coordinator, Head of Botany Department *Kaslin*

The meeting began with prayer.

The minutes of the last meeting held on 12th May 2022 were read and passed after a brief discussion.

Agenda points for discussion:

1. Student Induction Program for Freshers:

It was decided to organize a Student Induction Programme for the incoming students of the 2022-23 academic year, as well as Student Orientation Programmes for current second and third-year students in the first week of the current academic year. This will ensure that all students receive proper instruction and guidance needed to successfully begin their studies.

2. Bridge Course after Orientation:

A decision was made to conduct bridge courses for the new freshers due to the students' inadequate educational backgrounds. All departments agreed to conduct a bridge course for 15 days prior to their regular teaching.

3. New Admission:

The Principal expressed gratitude for the staff's hard work in their efforts to promote admissions, as they have achieved 271 admissions so far. He encouraged everyone to continue striving for more admissions.

4. International Webinar & National Webinar:

It was decided to organize more events on Research methodology and research paper writing for the benefit of the faculty and research scholars.

5. Value-added Courses:

The decision was made to start several new value-added courses for students targeting skill inculcation, training in trending areas, and communication skills.

6. Mentor-Mentee:

The Internal Quality Assurance Cell (IQAC) decided to organize a faculty development program focusing on the Mentor-Mentee System, entitled 'Re-visiting Mentoring', for the teaching faculty. It was decided to release circulars to initiate the Mentor-Mentee Program for the current year.

7. AQAR for 2021-22:

It was decided to complete the Annual Quality Assurance Report (AQAR) for the 2021-2022 academic year, the fourth AQAR of the college. Some alterations were made in the criteria groups to include the new professors.

8. Documentation for 2nd Cycle of Accreditation:

Several decisions were made regarding the documentation for the upcoming 2nd Cycle NAAC Accreditation, including departmental audits, data collection tasks, the release of the College Annual Magazine, the creation of a new Central Documentation WhatsApp group, and the responsibility for releasing the Monthly Newsletter online.

9. Mentoring Non-accredited Colleges:

It was decided to mentor a few non-accredited colleges seeking assistance. A Memorandum of Understanding (MoU) was decided to be signed between Gulabchand Prasad Agrawal College, Sadma, Palamau, Jharkhand, and MK College, Panki, Palamu, Jharkhand, for inter-college collaboration through faculty and student development programs, as well as seminars and workshops for NAAC Accreditation.

10. Visit of General Assistant:

It was decided to welcome the General Assistant of the Society of Jesus during his announced visit and ensure preparedness with the necessary documentation to improve and streamline the evaluation of college activities.

11. Introduction of Certificate Courses:

The decision was made to include additional certificate courses and update existing ones to enable students to acquire technical abilities, execute job-related responsibilities, and develop essential transferable competencies.

12. Preservation of Primitive Language, Tribal Art, and Materials:

It was decided to safeguard and foster the distinct artistic customs and native language of the indigenous people of Jharkhand for future generations.

13. Conversion of CFL to LED Bulbs:

The decision was made to replace CFL light bulbs with LED light bulbs, considering the energy efficiency and potential cost savings. The full conversion to LED lighting

aims to reduce energy and maintenance costs while improving safety across campus for students, faculty, and staff.

The meeting concluded at 01.30 p.m. with the Chairperson thanking the members for the valuable time, suggestion and commends.



IQAC Coordinator

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Chairperson

Principal
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ACTION TAKEN REPORT OF THE MEETING

HELD ON 7th JULY 2022

- The departments in charge of conducting Student Induction Programs for incoming freshmen for the academic year 2022-23, along with Student Orientation Programs for current second and third-year students, have completed their tasks.
- Bridge courses for the new freshmen took place over a 15-day period in September 2023.
- Admissions for the current academic year have been favorable, with a total of 298 enrolled students.
- An international webinar on research skills and development was organized by the science stream on September 10th, and a national webinar on sustainable environment was held from September 20th to 21st, 2022.
- Several new value-added courses targeting skill development, training in trending areas, and communication skills are currently in progress.
- A program titled 'Re-visiting Mentoring' is in the planning stages for teaching faculty. Circulars outlining the requirements of the Mentor-Mentee Program for the current year have been released to initiate the program.
- To maintain documentation for the 2nd Cycle of Accreditation, annual reports have been included in the college magazines.
- A draft for a Memorandum of Understanding (MoU) between Gulabchand Prasad Agrawal College Chatrapur, Sadma, Palamau, Jharkhand, has been prepared to provide mentorship for NAAC Accreditation.
- Preparations are underway to welcome the General Assistant.
- New certificate courses have been introduced, and existing certificate courses have been updated to enable students to gain technical skills.
- The Cultural Committee organized an exhibition on tribal materials/fabrics utilized by the indigenous people of Jharkhand to safeguard and foster their distinct artistic customs.
- As a sustainable option, the replacement of CFL light bulbs with LED light bulbs has been completed, as LEDs require less energy and are up to 75 percent more efficient in producing the same amount of light.

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