



# 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: 6<sup>th</sup> April 2023

## NOTICE

### IQAC MEETING

Date: 10<sup>th</sup> April 2023

Time: 10.00 a.m.

Venue: IQAC office

#### AGENDA:

1. Internship programme
2. Youth Camp
3. Self-appraisal reports
4. Website related matters
5. Feedback
6. Improving Placement
7. Alumni Meet & Registration
8. Code of conduct
9. Strategic Plan Review
10. Programmes for the new Academic year
11. Students Exit Survey
12. Women Empowerment Programs
13. Year-end report of department submission to IQAC

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 10-04-2023

Time: 10.30 am

Venue: IQAC Office

### Agenda:

1. Youth Camp
2. Self-appraisal reports
3. Website related matters
4. Feedback
5. Improving Placement
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7. Code of conduct
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11. Women Empowerment Programs
12. Year-end report of department submission to IQAC

### 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. Chandrodya - 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 13<sup>th</sup> March 2023 were read and passed after a brief discussion.

#### **Agenda points for discussion:**

##### **1. Internship Programme:**

It was determined to initiate internship programs, faculty exchanges, and project works with the institutions with whom Memorandums of Understanding have been established.

##### **2. Youth Camp:**

In accordance with the decision to utilize college infrastructure for social programs and external events, it was agreed to extend the use of the College building and Auditorium for the upcoming Youth Camp organized by the College for inter-college youth from Latehar, Palamu, and Garhwa districts.

##### **3. Self-Appraisal Reports:**

It was decided to gather self-appraisal reports from faculty members and present them to the Principal, necessitating that the Performance-Based Appraisal System (PBAS) documents of all faculty be reviewed and recommended for promotion. Approval by the IQAC must be obtained for the various teachers' promotion files. As a consequent step, the Principal will then conduct individual meetings with each faculty member to facilitate effective self-appraisal.

##### **4. Website Related Matters:**

It was decided to update the college website with new content and a facelift. The Institutional Quality Assurance Cell (IQAC) recommended that the website committee display program outcomes, program-specific outcomes, and course outcomes on the college website.

## **5. Feedback:**

It was decided to update the survey Performa by the IQAC and distribute it to the HoDs to collect feedback on the curriculum, performance of the college, and syllabus. It will be gathered from faculty, alumni, students, parents, and employers during the current year and analyzed. Necessary actions would be taken based on the results of the analysis.

## **6. Improving Placement:**

Based on last year's performances, it was determined to improve the college's placement training programs. It was decided to take further steps in introducing industry interaction and collaboration through an innovation cell. Additionally, it was agreed to strengthen the activities of the placement cell.

## **7. Alumni Meet & Registration:**

To facilitate a connection between recent graduates and senior professionals, as well as to aid young graduates in their career pursuits and foster a bond with their alma mater, it was decided to host Alumni meets annually at both the departmental and college levels. It was also agreed upon to initiate the Alumni Registration of the college, and Assistant Professor Shephali Prakash was tasked with its implementation.

## **8. Code of Conduct:**

It was decided to hold events related to the College's Vision, Mission, and Code of Conduct, as well as Professional Ethics for all college stakeholders.

## **9. Strategic Plan Review:**

It was decided to conduct a SWOC Analysis as part of its quality enhancement measures to identify the strengths, weaknesses, opportunities, and challenges of the college. Furthermore, the Strategic Plan of the college was assessed and reviewed in terms of its implementation against the timeline.

## **10. Programmes for the New Academic Year:**

Proper planning is essential for improving the efficiency of teaching and learning. Having a well-structured academic year in place will enable organizing the process most efficiently, so it was decided to inform all department HoDs to prepare their department academic calendar to finalize the College academic calendar.

## **11. Students Exit Survey:**

It was decided to conduct an Exit Survey from the departing students of the college as a measure of quality. The Exit Survey was decided upon to be conducted from all outgoing students.

### **12. Women Empowerment Programs:**

It was decided to implement programs for the advancement of women by providing Karate Coaching for female students, a Free Health Camp, and Counseling, along with other initiatives implemented by the college.

### **13. Year-end Report of Department Submission to IQAC:**

It was decided to inform the departments to submit their Year-end Report to the Internal Quality Assurance Cell (IQAC), providing an in-depth overview of the department's progress, accomplishments, and areas for improvement over the course of the year. The information contained within will help inform IQAC when assessing the quality performance of the department.

The meeting concluded at 01.00 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 10<sup>th</sup> APRIL 2023**

- Internship programs, faculty exchanges, and project works were initiated with institutions following the formalization of Memoranda of Understanding.
- In line with the decision to utilize college infrastructure for social programs and external events, the college building and Auditorium were made available for the upcoming Youth Camp.
- Self-appraisal reports from faculty members were collected and presented to the Principal.
- The college website underwent a comprehensive update with new content.
- Heads of Department (HoDs) received a well-structured survey form to gather feedback on the curriculum, college performance, and syllabus from faculty, alumni, students, parents, and employers during the current year.
- The Placement Training Programs of the college were enriched by incorporating industry interaction and collaboration through an Innovation Cell.
- Alumni meets were organized to foster connections between recent graduates and senior professionals, aiding young graduates in their career pursuits and strengthening their bond with the alma mater.
- Events were conducted related to the College's Vision, Mission, Code of Conduct, and Professional Ethics.
- A SWOC Analysis was performed as part of the college's quality improvement initiatives, identifying strengths, weaknesses, opportunities, and challenges.
- Departmental academic calendars were developed, contributing to the preparation of an annual college academic calendar.
- An exit survey was conducted among departing students to assess the quality of their future endeavors, plans, and settlements.
- Programs were implemented to advance the welfare of women, offering free health camps and counseling sessions.
- Departments submitted their Year-end Reports to the Institutional Quality Assurance Cell (IQAC).

IQAC Coordinator

Sr. Kaslin Juliet SAL

Principal

Dr. Fr. M.K. Joseph SJ

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