



# 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: 9<sup>th</sup> March 2023

## NOTICE

### IQAC MEETING

Date: 13<sup>th</sup> March 2023

Time: 10.00 a.m.

Venue: IQAC office

#### AGENDA:

1. Parents-teacher meeting
2. University Model Exams
3. MoUs:
4. Xaverian week
5. Policy documents
6. SSR core groups
7. Mini Research
8. QLM questions for SSR
9. Preparations of QNM
10. Smart Classrooms
11. Installation of CCTV camera
12. Proposal to upgrade the Canteen
13. Language Lab
14. Student Resource Centre

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 13-03-2023

Time: 10.00 am

Venue: IQAC Office

### Agenda:

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2. University Model Exams
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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 *Nancy Baxla*  
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. Kaslin Juliet- Coordinator, Head of Botany Department *Kaslin*

The meeting began with prayer.

The minutes of the last meeting held on 10<sup>th</sup> January 2023 were read and passed after a brief discussion.

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

##### **1. Parents-Teacher Meeting:**

It was decided to hold Parent-Teacher Meetings to motivate students to strive for perfection, enhance their academic achievements, and expand their abilities, while demonstrating that their parents and teachers are closely monitoring and encouraging them to perform at the highest level both academically and through extracurricular activities.

##### **2. University Model Exams:**

According to the assessment of the ODD semester, the results were not satisfactory, so it was decided to conduct a University model exam to familiarize students with the examination format and give them practice.

##### **3. MoUs:**

It was decided to establish multiple Memorandums of Understanding (MoUs) with prominent institutions to arrange collaborative activities.

##### **4. Xaverian Week:**

On the occasion of our Patron Saint Francis Xavier's birthday, the college organizes Xaverian Week events to promote students' skill development and community outreach. Additionally, it was decided to carry out a Blood Donation Camp this year to cultivate an other-oriented mindset among the students.



**5. Policy Documents:**

IQAC decided to revise the current policies to ensure the safety and well-being of students and staff.

**6. SSR Core Groups:**

It was decided that two core groups be established to ensure accurate and correct documentation for SSR. Different personnel were assigned to oversee the documentation work and any associated activities.

**7. Mini Research:**

The Research/Innovation Cell was requested to launch mini research projects department-wise to boost enthusiasm for learning, aid undergraduate students in making informed career decisions, establish mentoring connections between learners and faculty members, and raise student aptitude in written communication, verbal expression, and team collaboration. For numerous students, undertaking research is one of their most remarkable experiences as undergraduates.

**8. QLM Questions for SSR:**

It was decided that the SSR work should start by initiating a QLM report from Core Group-2, which would be evaluated concurrently by Core Group-1. The QLM must be formulated with regard to all college activities. Additionally, the criterion in-charges would be provided with the Annual Reports of the last five years for accurate recordkeeping.

**9. Preparations of QNM:**

It was decided to provide the office staff with QNM (Excel sheet format) to prepare the documents based on the Annual report.

**10. Smart Classrooms:**

It was decided to equip faculty with training on how to utilize Smart Board effectively for augmenting the teaching-learning process in the college by installing it in classrooms and seminar halls.

**11. Installation of CCTV Camera:**

It was decided that CCTV cameras should be installed in the college to enhance the security of the premises, as well as for monitoring student, staff, and visitor activities. This will aid in deterring any criminal behavior.

**12. Proposal to Upgrade the Canteen:**

The IQAC decided to send a request to management to take measures to update the college canteen facilities. These facilities provide a service to the College community by offering a variety of nutritious and aesthetically pleasing food and drinks at an affordable price while also reinforcing classroom learning.

**13. Language Lab:**

It was decided to implement a language laboratory to enable students to learn the proper English language and hone their sound and word patterns, either individually or with supervision, by leveraging audio equipment, etc.

**14. Student Resource Centre:**

It was decided to start a Student Resource Center at the college to provide an online platform for students to pursue post-secondary courses. These job-oriented courses offer opportunities for rural students to gain valuable skills that can benefit their futures and provide access to jobs in various fields.

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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**ACTION TAKEN REPORT OF THE MEETING  
HELD ON 13<sup>th</sup> MARCH 2023**

- Parent-Teacher Meetings were conducted both at the college and department levels to inspire students to strive for excellence.
- University model exams were organized for students across three different batches, providing them with an opportunity to familiarize themselves with the examination format and gain valuable experience.
- Drafts were prepared and sent to different colleges to establish Multiple Memoranda of Understanding (MoUs).
- Students were encouraged to actively participate in Xaverian Week events, emphasizing skill development and community engagement.
- Amendments were made to current policies to ensure the safety and welfare of both students and staff.
- Two core groups were established to ensure accurate and correct documentation for the Self-Study Report (SSR).
- The Research/Innovation Cell initiated departmental mini research projects to promote enthusiasm for learning.
- A training program was organized to empower faculty in effectively using Smart Boards to enhance the college's teaching-learning process.
- The installation of 36 CCTV cameras is underway to enhance the security of the premises and monitor student, staff, and visitor activities.
- A proposal for a new canteen is currently under consideration by the management committee.
- The process of upgrading the language lab is in progress.
- A Student Resource Center was inaugurated to introduce job-oriented courses.

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