



# 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](http://www.sxcm.co.in)

Date: 4<sup>th</sup> January 2023

## NOTICE

### IQAC MEETING

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

Time: 10.30 a.m.

Venue: IQAC office

#### AGENDA:

1. Academic and Administrative Audit
2. Annual Quality Audits
3. *Savitri Bai Phule* Scheme
4. AQAR 2021-22
5. NIRF & AISHE data
6. CSR coaching
7. Students Satisfaction Survey
8. Review of NAAC 2018 Report
9. 2<sup>nd</sup> cycle of NAAC accreditation
10. SQAC
11. Department Level Programs
12. Suggested need for up gradation of Sports and Gym facility

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 10-01-2023

Time: 10.30 am

Venue: IQAC Office

### Agenda:

1. Academic and Administrative Audit
2. Annual Quality Audits
3. Savitri Bai Phule Scheme
4. AQAR 2021-22
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12. Suggested need for up gradation of Sports and Gym facility

### 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

Mr. Soaib Akhter - Alumni representative

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 17<sup>th</sup> October 2022 were read and passed after a brief discussion.

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

#### **1. Academic and Administrative Audit:**

It was decided to organize a workshop on Academic and Administrative Audit. An internal audit of all academic departments of the college will be carried out with the intention of conducting an Academic and Administrative Audit. External Academic and Administrative Auditing, aided by external University members, would take place once the data is finalized.

#### **2. Annual Quality Audits:**

- It was decided to carry out Annual Energy, Green, and Environment Audits on the campus during the current academic year.
- A questionnaire for the survey needs to be prepared to conduct measurements of environmental awareness among students, teachers, and non-teaching staff.
- It was resolved to carry out the Annual Gender Audit of the campus as well.
- Different departments would be assigned to carry out the audits effectively.

#### **3. Savitri Bai Phule Scheme:**

It was decided to raise awareness among students and local villagers about the Savitri Bai Phule Scheme, which has been initiated by the Jharkhand Government for the education of girls and their future well-being.

#### **4. AQAR 2021-22:**

The AQAR 2021-22 was prepared for submission to NAAC as all the processing and evaluation had been completed, and the Governing Body of the college approved the report for uploading.

#### **5. NIRF & AISHE data:**

It was decided to do the needful to participate in NIRF Ranking and upload AISHE data.



## **6. CSR Coaching:**

It was decided to establish a Memorandum of Understanding (MoU) to provide Corporate Social Responsibility (CSR) coaching for college students on a batch-wise basis. This would be highly beneficial for final year students as they prepare for their future careers.

## **7. Students Satisfaction Survey:**

It was decided that an internal Student Satisfaction Survey should be carried out as a measure of quality. A questionnaire needs to be designed for quality improvement. Subsequently, the results of the survey would be presented to the Principal and management to put corrective and enhanceive measures in place.

## **8. Review of NAAC 2018 Report:**

The committee decided to take corrective measures based on the report of the 1st cycle NAAC accreditation. They sought to ascertain where they had lost marks in the first cycle. The task was assigned to Asst. Prof. Shashi Shekhar.

## **9. 2nd cycle of NAAC accreditation:**

- It was emphasized that the 2nd Cycle of NAAC Accreditation is crucial for the upcoming academic year. Furthermore, a Criteria Coordinators Meeting was deemed necessary to further intensify efforts related to the criteria.
- To lead and facilitate activities and documentation regarding the accreditation, it was decided to form a college-level team. Additionally, an IQAC workshop on the revised NAAC Manual will be organized so that members can discuss the metrics in groups.
- It was also decided to expand each Criterion Committee by including all faculty members so that full participation is ensured and data can be collected from all entities involved.

## **10. SQAC:**

It was decided to organize a meeting of the Students Quality Assurance Cell (SQAC) to ensure the involvement of students in the Accreditation process and their role in quality enhancement.

## **11. Department Level Programs:**

- It was decided that the IQAC-NAAC Coordination teams would arrange separate interface meetings with each department of the college in anticipation of the 2nd Cycle of NAAC Accreditation.
- Workshops/training programs on Research Methodology and Intellectual Property Rights were proposed to be conducted at the department level.
- A workshop for the New Education Policy at the departmental level was suggested to be organized, and draft PSO and CO submitted to Stream Coordinators for evaluation.

## 12. Suggested Need for Upgradation of Sports and Gym Facility:

It was decided that upgrading Sports and Gym Facilities would provide tremendous benefits to students. This would not only enhance the quality of sports and gym activities but also promote health and fitness; hence, the Sports committee coordinator was asked to look into this matter.

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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**ACTION TAKEN REPORT OF THE MEETING**

**HELD ON 10<sup>th</sup> JANUARY 2023**

- A workshop on Academic and Administrative Audit was conducted in preparation for the upcoming Academic Audit.
- Initiation of a questionnaire survey for Annual Energy, Green, and Environment Audits is in progress.
- Students were informed and made aware of the Savitri Bai Phule Scheme.
- The finalization of the Annual Quality Assurance Report (AQAR) for the 2021-2022 academic year is currently underway.
- The process of participating in the NIRF Ranking and uploading AISHE data is in its final stages.
- A Memorandum of Understanding (MoU) was established to provide Corporate Social Responsibility (CSR) mentorship to college students in batch-wise groups.
- An internal Student Satisfaction Survey was conducted using a designed questionnaire to assess quality improvement.
- Assistant Professor Shashi Shekhar presented a report highlighting areas where the college lost marks during the first cycle of the NAAC accreditation. Corrective measures were decided based on the findings.
- Regular Criteria Coordinators Meetings were held to strengthen efforts related to the criteria.
- The Student Quality Assurance Cell (SQAC) convened to ensure student involvement in the Accreditation process and their contribution to quality improvement.
- Coordination teams from IQAC-NAAC organized individual meetings with each department of the college in preparation for the 2nd Cycle of NAAC Accreditation.
- The Sports committee coordinator compiled a list of requirements to upgrade the Sports and Gym Facilities, enhancing the quality of sports and gym activities.

IQAC Coordinator

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Principal

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