



ST. XAVIER'S COLLEGE

[Affiliated to Ranchi University, Ranchi]

DR. CAMIL BULCKE PATH, PURULIA ROAD, RANCHI - 834 001, JHARKHAND

IQAC, St. Xavier's College, Ranchi

Stakeholder Meeting of Various Committees, Societies and Clubs

Venue: Fr. C de Brouwer Auditorium

Date: May 3, 2023

Time: 10.00 am

Agenda: 1. Events for AZAADI KA AMRIT MAHOTSAVA

2. Any other matter.

- The meeting began with an address by Rev. Fr. Principal, Dr. Fr. Nabor Lakra who encouraged the staff to work earnestly to meet the NAAC requirements. He suggested that programmes should be planned and conducted with proper documentation streamline data collection.

- Dr. Achal Sinha, IQAC Coordinator, stated the singular objective of the meeting – to streamline the functioning of all the societies, clubs and committees of the college. He mentioned that this also relates to the other important agenda of the meeting – the organization of events to celebrate Azaadi ka Amrit Mahotsava as per UGC advisory. Dr. Sinha pointed out that the expression 'Azaadi ka Amrit Mahotsava' is not limited to the idea of the *amritvarsh*, and in fact, involves the idea of the *amritkaal*. He proposed that all members must plan and organise events for the coming academic year. Each committee must prepare and present a comprehensive proposal including the budgetary requirements to the principal for due consideration.

- Dr. Achal Sinha also brought to attention the need to investigate the gaps for NAAC assessment, especially those pertaining to research, innovation and extension, and student support and progression, in both of which, the college had scored poorly. A

Page 1 of 17

- properly formulated and executed plan may help the college improve its grades in the coming years. Dr. Sinha had some suggestions to share with the house:

1. Observing that none of the societies, committees or clubs in the college are adequately reflected on the college website, he proposed that the website should be duly updated. The website entries with respect to the different societies, committees and clubs must include a mission and vision statement followed by clear-cut aims and objectives aligned with the mission statement. This has to be done for each committee separately. Along with a mention of these, the rules and regulations and the criteria for membership (wherever applicable) must be clearly stated. All members of all these committees have to work actively in accomplishing the goals and objectives.
2. Annual plans (including the budgetary needs) should be prepared by each of the societies, committees and clubs and they should be presented in the IQAC which will then look into the merits of the proposals, give its approval and a proper channel will be followed for the implementation of the plans.
3. The progress of the activities must be mapped. For example, if the Geo Club or the Eco Task Force plants trees, a follow-up is required to track how many trees survived. Similarly, if the members of the Placement and Career Counselling team can find the time and means to counsel the students before their interviews, it will help the students perform and score better. 55 percent of the students in the college are women and 61 percent of the students in the college are from different tribal communities. If the college claims to cater to the needs of particular sections of students, a regular follow-up is a must. The college should keep holding activities for these sections of students. Economic disparities, cultural incongruities and other issues that these students may have must be catered to individually. The engagement of the college with the students should be outcome-based. Each committee should take note of the

exact number of students it has catered to, the number of students enrolled and the number of students who have benefitted from the programmes.

4. The Women's Forum should organize gender sensitization programmes regularly for both male and female students. Professional development programmes should be held by the Placement Cell. All these can be made into the best practices of the college.
 5. The Performa for making plans and proposals will be made available to the committees. All societies, committees and clubs should take care to keep geo-tagged photographs for the events. Detailed reports supported with documentary and photographic evidence must be maintained.
 6. Dr. Achal Sinha requested the societies, committees and clubs to chalk out the plans before the beginning of the summer vacation this year.
- Rev. Fr. Vice Principal, Dr. Fr. Ajay Minj, S.J. asked whether we could also think of the vision and mission for each club right now, to which Dr. Achal Sinha responded by restating that the suggestions for the various committees, societies and clubs have two parts:
 - i) The making of the annual report. (He also stated that every banner should carry the slogan 'Azaadi ka Amrit Mahotsava' and must mention 'IQAC'.)
 - ii) The formulation of the committees should be done in absolutely clear terms. Even when the membership is free, the rules must be stated. The students should be allowed to choose and be informed about whom to approach regarding membership.
 - Fr. Registrar, Dr. Fr. Prabhat K. Soreng, S.J. said he is glad that IQAC is going to be associated with all activities. Fr. Soreng listed the names of some of the societies, clubs and committees like the Women's Cell, Hindi Sahitya Parishad, Xavier Fest, publications, Grievance Cell, Discipline Committee, NSS (for social responsibility), Red

Ribbon Club, AICUF, clothes distribution program, Electoral Literacy Club, Students' Welfare Centre in the college which are engaged in different activities, Care of the Mother Earth, Geo Club, Green Campus, Eco Task Force, the different clubs in the B.Ed Department, CLC and so on. Fr. Kennedy Soreng re-emphasised the clear formulation of the vision and mission of all these different societies, clubs and committees.

Dr. Achal Sinha added that said that the basic framework should be laid out in clear terms and the mission and vision statement should include how we are including these for the holistic development of students to enhance their global and national level competency and improve their emotional quotient. He observed that as teachers, we can sometimes come in as a substitute for guardians, and since we cater to young people in their growing ages, there are chances that we may be dealing with students coming from dysfunctional or broken families. We should ponder upon how we can counsel students and help them emotionally. Answers to all these must be included in the mission statements. He said that all members should be willing to work as and when duty calls and it is best to submit the reports soon after the activities are held.

- Dr. Swarat Chaudhuri pointed out that there is a team working on the 2021-22 AQAR report and it is facing challenges in data entry due to the lack of a central repository to collect and preserve data. Besides highlighting this, he also encouraged the staff to visit the UGC website to learn about the grants that UGC gives to conduct seminars, workshops etc. There are grants available for women candidates too. We need to avail these for the growth of the college as a whole. We can also attend seminars on preparing course objectives. Most of the teachers are not aware of the NAAC questionnaire, so he proposed that the college holds meetings regarding the individual criteria in the NAAC questionnaire.

As the Joint Secretary of the Staff Council, Dr. Achal Sinha requested Fr. Principal to hold a staff meeting on a larger forum to take up these issues highlighted by Dr. Chaudhuri. He also requested to make an institutional code of conduct mentioning clearly how to deal with problematic students. He also invited proposals from the staff regarding the same. He said that an opinion-based approach does not suffice in such cases; a more concrete method is needed.

- Dr. Swarat Chaudhuri thanked Fr. Pradeep Kujur for being instrumental in introducing smart boards in classes. However, he pointed out that NAAC asks very specific questions like whether the college holds smart classes, what tools are used, and what the names of the professors are who are using these smart devices.

In response, Fr. Principal said that smart, interactive boards are the need of the times and we can all learn to use these devices to improve the teaching and learning output. Fr. Principal said that the management is trying its best to enable the staff to upgrade its teaching techniques and we shall have some training sessions for the same. Father also highlighted a concern that had been raised even during our NAAC Cycle 4 – the mentor-mentee system. He said we need to work on this. We could divide students into groups and assign a mentor for each group. He proposed that we have one specific day only for mentor-mentee sessions.

To this, Dr. Chaudhuri added that NAAC asks in which meeting the decision had been made regarding the mentor-mentee interactions. Thus, even for these decisions, proper documentation should be available.

- The Controller of Examinations, SXC, Ranchi, Prof . B.K. Sinha made a few observations:
 1. A follow-up with a deadline is important. We have been lacking in executing this.

2. There are many committees mentioned in the college handbook, but some of them are either dormant or need expansion. For example, there is a club called the Hindi Sahitya Parishad, but its English counterpart is missing. A broader society could be created and called The Literary Society. Similarly, there is no Dramatics Society in the college. Thus some more committees may be formed and can some nomenclatures be changed. There is a need to revisit the formation of these committees, societies and clubs.
3. The college lays great stress on discipline, but it has been observed that in most cases, it is only applied to students. However, students notice everything that teachers do. Therefore, it is important that as teachers, we follow guidelines so that we set a good precedent for the students.
4. A continuous effort is required for gender sensitization, and it is required more for men than for women. Also, the Women's Forum has no male members. He requested the Women's Forum to include male members in the forum.

In response to Prof. B.K. Sinha, Dr. Achal Sinha said that the nomenclatures can be sorted out through discussions. A Code of Conduct for both students and teachers must be formulated and inputs from the Discipline Committee are invited. Dr. Achal Sinha also requested the Principal to make a small group consisting of people who are aware of the NAAC requirements and they shall conduct gap analyses and follow-ups from time to time. This will take care of the pressing need to fulfil the various criteria of NAAC.

- Dr. Venkat Appa Rao once again mentioned that the objectives of each of the committees should be reflected in the handbook. IQAC planning should be done taking into consideration the inputs from the various committees. He also suggested that the committees should be formed according to the different criteria of NAAC so that the requirements of NAAC are met effectively. He said that training sessions should be

conducted for holding smart classes and for storing classes for recollection, revision and quick reference.

In response, Dr. Achal Sinha said that the proposals from committees are to be reflected in the academic calendar. Annual plans of IQAC are to be displayed on the notice board for all to see. All this will be available in the public domain. In case, a need for rescheduling arises, it can be done later.

- Dr. Priya Srivastava asked whether the different committees have to submit their proposals individually. Dr. Achal Sinha responded by saying that the proposals are to be submitted separately and the different proposals and reports will be compiled. Overlaps can be sorted out through discussions. These are all fluid situations and adjustments can be made, but care should be taken that they are all target-oriented.
- Fr. Principal observed that no committee can be run by a single person. A group is required for the efficient functioning of the committees. He said that those who are good at writing suggestions, can put their ideas in black and white and we can all work on them together, as a group. Each committee could conduct 3-4 events a year. Fr. Principal then invited Fr. Vice Principal, Dr. Fr. Robert Pradeep Kujur, S.J. to propose the vote of thanks.
- Rev. Fr. Vice Principal, Dr. Fr. Robert Pradeep Kujur, S.J. expressed how glad and confident he felt after the meeting and how hopeful he was regarding improvements of the college. He also mentioned that the college handbook would mention the dates for the various activities and events so that students become aware of the programmes. He also said that if the vision and mission statements are ready, we could start working on the next handbook. He proposed that we give handbooks to every student, not just to the first year students. Father Pradeep thanked all fathers, the IQAC Coordinator, Dr. Achal Sinha and all the esteemed faculty members for attending for this interactive session.

The Following Members were present:

AZAADI KA AMRIT MAHOTSAVA

3rd May, 2023, 10:00 a.m.

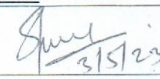
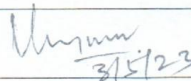
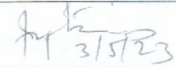
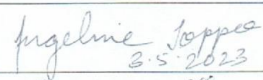
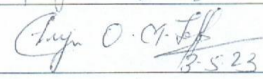
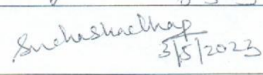
CULTURAL COMMITTEE DR. FR. NABOR LAKRA, SJ PRINCIPAL
DR. FR. ROBERT PRADEEP KUJUR, SJ, V. PRINCIPAL

Name	Signature
Dr. Achal Sinha	Achal Sinha
Dr. Sumana Ghosh	Sumana Ghosh 3.5.23
Dr. Meltina Toppo	
Dr. Fr. Prabhat K. Soreng S.J.	Prabhat K. Soreng S.J. 3/5/23
Mrs. Anju O. Toppo	Anju O. Toppo 3.5.23
Mrs. Shalini Minz	Shalini Minz 3.5.2023


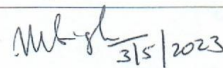

PUBLICATION COMMITTEE

Name	Signature
Dr. Sunil Kr. Bhatia	Sunil Kr. Bhatia 3/5/2023
Dr. Juhi J Horo	Juhi J Horo 3.05.23
Dr. Achal Sinha	Achal Sinha
Dr. Sumita Roy	Sumita Roy 3/05/2023
Fr. Roshan Baa S.J.	
Dr. Fr. Florence Purty S.J.	Florence Purty S.J. 3/05/2023
Ms. Ananya Bose	Ananya Bose 03.05.2023
Mrs. Shashi Prabhakar Tigga	Shashi Prabhakar Tigga 03/05/23
Mrs. Sudha Rani Khalkho	Sudha Rani Khalkho 03/05/23

GAMES & SPORTS

Name	Signature
Dr. Fr. Prabhat K. Soreng S.J.	 31/5/23
Dr. Marcus Barla	
, Shri Ram Murmu	 31/5/23
, Shri Animesh Roy	
Dr. Ajay Kumar Srivastava	✓
Shri Jyoti I Tete	 31/5/23
Mrs. Angeline P. Toppo	 31.5.2023
Mrs. Anju O. Toppo	 31.5.23
Ms. Sneha Kashyap S. Kachhap	 31/5/2023

DISCIPLINE COMMITTEE

Name	Signature
Dr. Marcus Barla	
Dr. Jayant Charkaborty	
Shri B.K. Sinha	
Dr. Madhulika Singh	 31/5/2023
Dr. Julius Aind	
Dr. Meltina Toppo	
Dr. Raman Das	 31/05/2023

Dr. Dhiraj M Pathak	
Shri Jyoti I Tete	<i>Jyoti</i> 31/5/23
Dr. Fr. Florence Purty S.J.	<i>FP</i> 31/5/2023
Fr. Edwin Dungdung S.J.	
Fr. Roshan Baa S.J.	
Dr. Sudhanshu Cyril Kujur	<i>Sudhanshu</i> 31/05/23
Dr. Shakil A. Siddique	<i>Shakil</i> 03/05/2023
Ms. Nidhi Arya	<i>Nidhi</i> 3/5/23
Shri Ritesh Kumar	
Mr. Alok Ranjan	<i>Alok Ranjan</i> 3/5/23

PLACEMENT & CAREER COUNSELLING

Name	Signature
Dr. Swarat Chaudhuri	<i>Swarat</i>
Dr, Abhijit Dey	<i>Abhijit</i> 03/05/2023
Shri Gautam Rudra	<i>Gautam</i> 3/5/2023
Shri Tirthjit Sinha	<i>Tirthjit Sinha</i> 3/5/23

Society of Commerce

Name	Signature
Dr. Sanjay Kumar Ghosh	

Hindi Sahitya Parishad

Name	Signature
Dr. J.P.Pandey	J.P. Pandey

Geo club

Name	Signature
Shri Animesh Roy	

Tribal Cultural Society

Name	Signature
Dr. Fr. Prabhat K. Soreng S.J.	Prabhat K. Soreng S.J.

Rotract Club

Name	Signature
Dr. Swarat Chaudhuri	Dr. Swarat Chaudhuri

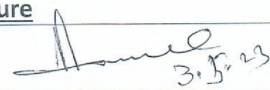
Electoral literacy club

Name	Signature
Shri B. K. Sinha	B.K. Sinha
Dr. Ashutosh Kumar Pandey	Ashutosh Kumar Pandey 02/05/2023

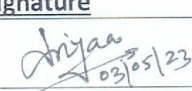
AICUF

Name	Signature
Dr.Fr. Ajay Minj , S.J.	Ajay Minj S.J.



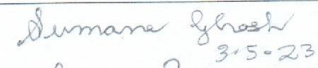
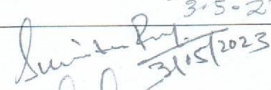

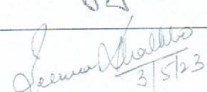
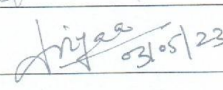
NSS

Name	Signature
Dr. Anirban Gupta	 3.5.23
Dr. M. Toppo	

NCC

Name	Signature
Lt. Dr. Priya Srivastava	 03/05/23

Women's Forum

Name	Signature
Dr. Bharti Raipat	
Dr. Meltina Toppo	
Dr. Nusrat Ahmad	 3.5.23
Dr. Sumana Ghosh	 3.5.23
Dr. Sumita Roy	 31/5/2023
Mrs Saumya Maniny Sinha	
Mrs. Seema Khalkho	 3/5/23
Dr. Priya Srivastava	 03/05/23
Dr. Anupama Bhargava	

Ms. Janet Ekka	<i>Janet Ekka</i> 03/05/2023
Ms. Nidhi Arya.	<i>Nidhi Arya</i> 3/5/23

Eco Task Force

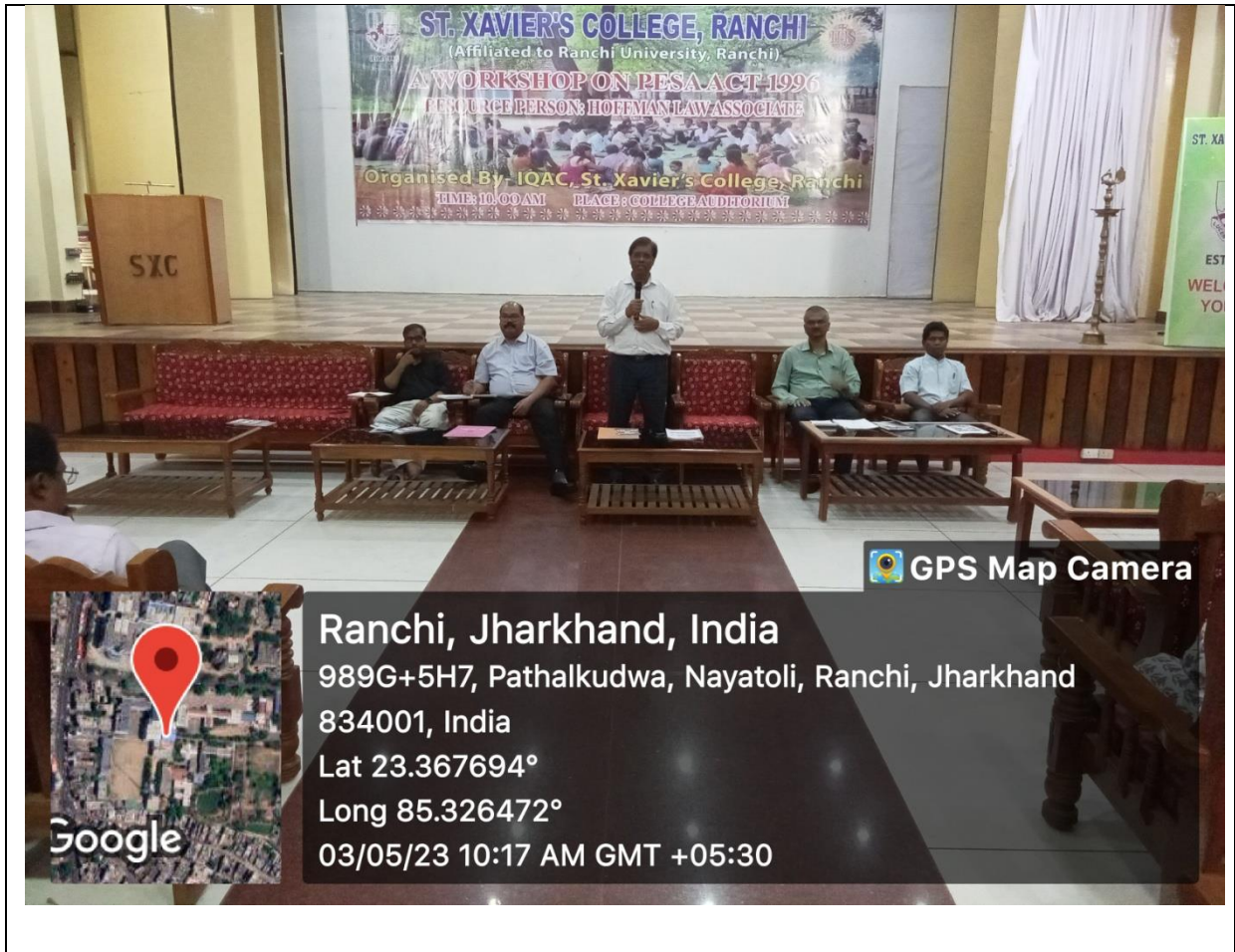
Name	Signature
Dr. Bharti Raipat	<i>Bharti Raipat</i>
Dr. Ajay Srivastava	<i>Ajay Srivastava</i> 2/5
Dr. Priya Srivastava	<i>Priya Srivastava</i> 03/05/23
Dr. Pipas Kumar	
Dr. Manoj Kumar	

Green campus committee

Name	Signature
Dr. Bharti Raipat	<i>Bharti Raipat</i>
Dr. Marcus Barla	
Dr. Nandita Das	
Dr. Shiv Kumar	
Dr. Fr. Prabhat K. Soreng S.J.	<i>Fr. Prabhat K. Soreng S.J.</i> 3/5/23
Mrs. Shalini Min[<i>Shalini Min[</i> 3.5.2023

B.Ed- All clubs

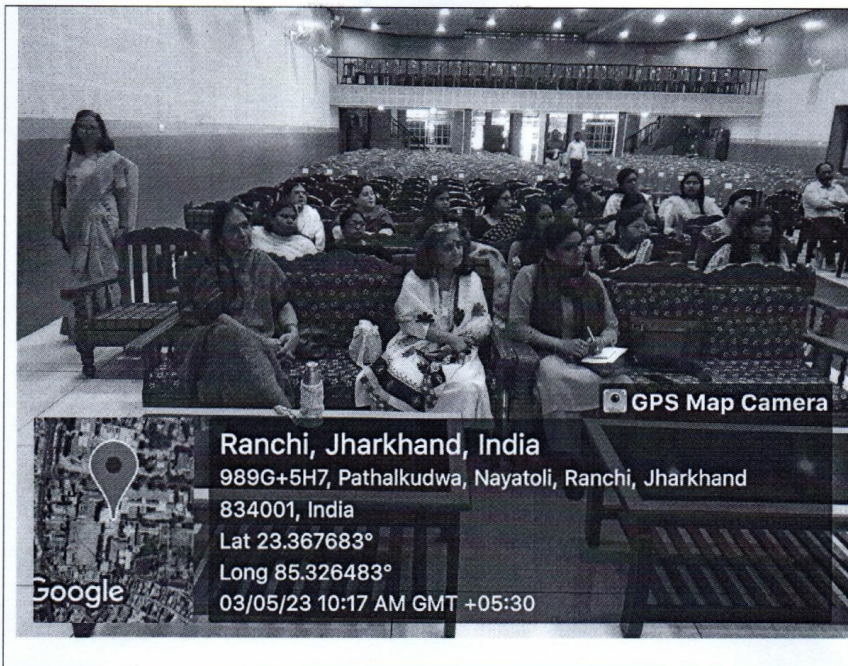
Name	Signature
Shilpa Kundo (B.Ed)	Shilpa Kundo
Ananta Basu (B.Ed)	Ananta Basu 31/7/23
Sports Club, B.Ed. PANVATI KUMAR	Panvati 31/7/23





 **GPS Map Camera**

Ranchi, Jharkhand, India
989G+5H7, Pathalkudwa, Nayatoli, Ranchi, Jharkhand
834001, India
Lat 23.367694°
Long 85.326472°
03/05/23 10:17 AM GMT +05:30



Achal Sinha

Dr. Achal Sinha
Coordinator, IQAC
Coordinator
IQAC
St. Xavier's College
Ranchi

Rev. Fr. Dr. Nabor Lakra S.J.

Rev. Fr. Dr. Nabor Lakra S.J
Principal
PRINCIPAL
ST. XAVIER'S COLLEGE
RANCHI