



ST. XAVIER'S COLLEGE

[Affiliated to Ranchi University, Ranchi]

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

Internal Quality Assurance Cell Meeting

Date : 29.03.2023

Time : 11.00 am

Venue : Conference Hall (Humanities Building)

Agenda :

1. **AQAR 2021-22**
2. **Adoption of NEP as per Ranchi University norms.**
3. **Academic Administrative Audit for 2022-23**
4. **Feedback by stake holders and analysis by college committee.**
5. **Quality initiatives for 2022-23 to strengthen college system in view of NAAC guidelines for HEIs**
 - a. Formation of Sub Committees/Groups of teachers to address criteria based questions according to AQAR/SSR
 - b. Formation of Research Development Cell
 - c. Appointment of regular Programming Officer for NSS
 - d. Appointment of regular Placement Coordinator
 - e. Commencement of Ad-on programmes (min 30 contact hrs) to attain Graduate Attributes
 - f. Implementation of Manual for Management Staff (including service conditions and promotions)
 - g. Policy for appointment of teachers on contract/class basis
 - h. Revision of Institutional Code of Conduct for students, teachers, administrators and other staff (to be displayed on the website)
6. **Any other matter**

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Minutes of the meeting.

Fr. Dr. Nabor Lakra (Principal cum Chairman, IQAC) began the meeting by welcoming the new IQAC Coordinator Dr. Achal Sinha and a new member Dr. Fr. Pradeep Kerketta s.j. as Management Representative. He also thanked Dr. Ajay Srivastava the former Coordinator for his contribution to IQAC.

Dr. Achal Sinha read out the Agenda of the meeting.

Agenda no.1

Dr. Abhijit Dey informed the house that approximately 60% of the report was complete. He also pointed out that the last date for submitting the report has not yet been announced but the college needs to upload the report on time. It has been a long time since IQAC requested the different departments and offices to submit the data. The members suggested that some more time be given to the departments and offices to submit the data. He also requested that the Principal notify the last date for submission of the required data for 2021-22 report.

Discussing on the AQAR data, Fr. Pradeep Kujur observed that the method of collecting data should be such as the collector should know which data is to be collected and subsequently where it has to be stored. Fr. Pradeep opined that the available data be made public so that the office could follow up on who all are yet to submit the data. This would hopefully create an urgency to complete the work on time.

Dr. Achal Sinha stressed the need for a Cloud Based data storing mechanism for the college, since the website does not display the necessary and complete information on crucial matters.

Dr. Sanjay Kumar said that clarity is required to have a full proof mechanism of collecting data and putting up on the site. There has to be an official record keeper who needs to be trained in that specific domain.

Prof. B.K. Sinha informed the house that ERP is non-functional at the moment. ERP system has to be made functional. He stressed the need for department wise accountability and for exchanging information we should have a robust information

sharing system. He mentioned that Data Collection Process has to be streamlined and a proper accountable system has to be implemented. He also pointed out that the person responsible for website management has to be properly trained and monitored by a competent senior authority.

Dr. Achal Sinha pointed out that the college does not have a **Management Information System**. There is an urgent need to have a fully functional MIS which will all the necessary information about the College. He observed that there should be policies and systems in place keeping in mind the requirements of NAAC. these should be clearly displayed on the college website. The implementation of these Policies/Systems should also be stated.

Dr. Fr. Prabhat K. Soreng observed that the discussion/conclusion made at the meeting should be informed to all concerned.

Shri Binay Sarawgi suggested that Fixed/Non-Changeable data should be at one place and need not be sought every time. A seminar could to be organized to inform all the stakeholders on how to share information.

The members expressed concern over the non-existence of an officially registered Alumni Association of the college.

Dr. Sanjay Kumar stated that the Alumni Association should be formed properly. Regular interaction with the staff and currently enrolled students is also very important to have a synchronized result.

Shri Binay Sarawgi suggested that the Alumni Association, vital to any academic institution, be registered first with a minimum of 7 members.

Dr. Sanjay Kumar mentioned that final Semester students' details be recorded and made available as per NAAC requirements.

He also said that submission of 60% of data has to be given a go ahead. Here, Dr. Abhijit informed the house that once the date is submitted, we shall not be able to make any changes thereafter.

Dr. Sanjay Kumar asserted that NAAC scores will improve automatically by putting in place processes and systems.

Agenda no. 2. Adoption of NEP as per Ranchi University norms

Dr. Achal Sinha pointed out that NEP is designed to get maximum benefit out of HEI's . He observed that the Teaching Methodology has to be robust and that will make our

College different from other colleges under Ranchi University in the context of Programme Outcomes, Programme Specific Outcomes and Course Outcomes.

He also suggested to the house that NEP for UG, CBCS for PG and RU CBCS for Vocational Courses be followed.

The house passed a unanimous resolution to adopt NEP as per Ranchi University norms.

Agenda no. 3. Academic Administrative Audit for 2022-23

Dr. Achal Sinha requested the Vice Principal Fr. Pradeep Kujur to conduct the Academic Administrative Audit for 2021-22 and 2022-23.

The house resolved that the Academic Audit for 2021-22 be done internally and the Academic Audit for 2022-23 be done both internally and externally. The Audit (both Academic and Administrative) requirements and format be made available to the respective departments for necessary action. Dr. Sanjay Kumar suggested that Audit system has to be in sync with University Audit System.

Agenda no. 4. Feedback from stakeholders and analysis by College Committee

1. Dr. Achal Sinha mentioned that feedback be collected from all stakeholders and its analysis be done by a committee constituted specifically by the college in view of NAAC guidelines for HEI's.

Agenda no, 5. Quality Initiatives for 2022-23 to strengthen all the college systems,

- (a) **IQAC resolved unanimously to form sub committees to address criteria based questions in accordance with AQAR and SSR for NAAC.**
- (b) Regarding Formation of Research Development Cell (RDC), Fr. Ajay informed that seven committees had to be constituted as per the framework of the RDC. Some names have been considered for the same and very soon it will be notified.
For CSR fund we can take help from Big Organizations.
- (c) The appointment of a regular Programme Officer was discussed. The majority of the members were of the opinion that a regular serving faculty member be appointed as Programme Officer to facilitate the monitoring of NSS activities. The Principal was given the responsibility to decide who would be the NSS Programme Officer from amongst the serving professors. Dr. Sanjay Kumar suggested that 3/4 names be discussed for the post before notifying the name.
- (d) Regarding appointment of a Regular Placement Coordinator, Dr. Dheeraj Mani Pathak observed that since regular teachers had a rather limited industry relation the need was to appoint a professional Placement Coordinator. Fr. Robert Kujur was very optimistic about moving in the right direction regarding a better placement cell.

- (e) Dr. Achal Sinha proposed that every department, especially the vocational and job-oriented programmes offer an Add-on programme of minimum 30 hours to ensure that SXC graduates have better core competencies and skill sets in comparison with graduates of other colleges in the context of Graduate Attributes. Ad-on programmes could be started for our college students as well as for other students from other colleges.
- (f) Regarding Manual for Management Staff, it was observed that the Governing Body of the college had approved a Manual for Teaching Staff appointed posts created by the Management. However the said manual hadn't been implemented till date. The members stressed the need to implement the manual at the earliest.
- (g) **The house resolved** to prepare a Policy for appointment of teachers on contract/class basis: According to the manual of the University there are two types of teaching staff (a) Contract/Class Basis and (b) Regular Staff. There is no term as Management Staff. The members stressed the need to have a data base of all the teaching staff with who fulfilled eligibility criteria. The Policy needs to be drafted by the Principal and the two Vice Principals by 30th April 2023.
NAAC always seeks details of Policy and its implementation with proper proof.
- (h) **The house resolved** to revise the Institutional Code of Conduct for students, teachers, administrators and other staffs which would be displayed on the college website. The members stated that there was a lack of awareness about the current code of conduct. Teachers appointed on substantive posts would be administered by the code of conduct of Ranchi University. However administrators, Teaching Staff created by the Management, office staff and the students would be governed by an Institutional Code of Conduct drafted for St. Xavier's College, Ranchi. The Institutional Code of Conduct should be displayed on the College website.

Any other matter :

- (i) The members opined that the college needs to formulate a Policy for the Commencement of Institutional Merit Awards.
- (ii) It was observed by the members that the college needs to state the Admission criteria for 2023-24 clearly. The CUET website did not reflect the name of our College. The members opined that Fr. Principal should seek clarification from the Hon. Vice Chancellor regarding admissions for the session commencing from 2023.
- (iii) Fr. Ajay Minj mentioned that the Discipline Committee should be made functional. Dr. B.K Sinha observed the DSW post should be given to a senior and experienced person. Dr. Sanjay suggested that DSW nomenclature be changed.
- (iv) Dr. Fr.Prabhat K. Soreng sought clarity on Purchasing Policy of the college.

(v) Dr. Fr. Pradeep Kerketta suggested that there should be a Media Policy and Cell to disseminate necessary information to the media.





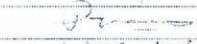





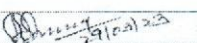







(vi) Dr. Achal Sinha proposed the name of Mr. Aniruddha Choudhury as IQAC Assistant. The proposal was seconded by Prof. B.K. Sinha and Dr. Abhjit Dey. Prof. B.K. Sinha observed that a proper designation will give confidence to Mr. Aniruddha Choudhury for the attainment of results.

Fr. Ajay Minj s.j delivered the Vote of Thanks. The meeting concluded on a positive.

The following members were present –

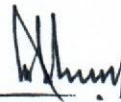
IQAC MEETING

Time : 11:00 a.m.
Date : March 29, 2023
Venue : P.G. Building

Sr. No.	Name	Signature
1.	Dr. Fr. Nabor Lakra, S.J. – Principal (Chairperson)	 29/3/23
2.	Dr. Fr. Robert P. Kujur, S.J. – Vice- Principal (Administration)	 29/3/23
3.	Dr. Fr. Ajay A Minj, S.J. – Vice- Principal, Evening (Administration)	 29/3/23
4.	Dr. Fr. Prabhat K. Soreng S.J. -Registrar (Administration)	 29/3/23
5.	Fr. Roshan Baa S.J. -Bursar (Administration)	 29/3/23
6.	Fr. Pradeep Kerketta, S.J. (Management)	 29/3/23
7.	Dr. Sanjay Kr. Ghosh – Dean Faculty of Commerce	 29/3/23
8.	Dr. Sanjay Kumar – Dean Faculty of Science	 29/3/23
9.	Dr. Harishwar Dayal – Dean Faculty of Social Science	 29/3/23
10.	Shri Birendra Kr. Sinha – Controller of Examination	 29/3/23
11.	Shri Binay Sarawgi – Industry Representative	 29/3/23
12.	Shri Sudhir Ugal – Alumni Member	 29/3/23
13.	Dr. Madhulika Singh - Member	 29/3/23
14.	Dr. Abhjit Dey - Member	 29/3/23
15.	Dr. Dhiraj M. Pathak - Member	 29/3/23
16.	Mrs. Sushmita Tigga – Parent Representative	 29/3/23
17.	Mr. John Osga – Student Member	 29/3/23
18.	Dr. Achal Sinha – Co-ordinator	 29/3/2023



Dr. Achal Sinha
(Co-Ordinator of IQAC)



Principal
(Dr. Fr. Nabor Lakra, sj.)

**Coordinator
IQAC
St. Xavier's College
Ranchi**

**PRINCIPAL
ST. XAVIER'S COLLEGE
RANCHI**