



ST. XAVIER'S COLLEGE

[Affiliated to Ranchi University, Ranchi]

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

Internal Quality Assurance Cell Meeting

A meeting of the IQAC was held in the Conference Hall (Humanities Building) on 25.04.2024 at 11.00 am.

Agenda:

1. Submission of AQAR 2022-23
2. AQAR 2023-24 (June 01, 2023 to May 31, 2024)
3. Academic & Administrative Audit (AAA)
4. Registration of AROX.
5. Any other matter.

Minutes of the Meeting:

The meeting began with an address by **Rev. Fr. Principal, Dr. Nabor Lakra, S.J.** Fr. Nabor began by welcoming the new members of the IQAC. In his address to the new members, Father Principal of SXC, Ranchi emphasized the pivotal role of the Internal Quality Assurance Cell (IQAC) in maintaining and enhancing the quality standards of the institution. He highlighted several key points:

- **Quality Assurance Culture:** The IQAC fosters a culture of quality assurance within the institution. It ensures that every aspect of academic and administrative functioning aligns with predefined quality benchmarks
- **Continuous Improvement:** Emphasizing on the importance of continuous improvement, the Fr. Principal explained how the IQAC serves as a mechanism for ongoing evaluation and enhancement. It helps identify areas for improvement and implements strategies to address them.
- **Compliance and Accreditation:** IQAC plays a crucial role in ensuring compliance with regulatory requirements and accreditation standards. By adhering to these standards, the institution can maintain its reputation and credibility.
- **Stakeholder Engagement:** Fr. Principal stressed on the involvement of various stakeholders in the quality assurance process, including faculty, staff, students, alumni, and the community. The IQAC serves as a platform for engaging these stakeholders and gathering feedback for improvement.
- **Data-Driven Decision Making:** The IQAC relies on data and evidence to drive decision-making processes. Through rigorous data collection, analysis and interpretation, it helps in making informed decisions aimed at enhancing the quality of education and services provided by the institution.
- **Best Practices:** The IQAC promotes the adoption of best practices in teaching, research, governance, and other areas. By benchmarking against industry standards and peer institutions, it facilitates the implementation of effective practices that contribute to overall excellence.

- **Accountability and Transparency:** Fr. Principal stressed on the importance of accountability and transparency in the quality assurance process. The IQAC ensures that all actions taken are transparent, accountable, and aligned with the institution's mission and vision.

By highlighting these aspects, Fr. Principal conveyed the significance of the IQAC in maintaining and improving the quality standards of the institution, ultimately contributing to its overall success and reputation.

Prof. Ms Shashi Prava Tigga read out the previous minutes of the meeting held on 24.01.2024. Upon listening to the minutes of meeting Dr. Sanjay Kumar suggested that the Sexual Harassment Committee should come under the ICC (Internal Complaint Committee) as this is an approved body suggested by the UGC & NAAC. Prof. B.K. Sinha gave a suggestion to keep the Sexual Harassment Committee as a subcommittee under ICC. Shri Binay Sarawgi pointed out that Dr. Harishwar Dayal has gone on a long leave and a new member can be appointed in his place.

Agenda 1: Submission of AQAR 2022-23


Dr. Shiv Kumar informed the house that the AQAR 2022-23 has been submitted successfully and subsequently the report has been approved by NAAC. Rev. Fr. Nabor thanked and applauded the NAAC team and especially to Dr. Shiv Kumar for his dedicated approach to complete the data submission process on time. Rev. Fr. Nabor also thanked Mr. Aniruddha Choudhury for his work towards NAAC and AQAR.

Agenda 2: AQAR 2023-24 (June 01, 2023 to May 31, 2024)

Dr. Shiv Kumar elaborated on the process of collecting data for seven criteria outlined by the National Assessment and Accreditation Council (NAAC)

1. **Curricular Aspects:**
2. **Teaching Learning and Evaluation:**
3. **Research Innovation and Extension:**
4. **Infrastructure and Learning Resources:**
5. **Student Support and Progression:**
6. **Governance, Leadership and Management:**
7. **Institutional Values and Best Practices:**

Rev. Fr. Principal, explained to the house how to capture data and distributed the responsibilities as per the details below:

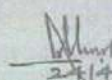


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AQAR 2023-24

Sr.No	Name	
1.	Dr. Fr. Nabor Lakra, S.J.- Principal	(Chairperson)
2.	Dr. Fr. Robert P. Kujur, S.J. -Vice-Principal (Management)	Criterion – IV: Infrastructure and Learning Resources
3.	Dr. Fr. Ajay Minj, S.J.- Vice-Principal Eve (Administration)	Criterion – VI: Governance, Leadership and Management
4.	Fr. Ravi Hemant Kujur, S.J.- Bursar (Administration)	Criterion – IV: Infrastructure and Learning Resources
5.	Dr. Fr. Prabhat Kennedy Soreng, S.J.-Registrar (Administration)	Criterion – VII: Institutional Values and Best Practices
6.	Dr. Sanjay Kumar - (Member)	Criterion – VI: Governance, Leadership and Management
7.	Dr. Narendra Singh - (Member)	Criterion – VI: Governance, Leadership and Management
8.	Prof. B. K. Sinha - Controller of Examination (Administration)	Criterion – I: Curricular Aspects
9.	Dr. Sanjay Kumar Sinha (Member)	Criterion – V: Student Support and Progression
10.	Dr. Dhiraj Mani Pathak - (Member)	Criterion – IV: Infrastructure and Learning Resources
11.	Dr. Shiv Shankar Prasad - (Member)	Criterion – VII: Institutional Values and Best Practices
12.	Dr. Sandeep Chandra - (Member)	Criterion – III: Research, Innovations and Extension
13.	Dr. Ashutosh Pandey - (Member)	Criterion – II: Teaching, Learning and Evaluation
14.	Ms. Shashi Prabha Tigga (Member)	AQAR (Report Writing)
15.	Ms. Udita Mitra (Member)	AQAR (Report Writing)
16.	Mrs. Ekta Arya (Member)	Women Cell, Gender Issues, Gender Sensitization
17.	Dr. Shiv Kumar	Part A: Extended Profile


 22/11/24
 PRINCIPAL
 ST. XAVIER'S COLLEGE
 RANCHI

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 Website : www.sxcrao.org

Prof. B.K. Sinha wanted to have a workshop on how to capture data on the seven criterion and Ms. Shashi Prava Tigga also wanted the same for better understanding and perfect data assimilation. Fr. Ravi Hemant Kujur, S.J. also opined that a daylong workshop is needed to understand the seven criteria.

Agenda 3: Academic and Administrative Audit

Rev. Fr. Nabor Lakra, S.J. explained the Academic and Administrative Audit to the house. Mr. Punit Poddar told the house that academic audits focus on the quality of academic programs and student learning experiences, while administrative audits focus on the efficiency and effectiveness of administrative operations and compliance with regulatory requirements. Both types of audits play crucial roles in ensuring the overall quality and accountability of educational institutions. Dr. Sanjay Kumar wanted to have a proforma based on which the Academic Audit can be performed across all departments. It was decided by the house that Internal Audit can be done every year and External Audit once in three years.

Agenda 4: Registration of AROX

Rev. Fr. Nabor Lakra, S.J. informed the house that the required documents for registration are ready and by this Saturday (27.04.2024) we will be in a position to submit the papers for registration.

Agenda 5: Any Other Matter

The house observed that The Academic Bank of Credit (ABC) address several key needs within the educational landscape:

- ❖ **Enhancing Student Mobility**
- ❖ **Promoting Flexibility in Education**
- ❖ **Accelerating Time in Degree Completion**
- ❖ **Supporting Lifelong Learning**
- ❖ **Increasing Access to Higher Education**
- ❖ **Improving Transfer Pathways**
- ❖ **Facilitating International Education**

Overall, the Academic Bank of Credit (ABC) addresses the evolving needs of students, institutions, and employers in today's dynamic educational landscape by promoting mobility, flexibility, efficiency and access to higher education opportunities

In view of the above, Dr. Sandeep Chandra explained the house about the ABC and showed a power point presentation with an audio-visual clipping on how a student is going to be benefitted if he/she has an Academic Bank of Credit account.

On this topic Rev. Fr. Nabor Lakra, S.J. informed the house that a committee has been formed to look after the nuances of ABC. The committee comprises the following members:

Sl	Name
1.	Dr. Fr. Prabhat Kennedy Soreng, S.J. - Registrar
2.	Prof. B. K. Sinha – Controller of Examination (Administration)
3.	Dr. Sandeep Chandra
4.	Mrs. Ekta Arya

Fr. Anuranjan Ekka (Student Representative) informed the house that he has been very lucky to have studied at St. Xavier's College, Ranchi. He expressed his happiness to become a member of the IQAC. He thanked Fr. Nabor for that. Fr. Anuranjan wanted the college management to offer a little flexibility on students' attendance for those who participated in college activities. He appreciated the various seminars/activities organized by the college. He wanted more books to be made available to the students. He emphasized on the need to upgrade the old equipment in various labs.

Prof. B.K. Sinha expressed the need to have a clear-cut policy on new registrations and that should be made available on the college website. Fr. Nabor informed the house that admission in the new academic session will be taken based on CUET marks as well as through our own entrance test.

Mr. Punit Poddar gifted some of his favorite books to all the members present.

Dr. Sanjay Kumar suggested that there should be only one place where the notices be made available/displayed.

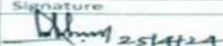

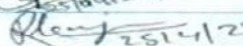
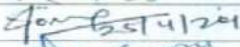

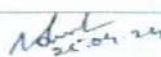






Vote of Thanks:

Fr. Ajay Minj, S.J. expressed his gratitude to all the participating members, extending a warm vote of thanks for their valuable contributions and active involvement in the meeting. He conveyed his happiness and satisfaction with the outcomes of the gathering, emphasizing the fruitful exchange of ideas, insights and perspectives that took place. Fr. Ajay Minj, S.J. acknowledged the efforts of everyone involved in making the meeting a success, highlighting the spirit of collaboration and cooperation that characterized the discussions. He expressed optimism about the positive impact of the meeting's outcomes and looked forward to future opportunities for continued collaboration and progress.

The Following members were present:

IQAC MEETING

Venue : P.G. Building Conference Hall
Time & Date : 11:00 a.m. & 25th April, 2024

Sr.No	Name	Signature
1.	Dr. Fr. Nabor Lakra, S.J.- Principal (Chairperson)	 25/4/24
2.	Dr. Fr. Robert P. Kujur, S.J. -Vice-Principal (Management)	
3.	Dr. Fr. Ajay Minj, S.J.- Vice-Principal Eve (Administration)	 25/4/24
4.	Fr. Ravi Hemant Kujur, S.J.- Bursar (Administration)	 25/4/24
5.	Dr. Fr. Prabhat Kennedy Soreng, S.J.-Registrar (Administration)	 25/4/24
6.	Dr. Sanjay Kumar - (Member)	 25/04/2024
7.	Dr. Harishwar Dayal - (Member)	
8.	Dr. Narendra Singh - (Member)	 25/04/24
9.	Prof. B. K. Sinha - Controller of Examination (Administration)	 25/4/24
10.	Shri Binay Sarawgi - (Industry Representative)	
11.	Mr. Punit Poddar (Alumni Member)	
12.	Dr. Sanjay Kumar Sinha (Member)	 25/4/24
13.	Dr. Dhiraj Mani Pathak - (Member)	 25/04/2024
14.	Dr. Shiv Shankar Prasad - (Member)	 25/04/24

15.	Dr. Sandeep Chandra - (Member)	 25/4/24
16.	Dr. Ashutosh Pandey - (Member)	 25/04/2024
17.	Ms. Shashi Prabha Tigga (Member) PRAVA	 25/04/24
18.	Ms. Udit Mitra (Member)	 25/04/24
19.	Mrs. Ekta Arya (Member)	 25/04/24
20.	Mrs. Devendra Kaur (Parents Representative)	
21.	Mr. Anuranjan Ekka (M.A. Geog) - (Student Representative)	 25/04/24
22.	Dr. Shiv Kumar (Co-Ordinator)	 25/04/24

Photographs of the meeting.



IQAC members attending the meeting



IQAC members sharing their views



IQAC members discussing issues



A Group Photograph of all the IQAC members present for the meeting.

Shiv Kumar
Dr. Shiv Kumar
IQAC Coordinator

[Signature]
Dr. Fr. Nabor Lakra, S.J.
Principal,
PRINCIPAL
ST. XAVIER'S COLLEGE
(AUTONOMOUS)
RANCHI