



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 Fr. Proost Hall on 04.05.2024 at 03.00 pm.

Agenda:

1. Mission and Vision Statement and Aims and Objectives of Clubs, Societies, Committees, Groups, Cells etc. for College Handbook
2. AQAR/NAAC requirement (3.4.3, 3.4.4 & 7.1.11)
3. Activities Planned for the Academic Year 2024-2025.
4. Any other matter.

Minutes of the Meeting:

The meeting began with an address by **Dr. Fr. Ajay Arun Minj, S.J.** Fr. Ajay began by welcoming the members of the IQAC and the student representatives of various Clubs, Societies and Committees. Fr. Ajay informed the house about the importance of College Activities and about keeping a record of them for report. He also said that we were very poor in documenting the activities/ events the way it should be. We have been arranging activities but due to poor documentation we scored poorly in NAAC.

Agenda 1: Mission and Vision Statement and Aims and Objectives of Clubs, Societies, Committees, Groups, Cells etc. for College Handbook

Fr. Ajay suggested that the Mission and Vision statement of each club, society and committee should be in line with the Mission and Vision of St. Xavier's College, Ranchi. Fr. Ajay told the members to prepare an Activity Calendar for the academic year 2024-2025.

Agenda 2: AQAR/NAAC requirement (3.4.3, 3.4.4 & 7.1.11)

Dr. Shiv Kumar, IQAC Coordinator, explained to the house about Criteria III and VII at length with some examples. He showed the template provided by the NAAC to capture data. He intimated the house on how to keep a track/document of every activity and prepare reports of each event/activity. He explained template nos 3.4.3 & 3.4.4 (Under Criteria No III – Research, Innovation and Extension) and template no 7.1.11 (Under Criteria No VII- Institutional Values and Best Practices).

Agenda 3: Activities Planned for the Academic Year 2024-2025.

Fr. Kennedy explained to the house how to prepare the Activity calendar and handed a copy of the proforma of the activity planner for the year 2024-2025 to each faculty member present.

ST. XAVIER'S COLLEGE RANCHI
ACTIVITIES PLANNED FOR THE ACADEMIC YEAR 2024-2025
 FOR THE ACADEMIC CALENDAR DATE

Name of the Department, club, association, group, cell etc.....

Month	Date	Activity/Programme
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
March		
April		
May		
June		

Jany
 30/4/24
 FR REGISTRAR
 REGISTRAR
 XAVIER'S COLLEGE
 RANCHI

M. Anil
 30/4/24
 FR PRINCIPAL
 PRINCIPAL
 ST. XAVIER'S COLLEGE
 RANCHI

The In-charge for Seven Criteria of NAAC has been distributed as under:

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. Udit Mitra (Member)	AQAR (Report Writing)
16.	Mrs. Ekta Arya (Member)	Women Cell, Gender Issues, Gender Sensitization
17.	Dr. Shiv Kumar	Part A: Extended Profile


 28/11/24
 PRINCIPAL
 PRINCIPAL
 ST. XAVIER'S COLLEGE
 RANCHI

Phone : 0651-2214301 • e-mail : sxcrprincipal@gmail.com
 Website : www.sxcran.org

Agenda 4: Any other matter

A question was raised by the students regarding drop of attendance percentage for those students who are engaged in activities. Dr. Sanjay Kumar explained nicely to the students that in the academic classes if a student has more than 60% attendance, only then the rest of attendance be given to the students if he/she can show relevant proof that he/she has attended activities and because of which his/her attendance is below the required norms.

Student Voices:

Jai Gaba (Student representative of Rotaract Club): He said that he has organized and participated in almost 210 activities but out of those only 30 activities were organized in the College Premises. He wanted more activities to be held in the college premises rather than outside. He also emphasized upon the need to have at least two meetings in a month among all club members and their faculty representatives. This way the activities can be planned more effectively and value addition can be done to the students as well as to the College.

Fr. Ajay suggested that the first priority be given to studies and without hampering the studies different and relevant activities should be planned.

Shahista (Student representative for INOVA Club): A lot of activities/events are planned by them but only a few are actually executed. She wanted to have a clear-cut roadmap on how many activities will be allowed or permitted per club.

A student representative from **GEOClub** expressed her concern about poor audiences' presence and because of which the very purpose of an activity is lost. She also expressed her disappointment on not getting the certificate printed for the participants on time.

Dr. Shiv Kumar pointed out to the student representatives that quality activities and activities which are approved by college should be given priority over quantity. Not all activities are recognized by the NAAC, the no. of activities should be in accordance with the NAAC guidelines. He also wanted the organizers to come up with the budget/financial requirements for the events they want to organize.

Fr. Kennedy suggested the students that they should submit the Certificate Design at least 7 days before the event is scheduled so that the printing and availability of the certificate is ensured on time. This way we can hand over the certificate to the participants on the day of activity/event.

A student representative of NSS suggested to create a Blood Bank for our college. **Fr. Ajay** informed the house about the technical difficulties in creating our own blood bank. However, he informed the house that the college has already signed an MOU with a local NGO regarding the same.

Dr. Sachin Mishra, Dept. of English, suggested that the facilities on the stage, like the sound system, lighting and the projector should be improved. He wanted the old equipment to be upgraded. **Fr. Ajay** replied that the upgradation for these facilities is underway.

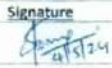








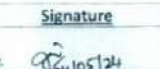
Nidhi (A student representative from **ABHIVYAKTI**) wanted the college management to support financially to those who participated in events arranged outside Ranchi.

Dr. Sanjay Kumar, Dept. of History wanted the students to inform/intimate the department as well as the college if he/she has won any award/recognition/medals in any event organized at the District/State/National/International level.

Dr. Sunil Kumar Bhatia, Dept. of Hindi gave a suggestion to revive the College Magazine and wanted everyone to contribute to the magazine with rich contents.

The Vote of thanks was proposed by Prof. Anirban Gupta. In his speech he thanked all the participants on behalf of the management, faculty and students.

Attendance

<p align="center">IQAC, St. Xavier's College, Ranchi Stakeholder Meeting of Various Committees, Societies and Clubs etc. Activities planned for the year 2024-25 4th May, 2024, 03:00 p.m. at Fr. Proost Hall</p>		
CULTURAL COMMITTEE		
Teacher In charge / Co-Ordinator	Name Prabhat K. Soring	Signature 
PUBLICATION COMMITTEE		
Teacher In charge / Co-Ordinator	Name Sunit Kumar Bhatia	Signature 
GAMES & SPORTS		
Teacher In charge / Co-Ordinator	Name	Signature
DISCIPLINE COMMITTEE		
Teacher In charge / Co-Ordinator	Name Suryajit Singh	Signature 
PLACEMENT & CAREER COUNSELLING		
Teacher In charge / Co-Ordinator	Name ABHJIT DEY	Signature 
Society of Commerce		
Teacher In charge / Co-Ordinator	Name Dr Anurag Singh	Signature 
Hindi Sahitya Parishad		
Teacher In charge / Co-Ordinator	Name Sunit Kumar Bhatia	Signature 
Geo Club		
Teacher In charge / Co-Ordinator	Name Sandeep Chandra	Signature 
Tribal Cultural Society		
Teacher In charge / Co-Ordinator	Name Prabhat K. Soring	Signature 
Rotract Club		
Teacher In charge / Co-Ordinator	Name Suprat Choudhary	Signature 
Electoral literacy club		
Teacher In charge / Co-Ordinator	Name Ashutosh Kr Pandey	Signature 

AICUF

	Name	Signature
Teacher In charge / Co-Ordinator	<i>[Signature]</i>	AJAY WINS

NSS

	Name	Signature
Teacher In charge / Co-Ordinator	DR ANANDA GUPTA	<i>[Signature]</i>

NCC

	Name	Signature
Teacher In charge / Co-Ordinator	Dr. Priya Srivastava	<i>[Signature]</i>

Women's Forum

	Name	Signature
Teacher In charge / Co-Ordinator	Prof. Dr. Bharti S. Raipat (Nidhi Singh)	<i>[Signature]</i> 4/5/24

Eco Task Force

	Name	Signature
Teacher In charge / Co-Ordinator	Prof. Dr. Bharti S. Raipat (Monika Chakraborty)	<i>[Signature]</i> 4/5/24

Green campus committee

	Name	Signature
Teacher In charge / Co-Ordinator	Prof. Dr. Bharti Raipat (Dr. Namita Pandey)	<i>[Signature]</i> 4/5/24

PIRENE-The Cultural Society Dept. of English

	Name	Signature
Teacher In charge / Co-Ordinator	Suman Mishra Ananya Bose Shachi P. Tripathi	<i>[Signature]</i> 4/5/24

FINOVA

	Name	Signature
Teacher In charge / Co-Ordinator	Dr. Priya Srivastava Prof. Uma Bhatnagar	<i>[Signature]</i> 4/5/24

ENPYREAN CLUB

	Name	Signature
Teacher In charge / Co-Ordinator	Dr. Anjali K. Srivastava Sumanika Jha	<i>[Signature]</i> 4/5/24

SOCIETY OF EARTH OBSERVATION AND CONSERVATION

	Name	Signature
Teacher In charge / Co-Ordinator	Dr. Sandeep Chavhan	<i>[Signature]</i> 4/5/24

B.Ed- All clubs

	Name	Signature
Teacher In charge / Co-Ordinator	Dr. Namita Pandey Palvika - ECD CLUB (DHARA MEET)	<i>[Signature]</i> 4/5/24

	Name	Signature
Teacher in charge / Co-Ordinator	Shilpa Kanda Rhapsody - English Language Club	<i>[Signature]</i> 5/1/24

	Name	Signature
Teacher In charge / Co-Ordinator		

The ~~Economic~~ Society

	Name	Signature
Teacher In charge / Co-Ordinator	ASHISH RANJAN	Ashish Ranjan 4/5/23

Dramatic Society.

	Name	Signature
Teacher In charge / Co-Ordinator		

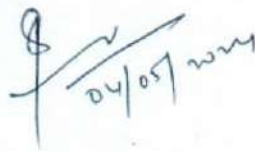
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	Name	Signature
Teacher In charge / Co-Ordinator	For. Bharti S. Raipat (Manvi Chakrobarty)	4/5/24 (For. Bharti S. Raipat)

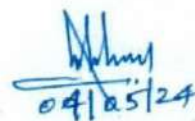
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Teacher In charge / Co-Ordinator		

	Name	Signature
Teacher In charge / Co-Ordinator		

	Name	Signature
Teacher In charge / Co-Ordinator		


24/05/2024

Coordinator
IQAC
St. Xavier's College
Ranchi


04/05/24

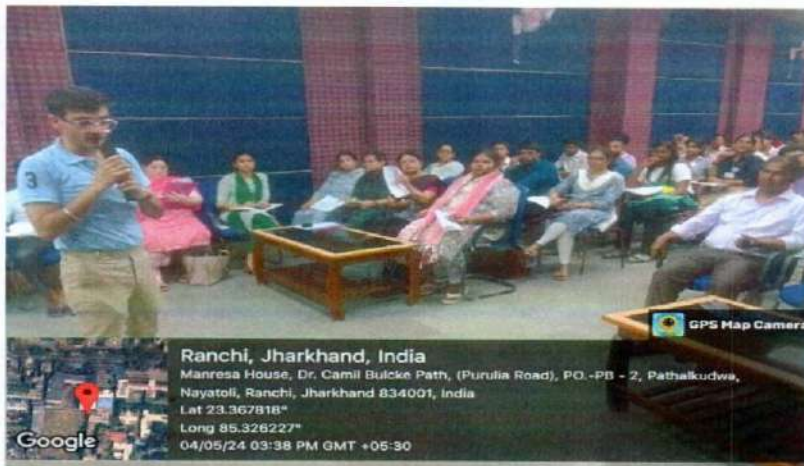
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Dr. Shiv Kumar(IQAC Coordinator, Fr. Dr. Ajay Minz, (Vice Principal, Evening) Fr. Dr. Prabhat Kennedy, (Registrar)



PPT of the Presentation



A student representative sharing his feedback during the meeting.



Faculty & students attending the meeting.

Shiv Kumar

Dr. Shiv Kumar
IQAC Coordinator

[Signature]

Dr. Fr. Nabor Lakra, S.J.
Principal

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