



ST. XAVIER'S COLLEGE

(An Autonomous College, Affiliated to Ranchi University, Ranchi)

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

Internal Quality Assurance Cell Meeting

A review meeting with the faculty members (DQAC) who are looking after the Departmental AAA (Academic and Administrative Audit), was called for on 3rd March 2025 at Conference Hall, Humanities Building.

The Agenda of the Meeting:

1. AAA (Academic and Administrative Audit)
2. Any other matter

Minutes of the Meeting

The meeting began with the welcoming of Fr. Dr. Robert Pradeep Kujur, S.J., the Principal-cum-Chairperson of St. Xavier's College (Autonomous), Ranchi & Fr. Ajay Arun Minj, SJ Vice Principal, St. Xavier's College (Autonomous), Ranchi, by Dr. Shiv Kumar, IQAC Coordinator.

Fr. Robert Pradeep Kujur, SJ, Principal, SXC Ranchi in his opening remarks appreciated the IQAC Coordinator and thanked the entire team for the effort for systematically arranging the departmental data required for AAA (Academic and Administrative Audit).

Fr. Ajay Arun Minj, SJ, Vice Principal, SXC Ranchi explained the rationale behind the conduction of Academic and Administrative Audit. He informed the present members that the AAA is being conducted by the Xavier Board of Higher Education in India. Fr. Ajay, then, asked Dr. Sandeep Chandra to explain the AAA format/requirements to the faculty members.

Dr. Sandeep Chandra used the AAA (Academic and Administrative Audit) format provided by the **Xavier Board of Higher Education in India**, and explained at length the requirements laid down under the following headings:

1. **Curricular Aspects**
2. **Teaching – Learning and Evaluation**
3. **Research, Innovation and Extension**
4. **Infrastructure and Learning Resources**
5. **Student Support and Progression**
6. **Additional Information**

Each of the above headings has a number of subheadings and formats to be filled with departmental data. Dr. Sandeep Chandra explained each one of them and he answered all the other questions & clarification sought by the members of different departments.

The members unanimously decided to fill the AAA format by 5th March 2025.

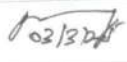



Vote of thanks was delivered by Fr. Prabhat Kennedy Soreng, SJ, Registrar, SXC Ranchi, where he appreciated the efforts put in by all the departments and hoped to complete the process by the deadline given.

Attendance

IQAC MEETING

Venue: P.G. Building Conference Hall

Time & Date: 4:00 p.m. & 3rd March, 2025

Sr.No	Name	Signature
1.	Dr. Fr. R. Pradeep Kujur, S.J. -Principal (Chairperson)	
2.	Dr. Fr. Ajay Minj, S.J.- Vice-Principal (Administration)	
3.	Fr. Ravi Hemant Kujur, S.J.- Bursar (Administration)	
4.	Dr. Fr. Prabhat Kennedy Soreng, S.J.- Registrar (Administration)	
5.	Dr. Sanjay Kumar - (Member)	
6.	Dr. Harishwar Dayal - (Member)	
7.	Dr. Narendra Singh - (Member)	
8.	Prof. B. K. Sinha - Controller of Examination (Administration)	
9.	Shri Binay Sarawgi - (Industry Representative)	
10.	Mr. Punit Poddar (Alumni Member)	

11.	Dr. Sanjay Kumar Sinha (Member)	
12.	Dr. Dhiraj Mani Pathak - (Member)	
13.	Dr. Shiv Shankar Prasad - (Member)	
14.	Dr. Sandeep Chandra - (Member)	
15.	Dr. Ashutosh Pandey - (Member)	
16.	Ms. Shashi Prabha Tigga (Member)	
17.	Ms. Udit Mitra (Member)	
18.	Mrs. Ekta Arya (Member)	
19.	Mrs. Devendra Kaur (Parents Representative)	
20.	Mr. Anuranjan Ekka (M.A. Geog) - (Student Representative)	
21.	Dr. Shiv Kumar (Co-Ordinator)	

Sr.No	Department	Name	Signature
1	BBA	MS. JANET EKKA	<i>Janet Ekka</i> 3/3/25
2	BIOTECHNOLOGY	DR. SANYUKTA KUMAR	<i>Sanyukta</i> 03/03/25
3	BOTANY	DR. FR. PRABHAT K. SORENG	
4	BVOC	SHRI GAUTAM RUDRA	
5	CHEMISTRY	DR. SUSHIL KR. PANDEY	<i>Sushil</i> 3/3/25
6	COMMERCE	DR. SANDEEP KUMAR	<i>Sandeep</i> 03/03/25
7	COMPUTER/IT	DR. KAMALDEEP	<i>Kamaldeep</i> 03/03/25
8	ECONOMICS	DR. DHIRAJ M. PATHAK	<i>Dhiraj</i> 03/03/2025
9	EDUCATION	DR. NANDITA DAS	<i>Nandita Das</i> 3/3/25
10	ELL	SHRI. SHUBHAM KUJUR	<i>Shubham Kujur</i> 3.3.25
11	ENGLISH	SHASHI PRAVA TIGGA	<i>Shashi</i> 03/03/25
12	GEOGRAPHY	DR. SANDEEP CHANDRA	<i>Sandeep</i> 3/3/25
13	GEOLOGY	MS. MABLE M. TOPPO	<i>Mable</i> 03/03/25
14	HINDI	DR. SANJAY KUMAR	<i>Sanjay</i> 3.3.25
15	HISTORY	MS. ANJU OSEEMA M. TOPPO	<i>Anju</i> 3.3.25
16	MATHEMATICS & STATS	SHIRI VIJAY KR. MEHTA	<i>Shiri</i> 03-03-25
17	PHYSICS	DR. RAJESH KUMAR	<i>Rajesh</i> 03-03-25
18	POLITICAL SCIENCE	DR. ASHUTOSH KR. PANDEY	<i>Ashutosh</i> 03/03/25
19	SOCIOLOGY	MS. IVANA CHAKRABORTY	<i>Ivana</i> 3/3/25
20	ZOOLOGY	DR. PRIYA SRIVASTAVA	<i>Priya</i>

21	BJMC & ANIMATION AND INTERIOR DESIGN	DR. SANTOSH KR. KIRO	<i>Santosh</i>
----	--------------------------------------	----------------------	----------------

Photographs of the meeting



Shiv Kumar

Dr. Shiv Kumar
IQAC Coordinator

Dr. Fr. Robert Pradeep Kujur, S.J.
Principal