



# Internal Quality Assurance Cell

ST. XAVIER'S COLLEGE  
(An Autonomous College, affiliated to Ranchi University)  
RANCHI, JHARKHAND 834 001

Tel: 0651-2214301, 2214 935  
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## Minutes of the meeting held on 5<sup>th</sup> of March, 2013

A meeting of IQAC was held on 5<sup>th</sup> of March, 2013 at 10:45 pm in the conference hall of the college with following agenda:

1. Discussion on NAAC Peer Team Report
2. Any other matter

Following members of the committee were present:

1. Dr. Fr. N. Tete s.j. – Chairman
2. Dr. Fr. N. Lakra s.j.
3. Dr. R. N. Sinha
4. Dr. G. Jha
5. Dr. Sujit Bose
6. Dr. Navin Kumar
7. Shri Sanjay Kumar – Coordinator
8. Shri B. K. Sinha
9. Dr. N. V. A. Rao
10. Prof. A. K. Sinha – Controller of Examinations (Special Invitee)

### Minutes of the meeting:

1. Resolutions taken in the last meeting were confirmed.
2. The members of the committee went through the report submitted by NAAC Peer Team and it was agreed upon that we should first take section 3.2 'Institutional weaknesses' for discussion and try to find means and ways to address the weaknesses indicated by the Team.
  - i) As some sanctioned posts are vacant due to non-availability of courses or students in those subjects, we should try, if possible, to get these posts converted, by department of HRD, Ranchi, to posts for other subjects in which we have large number of students.
  - ii) It was decided that to develop communication skills of the students, we should prepare a programme to be compulsorily undertaken by all the students. It was also resolved that possibility of assigning 1 non-academic credit for this programme be explored.
  - iii) It was resolved that number of teaching faculties be increased in B.A. course.
3. Resolved that to prepare syllabus in accordance with the Credit and Grading System, Board of Studies meeting be convened by all the departments by 15<sup>th</sup> of May, 2013. In this meeting list of Examiners should also be approved.



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4. Resolved that the NAAC Peer Team Report be uploaded to the college website.
5. It was decided that next meeting be held on 12<sup>th</sup> of March, 2013.

(Sanjay Kumar)  
Coordinator, IQAC

(Dr. Fr. N. Tete, s.j.)  
Chairman, IQAC