

MINUTES OF THE METING HELD ON 20th Of December, 2018

A meeting of the IQAC was held on 20th of December, 2018 at 10.30 a.m. in the Conference Hall of the college to discuss following agenda:

1. Confirmation of the minutes of the last meeting.
2. Submission of IIQA.
3. Preparation of SSR.
4. Approval of AQAR(2017-18)
5. Any other matter

Following members of the committee were present

1. Dr. Fr. Emmanuel Barla s.j. – Chairman
2. Dr. Manish Kumar
3. Dr. Fr. N.Lakra s.j.
4. Dr. Fr. Pradip Robert Kujur s.j.
5. Dr. Sanjay Kumar
6. Dr. Jayant Sinha
7. Prof. Dr. V.P.Sharan
8. Dr. N.V.A. Rao
9. Dr. Kamal Kumar Bose
10. Dr. Achal Sinha
11. Dr. Swarat Chaudhuri – Co-ordinator
12. Dr. B.Raipat
13. Dr. Raman Kumar Das
14. Dr. Rajiv R. Srivastava
15. Prof. A.K.Sinha – Exam. Controller
16. Mrs. Anupama Bhargava

Minutes of the meeting

1. The Co-ordinator introduced the new Principal cum chairperson to the members of the IQAC then after the Chairperson welcomed the members and the minutes of the previous meeting held on 29th May, 2018 was read out by the Co-ordinator. The members confirmed the minutes without any changes.
2. In matters arising out of the minutes
 - a. Dr.Mrs. B.Raipat informed the house that ICC has conducted two workshops for the benefit of the students.
 - b. Dr. Sanjay Kumar gave stress on having more classrooms and Labs and it was also suggested by him to create more management posts, at least 10 in Science stream to support the courses
 - c. It was also brought to the notice of the chairperson that academic audit is not yet done for the college and it should be done as early as possible and

appropriate measures should be taken by the management to complete the audit as soon as possible.

- d. Dr. Sanjay Kumar suggested that point (h) of the last meeting held can be put under Skill Enhancement Courses of different programmes.
 - e. Examination Controller Dr. A.K.Sinha expressed his inability to bring out results within 15 days of completion of the last exam under the existing practices. The members urged him to find a way to have centralised evaluation and bring out the results within 25 days.
3. The Co-ordinator informed the house that there are some problems regarding filling up online IIQA at the NAAC website since it is showing no previous details of the college which needs to be rectified. It was also informed to the house that the work for preparation of SSR is going on at a rapid pace but due to lack of significant data it stalls at times. Chairperson informed the members that measures are being taken to submit the IIQA and SSR to NAAC as early as possible.
 4. The Co-ordinator informed the house that the AQAR for the year 2017-18 is ready and sought the permission of the house to approve the AQAR for sending it to NAAC and upload it on the college website. The members agreed to do so.
 5. Any Other Matter
 - a. The Co-ordinator brought to the notice of the members that there is a need for implementing a learning management System in the college and the college should look forward to implement it as soon as possible. It was suggested that there should be a faculty development program to enable the staff members understand the mechanism of LMS and e content development. It was proposed to have a FDP in the month of January,2019.
 - b. Dr. Achal Sinha proposed to start Late Dr. Ashutosh Memorial Lecture series and he proposed a date of 11th January,2019 to have the first lecture. The members agreed to his proposal.
 - c. The members suggested to have the details of research activities taken up by the college teachers to be well published on the college website against every individual's name. A teacher's profile must be created on the website so that teachers can upload their achievements directly.
 - d. It was decided by the members that the students should be encouraged to take part in university/state/national and international sports and cultural events.
 - e. Dr. Fr. Pradip Robert Kujur s.j. suggested to have reservations based on Sports Quota.
 - f. Dr. Fr. Pradip Robert Kujur s.j. suggested to have online real time attendance system.
 - g. Dr. Fr. Pradip Robert Kujur s.j. informed the house that a new building is to be constructed in place of old St. John's building and that will serve to solve the problem of classroom allocation. The work is pending because of some land registration problem.

- h. It decided in the meeting that the requirements from various departments are to be submitted to the Registrar and the Purchase committee will do the needful.
- i. It was suggested to provide seed money/conference participation/journal subscription etc. to promote research. The proposals will be invited and settled on first come first serve basis and availability of funds as per budgetary allocation.
- j. It was suggested by the members of the house to bring out advertisements for vacant posts immediately.

6. The meeting ended with a vote of thanks by the chairman.



Dr. Swarat Chaudhuri
Co-ordinator, IQAC



Dr. Fr. Emmanuel Barla, s.j
Chairman, IQAC

PRINCIPAL
ST. XAVIER'S COLLEGE
RANCHI