

## **Minutes of the Meeting held on 30<sup>th</sup> Saturday, 2018**

A meeting of the IQAC was held on 30<sup>th</sup> of June (Saturday), 2018 at 2.00 p.m. in IQAC Room to discuss following agenda:

1. Confirmation of said IQAC Committee.
2. Confirmation of IQAC Coordinator
3. Briefing of the function of the IQAC.
4. Approval of Academic calendar.
5. Constitution of different committees and cells

### **Agenda-1: Confirmation of said IQAC Committee.**

The house approved and confirmed the composition of the IQAC where the members are as under:

1	Dr. Fr. Ephrem Baa	Principal
2	Fr. Bruno Toppo	Bursar
3	Dr. Jayant Kr. Kashyap	Coordinator
4	Dr. Animesh Roy	Member
5	Dr. Sunil Kerketta	Member
6	Prof. Rainy Alma Lakra	Member
7	Dr. Anirudh Prasad	Member
8	Prof. Ajay Kumar	Member
9	Mrs. Mukta Xess	Member
10	Mrs. Kausilya Kumari	Member
11	Mrs. Manisha Barla	Member
12	Mr. Rakesh Eric Kerketta	Member
13	Mrs. Mary Kanta P. Minz	Member


### **Agenda-2: Confirmation of IQAC Coordinator**

The members approved and confirmed Dr. Jayant Kr. Kashyap as the IQAC Coordinator

### **Agenda-3: Briefing of the function of the IQAC.**


The IQAC is responsible for planning, guiding, and monitoring quality assurance (QA) and quality enhancement (QE) activities in the college. Some of the functions are were discussed and noted:

  
Coordinator  
Internal Quality Assurance Cell (IQAC)  
St. Xavier's College, Simdega  
(Affiliated to Ranchi University, Ranchi)  
Jharkhand, India

  
Principal  
St. Xavier's College  
Simdega

- Facilitate the development and application of quality benchmarks/parameters/Attributes/templates for the various academic and administrative activities of the College and compile these in to a quality manual, which is easily accessible to everyone.
- Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Promote the setting up of Quality Circles with the participation of students wherever feasible for identifying, studying, experimenting and recommending quality improvement measures in any specific area or for any specific purpose.
- Coordinate the organization of workshops, seminars on quality related themes.
- Documentation of the various programmes/activities leading to quality improvement.
- Disseminate information on the various quality parameters/Attributes of higher education, which are applicable to the college.
- Coordinate the proper documentation of the various programmes/activities of the College, leading to quality improvement.
- Promote the professional development of faculty and staff by organizing training programmes, workshops and other activities.
- Act as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- Coordinate development and maintenance of a management information database for the purpose of maintaining / enhancing the institutional quality.
- Arrangement for collecting feedback from students, parents, teachers and alumni on quality-related institutional processes.
- Strengthening of academic counselling and career counselling.

  
 Jayanth Kumar  
 Internal Quality Assurance Cell (IQAC)  
 St. Xavier's College, Simdega  
 (Affiliated to Ranchi University, Ranchi)  
 Jharkhand, India

  
 PRINCIPAL  
 St. Xavier's College Simdega



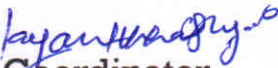
- Strengthening of alumni association by involving alumni in the development of college.
- Help in academic and administrative audits by providing required information with valid proofs.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and Attributes/parameters of NAAC, to be submitted to NAAC.


#### **Agenda-4: Approval of Academic calendar.**

The members discussed on the proposed yearly academic Activities. It was also suggested to include all the co-curricular activities. It was said that the yearly plan in detail could be provided to all for the better preparation of the upcoming events.

#### **Agenda-5: Constitution of different committees and cells**

The house requested the IQAC coordinator to form different statutory and non-statutory committees, clubs and cells for the different college life activities.

  
 Coordinator  
 IQAC  
 Co-Ordinator  
 Internal Quality Assurance Cell (IQAC)  
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 Principal  
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