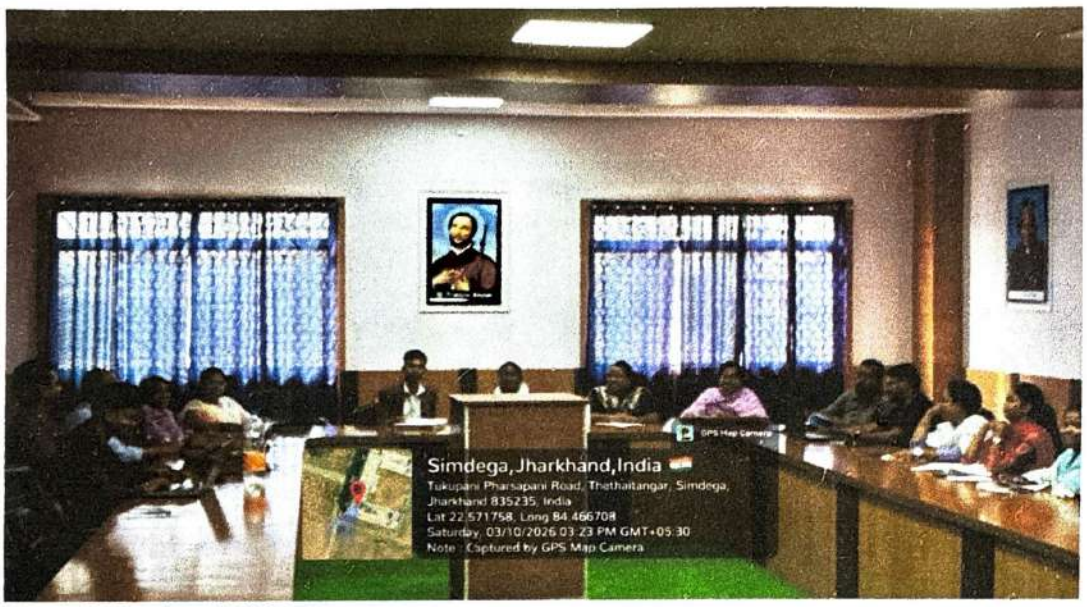
ST. XAVIER'S COLLEGE, SIMDEGA

SWAYAM CELL

MINUTES OF THE MEETING REGARDING THE DEPARTMENTAL SWAYAM ORIENTATION PROGRAMME



Date: 3 October 2026
Time: 3:00 PM – 3:40 PM
Venue: Board Meeting Room, First Floor
Convened by: Dr. Amit Kumar Gupta, SWAYAM Coordinator
Attendees: Heads of Departments and SWAYAM Cell Members**1. Agenda of the Meeting**

1. To discuss the conduct of separate SWAYAM Orientation Programmes for undergraduate (UG) and postgraduate (PG) students of all departments.
2. To expand the SWAYAM Cell by including additional faculty members.

2. Proceedings of the Meeting

The meeting was convened by Dr. Amit Kumar Gupta, SWAYAM Coordinator, to discuss measures for promoting awareness of SWAYAM and other online learning resources among students of the College.

The Coordinator briefed the attendees about the importance of SWAYAM in providing access to quality online courses and supporting students' academic and professional development. He

SWAYAM Local Chapter Co-ordinator St. Xavier's College, Simdega

Central Co-ordinator Cells/Committees/Clubs St. Xavier's College, Simdega (Affiliated to Ranchi University, Ranchi) Jharkhand (INDIA)

Co-ordinator Internal Quality Assurance Cell St. Xavier's College, Simdega (Affiliated to Ranchi University, Ranchi) Jharkhand (INDIA)

guided the Heads of Departments and SWAYAM Cell Members on the need to familiarise students with SWAYAM, its available courses, enrolment procedures and the benefits of online learning.

The matters discussed and decisions taken during the meeting are recorded below.

3. Decisions Taken

Agenda 1: Departmental SWAYAM Orientation Programmes for UG and PG Students

It was decided that all departments would organise separate SWAYAM Orientation Programmes for their undergraduate and postgraduate students, according to their respective convenience and academic schedules.

- The programmes will be conducted in the **College Hall**.
- Each departmental orientation programme will be of approximately **45 minutes**.
- The programmes will familiarise students with SWAYAM and other online learning resources.
- The respective Heads of Departments and faculty members will encourage student participation and promote the use of online learning platforms for academic enrichment and skill development.

Agenda 2: Inclusion of Members in the SWAYAM Cell

It was decided to include the following Assistant Professors as members of the SWAYAM Cell to strengthen its functioning and facilitate the effective implementation of SWAYAM-related activities:

1. **Ms. Anamika Nisha Runda**
2. **Ms. Lipica Subir**
3. **Ms. Pushplata Kujur**

The newly included members will assist the SWAYAM Coordinator in coordinating orientation programmes and promoting awareness of online learning opportunities among students.

4. Conclusion

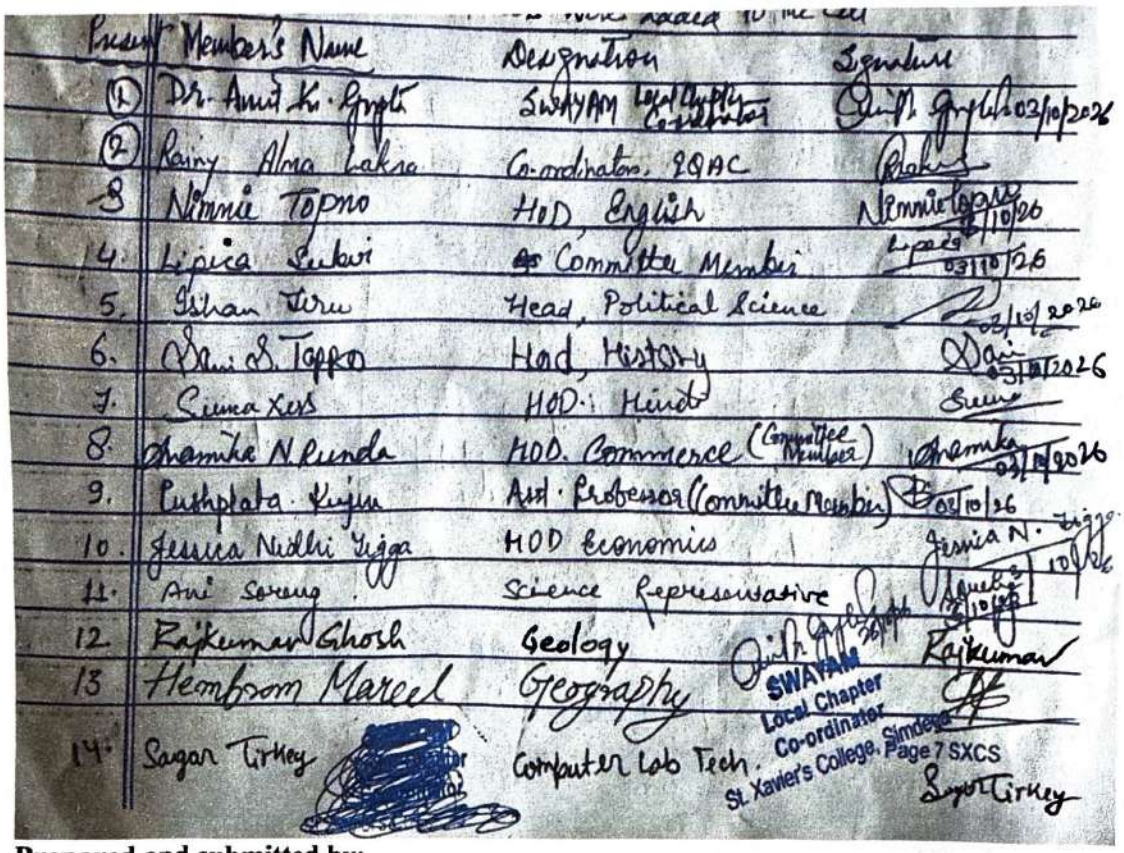
The meeting concluded with a shared commitment to conduct the departmental SWAYAM Orientation Programmes effectively and encourage all UG and PG students to make use of SWAYAM and other online learning resources. The Coordinator thanked all the attendees for their participation and cooperation.

The meeting ended at **3:40 PM**.

30/10/25
SWAYAM
Local Chapter
Co-ordinator
St. Xavier's College, Simdega

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Present	Member's Name	Designation	Signature
1	Dr. Amit Kr. Gupta	SWAYAM Local Chapter Coordinator	03/10/2026
2	Rainy Alma Lakra	Co-ordinator, IQAC	
3	Nemmia Topno	HOD, English	3/10/26
4.	Lipika Lakra	Committee Member	03/10/26
5.	Ishan Tirkey	Head, Political Science	03/10/2026
6.	Rani S. Toppo	Head, History	03/10/2026
7.	Seema Xess	HOD: Hindi	
8.	Shamika N Kunda	HOD. Commerce (Committee Member)	03/10/2026
9.	Pushpalata Kujur	Asst. Professor (Committee Member)	03/10/26
10.	Jessica Nidhi Tigga	HOD Economics	Jessica N. Tigga 3/10/26
11.	Ani Soreng	Science Representative	
12	Rajkumar Ghosh	Geology	Rajkumar
13	Hembrom Marcel	Geography	
14.	Sagar Tirkey	Computer Lab Tech.	Sagar Tirkey

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Prepared and submitted by:
Dr. Amit Kumar Gupta
SWAYAM Coordinator
St. Xavier's College, Simdega

SWAYAM
Local Chapter
Co-ordinator
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