



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1st Cycle)

(Affiliated to Aryabhatta Knowledge University)

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxcpatna.edu.in,

Website: www.sxcpatna.edu.in



IQAC MEETINGS (2022-2023)

MEETING NOTICES, MINUTES OF THE MEETINGS & ACTION TAKEN REPORTS

<i>S.NO.</i>	<i>DATE</i>
1.	<i>21 November 2022-2023</i>
2.	<i>24 November 2022-2023</i>
3.	<i>5 December 2022-2023</i>
4.	<i>9 January 2022-2023</i>
5.	<i>20 February 2022-2023</i>
6.	<i>6 March 2022-2023</i>
7.	<i>27 March 2022-2023</i>
8.	<i>21 April 2022-2023</i>
9.	<i>1 May 2022-2023</i>
10.	<i>8 & 9 May 2022-2023</i>



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Ref No.: SXCMT/IQAC/MM/001/2022-2023

NOTICE

IQAC MEETING


Date : 21 November 2022
Time : 02:15 PM
Venue : IQAC

Agenda

1. To evolve new strategies for quality enhancement of the College
2. To prepare perspective plan of the College for the coming three years
3. Any other.

N.B.: All the members of IQAC are expected to be present for the meeting.

19.11.2022


Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011


Fr Dr Martin Poras SJ
Principal

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India



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Ref No.: SXCMT/IQAC/MM/01.1/2022-2023

NOTICE

IQAC MEETING

Date : 24 November 2022 (Continuation of meeting held on 21.11.2022)

Time : 02:15 PM

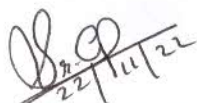
Venue : IQAC


Agenda

1. To evolve new strategies for quality enhancement of the College
2. To prepare perspective plan of the College for the coming three years
3. Finalising Research Cell
4. Lesson Plan
5. IQAC Meetings
6. Indigenous Software for Feedback
7. Any other.

N.B.: All the members of IQAC are expected to be present for the meeting.

22.11.2022


Sr Dr Grace SCSC
IQAC Coordinator


Ashok Kumar
Asst. Chair, IQAC


Fr Dr Martin Poras SJ
Principal

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011

IQAC
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MINUTES OF THE MEETINGS

A meeting of the members of the IQAC was held in IQAC at 2:15 PM, on 21 November 2022. (Continued on 24 November 2022).

Chairpersons: Sr Dr Grace SCSC & Mr Ashok Kumar respectively

Present: Sr Dr Grace SCSC

Mr Ashok Kumar

Fr Dr Sherry George SJ

Dr Kalpana Kumari

Mr Piyush Verma

Ms Dipika Chhetri

Sr Dr Grace SCSC
Ashok Kumar
Fr Dr Sherry George SJ
Kalpana Kumari
Mr Piyush Verma
Ms Dipika Chhetri

Absent: None

Nature of the meeting: Academic

The meeting started with a short prayer by Sr Dr Grace SCSC & Dr Kalpana Kumari.

Agenda:

1. To evolve new strategies for quality involvement of the College.
2. To prepare perspective plan for the College for the three years
3. Lesson Plan
4. IQAC Meetings
5. Indigenous software for feedback
6. Any other

The team was congratulated for their hard work for NAAC accreditation in cycle 1. All the cell members shared their experiences during cycle 1. It was said that after we receive the NAAC grade certificate, we can send letters of appreciation to all those who helped us for NAAC.

1. To evolve new strategies for quality involvement of the College:

- i. It was suggested to form a new IQAC team as per the requirement of NAAC. If any changes are required in any seven NAAC groups, it can also be made after the formation of new IQAC. But, the documents for the 1st year are already submitted by the groups, therefore, proper hand over of the documents should be done. Forming new NAAC groups at the end of a semester is better.
- ii. The NAAC peer team report was discussed. Three things are already in process-starting Post Graduate courses, working on UGC 2(f) and 12 (B) status, regular website updating. Management will look after establishing boys' hostel and gym. Departments are entering into various MoUs slowly.
- iii. It was said that in-house FDP is of no use for NAAC.



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- iv. Thorough study of the NAAC cycle 1 report is required for quality improvement.
 - v. Social involvement has to increase. Mr Ajay Kumar could not produce proper documents to NAAC peer team regarding social involvement. Though we had good number of activities.
 - vi. Criteria 2 of NAAC Teaching-learning has the maximum weightage. We scored less in teaching learning process and teacher profile and quality. We have less no. of PhD holders and less publications. We have a lot of faculty members having PhD but we got low rating.
 - vii. It was suggested that the faculty members should start preparing API (Annual Performance Index) and based on the score, promotion of faculty could be done.
- 2. To prepare perspective plan for the College for the coming three years:**
- i. It was suggested to form a research cell. The objectives of the research cell were enumerated as:
 - a. To look after organizing in-house seminar and publication of papers
 - b. To look after participation and presentation of quality papers at state, national and international level seminar
 - c. To look after organizing of out-house seminar and publication of seminar papers
 - d. To conduct of research workshops.
 - e. To organize hands-on training of technical tools (like SPSS) useful in research paper writing.
 - f. To start College research journal with ISBN number.
 - g. To initiate Research grant-in aid.

It was suggested to form this cell in November so that it can be functional from January 2023. Members may include at least one member of Management, one from IQAC, Dean Academics, one from the Library, and a representative of all 5 Departments. The selection could be done by the Management. It can be termed as Xavier Research and Publication Cell (XRPC).

- ii. We scored less in Alumni. Need to think of getting the Alumni Association registered. Mr Ashok Kumar is in the Alumni Committee, he will find out how to get it registered and take the matter to the Management.
- iii. Regarding best practices of the College, some new good practices can be thought of and it can be brought into practice immediately. It was suggested to have at least five best practices and at the time of submitting SSR, we can choose any two. It was said that keeping many best practices, will dilute the essence of it. Choosing only two will give more focus. Criterion 7 could also be involved while deciding the best practices.
- iv. IQAC will meet with coordinators to discuss the perspective plans for their departments. On 5th December 2022, IQAC will meet again and decide when to meet the coordinators.

3. Lesson Plan:



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It was suggested to start uploading the lesson plan in ERP from the new semester instead of 1st December 2022. Mr Piyush Verma was requested to submit the documents related to the introduction of ERP in the College to the IQAC. He will inform the IQAC on 22 November 2022 as to when he will submit the report. An official note for uploading the lesson plan in ERP should also be circulated. A format for uploading the Lesson Plan was proposed by IQAC Coordinator. Members were of the opinion that the column for general objective is not clear. A simple format will inculcate the habit of updating the lesson plan among Professors rather than a complicated one. Slowly, some other columns can be added. The cell decided to propose that the present lesson plan should continue till the end of this semester.

4. IQAC Meetings:

It was decided that IQAC and Asst. IQAC will meet on weekly basis and monthly meeting of the cell on first Monday of every month will be held.

5. Indigenous software for feedback:

Online feedback of students is being taken through Google form which is not acceptable by NAAC. Possibilities to collect it through ERP were enquired. It was suggested that we can develop an application and through our server we can collect the feedback from students in the computer lab. Students can come in batches and submit the form and complete the feedback. Collecting feedback from parents, alumni, employers, etc., will be a problem in this case. We can also develop feedback system in the College website. It was also discussed that should we collect the feedback from all the students or from some selected students only. How the students will be selected also needs to be decided.

6. Any other

- i. As the SSR of cycle 1 covered the period up to 11th September 2021, it was asked when the 2nd cycle will start. It was suggested that we can start the 2nd cycle on 1st July 2021 but the documents will not be repeated what is already uploaded in last SSR. It will end on 30th June 2022. But, NAAC has extended the deadline to 31st August 2022 for the academic year 2021-2022. Clarification is needed with regard to this.
- ii. It was said that the clerical work and meeting are increasing, so faculty members are not able to find time for research work. Clerical help is needed in departments.

Next Meeting: It was decided to have the next meeting on 5th December 2022.

Vote of Thanks: Mr Ashok Kumar

Date: 25 November 2022

Signature of the IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011



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SUGGESTIONS BY IQAC

1. To form IQAC as per the requirement of NAAC after the first cycle of NAAC. A formal notification for the IQAC formation should be placed on record thereafter the IQAC could suggest changes in NAAC committees if required.
2. To have IQAC meet more frequently. (IQAC will meet every first Monday of the month.)
3. To form Xavier Research and Publication Cell (XRPC).

Objectives:

- To look after organising in-house seminar and publication of papers.
- To look after participation and presentation of quality papers at state, national and international level seminar.
- To look after organising of out-house seminar and publication of seminar papers.
- To conduct of research workshops.
- To organise hands-on training of technical tools (like SPSS) useful in research paper writing.
- To start College research journal with ISBN number.
- To start Research grant-in aid.

(November we can form this cell and they can plan and to start function from January. Designation could be suggested for this Cell. Structure of the cell. At least one member from Management, IQAC, Library, Dean Academics, Representative from each Departments)

4. Lesson Plan uploading in ERP: It was suggested to upload it in the next semester (Even). An official note for uploading the lesson plan on ERP should come.
5. Documentation for ERP is required: A write up of how it was established and set up in the College from the IT Manager to IQAC.
6. To get the Alumni Association registered. (Mr Ashok Kumar is in the Alumni Committee, he will look, how to get it registered and take the matter to the Management. We need to also look into the perspective plan of the College-alumni strengthening and having more collaborations with outside organisation).
7. To enhance Social outreach programs & its documentation.
8. To prepare the API (Annual Performance Index) by the faculty and based on the score, promotion can be done.



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9. To enhance the profile of the faculty.
10. To plan for a best practice and start working on it. It was suggested to have 5 practices and at the time of submitting SSR we can choose any two.
11. Indigenous plan for software: Online feedback of students.
12. It was suggested that we can do it from our lab. A form can be developed and from the server it is given, and students can come in batches and submit the form and complete the feedback. An application is to be developed.
13. Feedback system can be integrated on the website for Alumni.
14. Department Coordinators could be changed. To have a system. It was suggested to rotate the coordinator in 3 years.
15. Performance Appraisal for the year 2021-22 needs to be conducted.
16. To make it available the feedback of faculty by students taken by IQAC to the faculty.
17. Admission process could be altered (To conduct the written test online for students form outside of Patna). Advertisement efforts should be more by visiting different +2 schools of Patna and also outside Patna.
18. Conducting competitions (like: Debates, Sports Tournaments, Cultural competitions etc.) inviting participation of +2 students to our College campus.

NAAC Peer Team suggestions in Progress:

1. The college must follow UGC 2(f) and 12 (B) status.
2. Emphasis to be given on more skill development and inter disciplinary courses. Industry friendly job oriented courses are to be started. PG course is the need of the hour.
3. Industry college linkages through MoUs should be ensured for better exposure.
4. Institute may seek autonomous status. The college website needs to be regularly updated.
5. Eligible teachers may be promoted from assistant to associate professor cadre.

Decisions could be taken by Management:

1. The college may provide transport facility to students and staff, may be on payment or without.
2. The college may establish a boy's hostel and a gym.
3. Faculties should be encouraged to publish in national/International Patent journals and to receive research funding from agencies like UGC, DST, ICSSR, IMPRESS and others.

25 November 2022

Ashok Kumar
25/11/2022
Mr Ashok Kumar

Assist. IQAC coordinator

Grace SCSC
25/11/22
Sr Dr Grace SCSC

IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
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Ref No.: SXCMT/IQAC/ATR/01/2022-2023

Date: 2 December 2022

ACTION TAKEN REPORT OF THE IQAC MEETING (21 & 24 NOVEMBER 2022)

1. Regarding PG course: Awaits the approval of PG from the University.
2. Regarding Xavier University Patna, Fr. Rector and Fr. Principal met the Education Minister and Deputy Chief Minister to follow up the development.
3. Industry friendly certificate cum job oriented courses started.
4. Industry College linkages through MoUs are taken care for better exposer.
5. The College website is regularly updated.
6. Lesson Plan uploading in ERP. An official note was sent for uploading the lesson plan on ERP on 25 November 2022.
7. It was decided that IQAC and Asst. IQAC will meet on weekly basis and monthly meeting of the cell on first Monday of every month and it is taken care.


21/12/2022
Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011


21/12/22
Mr Ashok Kumar
Asst. Coordinator IQAC


21/12/2022
Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
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Ref No: SXCMT/IQAC/M/02/2022-2023

2 December 2022

NOTICE

IQAC MEETING

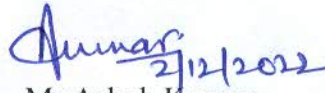
Date : 5 December 2022
Time : 02:15 PM
Venue : IQAC

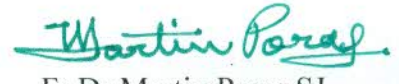
Agenda:

1. Minutes of the previous meeting
2. Discussion on suggestions submitted to the Management
3. To decide NAAC criteria wise evaluation of NAAC Cycle 1 report
4. To conduct Seminar/Workshop
5. Discussion on the Formats of Minutes/Activity
6. Any other.

NB: All the members of IQAC are expected to be present for the meeting on time.


Sr Dr Grace SCSC
IQAC Coordinator


Mr Ashok Kumar
Asst. Coordinator IQAC


Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
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IQAC
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Ref No.: SXCMT/IQAC/MM/02/2022-2023

Date: 22 December 2022

MINUTES OF IQAC MEETING (2022-23)

Date: 5 December 2022

Time: 02:15 PM

Venue: De Nobili Hall

The meeting was presided over by the IQAC Coordinator, Sr Dr Grace SCSC. The meeting started with a prayer by Mr Ashok Kumar.

Notice of the meeting: [Annexure 1]

Members present:

1. Fr Dr Martin Poras SJ
2. Fr Dr Sushil Bilung SJ 
3. Sr Dr Grace SCSC 
4. Fr Dr Sherry George SJ 
5. Mr Ashok Kumar 
6. Dr Kalpana Kumari 
7. Mr Piyush Verma 
8. Ms Dipika Chhetri 

Agenda:

1. Minutes of the previous meeting
2. Discussion on suggestions submitted to the Management.
3. To decide NAAC criteria wise evaluation of NAAC cycle 1 report
4. To conduct seminars/ workshops
5. Discussion on the formats of minutes/ activity.
6. Any other

1. Minutes of the previous meeting:

Mr Ashok Kumar read the minutes of the previous meeting along with the action taken report. Regarding PG course, mention 'awaits the approval of PG from the University' in the report. Regarding Xavier University Patna, Fr. Rector and Fr. Principal met the Education Minister and Deputy Chief Minister to follow up the development.

2. Discussion on suggestions submitted to the Management:

The suggestions were read out.

- i. **Formation of new IQAC:** IQAC is not to be newly formed. Just new members are to be added.
- ii. **Complete report of new ERP:** Mr Piyush Verma, IT Manager will take care of it.
- iii. **Registration of Alumni:** If it is registered it will be an independent body, they need by-laws with all the members name in it. Management will have to take a decision after which by-laws is to be formed and then get it registered. Once they are registered they will maintain all the schedule, selection of members. But, activating the Alumni association is a problem. Yearly reports, etc., has to be submitted once they are registered.
- iv. **Best practices** can be discussed in the general faculty meeting.
- v. One system to take feedback from all the stakeholder should be developed. We shall discuss this with the student council and see how to go ahead.
- vi. **The Coordinators will be changed from the next year.** Regarding issuing letters to Cell in-charges, it was said that it cannot be done.
- vii. It will be good if visiting card can be issued to some of the staff members who visit other institutions.
- viii. **Feedback of IQAC.** Last time Mr Tapeshwar did it.
- ix. **Regarding conducting admission tests online** so that students from outside Patna can also attend, it was said that it is better to conduct online test in the College as in online test poor students also score good. Having XET exam centers outside Patna district can be thought of.
- x. **Regarding publicity of College for admissions,** a team is formed to visit schools. The College will also conduct faculty enrichment programs and invite teachers from prominent schools.
- xi. Departments, Clubs and Committees need to conduct more inter-school/college events and invite other schools/ college to our campus for various competitions. It was suggested to conduct these activities between July to October.

3. To decide NAAC criteria wise evaluation of NAAC cycle 1 report:

IQAC was asked to share the NAAC final report to all the staff members by today (05.12.2022) and ask them to analyse the report criteria-wise. A report of their analysis is to be prepared and IQAC can formulate the future course of action based on the discussion. In the upcoming General Faculty Meeting the Criteria-wise meeting will be arranged (7 December 2022). Their report will be presented in the form of PPT, on a Wednesday in January 2023. Guidelines of PPT needs to be given.

4. To conduct seminars/ workshops:


IQAC had planned to conduct a seminar on National Education Policy but as still there is not much clarity about the subject from the government side, it is better not to discuss it now. The topic of seminar/ workshop can be finalised in faculty meeting. Seminar on Research methodology by Fr. Prakash Louis or Computer literacy among faculty members was suggested.

5. Discussion on the formats of minutes/ activity:

IQAC has submitted a format of the report which the Principal will finalise in consultation with the IQAC. There will be two separate formats for departmental activity and other activities. The new format will be effective for the next 5 years.

6. Any other

- Regarding bringing all the departmental seminars under the aegis of IQAC, it was said that it is better not to do that as it is departmental thing,
- A mentor is needed to the faculty members for research work. Online workshops are not so fruitful but it is the future. XISR can help in this regard.
- A Research cell will be formed before January 2023.
- Photos in the College website are not of good quality. Mr Piyush Verma will look into it.
- Instead of having separate attendance sheet for each program we can have one sheet and activities of that month can be recorded in it. But, showing the same attendance sheet in different activities may be an issue.
- Principal will arrange for IQAC's visit to Patna Women's College or some other college to learn how the IQAC operates there.


Mr Ashok Kumar
Asst. IQAC Coordinator


Sr Dr Grace SCSC
IQAC Coordinator


Fr Dr Martin Poras SJ

Principal
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22 December 2022

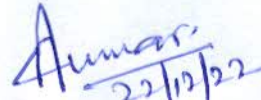
ACTION TAKEN REPORT OF THE IQAC MEETING

(5 DECEMBER 2022)

1. IQAC shared the NAAC final report to all the staff members on 6 December 2022 and asked them to analyse the report criteria-wise.
2. Formats of minutes and activity were finalized for coming five years.


22/12/22
Sr Dr Grace SCSC
IQAC Coordinator
IQAC

St. Xavier's College of Mgmt. & Tech.
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22/12/22
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Ref No: SXCMT/IQAC/MN/03/2022-2023

7 January 2023

NOTICE

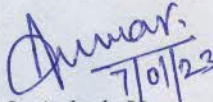
IQAC MEETING

Date : 9 January 2023
Time : 02:15 PM
Venue : De Nobili

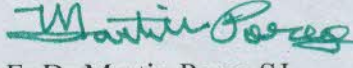
Agenda:

1. Minutes of the previous meeting
2. To finalize workshop
3. To decide five Best practices
4. To decide NAAC criteria wise evaluation of NAAC Cycle 1 report
5. Any other.

NB: All the members of IQAC are expected to be present for the meeting on time.


Mr Ashok Kumar
Asst. Coordinator IQAC


Sr Dr Grace SCSC
IQAC Coordinator
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Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxcpatna.edu.in, Website: www.sxcpatna.edu.in

Ref No.: SXCMT/IQAC/MM/03/2022-2023

Date: 12 January 2022-23

MINUTES OF IQAC MEETING (2022-23)

Date: Monday, 9th January 2023

Time: 02:15 PM

Venue: De Nobili Hall

The meeting was presided over by the IQAC Coordinator, Sr Dr Grace SCSC. The meeting started with a prayer by Dr Kalpana Kumari. She also read the minutes of the previous meeting and it was unanimously accepted by the house.

Notice of the meeting: [Annexure 1]

Members present:

1. Sr Dr Grace SCSC: *[Signature]*

2. Dr Ashok Kumar: *[Signature]*

3. Fr Dr Sherry George SJ: *[Signature]*

4. Dr Kalpana Kumari: *[Signature]*

5. Mr Piyush Verma: *[Signature]*

6. Ms Dipika Chhetri: *[Signature]*

Agenda:

1. Minutes of the previous meeting.
2. To finalize workshop.
3. To decide five best practices.
4. To decide NAAC criteria wise evaluation of NAAC cycle 1 report.
5. Any other.

1. Minutes of the previous meeting:

Dr Kalpana Kumari read the minutes of the previous meeting and it was unanimously accepted by the house.

2. To finalize workshop:

The IQAC in consultation with the Principal proposed the date 30th January, 2023 for the 6 days Faculty Development Program. Two time slots were proposed- 2:00 PM to 4:00 PM or 5:00 PM to 7:00 PM. JASS trainers of St. Joseph's College, Trichy will take the sessions. A fee of Rs 500/- each will be charged for the registration for the participants. It was said to look into the possibilities of entering into a MoU with St. Joseph's College, Trichy. It will add a lot of value to the program. Sr Dr Grace SCSC will enquire in this regard. It will be an online FDP and Google Meet will be the platform. The FDP will be open for outsiders also. Maximum 100 registrations will be taken. Participants from our College can join through one login with a manual attendance sheet so that more participants from outside can join.

JADI
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Distribution of responsibilities was done as follows:

- Over-all in charge, Brochure, Certificate- Sr Dr Grace SCSC & Dr Ashok Kumar
- Registration, Finance, Attendance & Technical Assistance- Mr Piyush Verma
- Invitation & Feedback form- Ms Dipika Chhetri
- Moderator & prayer- Fr Dr Sherry George SJ and Dr Kalpana Kumari
- Welcome address- Fr Principal (Fr Dr Martin Poras SJ)
- Vote of thanks- Sr Dr Grace SCSC

The notice for the Faculty Development Program should also be sent by tomorrow (10.01.2023). It will be compulsory for the in-house members.

3. To decide five best practices:


As the Principal was not present in the meeting, it was said that this agenda will be discussed in his presence.

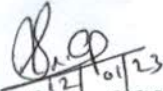
4. To decide NAAC criteria wise evaluation of NAAC cycle 1 report:


It was informed that IQAC receive NAAC cycle 1 evaluation report from all the criteria. One day is to be fixed where all the NAAC criterion in-charge will present their report. It is better to discuss it in common in one of the General Faculty Meetings. In view of the regular complaints from the staff members of being given less time, it was said to give them sufficient time to prepare well for the presentation. Also, in order to save time, they can present the same report and explain it, instead of making it into a PPT. The presentation should basically include the SWOC analysis of their criteria. It was suggested to hold this meeting on 18th January 2023 and inform the staff by tomorrow (10.01.2023) itself so that they start preparing.

5. Any other:

- The members suggested the following as the IQAC initiatives - conducting Faculty Development Programs, discussion of NAAC cycle 1 report, establishing Research Cell (yet to be done), training the future trainers, Average Performance Index (API) {IQAC can take initiative to bring it into practice}, creating various policy documents (IQAC can draft policies and get it approved by the Management), continuing Let's talk series department wise, starting an IQAC journal, writing column in the College magazine, etc.
- Students should be given more responsibility to conduct different activities so that faculty members get more time to do research and quality work.
- We need to limit the number of meetings. Once in a month Wednesday should be devoted to all other committee or departmental meetings.


8/2/2023
Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India


12/10/23
Sr Dr Grace SCSC
IQAC Coordinator
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011


12/1/23
Dr Ashok Kumar
Asst. Coordinator IQAC



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1st Cycle)

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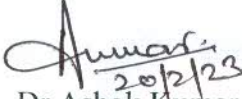
Ref No.: SXCMT/IQAC/ATR/03/2022-2023

20 February 2023

ACTION TAKEN REPORT OF THE IQAC MEETING

(9 JANUARY 2022-23)

1. The information regarding the Faculty Development Program was sent on 10 January to the Faculty members.
2. The online faculty development programme was conducted on "Soft Skills" from 30 January to 4 February 2023 as decided during the IQAC meeting held on 9 January 2023
3. Research cell is formed as per the suggestions given by IQAC on 24 November 2022.


20/2/23
Dr Ashok Kumar
Asst. IQAC co.


20/2/23
Sr Dr Grace SCSC
IQAC Coordinator


20/2/2023
Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011



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Ref No: SXCMT/IQAC/MN/04/2022-2023

20 February 2023

NOTICE

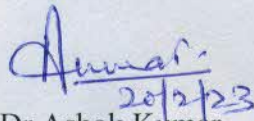
IQAC MEETING

Date : 20 February 2023
Time : 02: 05 PM
Venue : IQAC

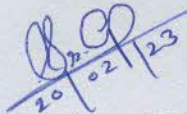
Agenda:

1. Minutes of the previous meeting.
2. Evaluation of FDP on soft skills.
3. Training for the teaching fraternity to be trainers.
4. Suggesting departments to initiate the 'Let's Talk' series.
5. Starting IQAC journal.
6. Column for IQAC in the College Magazine.
7. Any other.

N.B.: All faculty members of IQAC are expected to be present for the meeting on time.


20/2/23

Dr Ashok Kumar
Asst. Coordinator IQAC


20/02/23

Sr Dr Grace SCSC
IQAC Coordinator
IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011


20/2/2023

Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India



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Ref No: SXCMT/IQAC/MM/04/2022-2023

MINUTES OF IQAC MEETING (2022-2023)

Date: 20 February 2023

Time: 02:05 PM

Venue: IQAC

The meeting was presided over by the Asst. IQAC Coordinator, Dr Ashok Kumar. The meeting started with a prayer by Ms Dipika Chhetri.

Notice of the meeting: [Annexure 1]

Action taken report: [Annexure 2]

Members present: Sr Dr Grace SCSC:

Fr Dr Sherry George, SJ:

Dr Kalpana Kumari:

Dr Ashok Kumar:

Mr Piyush Verma:

Ms Dipika Chhetri:

Agenda:

1. Minutes of the previous meeting.
2. Evaluation of FDP on soft skills.
3. Training for the teaching fraternity to be trainers.
4. Suggesting departments to initiate the 'Let's Talk' series.
5. Starting IQAC journal.
6. Column for IQAC in the College Magazine.
7. Any other.

1. Minutes of the previous meeting:

Dr Kalpana Kumari read the minutes of the previous meeting. It was unanimously accepted by the house.

2. Evaluation of FDP on soft skills:

Points of appreciation:

- It was a good exercise.
- The Resource Persons were very efficient
- Participants appreciated the FDP.

Points for *magis*:

- Some of the topics were very basic.
- Our aim was to train the trainers, but it was not touched.
- The IQAC Coordinator did not get enough support from the IQAC members during the preparations for the FDP.
- We can take the paid version of Google meet from next time.
- Communication has to be active in IQAC.
- Technical part lacked. No one is properly trained to handle IT in the absence of the IT Manager.

3. Training for the teaching fraternity to be trainers:

Progress of planned events of IQAC was checked:

- a. Presentation of NAAC criterion-wise report was supposed to be held on 18th February 2023 but did not take place. Dr Ashok Kumar will follow up with this.
- b. Regarding organizing FDP for teaching fraternity, it was successfully organized by IQAC. A broader topic can be thought of for the next time.
- c. To conduct training for teaching fraternity to be trainers, it was said that we need to identify the faculty members who can be trained to be trainers, and suggest their names to the Management. We can collaborate with some good institutions or have it in-house and conduct the training program for such faculty members. After receiving the training, they can conduct training programs to school teachers on topics like- time management, parenting, handling students, relationship issues. Dr Kalpana Kumari was requested to take charge of it.

4. Suggesting departments to initiate the 'Let's Talk' series:

The IQAC Coordinator informed that she discussed it with Fr Principal and he had urged the departments to start the 'Let's Talk' series during the General Faculty Meeting held on 25 January 2023. Dr Ashok Kumar informed that Dept. of Commerce has started the preparations to organize this series in their department.

5. Starting IQAC journal:

Regarding starting the IQAC journal, it was suggested to first decide the content of the journal. Clarity is needed whether or not to start the journal. It will be discussed in the next meeting.

6. Column for IQAC in the College Magazine:

Dr Ashok Kumar, Asst. IQAC Coordinator said that he will start working on starting a column for IQAC in the College Magazine. He will report its progress to the IQAC Coordinator by Saturday, 25th February 2023.

7. Any other:

- a. IQAC takes students feedback of the faculty members once in a year. The online feedback form is created. IQAC Coordinator requested other members to help her to take feedback from the students. It was decided that

Sr Dr Grace SCSC will take the students feedback of Part I. Dr Ashok Kumar and Fr Dr Sherry George SJ will take the students feedback of Part III by 15th March 2023 and Mr Piyush Verma and Dr Kalpana Kumari will take students feedback of Part II from 21st March 2023. It was said that we should explore simpler ways of conducting this exercise.

- b. Regarding the ERP documents, Mr Piyush Verma said that since we are adding more modules, Mastersoft will send the final ERP documents after the completion of addition of all modules. It was further added that no criteria for NAAC is uploading the NAAC related documents in the ERP.
- c. It was suggested that each member of IQAC can be allotted a NAAC Criterion and s/he will look after its progress in the NAAC work for the entire academic year. It was said that this is delicacy of work since we already have a guide and chairperson for that. It was suggested that rather members can be given a broader area of work and that person will handle entire work related to it.
- d. It was said that IQAC needs a clerical staff.
- e. Since, Sr Dr Grace SCSC and Mr Mario Martin attended the Academic & Administrative Audit Training conducted by Jharkhand Tool Room, they both will plan and prepare the format of AAA for this academic year of our College.
- f. It was reminded that IQAC will have to upload the Annual Quality Assurance Report (AQAR) for NAAC at the end of the academic year. Members were requested to go through it and take charge of it.
- g. Yearly report of all criteria for NAAC is also to be collected by IQAC at the end of the year.


27/2/2023


Fr Dr Martin Poras SJ
Principal

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India


27/02/23

Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011


27/02/23

Dr Ashok Kumar
Asst. Coordinator IQAC



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Ref No.: SXCMT/IQAC/ATR/04/2022-2023

6 March 2023

ACTION TAKEN REPORT OF THE IQAC MEETING

(20 FEBRUARY 2022-23)

1. Presentation of NAAC criterion-wise report was supposed to be held on 18 February 2023 but did not take place. Dr Ashok Kumar reported during the IQAC meeting held on 6 March 2023 that he consulted the principal and the suggested date for the same is on 22 March during the General Faculty Meeting.
2. Dr Ashok Kumar informed the IQAC that the Editorial Team of the College Magazine has agreed to give a full page for IQAC.
3. Mr Mario Martin & Sr Dr Grace SCSC have come up with the first draft of the format of Academic & Administrative Audit (AAA) of the Department.

Fr Dr Martin Poras SJ
Principal

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India

Sr Dr Grace SCSC
IQAC Coordinator

I Q A C
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011

Dr Ashok Kumar
Asst. Coordinator IQAC



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Ref No.: SXCMT/IQAC/MN/05/2022-2023

6 March 2023

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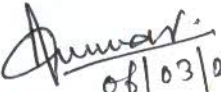
IQAC MEETING

Day : 6 March 2023
Time : 02:05 PM
Venue : De Nobili Hall

Agenda:

1. Minutes of the previous meeting.
2. Discussion on the Format of Academic and Administrative Audit.
3. Two best practices for the current academic year.
4. FDP on research methodology (scholarly writing and publishing).
5. Finalising IQAC journal.
6. Any other.

N.B.: All the members of IQAC are expected to be present on time for the meeting.


06/03/2023
Mr Ashok Kumar
Asst. IQAC Coordinator


06/03/23
Sr Dr Grace SCSC
IQAC Coordinator


6/3/2023
Fr Dr Martin Poras SJ
Principal

IQAC
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Ref No.: SXCMT/IQAC/MM/05/2022-2023

MINUTES OF IQAC MEETING (2022-2023)

Date: Monday, 6 March 2023

Time: 02:05 PM

Venue: De Nobili Hall

The meeting was presided over by the IQAC Coordinator, Sr Dr Grace SCSC. The meeting started with a short prayer by Dr Kalpana Kumari. She also read the minutes of the previous meeting. It was unanimously accepted by the house.

Notice of the meeting: [Annexure 1]

Action taken report: [Annexure 2]

Members present: Fr Dr Martin Poras SJ: 


Fr Dr Sushil Bilung SJ: 

Sr Dr Grace SCSC: 

Fr Dr Sherry George SJ: 

Dr Kalpana Kumari: 

Dr Ashok Kumar: 

Mr Piyush Verma: 

Ms Dipika Chhetri: 

Agenda:

1. Minutes of the previous meeting.
2. Discussion on the format of Academic & Administrative Audit.
3. Two best practices for the current academic year.
4. FDP on research methodology (scholarly writing and publishing).
5. Finalizing IQAC journal.
6. Any other.

1. Minutes of the previous meeting:

Dr Kalpana Kumari read the minutes of the previous meeting. It was unanimously accepted by the house.

2. **Discussion on the format of Academic & Administrative Audit:** Sr Dr Grace SCSC and Mr Mario Martin attended a five day training program on Academic and

Administrative Audit (AAA) conducted by Jharkhand Tool Room, Ranchi. After the training, they both drafted the format of AAA which was presented in the meeting for ratification. The following suggestions were given:

- Criteria 1- Regarding academic flexibility it was said that let the departments formulate elective courses and get it approved by the University.
- Criteria 2- student enrollment and profile- more information is to be gathered for EWS category.
- It was mentioned that ERP shows the caste-wise break-up.
- 'Other gender' should be renamed as 'gender'.
- 'Physically handicapped should be renamed as 'differently abled'
- Metric no. 2.3- it was said that ICT facility also includes conducting classes using the internet.
- Metric no. 2.6- In the new format for NAAC, PSO is not there, but it is recommended to have it. Our examination system should be inclined to evaluating POs, PSOs and COS. Fr Principal will find out more details in this regard.

3. **Two best practices for the current academic year:** After discussing various practices like Constructive Punishment, Morning Prayer, Earn & Learn scheme, outreach programs, etc., General Faculty Meetings and Annual Theme were decided to be shown as the two best practices for this academic year. The decision will be announced in the General Faculty Meeting.

4. **FDP on research methodology (scholarly writing and publishing):** IQAC Coordinator proposed to conduct FDP on research methodology by Madras Christian College, Chennai. It was said that since many have already attended it, it is better to look for some other topic. FDP on New Education Policy is also being planned.

5. **Finalizing IQAC journal:** It was said that it is better to start the IQAC journal after we start PG programs in our College. The aim and objective of starting the journal should be clear. Maintaining a journal is a tough task.

6. **Any other:**

- i. IQAC will start working on AQAR for NAAC after taking student feedback.
- ii. It was said that in view of NAAC we need to conduct Green Audit, Energy Audit, Academic and Administrative Audit and Internal Financial Audit.



Fr Dr Martin Poras SJ

Principal

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India



Sr Dr Grace SCSC

IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011



Dr Ashok Kumar

Asst. Coordinator IQAC



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Ref No.: SXCMT/IQAC/ATR/05/2022-2023

3 April 2023

ACTION TAKEN REPORT OF THE IQAC MEETING (06 March 2022-23)

- 1. Two best practices for the current academic year was finalised:**
 1. General Faculty Meeting &
 2. Process of the selection of Academic theme
- 2. FDP on research methodology (scholarly writing and publishing):** It was said that since many have already attended it, it is better to look for some other topic.
- 3. Finalising IQAC journal:** It was said that it is better to start the IQAC journal after we start PG programs in our College. The aim and objective of starting the journal should be clear.

Martin Poras
3/4/2023

Fr Dr Martin Poras SJ
Principal

Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India

Grace SCSC
03/04/23

Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011

Ashok Kumar
3/4/23

Dr Ashok Kumar
Asst. Coordinator IQAC



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Ref No.: SXCMT/IQAC/MN/06/2022-2023

Date: 25 March 2023

NOTICE

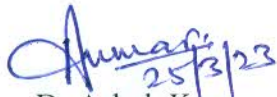
IQAC MEETING

Date : 27 March 2023
Time : 02:15 PM
Venue : De Nobili Hall

Agenda

1. Discussion on Annual Quality Assurance Report (AQAR).
2. Any other.

NB.: All the members of IQAC and Chairpersons of all groups for NAAC are expected to be present for the meeting.


Dr Ashok Kumar
Asst. IQAC Coordinator


Sr Dr Grace SCSC
IQAC Coordinator


Fr Dr Martin Poras SJ 25/3/2023
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India

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Ref No.: SXCMT/IQAC/MM/06/2022-2023

MINUTES OF NAAC MEETING (2022-2023)

Date: 27 March 2023

Time: 02:15 PM

Venue: De Nobili Hall

The meeting was presided over by the IQAC Coordinator, Sr Dr Grace SCSC. The meeting started with a short prayer by Dr Ashok Kumar.

Notice of the meeting: [Annexure 1]

Action taken report: [Annexure 2]

Members present: Fr Dr Martin Poras SJ:

Fr Dr Sushil Bilung SJ:

Sr Dr Grace SCSC:

Dr Ashok Kumar:

Fr Dr Sherry George SJ:

Dr Kalpana Kumari:

Mr Piyush Verma:

Dr Anurag Kumar Sinha

Dr Mala Kumari Upadhyay

Ms Supriya

Ms Rachana Thakkar

Ms Dipika Chhetri:

Absent: Mr Rakesh Kumar Pathak & Mr Piyush Ranjan Sahay

Agenda:

1. Discussion on Annual Quality Assurance Report (AQAR).
2. Any other.

1. Discussion on Annual Quality Assurance Report (AQAR):

It was informed that after the 1st cycle of NAAC we need to upload the Annual Quality Assurance Report (AQAR). NAAC accreditation of the College is valid up to 8th November 2027. As per the NAAC guidelines we are expected to submit the AQAR of the 1st year (i.e. 2021-2022) of the 2nd cycle by May 2023. Since, we received the NAAC certificate on 6th January 2023, there was confusion with regard to the date of AQAR submission and whether to submit the report of 2021-2022 or 2022-2023. Finally, it was decided to submit the AQAR of the academic year 2021-2022 by 31st May 2023 and for the 2022-2023 by 31st December 2023.

The metrics of SSR and AQAR are a bit different. It was said that we need to upload whatever is asked in the AQAR even if it is not there is the SSR.

IQAC Coordinator informed that she has sent the guidelines of AQAR to all. She will also share the data templates and word format of the AQAR by today (27.03.2023).

The last date to submit the AQAR criteria wise report was fixed as 15th April 2023 by 02:00 PM to the IQAC. They were asked to divide the work equally among the criteria members.

Fr Principal and Mr Piyush Verma will work on the Section-A of AQAR which deals with profile of the Higher Education Institution and extended profile.

It was reported that the reports and documents of the year 2021-2022 is not with the College office.

2. Any other.

- i. It was said that a few things are still pending against the decisions taken during the last Academic and Administrative Audit. IQAC Coordinator was asked to resend the file to all to go through once again.



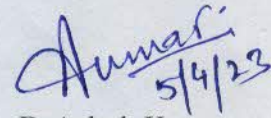
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Principal

St. Xavier's College of Mgmt. & Tech.
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Bihar, India



Sr Dr Grace SCSC
IQAC Coordinator

IQAC
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Dr Ashok Kumar
Asst. IQAC Coordinator



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Ref No.: SXCMT/IQAC/ATR/06/2022-2023

ACTION TAKEN REPORT OF THE IQAC MEETING

(27 March 2022-23)

1. As per the meeting held on 27 March, the last date to submit the AQAR criteria wise report was fixed as 15th April 2023 by 02:00 PM to the IQAC. The AQAR criteria wise report was submitted to the IQAC.

Martin Poras
18/4/2023

Fr Dr Martin Poras SJ
Principal

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India

Grace SCSC
18/04/23

Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011

Ashok Kumar
18/4/23

Dr Ashok Kumar
Asst. Coordinator IQAC



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Ref No.: SXCMT/IQAC/MN/07/2022-2023

18.04.2023

NOTICE

MEETING FOR NAAC

Date : Friday, 21st April 2023
Time : 02:15 PM

Agenda

1. Presentation and discussion of AQAR report of the academic year 2021-2022, in the NAAC Criterion wise group.
2. Any other.

NAAC Criteria	Room No
NAAC Criteria 1	23
NAAC Criteria 2	24
NAAC Criteria 3	25
NAAC Criteria 4	26
NAAC Criteria 5	30
NAAC Criteria 6	31
NAAC Criteria 7	32


Note: Members of all groups for NAAC including the Guide, Chair and members are requested to be present in the meeting. The groups must submit a short report of the meeting along with rating of the report out of 10 & a geo tag photo to the IQAC Coordinator latest by 1 May 2023.


Fr Dr Martin Poras SJ

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Ref No.: SXCMT/IQAC/ATR/07/2022-2023

ACTION TAKEN REPORT OF THE IQAC MEETING **(21 APRIL 2022-23)**

1. Presentation and discussion of AQAR report of the academic year 2021-2022, in the NAAC Criterion wise was conducted and a report was submitted to the IQAC

Sr Dr Grace SCSC
IQAC Coordinator

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Ref No.: SXCMT/IQAC/MN/08/2022-2023

29.04.2023

NOTICE

IQAC MEETING

Date : Monday, 1 May 2023
Time : 11.50 AM
Venue : Buddha Conference Hall

Agenda

1. Minutes of the previous meeting
2. Planning of AAA
3. Planning of IQAC initiatives for the academic session 2023-2024
4. Any other

N.B.: *All the members of IQAC are expected to be present on time for the meeting.*

Fr Dr Martin Poras SJ
Principal

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Sr Dr Grace SCSC
IQAC Coordinator

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Dr Ashok Kumar
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Ref No.: SXCMT/IQAC/MM/08/2022-2023

MINUTES OF NAAC MEETING (2022-2023)

Date: 01 May 2023

Time: 11. 50 AM

Venue: Buddha Conference Hall

The meeting was presided over by the IQAC Coordinator, Sr Dr Grace SCSC. The meeting started with a short prayer by her followed by Dr Kalpana Kumari read the minutes of the last meeting.

Notice of the meeting: [Annexure 1]

Action taken report: [Annexure 2]

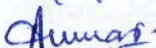
Initiatives of IQAC (Session 2022-2023): [Annexure 3]

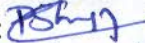
Proposed Initiatives of IQAC (Session 2023-2024): [Annexure 4]

Members present: Fr Dr Martin Poras SJ: 


Fr Dr Sushil Bilung SJ: 

Sr Dr Grace SCSC: 

Dr Ashok Kumar: 

Fr Dr Sherry George SJ: 

Dr Kalpana Kumari: 

Mr Piyush Verma: 

Absent: Ms Dipika Chhetri

Agenda:

1. Planning of AAA
2. Planning of IQAC initiatives for the academic session 2023-2024
3. Any other

1. **Planning of AAA:** Dr Ashok Kumar presented a plan for AAA 2022-2023 starting from 5 to 9 June 2023. In the year 2021-2022, AAA was conducted Criteria wise and it was very effective so, it was decided to have the same process in 2022-2023 also. All the Committees & Clubs, Placement Cell, Library, EPC, IT cell, YFI etc. will present their performance status during

sessions of AAA. Departments would be required to present their departmental audit reports during the sessions of AAA.


2. Planning for IQAC initiative for 2023-24: Sr. Dr Grace presented the list of initiatives by IQAC during 2022-23 and also proposed a number of initiative for the session 2023-24 like:

- Case Study
- E Content Development
- Guest Lectures by Industry Experts
- Resuming In-house FDP: Fr. Principal said that we will resume FDP but in a different way and possibly 3-4 in one semester.
- Bridge Course: Fr. Sherry George SJ said that we should continue with bridge course with 30 hours plan.

It was suggested that the two practices institutionalized as a result of IQAC initiatives in the year 2022-2023 could be **Regular IQAC meeting & 6Cs**. The two examples of Institutional reviews & implementation of teaching learning reforms facilitated by IQAC for the year 2022-2023 could be **ERP & National seminar**.

3. Any Other:

- Sr. Dr Grace proposed the departmental audit to be conducted in May 2023.
- Sr. Dr Grace SCSC suggested for a policy for slow learners. She further suggested that analysis of CIA marks can help us in preparing the list of slow learners. Fr. Principal requested Mr Piyush Verma to prepare a standard format on excel worksheet for such analysis in consultation with Sr. Dr Grace SCSC.
- Sr. Dr Grace SCSC mentioned the difficulties in monitoring the Lesson Plans on ERP because of the format. Fr. Principal requested Mr Piyush Verma to look into it and make possible modifications.


6/5/2023

Fr Dr Martin Poras SJ
Principal

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India


03/05/23

Sr Dr Grace SCSC
IQAC Coordinator

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3/5/23

Dr Ashok Kumar
Asst. IQAC Coordinator



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Ref No.: SXCMT/IQAC/MM/08/2022-2023

Initiatives of IQAC (Session 2022-2023): [Annexure 3]


IQAC Initiative of: 2022-2023

1. Regular meeting of IQAC
2. Formation of NAAC Committees for NAAC work
3. Initiated preparation for NAAC accreditation
4. Arranged NAAC Mock team visit
5. Conducted feedback from various stakeholders
6. Conducted AAA
7. Follow up of AAA: By constant reminders to the person concerned
8. Conducted Department audit
9. Suggested to have Case study method
10. Supervising the class
11. Lesson plan check
12. Follow up of Let's Talk series
13. Various suggestions to the principal on quality measures
14. Suggesting general guidelines for PPT presentation and demonstration of PPT presentation to Part I by Part II and III students
15. Conducted Faculty Development Programme in collaboration with Joseph's Academy of Soft Skills (JASS), St Joseph's College Trichy.
16. MoU:
 - a. Collaboration with St Joseph's Trichy &
 - b. St Xavier's Mahuadanr
17. Contacts through e-mail and SMS alert for meetings and schedule to be followed for all communications.
18. Paperless communication from the office of IQAC
19. IQAC encouraged the Office assistant Ms Dipika Chhetri to type the report on Laptop itself. (IT skill enhancement)
20. For Documentation-General format
21. Format for activity /event
22. General Guidelines for PPT (students)
23. Interactive session with the principal of St Joseph's College, Trichy
24. Creation of new format for Departmental Audit
25. Initiated preparation of AQAR
26. Suggested to have Research Cell
27. Suggested the Best Practices for the session



Dr Martin Poras SJ

Principal

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Initiatives of IQAC (Session 2023-2024): [Annexure 4]

Proposed Initiatives of IQAC (2023-2024)

1. Grooming of slow learners (Practices for slow learner & fast learner)
2. Result analysis of internal Examination semester wise
3. Learning Outcomes-COS, POS, PSOs,
4. Follow up of Let's talk series
5. Functional MOUs - to assign them to depts. for executions.
6. Teaching learning Reforms
 - a. Case Study
 - b. Students conduct classes
 - c. E-Content development
 - d. Video Content development
 - e. Lectures from Industry experts etc.
7. In-house FDP (to resume)
8. Bridge Course (30 days)
9. Lesson Plan: - could be Coordinators' responsibility. Coordinator could submit a summary at the end of every month to IQAC
10. Dept. wise Departmental audit. [Team]
11. Seminar on NEP
12. AAA (follow-up)
13. ERP:
 - Student
 - Teaching faculty
 - Non-teaching staff
 - Result analyses
 - Alumni
 - Placement
 - IQAC
 - Library
 - Account
 - NAAC
14. Write up on college magazine
15. Regular meeting of IQAC (could be mentioned on academic calendar)


16. To mention the dates for conducting the feedback of Faculty by students on the academic calendar
17. Certificate course
18. Departmental Seminar
19. Morning Prayer
20. Annual Theme


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Ref No.: SXCMT/IQAC/ATR/08/2022-2023

ACTION TAKEN REPORT OF THE IQAC MEETING (1 MAY 2022-23)

1. Planning of IQAC initiatives for the academic session 2023-2024 was done.

Sr Dr Grace SCSC
IQAC Coordinator

IQAC
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Ref No.: SXCMT/IQAC/MN/08^g/2022-2023

05.05.2023

NOTICE

AQAR PRESENTATION CRITERIA WISE

Date : 8 & 9 May 2023
Venue : Buddha Conference Hall

Time allotment for the presentation of the AQAR report by the Criterion In-Charge as suggested by Fr Principal on 3 May 2023 during the General Faculty Meeting.

Monday, 8 May 2023		
Sl. No.	Criterion No.	Time Allotment
1.	1	07.15 AM to 08.15 AM
2.	2	08.30 AM to 09.30 AM
3.	3	10.00 AM to 11.00 AM

Tuesday, 9 May 2023		
Sl. No.	Criterion No.	Time Allotment
1.	4	07.15 AM to 08.15 AM
2.	5	08.30 AM to 09.30 AM
3.	6	10.00 AM to 11.00 AM
4.	7	11.30 AM to 12.30 PM

Note: All the members of IQAC are expected to be present on time. Members of Criterion be also present to the allotted time if they are free..


5/5/2023


Fr Dr Martin Poras SJ
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05/05/23

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5/5/23

Dr Ashok Kumar
Asst. Coordinator IQAC



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Ref No.: SXCMT/IQAC/MN/09/2022-2023

09.05.2023

MINUTES OF AQAR PRESENTATION

(Academic Year: 2022-2023)

Date: Monday & Tuesday 08 & 09 May 2023

Time: 7.15am onwards

Venue: Buddha Conference Hall

The meetings and presentations were presided over by the IQAC Coordinator, Sr Dr Grace SCSC. The meeting started with a short prayer by her both the days.

Notice of the meeting: [Annexure 1]

Agenda:

1. **Criteria wise presentations of AQAR report by the Chairpersons:** were held for two days in the presence of members of IQAC and a few members of each criterion along with the chairpersons of the criterion. All through the presentation Fr Dr Sherry George SJ, the member of IQAC & Sr Dr Grace SCSC the IQAC coordinator were present. They gave valuable suggestions to the Chairpersons. Other members of IQAC, Dr Kalpana Kumari & Dr Ashok Kumar were present for a short while. The AQAR report had gone through by the IQAC coordinator and given suggestions for improvement prior to the presentation, along with the chairpersons of each criterion. The modified AQAR presentation was held on 8 & 9 of May 2023. Each criterion was given enough time to present their modified AQAR report.

General observations:

- The suggestions given by the IQAC coordinator prior to the presentation was incorporated by most of the Chairpersons.
- Over all presentation of the report of AQAR was good
- A gradual progress is noticed from the preparation of first cycle of SSR to the preparation of AQAR with regard to the quality initiatives & documentation process.

Magis:

- The Chairpersons could be more alert to get ready with the required documents, if it is not available, it is the responsibility of the Chairperson to get it ready with it from the concerned authority like documents of Alumni fund, energy audit, various policies etc.
- A few of the documents were not properly scanned in spite of the suggestions given by the IQAC (Criterion: 5). Scanning could be done after the removal of the pin and using proper scanners instead of mobile scanner.
- Colour photographs were missing (Criterion: 5). The modification of AQAR report was not done even after the suggestions given by IQAC.
- Submission of reports on time was missing in a few Criteria.
- The IQAC coordinator could not go through the report of Criterion: 7 prior to the presentation as it was submitted late.
- All the IQAC members could be actively present for it.

- **Rating: 7.5/10**

Note: All the Criteria were asked to submit the final modified AQAR report latest by 13 May, so that the IQAC could submit the report to the Principal on time (15 May 2023).


10/5/2023

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