



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

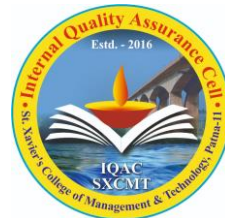
NAAC Accredited with B++ Grade (1st Cycle)

(Affiliated to Aryabhatta Knowledge University)

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

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IQAC MEETINGS

**(MINUTES, NOTICES,
ACTION TAKEN
REPORTS)**

SESSION: 2021-2022



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY, PATNA

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

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ONLINE CONSULTATION FOR NAAC WITH DR ORDETTA MENDOZA

Date : 4th, 5th and 7th December 2021
Time : 09:00 AM
Venue : Conference Hall (through Google Meet)

Agenda

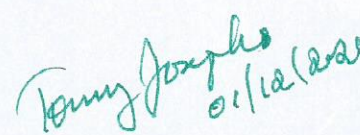
1. To get criterion wise feedback on the Self Study Report for NAAC from Dr Ordetta Mendoza from Xavier Board.
2. Any other.

Note: The Chair-persons along with the members of all groups are informed to be present in the meeting at the time allotted to them.

01.12.2021


Sr Dr Grace, SCSC
IQAC Coordinator

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


Fr (Dr) T. Nishaant, S.J
Principal

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

An online consultation meeting of the Internal Quality Assurance Cell (IQAC) along with the Members of the Management and the Chairpersons of the different groups of NAAC with Dr Ordetta Mendoza from Xavier Board was held at the Conference Hall from 09:00 AM to 03:45 PM from Saturday, 4th December 2021 to Tuesday, 7th December 2021.

Chairperson: Sr Dr Grace, SCSC

Present: Mentioned below criteria-wise.

Absent: NA

Nature of the meeting: Academic

The meeting started with a short prayer by Sr Dr Grace, SCSC.

Agenda: 1) To receive feedback and suggestions on the Self Study Report of NAAC:

Criterion 1: Curricular Aspects (100)

The following members were present: Dr Ordetta Mendoza, Sr Dr Annamma Phillip, Fr (Prof.) T. Nishaant, S.J., Fr Dr Martin Poras, S.J., Fr Sherry George S.J., Sr Dr Grace SCSC, Dr Anurag Kumar Sinha, Mr B. N. Choudhary and Mr Piyush Verma.

Metric No. 1.1.1:

Feedback	Suggestion	Decision Taken
	Mention how the hours spent by a students in the College is divided. Also, how the core courses contribute in the overall development of students and adapting a holistic way of life. Mention about inter-disciplinary, skill development courses, NSS, EPC, F&M etc. Good to have Environmental Studies in the curriculum. It is also a UGC mandate. Upload Time Table of all 6 semesters. Also mention about how these courses are delivered to the students.	

Metric No. 1.1.2:

Feedback	Suggestion	Decision Taken
Need to prepare a proper Annual Calendar of last 5 years. It must show what happened on the working days of the College and the upcoming events like exam dates, PPT dates, celebrations, activities, etc.	CIE or CIA? Keep uniformity. A report on the evaluation of the academic year at the end of the year has to be given.	

Metric No. 1.1.3:

Feedback	Suggestion	Decision Taken
For paper checking a teacher cannot go to some other University. Dr Ordetta will confirm and inform whether to include it or not.	In the BoS detail excel sheet, 'Year' column cannot be blank. Department of the teachers participated has to be given. Those who went for evaluation, appointment letter from the University has to be uploaded. Dr (CS) Mala is not correct. It should be Dr Mala Upadhyay, CS. Check for spelling mistakes.	
TCS letter of Mr Joel D'Cruze will not come here. Remove. Also, letter of authorization cannot be included. Remove.	In the evaluation and question setting details, information given is incomplete. There are spelling mistakes also. Spelling of names should be same everywhere.	

Metric No. 1.2.1.1:

Feedback	Suggestion	Decision Taken
All programs have CBCE with elective, so the response should be 100%.	In the excel sheet 'Program Code' is incorrect. 5 codes for 5 programs should be there.	

Metric No. 1.2.2.1:

Feedback	Suggestion	Decision Taken
Cambridge English course cannot be counted as it was done by someone else. Also, college name is not there in their brochure. Remove. If there is a MoU, can include.	Spelling of 'Program' is different everywhere. In the list of Add-on courses excel sheet mention year instead of 'Year-1'. In the column 'Number of students completing the course' NA cannot be the response. Put 0. Instead of 'Once' write '1'.	

Add-on courses are the courses run by the College with attendance, faculty members as In-charge and certificates must be issued.	Duration of Add-on course must be mentioned. Soft copy of certificates issue along with list of students, attendance, brochures, agreement should be uploaded.	
	In brochures, number of students has to be mentioned. The brochure must be signed. Announcement of running this course from the College prospectus can be uploaded.	

Metric No. 1.2.3.1:

Feedback	Suggestion	Decision Taken
EPC can be included here. But it must not be shown during the class hours. Add-on courses are held after the class hours.	In the excel sheet of details of students enrolled mention that it was an online course. Instead of 'paid' write 'Amount paid'. Those who have not paid remove their names. In the additional information guidelines and instructions signed by the Principal can be given.	

Metric No. 1.3.1:

Feedback	Suggestion	Decision Taken
Dr. Ordetta will check the QIM and get back to us.		

Metric No. 1.3.2.1:

Feedback	Suggestion	Decision Taken
	Certificate courses that gives project or experiential learning is to be included.	

Metric No. 1.3.3.1:

Feedback	Suggestion	Decision Taken
One student involved in many programs in a particular year is counted only once.	Photos and certificates of all internships and project work has to be there with permission letters. Report of outcome of the activity is also needed. In the excel sheet give correct 'program code'. Data of all the programs has to be given. Only BBA is given.	

Metric No. 1.4.1:

Feedback	Suggestion	Decision Taken
Information given in the folder for Alumni in URL for stakeholder feedback report is incorrect. Remove. But we need to get Alumni feedback also.	Feedback should be based on curriculum, its conception and development only. The student feedback form uploaded doesn't not have many questions on curriculum. Highlight what is relevant and give. But this form is not serving the purpose properly. Samples of filled feedback form is to be uploaded. Feedback is to taken at the end of third year and questionnaire must be based on all three years. Before getting Transfer Certificate they can fill.	
	In the Teachers Feedback Form point no. 2 is confusing. Skill development should be included. This format needs revision.	
	Feedback of employees from the employers can be taken.	

Metric No. 1.4.2:

Feedback	Suggestion	Decision Taken
Collect feedback of students on the course curriculum, send it to the University and get their response. Action taken report signed by an authorised person is to be there. Letters sent to AKU to update the syllabus can be given.	Feedback must be available in the College website. Google form link is not acceptable. Download in excel sheet and upload. In the Feedback Report file give only points on curriculum. Re-do this.	

Criterion 2: Teaching-Learning and Evaluation (350)

The following members were present: Dr Ordetta Mendoza, Sr Dr Annamma Phillip, Fr Dr T Nishaant, S.J., Fr Dr Martin Poras, S.J., Fr Sherry George S.J., Sr Dr Grace SCSC, Mr Ashok Kumar and Mr Piyush Verma.

Metric No. 2.1.1.1:

Feedback	Suggestion	Decision Taken
The 'Coordinator' has to be called as 'Head of the Department' as per NAAC.	Original letter for the allotment of additional unit in BBA department has to be uploaded.	

All letters and documents must be in the College letterhead with signature and seal of the designated authority.	In the table in SSR the data is given up to the year 2020-2021 but in the excel sheet it is up to 2019-2020. Correct it. Do not give approx. figures. Round it off. Tally all the numbers.	
Approved admission list from the University program wise has to be given.	Remove the data of the year 2015-16 in the 'Seats sanctioned details'. Add the data for the year 2020-2021.	
	Meeting of the minutes of the Academic Council is required.	

Metric No. 2.1.2.1:

Feedback	Suggestion	Decision Taken
The State Govt. reservation policy of SC, ST, etc. should be given in 'seats earmarked for reserve category'. Letter from the Governing Body of the College for reservation of SC, ST students has to be uploaded.	Seats allotted to minority students should go up. Count Christians in the Minority category. Seats allotted to General and OBC category is high. Can try removing Christian students from the General category. Christian students can be included in 'Others' category which is for the Minority community. If the number of ST/SC students is more than the government rule and Christian students can be put in 'Others' category.	
	Resolution passed by the Management Committee regarding the allotment of seats in different categories is to be given. The letter uploaded is of Governing Body which is only an advisory body. They cannot take this decision. The letter must have signature and seal. Percentage of seats reserved for Christian students is not given.	

Metric No. 2.2.1:

Feedback	Suggestion	Decision Taken
	Mention something on 'after enrolment test' through which students are divided according to their learning ability. Mentoring cannot be included here. How does the College deals with advanced learners. Supportive documents have to be given for MOOC, SWAYAM courses and	

	their certificate of completion. Last sentence on the Annual Day has to be removed.	
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Metric No. 2.2.2:

Feedback	Suggestion	Decision Taken
In the list of teachers, those who left the college mention the last year of service. Mark Jesuit members as permanent staff. Date of appointment of Sr Dr Grace SCSC is on Sunday. Appointment letter has to be signed on a working day. Check all dates are working day. Full names of staff members must be given. Probation period cannot be for 10 years. Maximum 2 years of probation. Either make them permanent or keep them temporary. All those staff who are not permanent will not be counted. Most of the staff members should be permanent. Some can be on probation.	A good ratio is 20:1. Ours is too high. Provide data for 2020-2021.	
	Full time teachers should have 90% of teaching work, 27 hours of workload. 20 hours of teaching, 4 hours in preparation of classes and 3 hours of administrative work. This can be adjusted according to the duty hours.	
	Attendance sheet of full time teachers signed by the Principal can be uploaded. Can also upload the list of students. It must match with the number of students admitted in the year.	

Metric No. 2.3.1:

Feedback	Suggestion	Decision Taken
Dr Ordetta will go through the QIM and get back to us.		

Metric No. 2.3.2:

Feedback	Suggestion	Decision Taken
Dr Ordetta will go through the QIM and get back to us.		

Metric No. 2.3.3.1:

Feedback	Suggestion	Decision Taken
	Mentor-student ratio cannot be so high. Can be a little more that students-full time teachers ratio.	
	Upload the notice of Mentor with the list of their mentees.	

Metric No. 2.4.1:

Feedback	Suggestion	Decision Taken
	There is a calculation for sanctioned posts in the UGC website. Based on that calculate number of teachers required in a department as we don't get any letter from the University.	
	Data given for list of faculty members makes no sense. Provide attendance sheet of faculty members of any one month signed by the Principal. Fr Sherry's name cannot be included in 2020-2021 list.	
	Letter of declaration is not required. Remove. Give the letter of sanctioned post from the Management Committee along with the Minutes of the Meeting where the sanctioned posts were decided.	

Metric No. 2.4.2.1:

Feedback	Suggestion	Decision Taken
	Ph.D certificates must be uploaded.	

Metric No. 2.4.3.1:

Feedback	Suggestion	Decision Taken
	The years have to be in round figures as we are counting a whole year. 4 months, 6 months is not correct. Write	

	Department of Computer Application not BCA. Also change other departments. Provide PAN Card number of all staff members.	
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Metric No. 2.5.1:

Feedback	Suggestion	Decision Taken
	Examination Committee can be renamed as Internal Assessment Committee.	

Metric No. 2.5.2:

Feedback	Suggestion	Decision Taken
Re-write.	How students are informed about the mechanism of Grievance Redressal. Booklets to students can be given to provide this information. The mechanism must be transparent.	

Metric No. 2.6.1:

Feedback	Suggestion	Decision Taken
	Objectives and outcomes of the different programs must be clearly stated. Outcome will be same for all the programs. Program specific outcome will be specific for each program. At the end of the program our vision and mission should be translated. How the teachers and students are made aware of this program is to be mentioned. All this can be put up in the website.	

Metric No. 2.6.2:

Feedback	Suggestion	Decision Taken
	Methods of measuring the level of attainment of these programs has to be given. Not just tests but role play, discussions, etc., are also to be included. Attainment of PO, PSO and CO all three should be given.	

Metric No. 2.6.3.1:

Feedback	Suggestion	Decision Taken
	The data given seems to be incorrect. Check. If the pass percentage is very low as compared to the students admitted in that batch, it doesn't speak well about the College.	

Metric No. 2.6.3.2:

Feedback	Suggestion	Decision Taken
	The numbers of students graduated given year-wise in the Annual Report should match the data given in this metric. Annual report has to be uploaded highlighting the graduated students. Each year's TR from the University signed by the Principal has to be uploaded.	

Metric No. 2.7.1:

Feedback	Suggestion	Decision Taken
This questionnaire is not good. Do not upload.	Student satisfaction survey will be done by NAAC. A letter to the University will also be sent. At least 10% students need to fill it otherwise it will not be counted. Based on this survey NAAC will award points. But we can train students to answer the survey and make them familiar with the questionnaire so that they can answer appropriately. The questionnaire is available in the website of NAAC.	

Criterion 3: Research, Innovations and Exhibition (110)

The following members were present: Dr Ordetta Mendoza, Fr Joseph Xavier, Fr Dr T Nishaant, S.J., Fr Dr Martin Poras, S.J., Fr Sherry George S.J., Sr Dr Grace SCSC, Dr Mala Kumari Upadhyay, Mr Mukesh Kumar and Mr Piyush Verma.

Metric No. 3.1.1.1:

Feedback	Suggestion	Decision Taken
	Need to check whether the contribution from Khrist Raja High School and Ruban Hospital will be considered or	

	not.	
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Metric No. 3.1.2.1:

Feedback	Suggestion	Decision Taken
Skip this Metric as all figures are zero.		

Metric No. 3.1.3.1:

Feedback	Suggestion	Decision Taken
Re-do.	Link of the activity must be given and it must be there in the website. It must have the announcement, brochures, attendance sheet, certificates issued, photos of Resource Person with the banner and participants, details of the Resource Person, their honorarium, minutes of the meeting for its planning and the outcome of the seminar. All the documents must be signed by the Principal.	
Research Scholars and Academicians will not be included. Remove.	Check the date format.	
Do not divide the data in faculty and students. Merge it. Follow NAAC format.	Abstract of paper is not required.	
	Workshops conducted for students by the College will also be included.	

Metric No. 3.2.1.1:

Feedback	Suggestion	Decision Taken
This Metric will be cross checked by NAAC team during their visit.	Calculate the percentage using the formula given by NAAC.	
In the additional information and data template same data is given and this is not the template for this metric. Remove. Follow the data	Mention whether it is a book or a chapter in the book that was published by a particular teacher.	

template given by NAAC. The uploaded sheet is the data template for 3.2.2.		
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Metric No. 3.2.2.:

Feedback	Suggestion	Decision Taken
	Follow the formula given in NAAC format.	

Metric No. 3.3.1.:

Feedback	Suggestion	Decision Taken
It's a QIM. It must have a write-up and not figures. Excel sheet can be given as an additional information. Need to re-do this.	Photos and students lists of the extension programs should be included. 30 hours of Social Involvement can be included in the write-up.	

Metric No. 3.3.2.1.:

Feedback	Suggestion	Decision Taken
Follow NAAC format. Table and Data Template in the format is missing. Metric numbering is incorrect.		

Metric No. 3.3.3.1.:

Feedback	Suggestion	Decision Taken
Follow NAAC format.	Supportive documents like photos, attendance list, etc., of all programs is to be provided.	
	Activities of YFI can be added as outreach program.	
	In the year 2017-2018 and 2016-17 the figure is zero. Check.	

Metric No. 3.3.4:

Feedback	Suggestion	Decision Taken
	Student participating in more than one program in a particular year will be counted only once. Otherwise, the total figure may exceed the number of students in the College in that year.	

	In the year 2020-21 the figure should be 100 not 80. Check. Students registered in NSS should be cumulative each year.	
	Include activities of AICUF and 30 hours of social involvement along with all the supportive documents like photos, brochures, attendance sheet, etc.	

Metric No. 3.4.1:

Feedback	Suggestion	Decision Taken
BMC letter is poorly scanned. Re-do.	Can include attending talks at other institutions if it is appropriately titled. It must reflect that it was a collaboration or a linkage.	
JHEASA, IAJU and Xavier Board will not come here. Remove. It can be included in Conferences. Also, Principal's trip to Gauhati and Bangalore can be included in Conferences.	Can include students going to other institutions for research or internship. Agreement/ MoU of these has to be uploaded and a report on the outcome of the activity. Can include the trip of students to Bodh Gaya.	
	BMC letter has to be translated in English.	
	Check spelling mistakes in the Excel sheet. The data has to be year-wise. Write complete names of students or give link for the list of students, agreements/ MoU.	
	Check the figure given for 2018-19. It should be 2. Also, in the 2016-17 data for only one activity is given but 2 is written in the table. Check all.	
	Seminar/ Conference collaborations can be included if there is signed Agreement/ MoU. All photos must have captions with date.	
	Internship data has no heading. Remove empty columns from the excel sheets. Add a column for duration of internship. Some kind of agreement or acceptance letter for the internship has to be given.	

	Online course can be included only if it is an internship. In BBA II excel sheet 'Malayala' is not correct. It is 'Malyalam'. Instead of 'Name of the person' write 'Name of the Faculty In-charge'. Write full name not 'Vineet Sir'. Instead of 'Intakes' write 'Number of students'. Remove the column for 'Comments'.	
	Remove data for the year 2015 from AIACHE.	

Metric No. 3.4.2.1:

Feedback	Suggestion	Decision Taken
OXFAM MoU is for outreach program. Remove. Without signature MoU is of no use.		
MoU of World Vision is also for outreach. Remove from here. If it is included in outreach, provide all supportive documents.		
TCS MoU is Mr Joel D'Cruze's personal document. Remove.		

Criterion 4: Infrastructure and Learning Resources (100)

The following members were present: Dr Ordetta Mendoza, Sr Dr Annamma Phillip, Fr Dr T Nishaant, S.J., Fr Dr Martin Poras, S.J., Fr Sherry George S.J., Sr Dr Grace SCSC, Mr Rakesh Pathak, Ms Sabeela Rasheed, Ms Rekha Kumari and Mr Piyush Verma.

Metric No. 4.1.1:

Feedback	Suggestion	Decision Taken
Dr Ordetta will go through the QIM and get back to us.	Loyola Hall, De Nobili Hall and Kalaam Hall should be numbered as hall no. 1, 2, 3.	
Sports infrastructure will go to Metric no. 4.1.2.	'Huge speaker' (remove huge), 'Falls sealing' (False ceiling). 'Seminar of many sort' (remove many sort), Lab 1 & Lab 2 (remove &), big lecture halls (remove big), adequate land (remove adequate), 'Building' (College building).	

	More spelling mistakes are there. 'As per se' (remove)	
	Mention seating capacity of the Computer Labs, mention configuration of the computers.	
	Write only actual measurement not the standard measurement. Mention whether the courts are indoor or outdoor.	

Metric No. 4.1.2:

Feedback	Suggestion	Decision Taken
In this metric mainly include Room Nos., size of rooms, seating capacity, building, no. of College offices, no of computers and Geotagged photos of all with captions.	'Paste link' remove home page of website is not required.	
	Amount spent on sports infrastructure must be reflected in the audited financial statement.	
	Photos. of issuing certificates and awards not required here. Remove.	
	Put a photo of cultural activity in the Cultural facility- Kalaam hall.	

Metric No. 4.1.3.1:

Feedback	Suggestion	Decision Taken
Upload photos and bills of landline facilities, routers, switches, etc.	Check for spelling mistakes. LH may mean Loyola Hall. Write Lecture Hall.	
	Put Lab number in the photos. All 28 rooms show photos of projector facility with Room Nos.	

Metric No. 4.1.4.1:

Feedback	Suggestion	Decision Taken
Follow format of NAAC.	Get the data for the year 2020-2021.	
Need to give the budget allocated by the Management for infrastructure and the	Upload financial statement from the accounts department with seal and signature highlighting the related part	

amount spent during the year.	of the expenditure.	
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Metric No. 4.2.1:

Feedback	Suggestion	Decision Taken
College letterhead is different in all the metrics. Correct it.	Information related to area of Library, number of Library staff, open access/ closed access, stacking room, reading room, department wise number of books, fully automated or not, mechanism of issue and return of books, etc. has to be included in QIM. Need to re-write it. Cross check year of implementation of Soul software. It is different at different places.	
A Library Director need to have Masters in Library Science. Fr Sherry George doesn't have it.	Give photos of Library display counters. Total number of holding in the Library must include all books and journals including e-journals. Mention which year data is given in Library collection for UG courses.	
Dr Ordetta wants a virtual tour of the College Library.		

Metric No. 4.2.2:

Feedback	Suggestion	Decision Taken
Upload actual certificate of DELNET software. Renewed one. Can give receipt also.	Write 'URL for DELNET software' against the URL given.	
E-journals for 2021-2022 cannot be included. Remove.	Provide information if you have any separate access to database other than DELNET. Also how many journals you are able to access.	

Metric No. 4.2.3.1:

Feedback	Suggestion	Decision Taken
Put the average expense in the format given by NAAC in tabular format.	Highlight bills and expenses of book, journals, e-books and the expense of subscription and their renewal from the audited financial statement and upload.	
Total is Rs. 10,70,842/-. Use the formula given by NAAC.		

Metric No. 4.2.4.1:

Feedback	Suggestion	Decision Taken
Use the formula given by NAAC to calculate the percentage.	Check the number of teachers and students using the Library (1178) in the method of computing per day usage of Library.	

Metric No. 4.3.1:

Feedback	Suggestion	Decision Taken
Dr Ordetta will go through the QIM and get back on this.	Mention the configuration of the computers, internet bandwidth (photo of monthly screen tests of the internet speed actually received), bills, details of their maintenance with the names of the maintenance team.	

Metric No. 4.3.2:

Feedback	Suggestion	Decision Taken
The number (1100:225) should be reduced to a ratio.	Word like 'about 1100 students' is not correct. Give exact figures.	
	'Paper' is not correct. Write 'Course' or 'Program'.	

Metric No. 4.3.3:

Feedback	Suggestion	Decision Taken
Select option A not B.	Upload photos of screen test of speed proving that the College is actually receiving 50 MBPS speed.	

Metric No. 4.4.1:

Feedback	Suggestion	Decision Taken
Add the data for the year 2020-2021. Calculate the average using the formula given by NAAC.	Check the figure for maintenance in the year of 2019-2020. Rs. 7714514 cannot be correct. Give expenses only for the maintenance in 5 years.	

Metric No. 4.4.2:

Feedback	Suggestion	Decision Taken
Policy of the College	What is mentioned in the SSR cannot	

regarding the maintenance and usage of IT infrastructure has to be there.	be given as the additional information.	
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Criterion 5: Student Support and Progression (140)

The following members were present: Dr Ordetta Mendoza, Fr Dr Joseph Xavier, S.J., Fr Dr T Nishaant, S.J., Fr Dr Martin Poras, S.J., Fr Sherry George S.J., Sr Dr Grace SCSC, Ms Supriya, Dr Kalpana Kumari, Mr Samar Reyaz and Mr Piyush Verma.

Metric No. 5.1.1.1:

Feedback	Suggestion	Decision Taken
Year-wise the figures should be cumulative.	Letters self-attested by the Principal or Finance Officer along with the list of students should be uploaded.	
The letterheads are different in all the metrics.	There should be some proof to show that the students received the scholarship amount.	
Bihar Credit Card Loan will not come here. Remove. It is a loan not scholarship.	SC/ ST students get scholarship. Find out and include. Students from the North-east and Army also get. Check that also.	

Metric No. 5.1.2.1:

Feedback	Suggestion	Decision Taken
Year column in the Excel sheet can be removed.	Fee concession to children of staff members and to other students given by the Management can be included.	
The format should be consistent.	Deduction of Rs. 4000/- in the College fee given during the pandemic can be included.	
Remove details of the students of BA and BCH.	In the Excel sheet the Roll Nos have .00. Correct it.	
Policy of Earn and Learn scheme has to be uploaded.	Proof of money given under Earn & Learn scheme like money receipts or bank transfers should be given.	
Upload one E&L application of each year.	The Earn & Learn scheme application form should be signed by an authorised person with seal and 'passed' or 'approved' written on it.	

	Do not show the application form of a student having a two wheeler.	
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Metric No. 5.1.3:

Feedback	Suggestion	Decision Taken
In the Excel sheet fill the data for number of students enrolled.	Full strength of students for the same year is different in all the metrics. Check. All metrics must have the same data.	
If an outside agency is involved there has to be agreement. Upload.	Check date format.	
All the documents must be signed by the Principal.	In the Word file write 'Academic year' instead of 'Financial year'. These dates must match with the dates in the Excel sheet.	
	Only one workshop for ICT and computing skill? Check. Photos should be with caption and date.	

Metric No. 5.1.4:

Feedback	Suggestion	Decision Taken
Data must be given in NAAC format only. Do not change the format.	Career Counselling attendance sheet has to be uploaded.	
Open Job Fair cannot come here. Remove.	Mention the departments for which these programs were conducted with date and supportive documents.	
Placement number column not required. Remove.	The two columns for competitive examination and career counselling can be brought under one heading.	
One student attending different program is a particular year is to be counted only once. The data cannot exceed the number of students in that year.	Career Counselling by ICFAI can be written as just 'Career Counselling'.	
	In the Activity Report remove date and time from the 'Process' heading as it is coming twice. 'Organiser' is the College. Match number of participants with the data in Excel sheet. Do not	

	count teachers.	
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Metric No. 5.1.5:

Feedback	Suggestion	Decision Taken
Policy of the College for Student Grievances is to be uploaded. Undertaking by the students cannot be considered. Remove.	Scanning a document with the letterhead and pasting in a letterhead cannot be done.	
	How do we make students aware of these policies is to be shown. Anti-ragging and sexual harassment posters at prominent places in the College campus has to be put up. It must be there in the College website also. Contact details of the person In-charge should be there. Anti-ragging Cell and Sexual Harassment Cell is a UGC regulation. College should have one with clearly defined objectives of setting up of these cells. Also mention the mechanism for the submission of grievances online and offline.	

Metric No. 5.2.1.1:

Feedback	Suggestion	Decision Taken
Outgoing students' data is incorrect. Check.	This metric will include students placed by the College in their Part III and not after that.	
	Supportive documents has to be uploaded. Like appointment orders.	
	Some of the contact numbers of the outgoing students are missing. Remove data for BA and BCH. Separate the data year-wise. Data for year 2016 cannot be given. The numbers must match with the SSR table.	

Metric No. 5.2.2.1:

Feedback	Suggestion	Decision Taken
Number of students is low but we cannot help it.	Put the data for 2020-21.	

Excel sheet must be signed by the Principal.	Some names in the Excel sheet are appearing more than once. Check and correct.	
Data for the year 2016 cannot be included. Remove.	The Excel sheet is in the old format. Change. Put the data year-wise. Spelling mistakes are there. Correct it.	

Metric No. 5.2.3.1:

Feedback	Suggestion	Decision Taken
'Looking for Job' cannot be here in the Excel sheet. Remove.	If sufficient data is not there we can leave this metric. Even if the data is available for only 5 students, go for it.	

Metric No. 5.3.1.1:

Feedback	Suggestion	Decision Taken
	Data of only the winners is to be given not the runner-ups.	
	Though the Patna District level competition cannot be here but Dr Ordetta said to keep it as Patna District is very big with about 8 to 10 Universities and national level competitions do not take place very often here.	
	Check the format of Roll No. column.	

Metric No. 5.3.2:

Feedback	Suggestion	Decision Taken
In the word document remove the data for the year 2015.	Upload the policy for Student Council.	
Oath taking is not required. Remove.	Student representative must be there in the different Committees. Elect one in the Library Committee.	
Upload the list of students Committee wise. Also, the minutes of the meeting of these committees with attendance sheet having their signature is to be uploaded.	In point no. 5, write Academic Activities Committee. Point no. 7 is not clear. Rewrite.	

Metric No. 5.3.3.1:

Feedback	Suggestion	Decision Taken
Follow the format of NAAC in the Excel sheet. Number of students is not asked for. Remove.	In the Excel sheet, name of the students is to be given with attendance sheet.	
Remove these events- Christmas celebration, Feast Days. Induction Ceremony, Graduation Day, Annual Day, Independence Day, Republic Day, Holi and Diwali celebration and others of such nature.	Check the dates of the events that were conducted during the pandemic. The College should be open on that date.	
	Include only those cultural events which are competitions or activity like Talent Hunt, etc. Can include inter collegiate competitions. Sports competitions can also be included.	
	We can include the cultural events on Graduation Day, etc., by renaming them as 'Cultural Activity on Graduation Day'	

Metric No. 5.4.1:

Feedback	Suggestion	Decision Taken
Wedips will not come here. Remove.	Put captions with date on the photos.	
1 st and 2 nd Alumni Meet in June 2015 and June 2016 will not be considered. Remove.		

Metric No. 5.4.2:

Feedback	Suggestion	Decision Taken
If the data is not sufficient for this metric, it can be left out. But only a total of 10 marks from Metric No. 5 can be left out.	Since the contribution is meagre, choose option E (less than 1 lakh). But the contribution must be reflected in the audited financial statement and it must be uploaded.	

Criterion 6: Governance, Leadership and Management (100)

The following members were present: Dr Ordetta Mendoza, Sr Dr Annamma Phillip, Fr Joseph Xavier, S.J., Fr Dr T Nishaant, S.J., Fr Dr Martin Poras, S.J., Fr Sherry George S.J., Sr Dr Grace SCSC, Mr Farhan Khalid and Mr Piyush Verma.

Metric No. 6.1.1:

Feedback	Suggestion	Decision Taken
A Management Committee endorsed by the Governing Body will be constituted is to be.	There appeared some confusion on the definition of Governing Body and Management Committee. According to NAAC, a Management Committee should consist of the members who own the College and they are the final decision makers like Provincial, Superiors and all Fathers. However, a Governing Body is only an advisory body which advises the Management Committee in making decisions and it may include members from the Management, members from the State Govt. Department of Higher Education, some Professors of the College and a few experts. But, in our College the definition of both of these bodies are not same as NAAC and it may be difficult to change the roles of these committees to meet NAAC requirement	
	Dr Ordetta suggested to take some points from the executive Summary and put it here in the first paragraph.	
	The nature of governance in terms of vision and mission of the College, prospective plan of the College for five years (if we have any ongoing plan like the Xavier University, it can also be included), the timeframe and deployment of the prospective plans, the role and functions of Professors in decision making body of the College (participative management), their extra responsibilities like Deans, Director of NSS, Committee Chairperson, etc., can be included.	
Dr Ordetta will look at the diagram and suggest what can be done.	The Xavier Holistic Education Cell diagram is to be reworked.	

	The 'Academic Cell' should be renamed as 'Academic Administration'. We can add one more heading 'Administration' under which we can put Accounts department and Administrative office. Dean of Academic cannot be higher than the Coordinators.	
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Metric No. 6.1.2:

Feedback	Suggestion	Decision Taken
Annual Calendar should be uploaded in this metric.	A case study of job description of one designation has to be given here. We can write on 'Deanship'.	
Remove the sentence for 'check list'.	Principal sharing his authority with the Vice Principal can also be added here as participative management.	

Metric No. 6.2.1:

Feedback	Suggestion	Decision Taken
The word 'In-house' should be removed from the write-up.	The write-up on Enterprise Resource Planning (ERP) must include all the details right from the planning and decision made to install the ERP system to its successful deployment. Minutes of the meeting where the decision was taken that the College will install ERP, brochures, budget, person in-charge, bills, planning and execution everything must be included.	

Metric No. 6.2.2:

Feedback	Suggestion	Decision Taken
All documents must be signed by the Principal with seal.	The HR policy of the College must be uploaded here.	
Remove Student's Grievances from here.	Rename 'Recruitment Process' as 'Staff Selection Procedure'. Also upload the Minutes of the Meeting where the 'Staff Selection Procedure' was passed.	
	Need to write two lines on the roles and functions of everyone in the Organogram	

	of the Governing Body.	
The process of selection of Committee members must reflect participatory decision making.	Write somewhere how the Committee members are selected as we do not have the minutes of the meeting for this decision.	

Metric No. 6.2.3:

Feedback	Suggestion	Decision Taken
Till May 2021, whatever supportive documents you have, upload.	Cross check the year of implementation of SOUL software. There is discrepancy.	
Remove GSuite and Google from implementation of e-governance.	Integration of all these software in one structure is a problem. There should be a seamless integration system. ERP is launched only this year.	
Cloud storage is important to back up server.	For RASHMI app upload an attendance report of any month.	

Metric No. 6.3.1:

Feedback	Suggestion	Decision Taken
Separate the details of Non-teaching and Teaching staff.	Financial support to faculty members-mention the amount. This will come under research work.	
Points which will not come under welfare measures and to be removed are- teaching load, seminar, annual increment, arrangement for personal loans, ESI, EPF.	Write about library and stationary in two different points. These are good welfare measures. Health Insurance is a good welfare measure. Financial support for the study of children of College staff in the College can be included.	
All Photos not pertaining to welfare measures and to be removed.	Any facility that is provided to the staff members at a nominal fee can be included like food from the College canteen at subsidised rates.	

Metric No. 6.3.2.1:

Feedback	Suggestion	Decision Taken
AIACHE spelling is wrong in the excel sheet.	Financial support to faculty members can be included here.	
Write full name of all the workshops.	Travel expenses can be given in additional information.	

Write names of staff members. Check titles- Mr, Ms, Fr, etc.	The SPSS workshop held in the College for faculty members can be included here. Cost of the workshop must reflect in the audited financial statement.	
Why the figure in 2016-17 is zero. Verify.	Upload receipts or bank transfer details from the audited financial statements.	
Calculate percentage per year using the formula then take out the average using the other formula.		

Metric No. 6.3.3.1:

Feedback	Suggestion	Decision Taken
Upload details relating to announcement, brochures, certificates issued, attendance sheet and photos with caption of the programs.	Write proper title for the administrative training programs. Eg- Workshop on 'Skill Development'.	
A program is said to be a Faculty Development Program if it is of seven days duration. If less, rename it as workshop, seminar, conference, program, etc.	Cross check the attendance.	
Remove data for May 2016 in the excel file.	Rework the calculation.	
Upload the link of the Annual Report highlighting the mention of these training programs.		

Metric No. 6.3.4.1:

Feedback	Suggestion	Decision Taken
Faculty Development Programs will not be included. Remove.	Arrange the data year-wise in the excel sheet rather than faculty wise.	
A particular faculty member attending more than one program in a particular year will be counted only once for that year.		

Metric No. 6.3.5:

Feedback	Suggestion	Decision Taken
Self-Appraisal system is not implemented yet so cannot include.	Yearly appraisal of staff members by the Jesuit team in the CJT meeting can be included. Mention how it is carried out and the confidentiality of it.	
Photos of Parent Professor Meet will not come here. Remove.		

Metric No. 6.4.1:

Feedback	Suggestion	Decision Taken
Write about the Finance Committee.	Write about the process of conducting internal and external audits and the mechanism of settling audit objections. (Our College has not received any audit objection in writing from the auditors till date)	
	Mention about filing of the Income Tax Return.	

Metric No. 6.4.2:

Feedback	Suggestion	Decision Taken
	Alumni Fund, Fund raised for Corona Relief work, etc. can be included but it must reflect in the audited financial statement.	
	Mention whether it is recurring or non-recurring fund.	

Metric No. 6.4.3:

Feedback	Suggestion	Decision Taken
	Need to have a resource mobilization policy. Like how the money received from parking is given as salary to the parking staff. The write up can be made into a policy. Clearly mention who is the in-charge of funds, how much contribution is received from where? Can include the money received from the MBA colleges those who come to take workshops for Part III students through the placement	

	cell.	
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Metric No. 6.5.1:

Feedback	Suggestion	Decision Taken
	Mention best practices for staff members also. FDPs can be included.	

Metric No. 6.5.2:

Feedback	Suggestion	Decision Taken
Dr Ordetta will check it thoroughly and tell us what more can be done.	Selection of teachers and their qualification comes under quality.	
Remove PPT from question no. 2. Write on something else.		

Metric No. 6.5.3:

Feedback	Suggestion	Decision Taken
Google form URL cannot be given. Convert in excel sheet and upload.	Anti-ragging posters should be there in the College campus at prominent places.	
AAA audit cannot be here. Remove.	Give all the details of the collaborative initiative like agreement, nature of collaboration. If there is no support document, remove it.	
Lesson plan cannot be here. Remove.	In the Collaborative initiative file include the workshop of Fr Sevanand Melu only if it conducted by the IQAC. Tarumitra cannot be here. Spelling mistakes are there. Tarumitra is one word or two words? Check.	
Collaborative initiatives and Excel sheets are the same. Cannot put twice.		

Criterion 7: Institutional Values and Social Responsibility (50)

The following members were present: Dr Ordetta Mendoza, Fr Dr Joseph Xavier, S.J., Fr Dr T Nishaant, S.J., Fr Dr Martin Poras, S.J., Fr Sherry George S.J., Sr Dr Grace SCSC, Mr Piyush Ranjan Sahay and Mr Piyush Verma.

Metric No. 7.1.1:

Feedback	Suggestion	Decision Taken
Dr Ordetta will check the QIM thoroughly and get back.	Good to write on the plan for gender sensitisation of the College. It can be given in the website and the URL can be given here.	
CCTV cameras will not come here. Remove.	The sentence 'Every activity is carried out' in the 3 rd paragraph should come in the beginning.	
	Write some points on male also. Counselling is for both men and women.	

Metric No. 7.1.2:

Feedback	Suggestion	Decision Taken
Generator cannot be shown. It is not fuel efficient. Remove.	We can make a small biogas plant workable with food wastage from the College Canteen. What we have is very big biogas plant.	

Metric No. 7.1.3:

Feedback	Suggestion	Decision Taken
If we are selling our E-waste, there has to be an agreement.	Disposal of dried leaves in the pits is to be done.	
Need to focus on recycling and decomposing as much as possible.	For waste recycling rewrite the sentence as 'decompose and used as manure'	
	Solar panel photos will go to Metric No. 7.1.2. Photos should have captions.	

Metric No. 7.1.4:

Feedback	Suggestion	Decision Taken
Remove photo of waste water recycling.		

Metric No. 7.1.5:

Feedback	Suggestion	Decision Taken
Do not change the format.	Green Rider scheme can be shown here with the photos of area allotted for Cycle parking.	
Any document (like news in the newspaper) which is not in English has to be translated in English. Only the heading not the whole thing.	Plastic ban is a UGC regulation. Check and implement in the College. College can prepare guidelines on the use of plastic.	

Metric No. 7.1.6:

Feedback	Suggestion	Decision Taken
Conduct a 'Green Audit' and 'Energy Audit' through an authorised agency.	Do not change the NAAC format.	
	Caption the photos.	

Metric No. 7.1.7:

Feedback	Suggestion	Decision Taken
Convert one washroom into washroom for Disable.	Ramps and Washroom for the Disable is very important.	

Metric No. 7.1.8:

Feedback	Suggestion	Decision Taken
Dr Ordetta will go through the QIM and get back to us.	College address, student strength and faculty strength is different in all the metrics.	

	Check.	
	In the additional information the planning for the program can be given. Caption the photos.	

Metric No. 7.1.9:

Feedback	Suggestion	Decision Taken
Dr Ordetta will go through the QIM and get back to us.	Course on Environmental Studies and Indian Constitution is a UGC regulation. Can start them one in 1 st year and other in 2 nd year.	

Metric No. 7.1.10:

Feedback	Suggestion	Decision Taken
Policy document for the code of ethics must be uploaded.	The options in the NAAC format has to be given.	
Information given is not correct. Re-do.	Give the minutes of the meeting and composition of the committee members and activities organised by them.	

Metric No. 7.1.11:

Feedback	Suggestion	Decision Taken
Dr Ordetta will go through the QIM and get back to us.	The College can celebrate Van Mahotsav also.	
Link for the report of these events mentioned in the College Annual Report of all 5 years has to be given.	Instead on 'our College' write 'the College'. Some sentences are repeated twice.	
	Staff day should be renamed as Teachers' Day. Put photos in additional information.	

Metric No. 7.2.1:

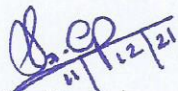
Feedback	Suggestion	Decision Taken
Dr Ordetta will go through the QIM and get back to us.	Annual Report will go to Metric No. 7.1.11	

Metric No. 7.3.1:

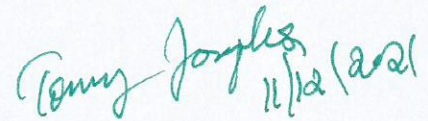
Feedback	Suggestion	Decision Taken
Vision of the College has to be same as given in the prospectus.	Write the distinctiveness of the College, its link with the vision and mission of the College and how the College is different from others.	

Next Meeting: As per the requirement.

Vote of Thanks: Mr Ashok Kumar



Signature of the Organizer



Signature of the Principal

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

Designation of the Organizer:

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



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ACTION TAKEN REPORT OF MEETING HELD FROM 4 to 7 December 2021

1. The feedback shared by Dr Ordetta Mendoza was shared with all the NAAC Criteria In-charges to make the suggested changes in their reports.

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

Fr Dr Nishaant SJ
Principal
PRINCIPAL
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011



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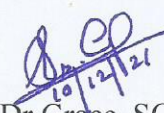
IQAC MEETING


Date : Saturday, 11th December 2021
Time : 01:45 PM
Venue : De Nobili Hall

Agenda

1. Evaluation of online consultation on NAAC report.
2. Planning for the final submission of SSR to Dr Ordetta Mendoza.
3. Any other.

10.12.2021


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


Fr (Dr) T. Nishaant, S.J
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India



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MINUTES OF THE MEETING

A meeting of the members of the Internal Quality Assurance Cell was held at the De Nobili Hall at 01:45 PM on Saturday, 11th December 2021.

Chairperson: Sr. Dr Grace, SCSC

Present: Fr (Dr) T. Nishaant, S.J., Fr Dr Martin Poras, S.J., Fr Dr Sherry George, S.J., Mr Ashok Kumar, Mr Piyush Verma and Dr Kalpana Kumari

Absent: None

Nature of the meeting: Academic

The meeting started with a short prayer by Dr Kalpana Kumari.

Agenda:

1. Evaluation of the three day meeting for NAAC with Dr Ordetta Mendoza from Xavier Board from 04.12.2021 to 07.12.2021.
2. Preparation for NAAC.
3. Any other.

1. Evaluation of the three day meeting for NAAC with Dr Ordetta Mendoza from Xavier Board from 04.12.2021 to 07.12.2021.

Mr Ashok Kumar read the points of evaluation received from those who attended the meeting.

Points for appreciation:

1. Resources Person was very knowledgeable and helpful.
2. Good session, it was needed to get an idea how are we going about NAAC report.
3. Detailed and proper evaluation and feedback.
4. Proper IT support was there.
5. It was timely conducted and very enriching.
6. To the point discussion on every small part of the report.

Points for Magis:

1. Those who were involved in the presentation should have been given some free time.

2. I think all the groups should have sat together because a few things are common in some criterion.
3. Sessions timing.
4. The sound was very low.
5. A second evaluation would be ok after at least one week.
6. We have to rework a lot.
7. Could have gone through this exercise much earlier.
8. During such kind of sessions we should be completely free from other responsibilities though we could manage it. Coordinators helped us to a great extent in arranging the classes.
9. One person from the accounts office, exam office and library should also have attended the session.
10. It would have helped them to understand that what kind of data have to maintain by them.
11. The sound quality could have been better.
12. There was no need to serve snacks during the meeting.
13. Too tiring to have three sessions in a day.
14. Lack of preparedness of one or the other group.
15. More clarification is required.

Rating out of 10- 8

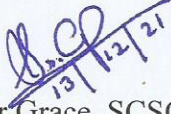
2. Preparation for NAAC:

- i. Sr Dr Grace, SCSC informed that Group 7 has submitted the QIM report to Dr Ordetta Mendoza for her feedback. Similarly, other groups should also submit the QIM report. She also informed that it will be reviewed by Sr. Dr Annamma Phillip.
- ii. We need to check dates and make corrections, if needed in our documents. Our academic year starts on 1st July and ends on 30th June every year. But due to pandemic, we can extend up to 11th September 2021 this year.
- iii. The following points should be reflected somewhere in our report-Morning Prayer, improvement in the admission process and online filling of the admission forms.
- iv. It was suggested that hard copies of all the documents should be kept available in a file.

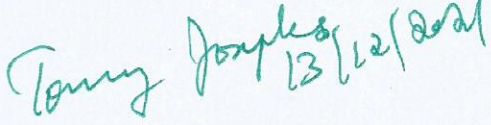
- v. Mr Piyush Verma suggested that the data template has to be updated and it should be sent to Dr Ordetta. He also suggested to create a team of Management which should include some female members like Sr. Rashmi, Sr. Shiny and Sr. Grace.
- vi. It was suggested that all the classes on 15th December 2021 can be cancelled so that all can sit together and work on NAAC report.
- vii. Fr Vice Principal said that a common format and clear guideline should be given by the IQAC to each group.
- viii. The data required is mainly from the Office and Management. It will take time.
- ix. We need to give sufficient time to our staff members to work on their NAAC report.

Vote of Thanks: Mr Ashok Kumar

13.12.2021


13/12/21
Sr Dr Grace, SCSC
IQAC Coordinator
IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011

Fr (Dr) T. Nishaant, S.J.


13/12/2021
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India



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ACTION TAKEN REPORT OF MEETING HELD ON

11 December 2021

1. All the Chairpersons of NAAC Criteria send their QIMs to Dr Ordetta Mendoza for her suggestions and feedback.

Sr Dr Grace SCSC
IQAC Coordinator

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

Fr Dr Nishaant SJ

Principal
PRINCIPAL

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



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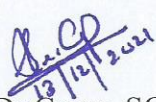
ONLINE CONSULTATION FOR NAAC WITH DR ORDETTA MENDOZA

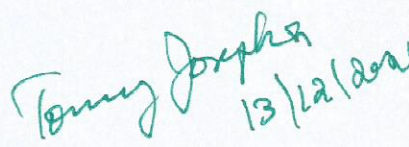
Date : Tuesday, 14th December 2021
Time : 10:00 AM
Venue : Conference Hall (through Google Meet)

Agenda

1. To get feedback on qualitative metrics of Criterion 7 for NAAC from Dr Ordetta Mendoza from Xavier Board.
2. Any other.

13.12.2021


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


Fr (Dr) T. Nishaant, S.J
Principal
St. Xavier's College of Mgmt. & Tech.
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Bihar, India



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

Website: www.sxcpatna.edu.in

MINUTES OF THE MEETING

An online consultation with Dr Ordetta Mendoza from Xavier Board was held with the members of the Internal Quality Assurance Cell and Criterion 7 for NAAC in the Conference Hall at 10:00 AM on Tuesday, 14th December 2021.

Chairperson: Sr. Dr Grace, SCSC

Present: Dr Ordetta Mendoza, Fr Dr Sherry George, S.J., Sr Dr Grace, SCSC, Mr Piyush Ranjan Sahay and Ms Dipika Chhetri

Absent: None

Nature of the meeting: Academic

The meeting started with a short prayer by Ms Dipika Chhetri.

Agenda:

1. To get on qualitative metrics of Criterion 7 for NAAC from Dr Ordetta Mendoza from Xavier Board.
 2. Any other.
- 1. To get Dr Ordetta's feedback on the report of Criterion 7.**

Metric No. 7.1.1:

Feedback	Suggestion	Decision Taken
Need to have program for both girls and boys. Conduct some programs for boys also. Can include 'Let's Talk' series for boys.	'Time to time mentoring' sentence needs more details. Appears to be F&M class. In F&M class mention the topics related to gender sensitization. 'Common Room' write 'Separate Common Room'.	
Policy of the College for Gender Equity has to be there.	CCTV is coming in safety and security again. Photos of hoardings, placards and sign boards. It should be related to gender sensitization. Dr Ordetta would like to see the photos.	

Sexual Harassment Committee is essential. Even if there are no cases, the committee can issue and review the guidelines, spread awareness on sexual harassment among students on regular basis.	Give more details of Women Hostel-who runs, seating capacity, etc.	
A handbook having all the rules and regulations is required. Give minimum information in the Prospectus which is only at the time of admission. Handbook is for all three years.	NSS program on 'One for me, One for her' can be included in this.	
First write on Gender Equity, then talk about Gender Sensitization in curricular and non-curricular aspects.	Counselling- don't write 'sister'. Write 'a professional Counsellor'. Full time Women Counsellor combine with 1 st paragraph.	
Hostel for boys near the College campus can be shown as a Boys Hostel affiliated by the College.	F & M class point is repeated. First Aid is not required. Instead of 'Relaxing Room' write 'Infirmary Room'.	
	Opportunity given to girl students in different areas like Games and Sports, Council, Cabinet, Committees, etc. all to be included.	

Metric No. 7.1.3:

Feedback	Suggestion	Decision Taken
	It appears as though the College is keen for cleanliness only due to 'Swachh Bharat Abhiyan' in the 1 st sentence. Need to reframe the sentence.	
	How many kilos of non-degradable waste does the College generates? Find out.	
	Instead of 'Wash room waste' write 'Wash basin waste'. But this water has soap and can be used for watering plants only if it is treated. Since, it is water logging area there is no need to recycle water.	
	Find out what does the vendor do with the E-waste that you sell? Do they refurbish and resell it? At what rate? Also, find out from Mr Prabhat Kumar how he refurbishes old CPUs or other parts of the computer of the College. If the old computers are being donated, that is fine.	

Metric No. 7.1.7:

Feedback	Suggestion	Decision Taken
Cannot give long answers in QnM.	Put a photo of the College building and caption it as a 100 year old building to show the reason of not having a lift.	
Response should be 3 of the above (Point 1, 4 and 5)	Mention about availability of wheelchair, arranging classes in the ground floor and ramps near Kalaam Hall for Sachchi of BBE in the Assistive Technology part. Even better if we can give photos of her attending program in Kalaam Hall. Upload video of ramp. Mention about Human assistance as reader or scribe also.	

Metric No. 7.1.8:

Feedback	Suggestion	Decision Taken
	Give supportive documents for everything. Remove first sentence. Second paragraph is ok. Talk about inter-religious harmony. Celebration in different festivals like Diwali, Holi, Christmas. Giving holiday for Eid and Guru Nanak Jayanti. Having special prayer in the morning on these festivals. Reciting the hymns of Bible, Quran, Bhagwat Gita and Guru Granth Sahib in the morning prayer. Having the 'Sarv Dharm Sambhaav Prarthnalaya. Decorating the Prayer Notice Board on these festivals. Tribal dance by the Maintenance Staff. The College can start having cultural song or dance of other communities during any cultural event. Or having an Ethic Day when everyone can wear outfits of their ethnicity. Try to promote the Indian culture through language, culture and religion.	

Metric No. 7.1.9:

Feedback	Suggestion	Decision Taken
Counselling, Job fair and YFI will not come here. Remove.	Can have a Human Rights Cell. Can celebrate Flag Day, Armed Forces Day. If a special prayer is done in the Morning Prayer on these days, mention it. Can also collect money for Armed Forces. Conduct more programs on the Indian Constitution. If you have any course or activity on duties, rights, responsibilities and values of an Indian citizen please include. If anything is there in the Prospectus please check. Upload photos of display of preamble at different places in the College campus.	
	Fundamental duties-what are the activities? Provide the details with all supportive	

	documents. Provide the data in tabular form. Constitutional obligation also. You can make brochures of the events that you have actually organised, if you don't have any.	
--	--	--

Metric No. 7.1.10:

Feedback	Suggestion	Decision Taken
	Give the details of Discipline Committee in the additional information. Put screenshots of website where code of conduct is mentioned. Mention about the activities happened in this respect like the session on code of conduct in Part I and Staff Orientation Day. Write in the College letterhead with Principal's signature and upload as additional information.	

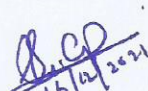
Metric No. 7.1.11:

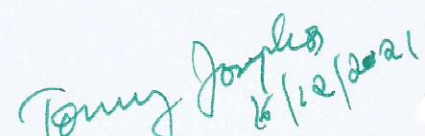
Feedback	Suggestion	Decision Taken
Evidence of all QIM metrics and QnM metrics has to be kept in a file. QIM will be cross checked during the inspection.	Can write on June 5- Environmental Day, if you celebrate. Include Gandhi Jayanti, World Aids Day, International Women's Day and more such National and International days. Special prayers in these days and the display in the Prayer Notice Board as per these themes can be mentioned.	

Dr Ordetta will check and get back on Metric No. 7.1.2, 7.2.1 and 7.3.1

Vote of Thanks: Mr Piyush Ranjan Sahay

16.12.2021


16/12/2021
Sr Dr Grace, SCSC
IQAC Coordinator
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011


Fr (Dr) T. Nishaant, S.J.
Principal
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ACTION TAKEN REPORT OF MEETING HELD ON 14 December 2021

1. The feedback shared by Dr Ordetta Mendoza was shared with NAAC Criteria 7 Chairperson Mr Piyush Ranjan Sahay to make the needed changes in the report.

Sr Dr Grace SCSC
IQAC Coordinator

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Fr Dr Nishaant SJ
Principal

PRINCIPAL
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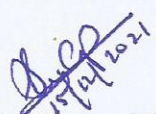
IQAC MEETING


Date : Wednesday, 15th December 2021
Time : 02:15 PM
Venue : Conference Hall

Agenda

1. To discuss the course of action for Criterion 1 as per the suggestions received from Dr Ordetta Mendoza from Xavier Board.
2. Any other.

15.12.2021


Sr Dr Grace, SCSC
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MINUTES OF THE MEETING

A meeting of the members of the NAAC Criterion 1 and IQAC was held at the Conference Hall at 02:15 PM on Wednesday, 15th December 2021.

Chairperson: Sr Dr Grace, SCSC

Present: Fr (Dr) T. Nishaant, S.J., Fr Dr Martin Poras, S.J., Sr Dr Grace, SCSC, Dr Anurag Kumar Sinha, Mr B. N. Chaudhary and Ms Dipika Chhetri

Nature of the meeting: Academic

The meeting started with a short prayer by Ms Dipika Chhetri.

Agenda:

1. To discuss the course of action for Criterion 1 as per the suggestions received from Dr Ordetta Mendoza from Xavier Board.
2. Any other.

1. To discuss the course of action for Criterion 1 as per the suggestions received from Dr Ordetta Mendoza from Xavier Board:

- i. It was said that the University has assigned credits to all papers and we have converted the credits into number of periods. We are meeting the requirements of the University by completing the number of periods required for a particular papers. The time table of all six semesters will be uploaded as it is having EPC and F&M classes within the class hours. F&M is a value added course and EPC is a skill based course.
- ii. Since the College has no Add-on course, the metric related to it can be left out.
- iii. It was asked whether to use the term CIE or CIA. It was said to use the term CIA.
- iv. Ms Dipika Chhetri was asked to make the Annual Calendar of last five years showing all holidays, activities/ programs/ events, examination days like Internal Exams, Viva Voce, Practical Exams, etc.

- v. Since no member of the College is a member in BoS or Academic Council of the affiliating University, the metric related to it can be left out.
- vi. Regarding the appointment letters to the Evaluators from the University, it was said that we can approach the University to issue us a letter stating the names of the Professors who were appointed by the University as an Evaluator with date and year. A sample letter can be given to them where we can give the details of the Professors who went for Evaluation to the University on which date and year. This way, it will be easy for them to verify and issue the letter at the earliest.
- vii. Regarding feedback from different stakeholders on curriculum, it was said that we have sent letters to the University to update the letter. Also, we can look into the suggestions from students received through the Suggestion Box to update the syllabus. There could also be some feedbacks received from the students on their Graduation Day on curriculum aspects. Those can also be used.
- viii. It was said that hereafter, the College shall also take feedback on curricular aspect from the students on their Graduation Day.

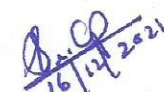
2. Any other:

- i. It was said that in the best practices of the College for students we can talk about group discussion with Integrated Assignment, Incubation Fund and Theme of the Academic Year. For faculty we can write about the FDPs in which the Professors were given a book and they had to explain it, opportunity given for Mentoring to all the full-time teachers, etc. Mentors meeting the students after the F&M class is also very special. It should be reflected somewhere.

Next Meeting: As per the requirement.

Vote of Thanks: Sr Dr Grace, SCSC

16.12.2021


Sr Dr Grace, SCSC
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ACTION TAKEN REPORT OF MEETING HELD ON 15 December 2021

1. The Annual Calendar of the last year was prepared by Ms Dipika Chhetri.
2. The list of evaluators is received from the University.

Sr Dr Grace SCSC
IQAC Coordinator

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Fr Dr Nishaant SJ
Principal
PRINCIPAL

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IQAC MEETING

Date : Thursday, 20th January 2022
Time : 02:30 PM
Venue : De Nobili Hall

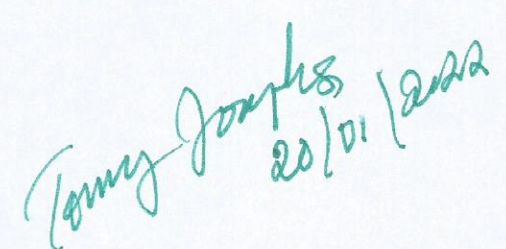
Agenda

1. Planning for the next semester:
 - i. Add-on course.
 - ii. Workshop/ seminar for faculty members.
 - iii. Feedback from students.
 - iv. Handbook for students.
2. Any other.

20.01.2022


Sr Dr Grace, SCSC
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MINUTES OF THE MEETING

A meeting of the members of the Internal Quality Assurance Cell was held at the De Nobili Hall at 02:30 PM on Thursday, 20th January 2022.

Chairperson: Sr Dr Grace SCSC

Present: Fr Dr T Nishaant SJ, Fr Dr Martin Poras SJ, Fr Dr Sherry George SJ, Sr Dr Grace SCSC, Dr Kalpana Kumari, Mr Ashok Kumar, Mr Piyush Verma and Ms Dipika Chhetri

Nature of the meeting: Academic

The meeting started with a short prayer by Dr Kalpana Kumari.

Agenda:

1. Planning for the next semester:
 - i. Add-on course.
 - ii. Workshop/ seminar for faculty members.
 - iii. Feedback from students.
 - iv. Handbook for students.
2. Any other.

1. Planning for the next semester:

i. Add-on course:

Mr Piyush Verma said that as an academic institution we must conduct some Add-on courses and it is also a requirement of NAAC. He named a few courses like human rights and value education, office management, language courses- French, German, etc., digital marketing, data science, etc. There appeared a confusion on Add-on course, Value-added course and Certificate course. It was said that an Add-on course is a course which compliments a person's CV and adds value to their qualification. Collaboration with third parties will be needed to conduct some of the courses. It is observed in the past that students back off when it is time to pay for these courses. Students need motivation session to make them understand the importance of these courses. Asking students to stay back after class hours is also a challenge. It was asked that whether these courses

have to be conducted by experts only. If the department can manage, they can conduct, if not, experts can be called. Regarding the special English classes for Part-III students, it was said that some more planning is needed and more students have to be motivated. Next week these classes will begin. Some of the Part-I and II students will also join. It was suggested to include the fee of the add-on courses in the College fee. Fr Vice Principal informed that he and the Placement Officer are planning to make some courses compulsory for Part I & II students before they sit in the interview in their Part III. He also suggested that three Add-on courses can be offered in each year out of which students will have to choose one in each year and complete at least two courses in three years' time. Each department will offer courses to their students. This can be practiced from the next academic year. For the upcoming even semester, Fr Principal will take care of the special English classes and Mr Piyush Verma under the guidance of Fr Vice Principal will plan and help in conducting the other Add-on courses which will be for Part I students.

ii. Workshop/ Seminar for faculty members:

It was said that Faculty Development Program (FDP) can be of five to seven days. Usually number of days are counted for a FDP and not number of hours. It can also be held online. We can have one and half hours of session each day for up to seven to ten days. We can also think of conducting FDP department-wise but the discussion should be based a general topic under which sub-topics could be there. The College has to conduct these programs. If such programs are conducted by one Resource Person, then it is called a workshop and if more than one Resource Persons conduct such programs, then it is known as an FDP. We can think of collaborating or associating with other institutions and Jesuits to conduct these programs. A topic on leadership was suggested to begin with. Renowned Resource Person would ensure good participation. Mr Piyush Verma will try to collaborate with someone and inform in two days.

iii. Feedback for students:

As NAAC do not accept any information from Google form, it was asked whether we can take feedback from Eklavvya software. It was said that we will convert the data of Google form in excel sheet and then upload. But, as NAAC requires the

original responses which will be in Google form, it will not be accepted. This appeared a little confusing. Clarification is required.

iv. Handbook for students:

As per the suggestion received from Dr Ordetta, a soft copy of handbook for students can be prepared and given to them which will contain all the information of the College. The prospectus need not be so descriptive. It can contain the information related to admission only. Rest all the information can be given in the handbook. Fr Dr Sherry George SJ was requested to prepare the handbook with the help of Mr Tapeshwar Prasad within a months' time.


2. Any other:

- i. Fr Principal informed that by tomorrow we shall get the new letter of affiliation from AKU and by Saturday we shall register for NAAC. Mr Piyush Verma was requested to make Ms Dipika Chhetri sit with him while registering for NAAC.
- ii. Sr Dr Grace SCSC informed that Dr Ordetta will talk to the Principal regarding organogram.
- iii. It was said that all the Chairpersons will have to send a summary of report of their criterion in 220 words to IQAC.

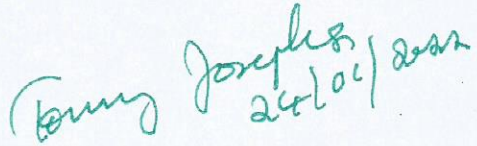
Next Meeting: As per the requirement.

Vote of Thanks: Sr Dr Grace SCSC

24.01.2022


Sr Dr Grace SCSC
IQAC Coordinator
IQAC
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Digha Ghat, Patna - 800 011

Fr Dr T Nishaant SJ


Principal
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ACTION TAKEN REPORT OF MEETING HELD ON **20 January 2022**

1. Fr Dr Sherry George, SJ started designing the college handbook and it will be introduced in the new academic year.

Sr Dr Grace SCSC
IQAC Coordinator

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Fr Dr Nishaant SJ
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Emergency Meeting for NAAC

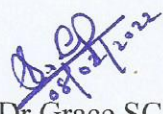
Date : Tuesday, 8th February 2022

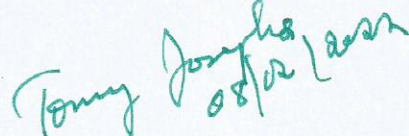
Time : 01:00 PM

Agenda

1. Future course of action with regard to NAAC after registration.
2. Any other.

08.02.2022


Sr Dr Grace SCSC
IQAC Coordinator
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MINUTES OF THE MEETING

A meeting of the members of Internal Quality Assurance Cell with the Principal was held at Principal's chamber at 01:00 PM on Tuesday, 8th February 2022.

Chairperson: Fr Dr T Nishaant SJ

Present: Fr Dr T Nishaant SJ, Sr Dr Grace SCSC, Mr Ashok Kumar,
Mr Piyush Verma and Ms Dipika Chhetri

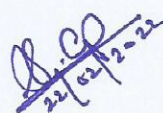
Nature of the meeting: Academic

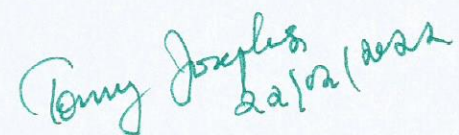
Agenda:

1. Future course of action with regard to NAAC after registration.
 2. Any other.
1. **Future course of action with regard to NAAC after registration:** As the registration in the NAAC portal is done on 6th February, IQAC was asked regarding the status of NAAC final report of all groups. Sr Dr Grace, SCSC, the IQAC Coordinator informed that all the groups have submitted QIMs and QnMs. Mr Piyush Verma was asked to collect the Data Template from the IQAC Coordinator and compile it and submit the final report by 14th February 2022.
- Mr Ashok Kumar was asked to arrange for the geo-tagging of all photos within a week and submit to IQAC.

Next Meeting: As per the requirement.

22.02.2022


Sr Dr Grace SCSC
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ACTION TAKEN REPORT OF MEETING HELD ON **8 February 2022**

1. Mr Piyush Verma collected all the data template from the Chairpersons of NAAC and compiled it as per the suggestion given during the meeting.
2. Mr Ashok Kumar managed to get most of the photos geo-tagged.

Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & T
Digha Ghat, Pa

Fr Dr Nishaant SJ
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Meeting for NAAC

Date : 23rd, 24th and 25th February 2022
Time : 02:00 PM

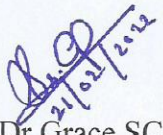
Agenda

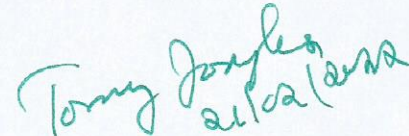
1. Verification of supporting documents of each Criterion.

Sl. No.	Date	Criterion
1	23.02.2022	Criterion 1, 2 & 3
2	24.02.2022	Criterion 4 & 5
3	25.02.2022	Criterion 6 & 7

2. Any other.

21.02.2022


Sr Dr Grace SCSC
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MINUTES OF THE MEETING

A meeting of the members of Internal Quality Assurance Cell with the members of all Criteria for NAAC was held at the Conference Hall at 02:30 PM from 23rd to 25th February 2022.

Chairperson: Sr Dr Grace SCSC

Nature of the meeting: Academic

Agenda:

1. Verification of supporting documents of each Criterion.
2. Any other.

DAY 1: 23rd February 2022

The following members were present: Fr Dr Sherry George SJ, Sr Dr Grace SCSC, Dr Anurag Kumar Sinha, Mr B N Choudhary, Mr Ashok Kumar, Mr Piyush Verma, Dr Mala Kumari Upadhyay, Mr Joel D'Cruze, Mr Ajay Kumar and Ms Dipika Chhetri

The meeting started with a short prayer by Fr Dr Sherry George, SJ.

1. Criterion 1: Curricular Aspects

Feedback	Suggestion	Decision Taken
	<p>1.1.1-The resolution for constituting Academic Cell is to be given. Exam schedule is to be signed by concerned authority. Academic Calendar is to be uploaded in the website. Academic council- Syllabus revision letter is not required. Letter is to be redesigned as Academic Cell.</p> <p>1.4.1- remove Alumni from stakeholders. Student feedback link can be given.</p>	

2. Criterion 2: Teaching-Learning and Evaluation

Feedback	Suggestion	Decision Taken
85% of the work is complete. Rating received- 8.5/10.	2.3.1-document will be attached by tomorrow. Photos need geo-tagging. Remove Fr Dr Sherry George, SJ from the data. 2.5.1- needs to be completed. 2.6.1- to be matched with the program outcome given in Criterion 1. 2.6.2- needs to be completed. 2.6.3- Data of the year 2020-21 is not yet given by the University.	

3. Criterion 3: Research, Innovations and Exhibition

Feedback	Suggestion	Decision Taken
Criterion 3 was rated 9/10 and most of the work is complete.	It was suggested to include the Green Campus Award received by the College in September 2021. 3.2.2- Mention the place of the publication house. The cover page of the book can be scanned and uploaded. 3.1.3- Check the format of date.	

DAY 2: 24th February 2022

The following members were present: Fr Dr Martin Poras, SJ, Fr Dr Sherry George, SJ, Fr Dr Raj Kumar, SJ, Sr Dr Grace, SCSC, Dr Mala Kumari Upadhyay,

Dr Kalpana Kumari, Ms Supriya, Mr Samar Reyaz, Mr Rakesh Kumar Pathak, Ms Rekha Kumari, Ms Priya Manish Kumar, Ms Priya Gupta, Mr Prakash Upadhyay, Mr Farhan Khalid and Ms Dipika Chhetri

The meeting started with a short prayer by Mr Rakesh Kumar Pathak.

4. Criterion 4: Infrastructure and Learning Resources (100)

Feedback	Suggestion	Decision Taken
More photos are needed. Geo-tagging is left. Rating received- 9.5/10	Check for spelling mistakes. 2021 audited statement was received late from the Accounts office so the data will be entered in two days.	

	Data taken from the financial statements should be verified with the Accounts office. Year-wise data should be arranged in descending order. 4.2.4- Take the online access and footfall of 5 days, one day from each year. Those days are to be taken where the number of students is more.	
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5. Criterion 5: Student Support and Progression (140)

Feedback	Suggestion	Decision Taken
95% of work is complete. Rating received- 8.5/10	5.1.1- Instead of loan, write scheme Merge 5.1.1 & 5.1.2 5.1.3 & 5.1.4- need to match with the data in criterion 3. Mention the source from where is data is taken. 5.2.1-Remove details of B.Com (Hons) Mr Rakesh Kumar Pathak may help with some job offer letters of students.	

DAY 3: 25th February 2022

The following members were present: Fr Dr Martin Poras, SJ, Fr Dr Sherry George, SJ, Sr Dr Grace, SCSC, Dr Mala Kumari Upadhyay, Dr Kalpana Kumari,

Mr Ashok Kumar, Mr Piyush Verma, Ms Supriya, Mr Rakesh Kumar Pathak, Ms Priya Gupta, Mr Prakash Upadhyay, Mr Farhan Khalid, Mr Piyush Ranjan Sahay, Dr Anurag Kumar Sinha, Mr B N Choudhary, and Ms Dipika Chhetri

The meeting started with a short prayer by Mr Rakesh Kumar Pathak.

6. Criterion 6: Governance, Leadership and Management (100)

Feedback	Suggestion	Decision Taken
85% work is complete. Rating received- 8.5/10	6.2.3- Name of the vendors will come in the Areas of governance. 6.3.2- only members of Management are there. Remove Fr	

	<p>Rector. Can include the training program of Ms Rekha Kumari to Admedabad and Dr Marie D'Cruze to Delhi. Full names should be given. Name of the profession body and conference has to be there. Cross check the amount.</p> <p>6.3.4- Follow dd-mm-yyyy date format</p> <p>6.4.2- Grants received from NABARD, Shanti Business School donation by Nagma Aftab, Ashwin James etc. can be included.</p> <p>Organogram- Governing Body of XTII is the correct term. Mention Secretary not Principal in the Governing Body.</p>	
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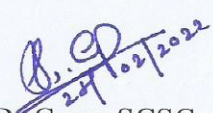
7. Criterion 7: Institutional Values and Social Responsibility (50)

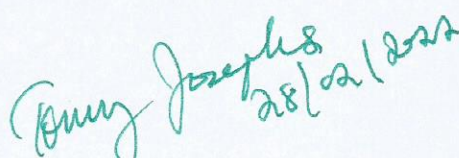
Feedback	Suggestion	Decision Taken
90% of work is complete. Rating received- 8.5/10	<p>7.1.1- Put geo-tagged photos everywhere.</p> <p>7.1.3- Bills of Municipal corporation to collect waste can be used.</p> <p>7.1.10- Vice Principal has the document for Code of conduct.</p>	

Next Meeting: As per the requirement.

Vote of Thanks: Sr Dr Grace SCSC

28.02.2022


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


 Fr Dr T Nishaant SJ
 Principal
 St. Xavier's College of Mgmt. & Tech.
 Digha Ghat, Patna-800011
 Bihar, India



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Website: www.sxcpatna.edu.in



ACTION TAKEN REPORT OF MEETING HELD ON 23 to 25 February 2022

1. The feedback received during the meeting was shared with all the Criteria Chairpersons to make the required changes in the report.

Sr Dr Grace SCSC
IQAC Coordinator

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

Fr Dr Nishaant SJ
Principal

PRINCIPAL

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



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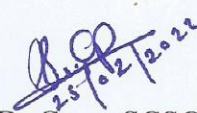
Meeting for NAAC

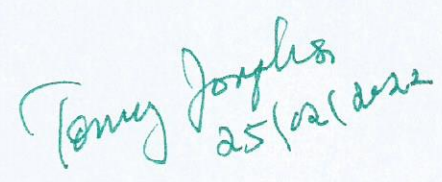
Date : Friday, 25th February 2022
Time : 04:15 PM

Agenda

1. Planning for the submission of final NAAC report to the Management by all Chairpersons.
2. Any other.

25.02.2022


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


Fr Dr T Nishaant SJ
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India



MINUTES OF THE MEETING

A meeting of the members of Internal Quality Assurance Cell with the Chairpersons of all criteria for NAAC was held at the Conference Hall at 04:15 PM on Friday, 25th February 2022.

Chairperson: Sr Dr Grace SCSC

Present: Fr D) T Nishaant SJ, Fr Dr Martin Poras SJ, Fr Dr Sherry George SJ, Sr Dr Grace SCSC, Dr Kalpana Kumari, Mr Ashok Kumar, Mr Piyush Verma, Dr Anurag Kumar Sinha, Dr Mala Kumari Upadhyay, Mr Rakesh Pathak, Ms Supriya, Mr Piyush Ranjan Sahay and Ms Dipika Chhetri

Nature of the meeting: Academic

The meeting started with a short prayer by Ms Supriya.

Agenda:

1. Planning for the submission of final NAAC report to the Management by all Chairpersons.
2. Any other.

1. Planning for the submission of final NAAC report to the Management by all Chairpersons:

It was said that before uploading SSR in the NAAC portal, the Management would like to go through the whole report. All the groups were requested to submit the final report to the Management. The Chairpersons shall submit the report after making all the changes on the following dates-

- i. Group 1 and 3 on 01.03.2022
- ii. Group 2, 4, 5, 6 and 7 on 28.02.2022

They were instructed to submit the final report in proper format as instructed by IQAC. If they link the supporting documents, it would be of help. If not, supporting documents can be given in separate folders criteria wise. It was also said that the final report will not be given back to the groups to make any more changes. All the suggestions given by the Management will be taken care by the IQAC.

After the uploading of the NAAC final report in the NAAC portal, IQAC Coordinator will give an assessment report of each group which will be considered for performance appraisal.

Next Meeting: As per the requirement.

Vote of Thanks: Sr Dr Grace SCSC

28.02.2022


Sr Dr Grace SCSC

IQAC Coordinator

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


Fr Dr T Nishaant SJ

Principal

St. Xavier's College of Mgmt. & Tech.
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Website: www.sxcpatna.edu.in



NOTICE

Meeting for NAAC

Date : Monday, 14th March 2022
Time : 01:30 PM

Agenda

1. NAAC cycle 1- Evaluation of the group.
2. NAAC cycle 2- Planning of each criterion.
3. Any other.

SL. NO.	CRITERION	VENUE
1	Criterion 1	Buddha Hall
2	Criterion 2	De Nobili Hall
3	Criterion 3	Room No. 23
4	Criterion 4	Room No. 24
5	Criterion 5	Room No. 25
6	Criterion 76	Room No. 30
7	Criterion 87	Room No. 31

Note:

- Each of the members could be given responsibility for one or more metric(s) as per the need.
- Data collected by members could be submitted to the Chair.
- Data collected should be as per the Standard Operating Procedure (SOP).
- All groups must submit the report of this meeting to the IQAC by 21.03.2022.

Tommy Joseph

11.03.2022

B. S. P.
11/03/2022
Sr Dr Grace, SCSC
IQAC Coordinator
IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011

Tommy Joseph
11/03/2022

Fr Dr T. Nishaant, S.J.
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India



MINUTES OF THE MEETING (NAAC: Group: 1)

A meeting of NAAC Group-1 was held at Buddha Hall at 1: 30 PM on March 14, 2022 to discuss and plan the modalities of **Criterion 1 for Cycle II Accreditation**.

Guide: Fr Dr Sushil Bilung SJ

Chairperson: Dr Anurag Ambasta

Members Present: Fr Dr Sushil Bilung SJ, Dr Anurag Ambasta, Mr. B. N. Choudhary, Mr Frank Krishner and Mr Abhishek Anand, Mr Sumit Kumar

Absent: NA

Nature of the meeting: Academic

PROCEEDINGS:

The meeting started with a short prayer by Fr Dr Sushil Bilung SJ.

Acknowledging the contributions made by the members of Group-I for Cycle-I Accreditation, the chair expressed his gratitude to each members of the group and thanked the house. The house decided that members be given the same metrics to work upon as they have some clarity with regards to the collection of documents. Also, it would be easier for them to locate the documents concerned, as and when required.

The metrics assigned to the members are mentioned hereunder:

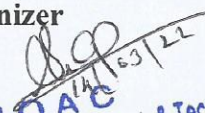
Metric No. Professor/s Assigned

- | | |
|-------|--|
| 1.1.1 | Dr Anurag, Mr Frank Krishner (Curriculum Delivery) |
| 1.1.2 | Mr Abhishek Anand (Academic Calendar) |
| 1.1.3 | Mr Frank Krishner (Teachers' participation in curriculum development) |
| 1.2.1 | Mr Frank Krishner (Choice Based Credit System) |
| 1.2.2 | Dr Anurag (Add on/ Certificate course) |
| 1.2.3 | Dr Anurag (Add on/ Certificate courses) |
| 1.2.4 | Mr Sumit Kumar (Data collection of various courses) |
| 1.3.1 | Mr B N Choudhary, Mr Frank Krishner (Ethics, Gender, Human Values) |
| 1.3.2 | Mr Sumit Kumar (Data Collection) |
| 1.3.3 | Mr Sumit Kumar, Mr B N Choudhary (Data of Project/Field work, Internships) |

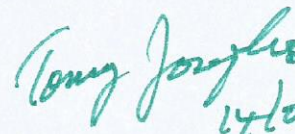
- 1.4.1 Fr Sushil Bilung, Dr Anurag (Feedback on syllabus)
1.4.2 Fr Sushil Bilung, Dr Anurag (Feedback)

Next Meeting: As and when required

Signature of the Organizer


14/03/22
IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011

Designation of the Organizer: Assistant Professor and Coordinator, Dept. of English


14/03/2022

Signature of the Principal



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MINUTES OF THE MEETING (NAAC GROUP: 2)

A meeting of the members of the NAAC Criterion-2 was held at De Nobili Hall at 1.30 pm, on 14/03/2021, Monday.

Chairperson: Fr Dr A. Sebastian SJ

Present: Mr Ashok Kumar, Mr Piyush Verma, Mr Mario Martin, Mr Vishal Joshua Lal

Absent: Dr Niharika Kumari

Nature of the meeting: Academic

The meeting started with a short prayer by Mr Mario Martin

Agenda:

1. NAAC cycle 1 evaluation of group 2: The members of the group were reported about submission of the report to IQAC on 28th February 2022 by the chair Mr Ashok Kumar. He further shared the difficulties related to collection of data related to university examination. Fr Dr A Sebastian SJ and Mr Vishal Joshua Lal also mentioned the same. Photos of the classrooms and labs were not geo tagged as geo tagging software's subscription was not done by the date due to some technical problem in making online payment.
2. NAAC cycle 2 – Planning of each criterion: Guide Fr Dr A Sebastian SJ and the other members of the group agreed upon the plan below for NAAC cycle 2.
 - A) Dr Niharika Kumari & Mr Mario Martin will work on Data Template
 - B) Mr Ashok Kumar & Mr Piyush Verma will work on QLM
 - C) Mr Vishal Joshua Lal will collect all data related to examination.

Next Meeting: As per requirement

Vote of Thanks: Mr Ashok Kumar

Signature of the Organizer

Signature of the Principal

Designation of the Organizer:

Tommy Joseph
14/03/2022

[Signature]
14/03/22

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MINUTES OF THE MEETING

A meeting of the members of NAAC Criterion 3 was held in Lecture Hall, on 14th March 2022 at 01:30 PM.

Chairperson: Dr (CS.) Mala Kumari Upadhyay

Present: Father Dr. Martin Poras SJ. (Guide), Dr (CS.) Mala Kumari Upadhyay (Chair),
Sr Jaya RNDM, Mr. Joel D'cruze, Mr. Mukesh Kumar, Mr. Ajay Kumar

Nature of the meeting:

Evaluation of the group and. NAAC Cycle 2 – Planning of each Criterion:

Agenda

1- Evaluation of the group

The Chair of Criterion 3 read out all the matrices one by one and the group members expressed their views on it.

It was unanimously expressed that the collection of data required for this was very difficult since the data was not maintained properly, everyone was doing this for the first time and no one was there to guide as to how to gather the data.

Our ignorance was the main cause of the problem as to which data was to be collected from whom.

It was suggested by Mr. Joel that maybe we can get some MOUs and Collaborations signed through the help of the placement cell. The group appreciated the hard work put in by the group members and we could finish the work within time.

2. NAAC Cycle 2 – Planning of each Criterion

1. It was suggested that the document collection process for the academic year 2021- 2022 should start from the beginning itself.

2. Each Member of the Group is assigned one Matric as under:

3.1.3 – Dr. Mala Kumari Upadhyay

3.2.1 - Mr. Mukesh Kumar

3.2.2 – Mr. Mukesh Kumar

3.3.2 – Mr. Ajay Kumar

3.3.3 – Mr. Ajay Kumar 1

3.4.1 – Mr. Joel D'cruze

3.4.2- Mr. Joel D'cruze

2. It was also decided that Mr Mukesh Kumar will prepare a Google sheet that will be circulated to all the group members along with the guide and chair and the members who are assigned each matric will keep updating the Google drive and keep the supporting documents as well so that documentation becomes easy.

3. it was also suggested that the NSS can execute programs at the national level so that we come in the limelight and gather rewards and grants.

The Meeting ended with a Vote of Thanks proposed by Dr Mala Kumari Upadhyay.

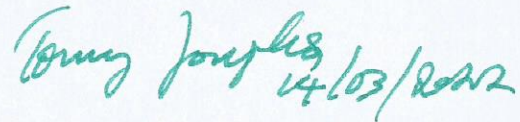
Next Meeting: It was decided to hold the next meeting as per requirement and the date is not finalized yet.

Signature of the Chair

Handwritten signature in black ink, appearing to be 'M. K. Upadhyay', with the date '14/03/22' written below it.

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Digha Ghat, Patna - 800 011

Designation of the Organizer:

Handwritten signature in green ink, appearing to be 'Tommy Joseph', with the date '14/03/2022' written below it.

Signature of the Principal



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MINUTES OF THE MEETING (NAAC: Group 4)

A meeting of the members of NAAC Criteria 4 Group was held at the Room No 24 at 1.30 PM, on 14th March 2022, Monday.

Chairperson: Mr Rakesh Kumar Pathak

Present: Fr. Dr. Raj Kumar SJ, Ms Rekha Kumari, Mr. Alexander Natal, Mr. Tapeshwar Prasad Yadav, Mr. Sudeep Kumar

Nature of the meeting: Academic

The meeting started with a short prayer by Mr. Rakesh Kumar Pathak.

Agenda:

1. NAAC cycle 1 evaluation of the group
2. NAAC cycle 2 Planning of each criterion
3. Any other

1. NAAC cycle 1 evaluation of the group:

The group members were happy and satisfied with the hard work and the effort put in by the group members.

Ms Rekha Kumari was praised for her hard work and support by the chair, Mr. Rakesh. The chair of the group himself took charge of criteria 4.1, 4.3, and 4.4. Ms Rekha took charge of the criteria 4.2 which applies to the college library.

2. NAAC cycle 2 Planning of each criterion:

As far as cycle 2 of NAAC is concerned, the library staff raised their concern regarding the record keeping process of the daily user's registers. They suggested that anybody visiting college library for any purpose should be properly accounted in the library system. Unfortunately this is not happening in the college.

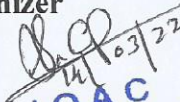
The library staff members were suggested that they should recommend using bar code reader or scanners in the library and store a record of all users accessing the services of the college for any purpose.

3. The group unanimously decided to request the management to allot one member (faculty member) to this group for the following two reasons
 - i. Ms Sabeela Rashid is not present in the college for a relatively long period
 - ii. There is only one professor in this group.

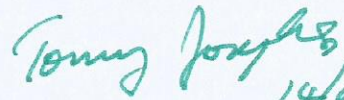
Next Meeting: As and when required.

Vote of Thanks: Ms Rekha Kumari

Signature of the Organizer


14/03/22
IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011

Signature of the Principal


14/03/2022

Designation of the Organizer:



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Website: www.sxepatna.edu.in



MINUTES OF THE MEETING (NAAC: Group 5)

A meeting of the members of the NAAC Group 5 was held in Room No. 25 at 1:30 p.m., on 14.03.22.

Chairperson: Ms. Supriya

Present: Dr. Kalpana Kumari, Mr. Samar Reyaz, Mrs. Priya Manish Kumar, Mr. Satyaprakash

Absent: Fr. Sebastian Kanekattil SJ

Nature of the meeting: Academic

The meeting started with a short prayer by Dr. Kalpana Kumari

Agenda:

1. Minutes of the last meeting were read and NAAC work so far done was evaluated.

In the course of our evaluations, it was discussed that:

5.1.1 Criteria needs:-

- The accounts office to maintain Bank Transaction details for government scholarships within a specific date.
- A list of Government scholarships and free-ships given to our students should also be maintained in both soft and hard copy.

5.1.2 Criteria also needs:-

- to have Bank Transaction details of Earn and Learn, Scholarship and free-ship as provided by the institution. Outside agencies providing scholarship and free-ship should also be catalogued and reflected in the bank transactions. The Bank Transaction details will serve as proof in NAAC.
- An audited statement showing the expenditure on scholarship/free-ship is also needed duly certified by a CA.

5.1.3 Criteria need:-

- Web-link to particular program/scheme, as mentioned in the metric.
- Need a copy of the circular/brochure/report of the event.
- Geo tagged photos of the event with date and caption need to be submitted for each event or scheme.

- Submit list of programs conducted with the number of students enrolled for each of the event.

5.1.4 Criteria needs:-

- Seminar photo with date and time.
- Brochure of the seminar
- Year-wise attendance sheet signed by placement officer.
- List of students who attend higher education or career counselling.

5.1.5 Criteria has accomplished:-

- Implementation of guidelines
- Creating wide awareness
- Mechanism for online and offline student's grievance registration.
- Timely redressal of grievance thorough appropriate committees.
- Time to time notices to make students aware of procedure, mechanism and resolutions.

5.2.1. Criteria needs:-

- Offer letter of all the students who have been placed.

5.2.2 Criteria needs:-

- Admission Acceptance Letter from students who are progressing for higher studies.
- The Placement Officer needs to address the students to share information whether they going for higher studies, or are preparing for competitive exams or have been placed.

5.3.2 Criteria needs:-

- Certificates and award photographs along with student details to be collected in every two months.
- Cultural report to be included.

5.4.1 Criteria is the QLM.

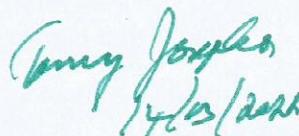
- Alumni Association needs to be registered.
- Need Alumni Association meeting details.
- Alumni Activity report should also be submitted to the concerned person within a time limit. (Can be maintained by college office as suggested by Fr. Nishant that Abhishek Sir can take charge)

5.4.2 Criteria needs:-

- Annual audited statement of accounts highlighting Alumni contribution duly certified by CA.
 - List of Alumnus/Alumni contribution year-wise
 - Contribution in form of monetary or equivalent will be considered.
2. It was also suggested that IQAC should train all administrative staff to send filtered data to the respective groups.
 3. General history of the college should be shared with all the staff.


Next Meeting: Not yet decided

Vote of Thanks: Ms. Supriya



Signature of the Principal

Signature of the Organizer



IQAC

Designation of the Organizer: St. Xavier's College of Mgmt. & Tech.
Digne Ch... 800 011



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MINUTES OF THE MEETING (NAAC: Group 6)

A meeting of the members of the NAAC Criterion 6 was held at the Room No. 30 at 1:30 PM on 14th March, 2022 (Monday).

Chairperson: Dr Sr Grace SCSC

Present: Dr Sr. Grace SCSC, Mr. Prakash Upadhyay, Mr. Farhan Khalid, Ms. Priya Gupta

Nature of the meeting: Academic

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

Agenda:

1. NAAC cycle 1 – Evaluation of the group
2. NAAC cycle 2 – Planning of each criterion
3. Any other.

Actions taken:

1. Evaluation of the group cycle 1

Points of Appreciation:

- i. Members are supportive
- ii. Worked together
- iii. We use to have discussion on what is wrong and what is right
- iv. Now everything is in shape to proceed further
- v. Presentation was good
- vi. Openness in dealings
- vii. We feel connected
- viii. Sharing of information was clear
- ix. Finally we are able to collect data for each metric
- x. Overall experience was good
- xi. All contributed well
- xii. Ms Dipika Chhetri helped a lot
- xiii. Pleasant time to work with all
- xiv. Very co-operative and good team work

Points of Magis:

- i. It was difficult to collect data
- ii. Data were missing

Suggestions:

- i. Responsibility given to chair for collecting data.
- ii. Date should be fixed for sending the data by the concerned office.
- iii. Divide the workload according to QIM & QnM.

2. Planning of each criterion – NAAC cycle 2:

- i. Collect data every month
- ii. Submit the data collected to the chair on 1st week of every next month.
- iii. Each member of the group has been given his/her responsibility, as follows:
 - a) G – 6.1 – Sr Dr Grace SCSC
 - b) G – 6.2 – Mr Prakash Upadhyay (supported by Sr Grace for Organogram)
 - c) G – 6.3 – Mr Farhan Khalid (supported by Sr Grace for Performance Appraisal and Mr Prakash Upadhyay for Faculty Development Program)
 - d) G – 6.4 – Ms Priya Gupta
 - e) G – 6.5 – Sr Dr Grace SCSC

Vote of Thanks: Mr. Prakash Upadhyay

Signature of the Organizer

Tommy Joseph
14/02/2020

Signature of the Principal

Designation of the Organizer: Asst. Professor and IQAC Coordinator

Prakash Upadhyay
14/02/2020
IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011



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Website: www.sxcpatna.edu.in



MINUTES OF THE MEETING (NAAC: Group: 7)

A meeting of the members of 'NAAC Criterion 7: Best Practices & Institutional Values' was held at Room number 31 on 14th March, 2022.

Chairperson: Mr Piyush Ranjan Sahay

Present: Mr. Piyush Ranjan Sahay, Dr Alok Baran, Mr. Vikas Kumar, Mr Manoj KD

Nature of the meeting: Academic

Agenda:

1. Discussion on the way forward for NAAC 2nd cycle
2. Role and Responsibility of all the members
3. Understanding the criterion and its sub topics

Proceedings:

Discussion further on the criterion 7, the members came to certain conclusions regarding the process for 2nd cycle of NAAC, which are as follow:

1. It was discussed and decided that since most of the things remain same as of the 1st cycle such as solar energy, waste management etc., the members will be doing the documentation in similar manner.
2. NAAC can ask to work on some different format, so each member should be mentally prepared for such uncertainty.
3. New members of the criterion have been added to the WhatsApp group for the criterion 7.
4. The committee members have been assigned the following responsibilities:

Sl. No.	Criterion Metric	In-charge	Assistant
1.	7.1.1 – 7.1.3	Ms Rachna Thakkar	Mr Piyush Ranjan Sahay
2..	7.1.4 – 7.1.6	Dr Alok Baran	Mr Manoj KD
3.	7.1.7 – 7.1.10	Mr Vikas Kumar	Dr Alok Baran

4.	7.1.11	Ms Rachna Thakkar	Mr Manoj KD
5.	7.2	Mr Piyush Ranjan Sahay	Ms Rachna Thakkar
6.	7.3	Fr. Sherry George	Mr Piyush Ranjan Sahay Mr Vikas Kumar
7.	Metric wise folder and web link creation	Mr Vikas Kumar	Mr Manoj KD

- As the members have shown concerns regarding them having issues with web link creation, they all have agreed to share the concerned documents with Mr Vikas Kumar and Mr Manoj KD. Mr Vikas Kumar & Mr Manoj will create the folders and web links.
- Dr Alok Baran and Mr Piyush Ranjan Sahay are assigned to write the summary of Criterion 7.

Next Meeting: As and when required

Signature of the Organizer

Tommy Joseph
14/03/2022

Signature of the Principal

Designation of the Organizer:

Alok Baran
14/03/22
IOA
St. Xavier's College
Digha Ghat, P



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY, PATNA

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ACTION TAKEN REPORT OF MEETING HELD ON

14 March 2022

1. NAAC Cycle: 1

- Evaluation of the Criteria were conducted in their respective groups on the given schedule and the reports were submitted to the IQAC for further action.

2. **Planning for NAAC Cycle: 2** was also done. The report it was submitted to the IQAC.

Sr Dr Grace SCSC
IQAC Coordinator

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

Fr Dr Nishaant SJ

Principal

PRINCIPAL

St. Xavier's College of Mgmt. & Tech.

Digha Ghat, Patna-800011



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NOTICE

Meeting for NAAC

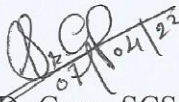
Date : Friday, 8th April 2022
Time : 02:30 PM
Venue : Buddha Hall

Agenda

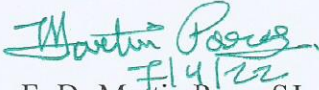
1. Discussion on criteria-wise metrics which can be opted out.
2. Preparation of criteria-wise list of glossary, notes and abbreviations used.
3. Any other.

N.B.: Chairpersons of all groups for NAAC are expected to be present in the meeting.

07.04.2022


Sr Dr Grace SCSC
IQAC Coordinator

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



MINUTES OF THE MEETING

A meeting of the members of Internal Quality Assurance Cell with the Chairpersons of all criteria for NAAC was held in the Buddha Hall at 02:30 PM on Friday, 8th April 2022.

Chairperson: Sr Dr Grace SCSC

Present: Fr Dr Sushil Bilung SJ, Sr Dr Grace SCSC, Dr Kalpana Kumari, Mr Ashok Kumar, Mr Piyush Verma, Dr Anurag Ambasta, Dr Mala Kumari Upadhyay, Mr Rakesh Kumar Pathak, Ms Supriya, Mr Piyush Ranjan Sahay and Ms Dipika Chhetri

Absent: Fr Dr Martin Poras SJ and Fr Dr Sherry George SJ

Nature of the meeting: Academic

The meeting started with a short prayer by Mr Ashok Kumar.

ACTION TAKEN REPORT OF MEETING HELD ON 25.02.2022

- I. As decided in the meeting held on 25th February, 2022, the reports of all groups for NAAC was submitted to the Management for perusal. A lot of changes were incorporated by the groups in their reports as per the feedback received.

Agenda:

1. Discussion on criteria-wise metrics which can be opted out.
2. Preparation of criteria-wise list of glossary, notes and abbreviations used.
3. Any other.

1. Discussion on criteria-wise metrics which can be opted out:

It was informed that except Criteria 1, 2 and 7 there is an option to opt out 30 points from Criteria 3, 4, 5 and 6. It was suggested not to opt out anything from Criteria 4 as we have sufficient data. After discussion, Metric number 3.1.2 (5 points), 5.2.3 (5 points), 5.4.2 (5

points) were proposed to opt out. Metric 6.4.2 (8 marks) of Criteria 6 was also kept as an option to opt out. The final decision will be taken by the Principal.

2. Preparation of criteria-wise list of glossary, notes and abbreviations used:

Sr Dr Grace SCSC, IQAC Coordinator asked all the groups to prepare a list of glossary, notes and abbreviations used in their Criteria and submit the list by 19th April 2022. It is not a requirement of NAAC but for our own use.

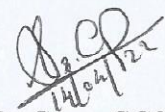
3. Any other:

- i. It was informed to upload only samples of documents. The rest of the documents is to be submitted to IQAC for filing.
- ii. It was decided that all the groups will sit with Mr Piyush Verma on Saturday, 9th April 2022 and get the website link of all those documents which are to be uploaded in the College website. Mr Piyush Verma will update IQAC on this on Monday, 11th April 2022.
- iii. All groups were instructed to submit all those documents where the signature of Fr Nishaant is to be taken to Ms Dipika Chhetri. She will get it done.
- iv. It was informed that Dr Ordetta said that sanctioned post should be mentioned in the affiliation letter given by the University. The same is to be mentioned in the extended profile. Also, regarding the earmarked seats reserved by the state government she has suggested to get it from the Patna Women's College as it will be same for all the colleges in the state. The members of the meeting did not agree to her statement.
- v. Regarding the write up on preparedness on New Education Policy Mr Piyush Ranjan Sahay has been asked to prepare it.

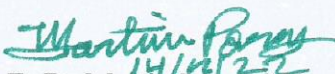
Next Meeting: As per the requirement.

Vote of Thanks: Sr Dr Grace SCSC

14.04.2022


Sr Dr Grace SCSC
IQAC Coordinator

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


Fr Dr Martin Poras SJ
Principal

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



MINUTES OF THE MEETING

A meeting of two members of Internal Quality Assurance Cell with the Principal was held in the Principal's chamber at 12:00 noon on Saturday, 23rd April 2022.

Chairperson: Sr Dr Grace SCSC

Present: Fr Dr Martin Poras SJ, Sr Dr Grace SCSC and Ms Dipika Chhetri

Nature of the meeting: Academic

ACTION TAKEN REPORT OF MEETING HELD ON 08.04.2022

1. Regarding the criteria-wise metrics which can be opted out, as per Principal's decision, no metric was left out in the final NAAC SSR report uploaded by us.
2. Regarding the website link of documents in the SSR, Mr Piyush Verma created and attached the website links in the SSR wherever required.
3. Ms Dipika Chhetri collected the documents from all the groups and got the documents signed by Fr Dr T Nishaant SJ during his visit to the College.
4. Mr Piyush Ranjan Sahay submitted the write up on New Education Policy for NAAR SSR.

Agenda:

1. Discussion on documentation process.
2. Any other.

1. Discussion on documentation process:

The following points were discussed:

- i. The following documents must be kept with the College office-
 - a. Annual Calendar
 - b. Policies
 - c. List of Committees
 - d. Copies of College Magazines, Prospectus and E-newsletter (Xavier Legend).

- ii. Regarding Departmental Meeting reports, Sr Grace SCSC suggested that IQAC must maintain the original copies of the minutes. On this, Fr Principal said as it is of academic nature, Dean Academics should be maintaining the minutes. He will talk to Dean Academics and find out if it is being maintained. Dean Academics can collect and collate the minutes from each department, file the original copy in her office and submit a copy to the IQAC immediately after the meeting.
- iii. It was suggested that all the activity reports can be submitted to IQAC by Dean Activities at the end of each year. It was informed there will some changes in Deanship in the new academic year, therefore, Fr Principal will have a word with the Dean Activities and inform.
- iv. Dean Academics will maintain the documents of all Faculty Development Programmes. It was also said that since in this semester the number of academic days are not enough, we may suspend FDPs for this semester.
- v. Regarding the documentation of EPC, Fr Principal said that as Fr Dr Sushil Bilung SJ is now the Vice Principal, he may not be able to do it. Principal will take a decision on this later.
- vi. National Seminar original file is to be submitted by the Convener to IQAC immediately after the seminar. Next year, the new organiser can take the file from IQAC for perusal.
- vii. It was suggested that someone should periodically check the files maintained by Dean Academic and Dean Activities.
- viii. It was stressed that photos of all events must be geo-tagged and with proper captions.
- ix. IT Cell should maintain an inventory list.

2. Any other:

- i. IQAC Coordinator was asked to continue checking the Lesson Plan of the Professors and supervising the classes.
- ii. Online feedback of Professors by the students can be started by the IQAC from the 1st week of May 2022.
- iii. It was suggested to have a policy of admission process.
- iv. There is confusion with regards to the functions of Internal Complaint Cell and Student Grievance Redressal Cell. It will be discussed in General

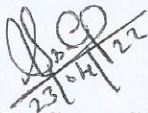
Faculty Meeting. It was advised to also get an opinion of any lawyer on these cells.

- v. Regarding Incubation Fund, it was said to get a report from Bipul Kumar who was given loan from this fund, mentioning how this fund helped him in his start-up.
- vi. It was suggested to form a Managing Committee of the College for NAAC cycle 2.
- vii. Any matter relating to discipline is to be reported to the Vice Principal immediately.
- viii. It was mentioned that St. Joseph's College Trichy has uploaded the diaries of the Mentors in their NAAC report. We can also think of it.
- ix. It was mentioned that full names of staff members should be given in documents wherever names are to be mentioned.

Next Meeting: As per the requirement.

Vote of Thanks: Sr Dr Grace SCSC

23.04.2022


23/04/22
Sr Dr Grace SCSC
IQAC Coordinator

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St. Xavier's College of Mgmt. & Tech.
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Fr Dr Martin Poras SJ
Principal

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NOTICE

Emergency Meeting for NAAC

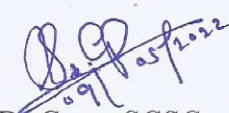
Date : Monday, 9th May 2022
Time : 02:15 PM
Venue : Buddha Hall

Agenda

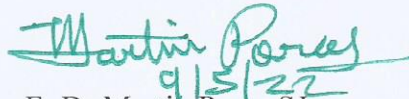
1. To discuss regarding the queries of NAAC team about the SSR submitted.
2. Any other.

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

09.05.2022


Sr Dr Grace SCSC
IQAC Coordinator

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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



MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell members with the Chairpersons of all criteria for NAAC was held in the Buddha Hall at 02:15 PM on 9th and 10th May 2022.

Chairperson: Sr Dr Grace SCSC

Present: Fr Dr Martin Poras SJ, Fr Dr Sushil Bilung SJ, Sr Dr Grace SCSC, Fr Dr Sherry George SJ, Fr Sijo Cherian SJ, Mr Ashok Kumar, Mr Piyush Verma, Dr Kalpana Kumari, Dr Anurag Ambasta, Dr Mala Kumari Upadhyay, Mr Rakesh Pathak, Ms Supriya, Mr Piyush Ranjan Sahay and Ms Dipika Chhetri

Nature of the meeting: Academic

ACTION TAKEN REPORT OF MEETING HELD ON 23.04.2022

1. The final decision of Fr Principal as announced in the General Faculty Meeting held on 27.04.2022 is that all the original documents will be kept in the College office including reports of departmental meeting and reports of different activities. The chairpersons can keep a soft copy of the same for their use.
2. The IQAC Coordinator has started taking feedback of the Professors from the students from the 1st week of May 2022.
3. The confusion regarding the composition and functioning of Internal Complaint Cell and Student Grievance Cell was clarified by the Principal in General Faculty Meeting held on 27.04.2022 after consulting a lawyer.

Agenda:

1. To discuss regarding the queries of NAAC team about the SSR submitted.
2. Any other.

1. To discuss regarding the queries of NAAC team about the SSR submitted:

Criteria 1

1. Letter from University inviting faculty members for paper evaluation- An internal communication wherein the Principal is nominating the faculty members for paper evaluation can be prepared.

2. Structure of program for 2020-2021- If the syllabus is uploaded in the University's website, link can be given.
3. Summary report of EPC, F&M and Summer Training- Summer Training by BCA can be given. A short write-up on EPC signed by EPC Coordinator can be given.
4. Certificate course- It can be mentioned that the said courses were not certificate courses but add-on courses.
5. Document showing experimental learning- Some good internship reports with completion letters from companies can be given.
6. As last year was online internship due to Covid, internship completion report is not available. This can be mentioned.
7. Sr Dr Grace SCSC can help with providing student feedback.

Criteria 5-

- 5.1.1- Sanction letter is already uploaded. Can be uploaded again.
- 5.1.2- Sanction letters of any 30 students for Earn & Learn scheme can be uploaded. Final sanctioned amount will be with the Accounts department.
- 5.1.3- Geo-tagged photos are not available. We can mention due to Covid activities were held online.
- 5.1.4- The required data is already uploaded.
- 5.1.5- Data has to be given as UGC norms.
- 5.2.1- Coordinators can help contacting alumni and get appointment letters from them.
- 5.2.2- Coordinators can help in this criteria.
- 5.2.3- Samples were uploaded. Ms Supriya will look for the whole file.
- 5.3.3- Screenshots of the events from Youtube can be uploaded.

Criteria 2-

- 2.1.1- Once again the registration list of students can be uploaded.
- 2.1.2- Mr Ashok Kumar has the document. Need to upload. XET cut off marks for SC, ST should be different than general category.
- 2.2.2- Appointment letters of each year can be uploaded. We can mention that in 2017 St. Xavier's College ceased to exist and a governing body resolution was passed that all the faculty members are transferred to SXCMT.
- 2.3.3- Need to upload mentors list.
- 2.4.1- Need to ask Dr Ordetta what is sanction letter.

2.4.2- The asked data was uploaded. Can be uploaded again/

2.4.3- Experience letters are to be uploaded.

2.6.3- Fr Principal will try to get TR from AKU.

Criteria 7-

7.1.2- LED bulb bills of 2019-20 and 2020-21 are to be uploaded.

7.1.4- New tank bill from Info Solution. About pond, mention it was dug long ago so no bill is there, Syntax will not come here.

7.1.5- Policy document can be uploaded,

7.1.6- upload award received. In beyond the campus activity- upload Jal, Jeevan, Hariyali activity and Ganga cleaning drive. It can be mentioned that Green audit was conducted in 2018 and the suggestions were incorporated. Due to Covid the audit was not done again.

7.1.7- We can give a small write up on how we help differently abled people on enquiry and information like Asha, a student in appointed in Earn & Learn to help Vijeta.

7.1.10- We don't have this committee. Mention this in short note.

Criteria 3-

3.1.2 – Ms Mala Kumari Upadhyay has the record with her.

3.1.3- Report is there. Photos can be taken from Youtube. If photos are not there, ask those department.

3.2.1- The link has to be provided by the College. Mr Piyush Verma will create.

3.2.2- Upload cover page, first page and ISBN number.

3.3.3- Special days like Christmas, Independence Day are not considered. Take report from Mr Joel D'cruze and Mr Ajay Kumar.

3.3.4- It can be mentioned that the College do not have the practice of giving certificates for year event. Attendance list is there of some activities. Attach all attendance sheets.

3.4.1- Dr Anurag Ambasta can help in getting a letter of the industrial visit to Sudha Dairy.

Mr Alok John, IQAC Coordinator of Patna Women's College joined the meeting to help us in NAAC.

3.4.2- Mr Alok John informed that an MoU signed for 5 years will be counted only once. He advised to always look for SOPs. NAAC academic year is always from July to June. Because of Covid they extended the date to submitting the IIQA up to September 2021. Aspire to sign more and more MoUs and collaborations.

3.4.1- If two institutions has a MoU and every time we send a letter or requisition and the acceptance letter it shows our MoU is functional.

Criteria 4-

4.1.3- Projector in the classroom in the photos can be highlighted. But the photos are geotagged in 2022. Mr Alok John informed that if the photos are not geotagged, they may not give marks. We can give clarification that we do not have geotagged photos. An undertaking under Principal's letterhead with bills of purchase or projector can be given.

4.2.2-extract the details of 2020-21 details and screenshot with college name can be given.

Do not repeat the evidence.

4.2.3- Items related to this metric can be printed on the College letterhead undersigned by Principal and Finance Officer.

4.2.4- Upload photos of log book of this period.

4.3.2 and 4.3.3- IT stock register should be there.

4.4.1- The data can be same as 4.2.1 but more explanation can be given. Extracts from Tally can be used.

Criteria 6-

6.2.3- Since ERP is not started yet mention that we have separate modules for all applications not integrated in ERP.

6.3.2- A request letter from the employee can be sent to the Principal to travel and approval of the same can be given. Make sure to take registration and feedback to get the participants number.

6.4.2- We don't have any letter. Account statement can be given. Mr Vikash will help.

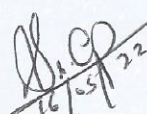
6.5.3- IQAC report and feedback analysis can be given.

Mr Alok John further informed that they have created 5 folders for each year where they keep storing the data year wise as it comes. He said that Grievance Cell can organise awareness campaigns for students. He also shared with the College the seat reservation policy for SC/ST students of Bihar Govt.

Next Meeting: As per the requirement.


Vote of Thanks: Sr Dr Grace SCSC

16.05.2022


Sr Dr Grace SCSC
IQAC Coordinator


Fr Dr Martin Poras SJ

Principal
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ACTION TAKEN REPORT OF MEETING HELD ON 9 May 2022

1. The discussion on queries raised by NAAC is shared with all the Criteria In-charges to prepare their responses for the queries.

Sr Dr Grace SCSC
IQAC Coordinator

Fr Dr Martin Poras SJ
Principal
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Digha Ghat, Patna



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Website: www.sxepatna.edu.in



NOTICE

IQAC Meeting


Date : Tuesday, 5th July 2022
Time : 02:15 PM
Venue : De Nobili Hall


Agenda

1. Planning for Academic and Administrative Audit (AAA) for the year 2021-2022.
2. Planning for the new academic session 2022-2023.
3. Any other.

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

04.07.2022


Sr Dr Grace SCSC
IQAC Coordinator
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Fr Dr Martin Poras SJ
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MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell members was held in the De Nobili Hall at 02:15 PM on 5th July 2022.

Chairperson: Sr Dr Grace SCSC

Present: Fr Dr Sushil Bilung SJ, Sr Dr Grace SCSC, Fr Dr Sherry George SJ, Mr Ashok Kumar, Mr Piyush Verma, Dr Kalpana Kumari and Ms Dipika Chhetri

Nature of the meeting: Academic

The meeting started with a prayer by Mr Ashok Kumar.

Agenda:

1. Planning for Academic and Administrative Audit (AAA) for the year 2021-2022.
2. Planning for the new academic session 2022-2023.
3. Any other.

1. Planning for Academic and Administrative Audit (AAA) for the year 2021-2022:

Sr Dr Grace SCSC informed that tentative date for Academic and Administrative Audit (AAA) is 20th July 2022. Modules of AAA was presented to the house for suggestions, if any. The following suggestions were made Criteria wise:

Criterion 1:

- It was asked why syllabus committee have to meet in every three months. Syllabus completion can be discussed in departmental meetings. Departmental meetings should be held on regular basis. Academic Calendar should be prepared. It will give clear picture of the upcoming events and will help in planning.
- It was asked why we should keep 75% pass percentage as benchmark. It should be 100%. Keeping benchmark is not practical. Pass percentage depends on the quality of students. In some batch we may have more good students and in other batch we may have more average students.
- Instead of Dean Activity, Co-curricular activities should be mentioned.
- All the heading should be properly framed otherwise it may be confusing.

Criterion 2:

- What is meant by policy in 'policy for teaching-learning? More clarity is needed.
- Need to have an admission policy which is to be uploaded in the College website.
- Admission process could be one of the best practices of the College.
- The College is sensitive towards gender equity but it should have a clear cut policy and guidelines.

- It was suggested that gender equity doesn't mean the inclusiveness of both the genders, but giving equal opportunities to both the genders. Whoever performs well will be selected whether male or female.
- We need to have a clear reservation policy. Some Colleges keep 10% seats for girl students.
- All these information is required in Criterion 2 but the policies relating to these are in Criterion 6. Criterion 2 is the platform to work on Criterion 6.

Criterion 3:

- Separate time table for the faculty members can be confusing. If separate time is allotted for research work, is there a target for research work. If someone going out for research, are the days counted as working days?

Criterion 4-

- Under IT- ERP should also be included

Criterion 6-

- Stress points which need more attention
- Staff selection policy and students selection policy is required with names of committee members, how much salary is for what kind of Professor, eligibility criteria etc.
- Under Student Council we can also have some training program for them to show how we are contributing in creation of future leaders.

Criterion 7-

- EPC can be one of the best practices as we have taken it out of the curriculum
- XHEC and Academic Cell has to give feedback during AAA.
- Use 'feedback by' instead of 'feedback of'
- AAA has to be in 3 parts- Evaluation of academic and administrative audit, planning for academic and administrative audit and suggestion/ action taken
- All the office should also be evaluated. Files must be checked. It should be checked whether they are functioning in a systematic manner. How files are maintained. Time taken to retrieve data, roles and responsibilities of staff members, etc. must be checked.
- Appointment letters for Coordinators, job description, service book of every staff should be there.
- In other Colleges, there is a clerical staff for each department who does all this. Centrally managing all these things is difficult.

The responsibilities will be distributed as below-

Overall In-charge- Sr Dr Grace, SCSC

Presenting last year's AAA report- Mr Ashok Kumar

Final summary of this year's AAA- Mr Piyush Verma

Report writing- Ms Dipika Chhetri

Helping Sr Grace to finalise this year's AAA modules before circulating it-

Fr Dr Sherry George, SJ

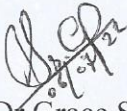
2. Planning for the new academic session 2022-2023:

Due to shortage of time this agenda was not discussed.

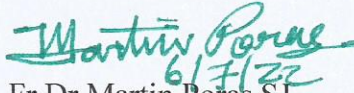
Next Meeting: As per the requirement.

Vote of Thanks: Sr Dr Grace SCSC

06.07.2022


Sr Dr Grace SCSC
IQAC Coordinator

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


Fr Dr Martin Poras SJ
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ACTION TAKEN REPORT OF MEETING HELD ON

5 July 2022

1. The suggestions were incorporated in the modules of Academic and Administrative Audit.

Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.

Fr Dr Martin Poras SJ

Principal

PRINCIPAL

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