



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1<sup>st</sup> Cycle)

(Affiliated to Aryabhatta Knowledge University)

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

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

Website: www.sxcpatna.edu.in



## IOAC MEETINGS (2023-2024)

### MEETING NOTICES, MINUTES OF THE MEETINGS & ACTION TAKEN REPORTS

S. No.	DATES	PAGE No.
1.	25 July 2023-2024	01 to 07
2.	17 - 25 August 2023-2024	08 to 11
3.	11 September 2023-2024	12 to 15
4.	6 November 2023-2024	16 to 18
5.	16 January 2023-2024	19 to 23
6.	19 April 2023-2024	24 to 28



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Website: www.sxcpatna.edu.in



Ref No.: SXCMT/IQAC/MN/01/2023-2024

Date: 21 July 2023

## NOTICE

### IQAC MEETING

**Date** : Tuesday, 25 July 2023  
**Time** : 01: 30 PM  
**Venue** : De Nobili Hall

### AGENDA:

1. Thanking the Asst. IQAC & Welcoming the New Asst. IQAC
2. Discussion on the planning of IQAC (2023-2024)
3. Any other.

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

*M. Mario*  
22/7/23  
Mr Mario Martin  
Asst. IQAC Coordinator

*Sr. Dr. Grace*  
21/7/23  
Sr Dr Grace SCSC  
IQAC Coordinator  
**IQAC**  
St. Xavier's College of Mgmt. & Tech.  
Digha Ghat, Patna - 800 011

*Martin Poras*  
21/7/2023  
Fr Dr Martin Poras SJ  
Principal  
St. Xavier's College of Mgmt. & Tech.  
Digha Ghat, Patna-800011  
Bihar, India



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Ref No.: SXCMT/IQAC/MM/01/2023-2024

Date: 28 July 2023

## INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF MEETING (2023-2024)

DATE: 26<sup>5</sup> JULY 2023

Time: 1:30 PM

Venue: De Nobili Hall

The meeting was presided over by the IQAC coordinator Sr Dr Grace SCSC. It started with a short prayer by the Asst. IQAC Mr. Mario Martin.

Notice of the meeting: [Annexure 1]

### Members present:

- Fr Dr Martin Poras SJ *Martin*
- Fr Dr Sushil Bilung SJ *Sushil*
- Fr Dr Sherry George SJ *Sherry*
- Sr Dr Grace SCSC *Grace*
- Dr Ashok Kumar *Ashok*
- Dr Kalpana Kumari *Kalpana*
- Mr. Piyush Verma *Piyush*
- Mr. Mario Martin *Mario*
- Ms Dipika Chhetri *Dipika*

### Agenda:

1. Thanking the former assistant IQAC coordinator & welcoming the new assistant IQAC.
2. Discussion on the planned activities of IQAC (2023-24)
3. Any Other.

### Agenda:

1. **Thanking the assistant IQAC coordinator & welcoming the new assistant IQAC:**

Dr Ashok Kumar the former Asst. IQAC was given a bouquet by Dr Kalpana Kumari as the expression of love and gratitude for his sincere and committed service to the IQAC.

Mr Mario Martin was welcomed by Fr Dr Sherry George SJ as the new Asst. IQAC with a bouquet.

Sr Dr Grace SCSC expressed her gratitude towards Dr Ashok Kumar for his committed service to the IQAC for three years (2020-2023). Fr Dr Martin Poras SJ, the principal of

the College also thanked Dr Ashok Kumar for his dedicated service as the assistant coordinator. Dr Ashok Kumar thanked Sr Dr Grace and the Management.

2. **Discussion on the planned activities of IQAC (2023-24):** Mr. Mario Martin presented the planned activities of IQAC for the academic year 2023-24:

a. **Develops and implements a quality assurance framework:**

- **Activities undertaken:** Formulating different policies, teaching reforms, formation of new committees as required (Academic Advisory Committee, Internal Management Committee, examination grievance cell)
- **Suggestions:** The IQAC is responsible for assisting the Management in formulation of new policies, the Internal Management committee proposed could be renamed as Managing Committee, developing E- content is a good initiative and should be encouraged, teaching reforms should also include application of Blooms Taxonomy.

b. **Coordinates and facilitates accreditation processes:**

- **Activities undertaken:** Preparation of AQAR, preparation for NAAC Cycle 2, conducting External Audit (Green audit etc.)
- **Suggestions:** Green Audit according to the guideline could be conducted in 2023-2024, a government recognised body is required to do it, Tarumitra's audit is not valid.

c. **Conducts regular monitoring and evaluation:**

- **Activities undertaken:** Lesson plan, supervision of classes, conducting AAA, Departmental audits, answer Script cross examination, attendance cross examination, attainment of Cos, POs and PSOs, Collecting students' feedback
- **Suggestions:** Departmental audit to be conducted annually, external audit needs to be conducted, Sr Grace needs to get the necessary access to monitor the lesson plans through ERP. Mr Piyush Verma was asked to do the needful, IQAC must develop a mechanism to ensure the quality of question papers are maintained, the focus must be on outcome-based learning, the Management is working out a blueprint to conduct 360 degree feedback of the employees, the process was initiated earlier but the desired results are yet to be achieved, apart from the IQAC coordinator other members also will be given the responsibility to monitor the classes and at the end of the month a report will be submitted by the committee. A few members disagreed to this suggestion.

d. **Contributes to Institutional planning and strategic initiatives:**

- **Activities undertaken:** Formulation best practices of the institution, MOUs, Seminars – National/ International, regular meetings, digital initiatives, effective and comprehensive use of ERP.
- **Suggestions:** Mr Piyush Verma was asked to conduct a short training for admin staff to apply for leave through ERP, IQAC Coordinator, with the consent of the Deans & Coordinators has assigned MoUs to different departments, digital initiatives are to include making student suggestion a digital process with the help of QR Codes, paperless documentation will be promoted.

**e. Supports capacity building and professional development activities for faculty, staff and students:**

- **Activities undertaken:** Training students on Let's Talk, conduct FDP for staff and skill development program for students, training administrative and maintenance staff to be planned, training by Dr Krishan on sexuality, grooming of slow learners, Bridge Course, ERP and Certificate Course for students.
- **Suggestions:** To have a collated report of the Bridge course of 2022-2023, The slow learners of each department have to be taken care. The accompaniment of students also has to be taken care.

**f. Documentation:**

- **Activities undertaken:** Verification of documentation process, make documentation a digital process, ensuring deadlines for documentation.
- **Suggestions:** Scanned copy of reports need to be sent to IQAC, The action taken report of the AAA will be shared with all and a hard copy of the same could be kept in the library for easy approach by the faculty.

**3. Any other:**

- **The IQAC coordinator informed the cell that** Mr Piyush Verma and Sr Dr Grace will go to St Xavier's College Mohuadanr to help out in their NAAC preparation.
- A few professors expressed their concern about someone sitting in the class to monitor the classes apart from the IQAC & the Principal. An alternative suggested by the members is to install cameras in the class rooms.
- The vote of thanks was given by Sr Dr Grace SCSC.

*Mf wud*  
28/7/23  
Mr Mario Martin  
Asst. IQAC Coordinator

*Dr Grace*  
28/7/23  
Sr Dr Grace SCSC  
IQAC Coordinator  
**I Q A C**  
St. Xavier's College of Mgmt. & Tech.  
Digha Ghat, Patna - 800 011

*Martin Poras*  
Fr Dr Martin Poras SJ  
Principal  
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Ref No.: SXCMT/IQAC/P.01/2023-2024

Date: 12 July 2023

## PLANNED ACTIVITIES OF IQAC (2023-2024)

SL. NO	RESPONSIBILITIES ASSIGNED	ACTIVITIES UNDER TAKEN
1.	Develops and implements a quality assurance framework	<ul style="list-style-type: none"> <li>To assist the concerned persons for formulating different policies (fund mobilization policy, policy for the sanctioned post, policy for admission etc)</li> <li>Teaching Reforms: Teaching learning Reforms: - Case study, students conduct classes, E-Content development, Video content development, lectures from Industry experts etc</li> <li>Formulation of new committees as required (Academic Advisory Committee, Managing Committee, examination grievance redressal cell)</li> </ul>
2.	Coordinates and facilitates accreditation processes	<ul style="list-style-type: none"> <li>Initiate preparation of AQAR</li> <li>Preparation for NAAC Cycle 2</li> <li>Conducting Internal &amp; External Audit (Green audit etc)</li> </ul>
3.	Conducts regular monitoring and evaluation	<ul style="list-style-type: none"> <li>Lesson plan</li> <li>Supervision of class</li> <li>Conducting AAA</li> <li>Departmental audits</li> <li>Answer Script cross check</li> <li>Students' attendance cross check</li> <li>Attainment of CO's and POs and PSOs</li> <li>Conducts Feedback of students &amp; Stakeholders</li> </ul>
4.	Contributes to Institutional planning	<ul style="list-style-type: none"> <li>Effective and comprehensive ways of using ERP</li> <li>Initiate Best Practices of the institution</li> </ul>

	<b>and strategic initiatives</b>	<ul style="list-style-type: none"> <li>• MOU's</li> <li>• National/International Seminars</li> <li>• Regular meetings of IQAC</li> <li>• Write up on college magazine</li> <li>• Digital initiatives</li> </ul>
5.	<b>Supports capacity building and professional development activities for faculty, staff and students</b>	<ul style="list-style-type: none"> <li>• Training students on Let's talk</li> <li>• FDP for staff as well as students</li> <li>• In-house FDP</li> <li>• Training administrative and maintenance staff to be planed</li> <li>• Session by Dr Ajay Krishan on Sexuality</li> <li>• Grooming of slow learners</li> <li>• Bridge Course</li> <li>• Certificate Course for students</li> </ul>
6.	<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Verification of documentation process</li> <li>• Make documentation a digital process</li> <li>• Ensuring deadlines for documentation.</li> </ul>

*M. Mario*  
12/1/23  
Mr Mario Martin  
Asst. IQAC coordinator

*Sr Dr Grace*  
12/1/23  
Sr Dr Grace SCSC  
IQAC coordinator

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

*Martin Poras*  
Fr Dr Martin Poras SJ  
Principal

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Ref. No.: SXCMT/IQAC/ATR/01/2023-2024

Date: 11 September 2023

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**ACTION TAKEN REPORT (ATR) OF THE IQAC MEETING**  
**(Held On 26 July 2023)**

1. IQAC coordinator, with the consent of the Deans & Coordinators has assigned MoUs to different departments to conduct activities to make the MoU functional. The BBA department has conducted an activity for the students of St Xavier's College, Dumka on 21 August 2023.
2. As per the suggestion, to have a collated report of the Bridge course of 2022-2023 is taken care.
3. A policy is framed by the Management for the accompaniment of academically weak students and each department has prepared their own SOP.
4. The Action taken report of the AAA (2023-24) is shared with the concerned persons and a hard copy of the same is stored in the library for easy access by the faculty as per the suggestion.
5. As per the suggestions, scanned copies of activity/event reports is sent to the IQAC, from the College office. So, the documentation part is taken care by the IQAC.
6. A request was made to the Management to conduct Green Audit according to the guidelines of NAAC in 2023-2024.
7. As per the information given, Mr Piyush Verma, the member of IQAC & Sr Dr Grace, the IQAC coordinator visited, St Xavier's College, Mohuadanr to assist them in their SSR preparation and also conducted students' development programme.

*M. Mario*  
11/9/23

Mr Mario Martin  
Asst. IQAC Coordinator

*Grace*  
11.09.23

Sr Dr Grace SCSC  
IQAC Coordinator

*Martin Poras*

Fr Dr Martin Poras SJ  
Principal

**I Q A C**  
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Ref No.: SXCMT/IQAC/MN/02/2023-2024

Date: 14 August 2023

## NOTICE

### MEETING FOR AQAR

**Date** : 17 to 25 August 2023  
**Time** : 02:00 PM to 03:00 PM  
**Venue** : De Nobili Hall

### Agenda

1. Presentation and discussion of AQAR of the academic year 2022-2023, criterion wise
2. Any other.

NAAC Criteria	Date of Presentation
NAAC Criteria 1	17.08.2023
NAAC Criteria 2	18.08.2023
NAAC Criteria 3	21.08.2023
NAAC Criteria 4	22.08.2023
NAAC Criteria 5	23.08.2023
NAAC Criteria 6	24.08.2023
NAAC Criteria 7	25.08.2023

**Note:** All members of the IQAC and the particular NAAC Criterion members are requested to attend the meeting on the given dates.

*M. Mario*  
14/08/23

Mr Mario Martin  
Asst. IQAC Co.

*Sr Dr Grace*  
14/08/23

Sr Dr Grace SCSC  
IQAC Coordinator

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

*Martin Poras*  
14/8/2023

Fr Dr Martin Poras SJ

Principal  
St. Xavier's College of Mgmt. & Tech.  
Digha Ghat, Patna-800011  
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Ref No. SXCMT/IQAC/MM/02/2023-2024

Date: 19 September 2023

## A SERIES OF PRESENTATION OF AQAR (2023-24)

### 1. Activity information:

- **Name of the Activity:** Presentation of AQAR Criteria wise
- **Dates:**
  - Criterion: 1- 17 August 2023
  - Criterion: 2 -18 August 2023
  - Criterion: 3 – 21 August 2023
  - Criterion: 4- 22 August 2023
  - Criterion: 5 – 25 August 2023
  - Criterion: 7 - 29 August 2023
  - Criterion: 6 – 1 & 8 September 2023
- **Time:** 2:00 PM
- **Venue:** De Nobili Hall, St. Xavier's College of Management and Technology Patna.
- **Name of the Department:** IQAC

### 2. Objective of the Activity:

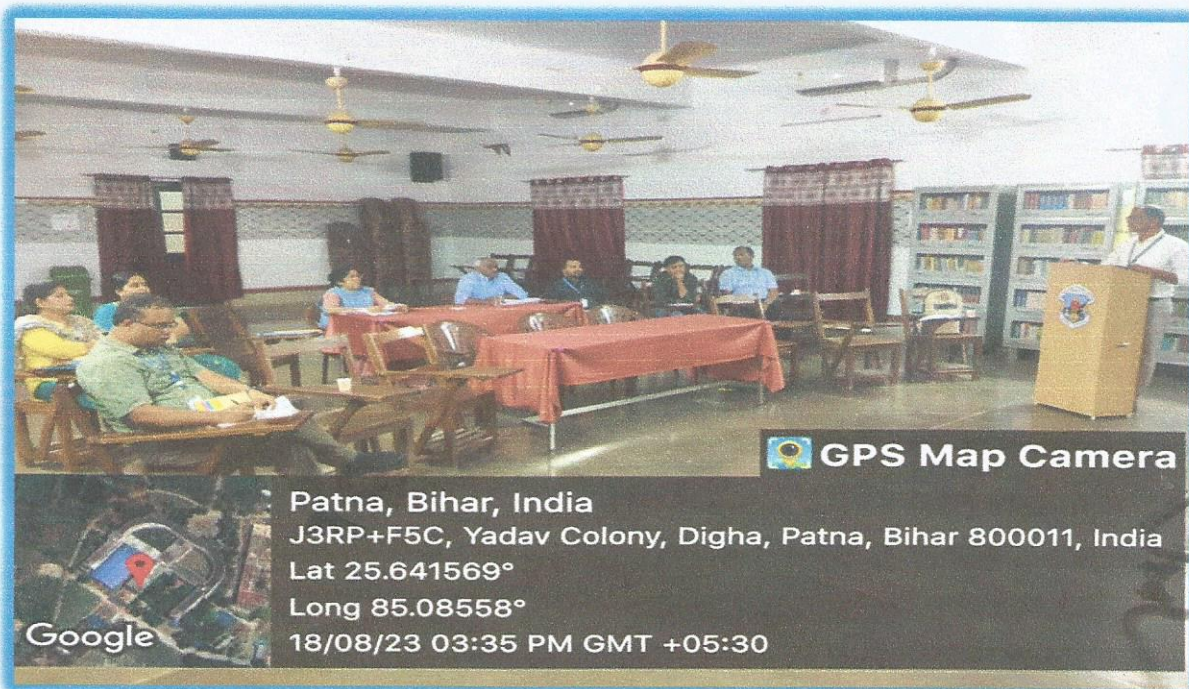
- To present and discuss the AQAR Report criteria wise

### 3. A brief report of the Activity:

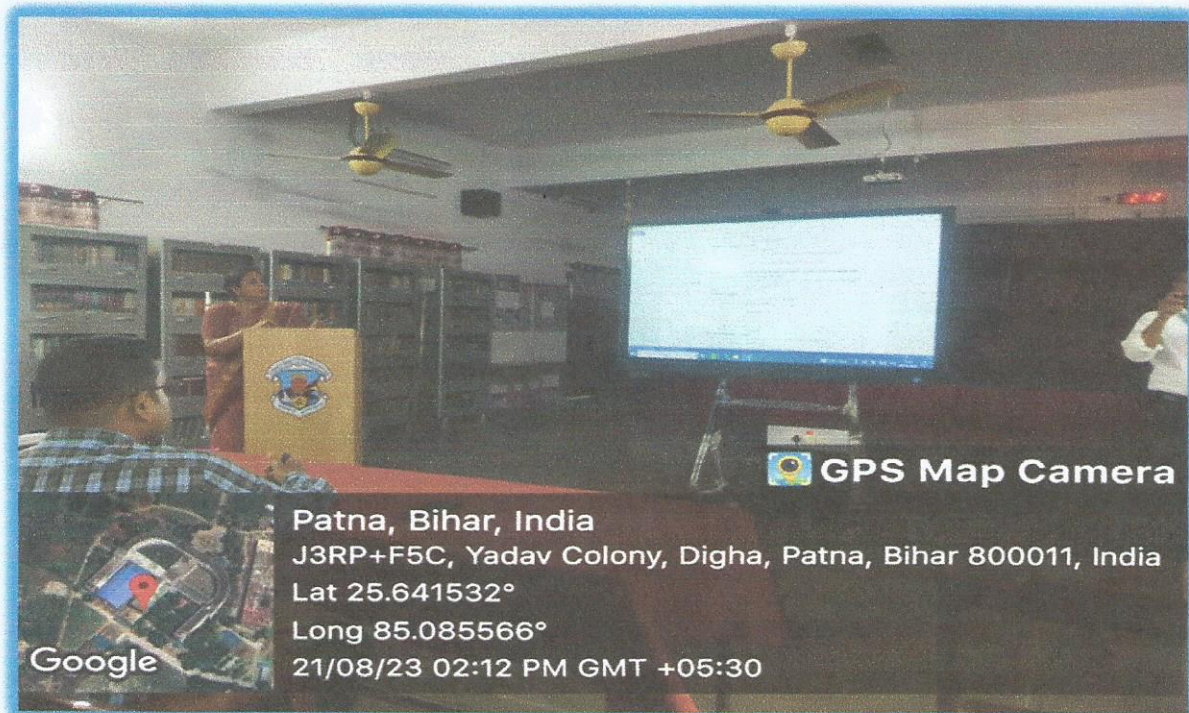
The Chairpersons of each Criteria presented their AQAR Report in the presence of the Principal, Vice Principal and the IQAC Members. The IQAC coordinator Sr Dr Grace SCSC chaired all the sessions. The Members present made several suggestions for improvements and also discussed initiatives that need to be taken for the new academic year. These presentations were very helpful to enhance the quality of the AQAR.

### 4. Geo Tagged Photos

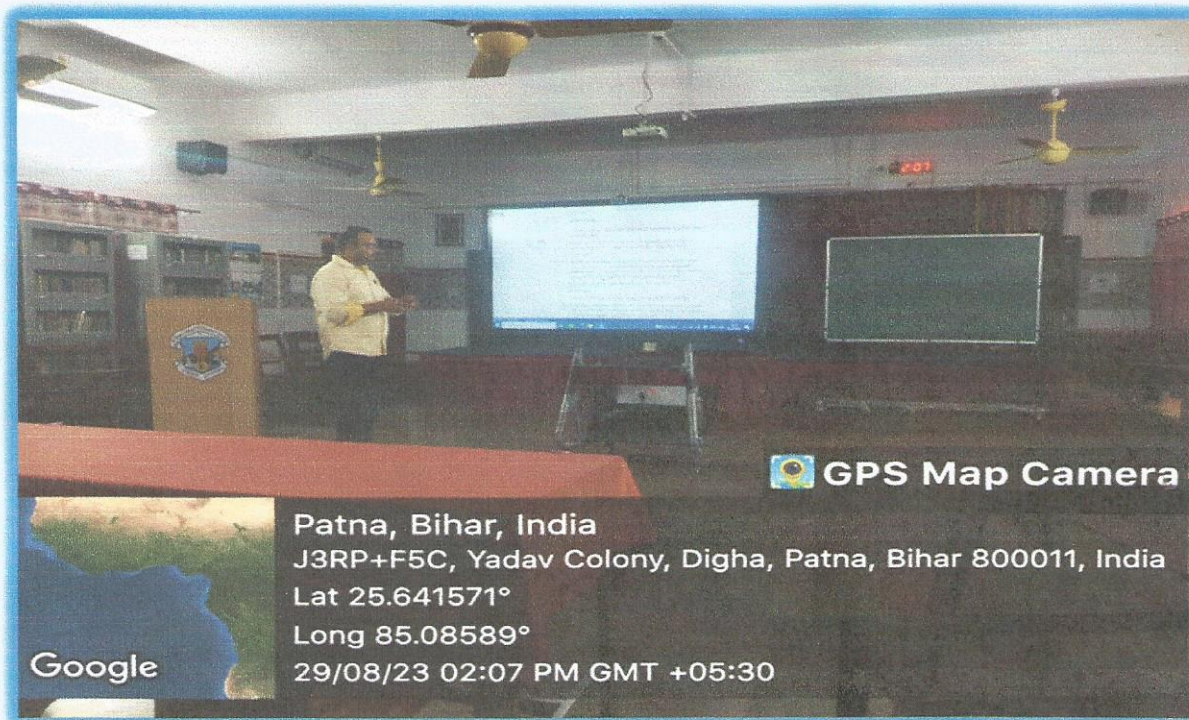
### CRITERION: 2 AQAR PRESENTATION



### CRITERION: 3 AQAR PRESENTATION



### CRITERION: 7 AQAR PRESENTATION



*Mf arno*  
19/9/23  
Mr Mario Martin  
Asst. IQAC Coordinator

*Dr. G. SC*  
19/9/23  
Sr Dr Grace SCSC  
IQAC Coordinator  
**IQAC**  
St. Xavier's College of Mgmt. & Tech.  
Digha Ghat, Patna - 800 011

*Martin Poras*  
Fr Dr Martin Poras SJ  
Principal  
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Ref. No.: SXCMT/IQAC/MN/03/2023-2024

Date: 7 September 2023

## NOTICE

### IQAC MEETING

Date : Monday, 11 September 2023  
Time : 02:15 PM  
Venue : De Nobili Hall

#### Agenda

1. Minutes of the previous meeting.
2. Discussion on Standard Operating Procedure for Data Validation and Verification of Affiliated Colleges Manual (New).
3. Discussion on the AQAR presentations.
4. Any other.

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

*M. Mario*  
*7/9/23*

Mr Mario Martin  
Asst. Coordinator IQAC

*Sr Dr Grace*  
*07/09/23*

Sr Dr Grace SCSC  
IQAC Coordinator

*Martin Poras*  
*7/9/2023*

Fr Dr Martin Poras SJ  
Principal

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Ref No. SXCMT/IQAC/MM/03/2023-2024

Date: 20 September 2023

## MINUTES OF IQAC MEETING (2022-2023)

**Date:** Monday, 11th September 2023

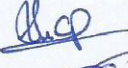
**Time:** 02:15 PM


**Venue:** IQAC

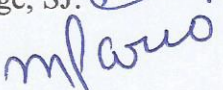
The meeting was presided over by the IQAC Coordinator, Sr Dr Grace SCSC. The meeting started with a prayer by Fr Dr Sherry George SJ.

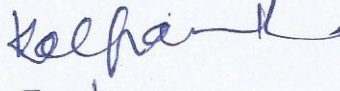
Notice of the meeting: [Annexure 1]

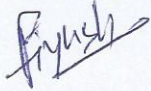
### Members present:


Sr Dr Grace SCSC: 

Fr Dr Sherry George, SJ: 

Mr Mario Martin: 

Dr Kalpana Kumari: 

Mr Piyush Verma: 

Ms Dipika Chhetri: 

### Agenda:

1. Minutes of the previous meeting.
2. Discussion on Standard Operating Procedure for Data Validation and Verification of Affiliated Colleges Manual (New).
3. Discussion on the AQAR presentations.
4. Any other.

1. **Minutes of the previous meeting:** Mr Mario Martin read the minutes of the previous meeting. It was unanimously accepted by the house.

2. **Discussion on Standard Operating Procedure for Data Validation and Verification of Affiliated Colleges Manual (New):** Sr Dr Grace SCSC presented the new SOP of NAAC for affiliated colleges. It will be shared in the group and all the members must go through it. It was suggested that when the criterion chairperson will come to submit their AQAR report, the SOP can be given to them, so that they verify whether they have followed the correct procedure. The criterion chairpersons can be asked to explain the SOP in the General Faculty Meeting. Two criteria can be taken up in one meeting. This will also help faculty members to learn about other criteria and for preparing for the next year.
3. **Discussion on the AQAR presentations:** All members of the IQAC gave their feedback of the recently held AQAR presentations. It was said that it was a good exercise, time consuming and repetition of SSR was there in some reports. Coordination among the members were missing, work was not distributed properly among the group members, some of the members tend to work at the last minute and IQAC members need to have consensus before suggesting things in common. Further, it was said that chairpersons can take the responsibility of drafting the policies and getting it approved by the Management. It was suggested that next year all groups can be asked to present their report in bullet points first to save the time. Every year different members of the group must be given a chance to present their AQAR report, it will enhance the involvement of all members. Wherever we have less data to show in this year, that metric can be noted down, so that we can suggest the management to improve in that metric.
4. **Any other:**
  - a. It was pointed out that the College has a MoU with St. Xavier's College Dumka, but it is not properly made. Mr Piyush Verma said that he will try to get it done.
  - b. We need to work towards establishing e-documentation system across the departments.
  - c. It was asked that in view of staff welfare, whether a proposal can be given to the Management to create a zero period every month where all staff members can come together and engage themselves in some physical activities, or a recreation zone can be created wherein staff members can visit during their free time. However, it was said that in 8 hours of duty, zero period or recreational activity does not sound feasible.

- d. Having a Common Room for female staff is a requirement. It can be proposed to the Management.
- e. It was said that faculty members get engrossed in too many meeting every day. It can be proposed to keep half an hour slot during departmental meetings to conduct meetings of all other clubs and committees.
- f. It was pointed out teaching has to improve specially during the second half.
- g. IQAC needs to be constituted as per the NAAC requirement.
- h. Research Cell needs to be more active.



*M. Mario*  
20/9/23  
Mr Mario Martin  
Asst. IQAC Coordinator

*Sr. Dr. Grace*  
20/9/23  
Sr Dr Grace SCSC  
IQAC Coordinator

**IQAC**  
St. Xavier's College of Mgmt. & Tech  
Digha Ghat, Patna - 800 01

*Martin Poras*  
10/11/2023  
Fr Dr Martin Poras SJ  
Principal

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Ref No.: SXCMT/IQAC/MN/04/2023-2024

Date: 4 November 2023

## NOTICE

### IQAC MEETING

**Date** : Monday, 6 November 2023  
**Time** : 2.15 PM  
**Venue** : De Nobili Hall

### AGENDA:

1. Minutes of the previous meeting
2. Discussion on the various Feedbacks to be conducted
3. Discussion on the planned activities of IQAC (2023-2024)
4. Discussion on the formation of IQAC as per NAAC
5. Any other

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

*Mario*  
4/11/23

Mr Mario Martin  
Asst. IQAC Coordinator

*Dr. Grace*  
04/11/23

Sr Dr Grace SCSC  
IQAC Coordinator

IQAC  
St. Xavier's College  
Digha Ghat, Patna

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

Website: www.sxcpatna.edu.in



Ref No. SXCMT/IQAC/04/2023-2024

Date: 8 November 2023

## MINUTES OF THE MEETING (2023-2024)

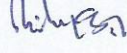

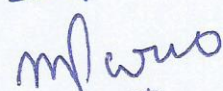
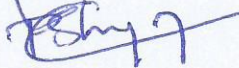

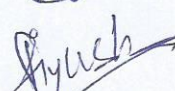
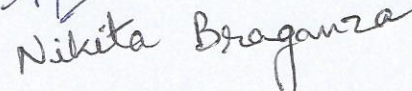
**Date:** Monday, 6 November 2023

**Time:** 02:15 PM

**Venue:** De Nobili Hall

The meeting was presided over by Sr Dr Grace SCSC. The meeting started with a short prayer by Dr Kalpana Kumari, the member of IQAC. The minutes of the previous meeting was read out by her, which was unanimously accepted by the house.

### Members present:

1. Fr Dr Sushil Bilung SJ 
2. Sr Dr Grace SCSC 
3. Mr. Mario Martin 
4. Fr Dr Sherry George SJ 
5. Dr. Kalpana Kumari 
6. Mr. Piyush Verma 
7. Ms. Nikita Braganza 

### AGENDA:

#### 1. Discussion on the various feedbacks to be conducted :

It was discussed that the IQAC will conduct various types of feedbacks. As per criterion 1 of the NAAC, the feedbacks from various stakeholders need to be conducted. A Standard Operating Procedure (SOP) is prepared by the criterion in charge for this purpose. It was suggested to have a 360 degree feedback of all the staff members. The suggested feedbacks by the house are:

- Department & peer group, IQAC, Placement cell, Library, IT etc. The feedback modules will be prepared by Fr Dr Sherry George SJ. These feedbacks could be conducted towards the end of the academic session by the Principal.

- The feedback of support staff could be conducted by Fr Dr Sushil Bilung, the Vice principal.
  - It was suggested to have evaluation of the Management by the teaching faculty.
  - The feedback of teaching faculty by the students could be conducted by the members of IQAC. The suggestion was to conduct the feedback ones.
  - It was also suggested that the College Placement Officer could be in charge of the evaluation of the Industrial Visits and College Placement cell.
  - It was said that the 360 degree feedback will be submitted directly to the Principal.
2. **Discussion on the planned activities of the IQAC (2023 – 2024):** For the follow-up action the planned activities of the IQAC for the session 2023-2024 was read out and discussed. A number of planned activities have already conducted and others are in pipeline. The preparation of the AQAR for the session 2022-2023 is completed and has to be uploaded. It was suggested to introduce QR code scan system for the submission of reports. The house suggested to start with sports committee and the responsibility is given to Mr Mario Martin. The house suggested that the certificates of the various Faculty Development Programmes can be uploaded by themselves on the ERP.
3. **Discussion on the formation of IQAC as per NAAC :**  
It was discussed that the IQAC should be formed as per NAAC requirements. The concerned document was shown to the members of the house. The house suggested to have the following names:
- Dr. Madhu Singh (Professor, St. Xavier's College of Education, Patna),
  - Mr. Ranjan/Jai Singh Rthore (Alumni member),
  - An industrialist/employer- VIVO
4. **Any other Points:**
- In the affiliation letter, the name of certain programmes are different. For example, BBA (International Business) should be mentioned instead of BBA (IB). The names should be checked and changed if possible.
  - There should be uniformity when we mention the names of the Department on the AQAR/NAAC etc. The changes were suggested to be made in the College ERP as well.
  - **Timetable:** It was brought to the notice of the house that the preparation of timetable needs special attention, keeping in mind the nature of the paper. It was prepared by Ms Bela Stephen earlier and was excellent.

The meeting ended in a positive note expressed by the IQAC.

*M. Mario*  
10/11/23  
Mr Mario Martin  
Asst. IQAC Coordinator

*Grace*  
10/11/23  
Sr Dr Grace SCSC  
IQAC Coordinator

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

*Martin Poras*  
11/11/2023  
Fr Dr Martin Poras SJ  
Principal

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



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1<sup>st</sup> Cycle)

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Ref No.: SXCMT/IQAC/MN/05/2023-2024

Date: 11 January 2024

## NOTICE

### IQAC MEETING

**Date** : Tuesday, 16 January 2024  
**Time** : 2.15PM  
**Venue** : De Nobili Hall

#### AGENDA:

1. Minutes of the previous meeting
2. Discussion on Faculty Development Programs (FDP) by the IQAC
3. Discussion on various Audits (departmental, internal & external), Energy, Water, Green audit & Environment audit.
4. Discussion on Best Practices (2023-2024)
5. Discussion on ISO Certification
6. Any other

**Note:** All members of IQAC are expected to be present for the meeting.

*M. Mario*  
11/01/24  
Mr Mario Martin  
Asst. IQAC Coordinator

*Grace SCSC*  
11/01/24  
Sr Dr Grace SCSC  
IQAC Coordinator  
**I Q A C**  
St. Xavier's College of Mgmt. & Tech.  
Digha Ghat, Patna - 800 011

*Martin Poras*  
11/1/2024  
Fr Dr Martin Poras SJ  
Principal  
St. Xavier's College of Mgmt. & Tech.,  
Digha Ghat, Patna-800011  
Bihar, India



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Ref No.: SXCMT/IQAC/MM/05/2023-2024

Date: 20 January 2024

## MINUTES OF THE MEETING

(Academic Year: 2023-2024)

Date: Tuesday, 16 January 2024

Time: 02:15 PM

Venue: De Nobili Hall

The meeting was presided over by Sr. Dr. Grace SCSC, commenced with a prayer led by Fr. Dr. Sherry George SJ and Mr. Mario Martin, Asst. IQAC Coordinator presented the minutes of the previous meeting which were unanimously accepted by the house.

### Members present:

1. Fr. Dr. Martin Poras SJ, Principal *Martin*
2. Fr. Dr. Sushil Bilung SJ, Vice Principal *Sushil*
3. Sr. Dr. Grace SCSC, IQAC Coordinator *Grace*
4. Mr. Mario Martin, Asst. IQAC Coordinator *Mario*
5. Fr. Dr. Sherry George SJ, Member *Sherry*
6. Dr. Kalpana Kumari, Member *Kalpana*
7. Mr. Piyush Verma, Member *Piyush*
8. Ms. Nikita Braganza, Office Assistant *Nikita Braganza*

### AGENDA:

1. **Discussion on Faculty Development Programme (FDP) by the IQAC:** There was a suggestion to conduct the FDP on Educational Wellness in the second week of February. Proposed modules include Work-Life Balance, Time Management, Emotional Intelligence, Futuristic Trends in Education, and Research & Publication. The proposed resource persons include Fr. Francis Xavier, Fr. Nobert Menezes, Dr. Tabitha. The esteemed members of our faculty Fr. Dr. Sherry George SJ and Dr. Kalpana Kumari, have expressed their interest in conducting a session as resource persons. The house suggested to conduct the FDP in association with the **Bihar State Higher Education Council (BSHEC)**.

2. **Discussion on various Audits (departmental, internal & external), Energy, Water, Green Audit & Environment Audit:** During the meeting, the following points were discussed regarding various audits for the year 2023-24:
- a. **Departmental Audit:** Sr. Dr. Grace SCSC informed the house that the departmental audit for the year 2022-23 was conducted in the month of May. After looking at the pros and cons of it the house suggested to have the department audit in the month of March for the academic session 2023-2024.
  - b. **Internal & External Audits:** It was discussed that the internal audit is scheduled to take place towards the end of the academic session 2023-24. However, the final decision on the audit dates will be contingent upon the confirmation of the dates for the external audit. We plan to consult with the Principal of St. Xavier's College Kolkata for the external audit.
  - c. There was also a suggestion to conduct a cleanliness audit before the internal audit. We are considering engaging a staff member from Kurji Holy Family Hospital for this purpose.
  - d. **Energy Audit: The house suggested to conduct an audit every year.** So for the session (2023-24), Energy audit would be conducted. Green Audit was conducted in 2018 for NAAC cycle: 1.
  - e. **Discussion on Best Practices (2023-2024):** Sr. Dr. Grace SCSC, IQAC Coordinator, informed the house that the previous academic year (2022 – 2023), the General Faculty Meeting and the Annual Academic Theme were selected as the best practices. The members suggested to conduct an evaluation of the same and improve upon as the best practice of the college. Outreach Programmes and the College Newsletter Xaverian wave, Buzz were also suggested by the members to be considered as the best practices.
3. **Discussion on ISO Certification:** Mr. Mario Martin, Asst. IQAC Coordinator read out the ISO Certification document to the members of the house. Sr Dr Grace said that, ISO Certification is outlined as a component within Criterion 6 according to the NAAC guidelines. As a result, there was a detailed discussion on the subject, during which the IQAC coordinator was tasked with exploring the specific areas for conducting the audit.
4. **Any other :**
- **The feedback of the students of Part: II & Part: III** to be conducted. It was suggested to have the feedback taken once a year. For the 4<sup>th</sup> and 6<sup>th</sup> semesters, it could be conducted at the end of the semester.
  - Fr Dr Sherry George SJ informed the house that as per the UGC guidelines, we need to consider the teachers' progression. During the NAAC visit, the peer team too suggested that the eligible teachers may be promoted from assistant to associate cadre.
  - **Constituting the Governing Body of the college as per the university.** Fr. Dr. Martin Poras SJ, Principal, informed the house that Aryabhata Knowledge University had sent a letter regarding the formation and restructuring of The Governing Body of the College. Father informed the house that XTTI is a registered society under the Registration Act, 1860. Therefore, their governing body is different from the governing body of the college. For the Governing Body of the College a number of names were suggested. Fr Principal informed that he has requested Rev Fr Joseph Sebastian SJ, the Rector of the college to do the needful.

In accordance with NAAC (National Assessment and Accreditation Council) guidelines, the establishment of the Internal Quality Assurance Cell (IQAC) prompted the submission of several nominations by the house. The proposed names for IQAC membership are Mr. Saharsh Bhushan, Prof. Dr. Madhu Singh, and Mr. Jai Singh Rathore (an alumnus). The term of service for an IQAC member is set at two years, aligning with NAAC guidelines.

It was informed that the Performance Appraisal of the faculty will be taken care by the Management.

It was informed that the NIRF has been submitted and the AQAR is yet to be submitted.

The meeting ended on a happy note.

Mr Mario Martin  
Asst. IQAC Coordinator

Sr Dr Grace SCSC  
IQAC Coordinator

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

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



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

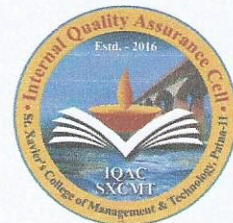
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Ref No.: SXCMT/IQAC/ATR/05/2023-2024

Date: 19 April 2024

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT (ATR) OF THE IQAC MEETING (HELD ON 16 January 2024)

1. Faculty Development programme was conducted on "Pedagogical Emotional Competence" from 27 February to 4 March 2024, by the Internal Quality Assurance Cell (IQAC), St Xavier's College of Management & Technology, Patna, in collaboration with Aryabhata Knowledge University (AKU), Patna.
2. The College has obtained ISO certification
3. The Internal Departmental Audit for the year 2023-24 was carried out on 15 & 16 April by the Audit Committee.

*M. Mario*  
19/04/24  
Mr Mario Martin  
Asst. IQAC coord.

*Grace SCSC*  
19/04/24  
Sr Dr Grace SCSC  
IQAC Coordinator

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

Fr Dr Martin Poras SJ  
Principal  
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Ref No.: SXCMT/IQAC/MN/06/2023-2024

Date: 15 April 2024

## NOTICE

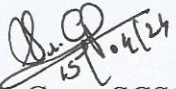
### IQAC MEETING

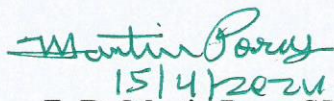
Date : Friday, 19 April 2024  
Time : 2.15PM  
Venue : De Nobili Hall

### AGENDA:

1. Acknowledgment to Dr. Kalpana Kumari the IQAC member and Welcome of New IQAC Members
2. Confirmation of Minutes from the Previous Meeting
3. Review and Analysis of the Departmental Audit for the Academic Year 2023-24
4. Deliberation on Various Audits (Internal & External), including Energy, Water, Green, Environmental Audits and Cleanliness Audit
5. Feedback of Faculty by the students (2<sup>nd</sup> & 3<sup>rd</sup> Years)
6. Discussion concerning the promotion of Assistant Professor to Associate Professor, as recommended by the National Assessment and Accreditation Council (NAAC) during Cycle 1
7. Formation of New NAAC Groups
8. Discussion on Best Practices (2023-2024)
9. Any other

**Note:** All members of IQAC are expected to be present for the meeting.

  
 Sr Dr Grace SCSC  
 IQAC Coordinator  
 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  
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Ref No.: SXCMT/IQAC/MM/06/2023-2024

Date: 23 April 2024

## MINUTES OF THE MEETING

(Academic Year: 2023-2024)

Date: Friday, 19 April 2024

Time: 02:15 PM

Venue: De Nobili Hall

The meeting, presided over by Sr. Dr. Grace SCSC, Coordinator IQAC. The meeting started with a prayer by Rev. Fr. Dr. Sushil Bilung SJ, the Vice Principal of the College. Sr. Dr. Grace SCSC, Coordinator IQAC, commenced the meeting by explaining the establishment and purpose of IQAC to the newly constituted members. The role and responsibilities of IQAC in ensuring quality enhancement in the institution were elaborated upon.

### Members present:

1. Fr. Dr. Martin Poras SJ, Principal and Chairperson *Martin*
2. Sr. Dr. Grace SCSC, Coordinator IQAC *Grace*
3. Fr. Sushil Bilung SJ, Vice Principal *Sushil*
4. Fr. Sherry George SJ, Assistant Professor and Library Director *Sherry*
5. Mr. Mario Martin, Asst. Coordinator IQAC *Mario*
6. Dr. Ashok Kumar, Assistant Professor, Department of Commerce *Ashok*
7. Dr. Niharika Kumari, Dean of Academics *Niharika*
8. Mr. Piyush Ranjan Sahay, Dean of Activities *Piyush*
9. Mr. Piyush Verma, Assistant Professor and IT In charge *Piyush*
10. Dr. Marie Anne D'Cruze, Local Representative *Marie Anne D'Cruze*
11. Mr. Saharsh Bhushan, Industrial Representative *Saharsh Bhushan*
12. Mr. Jai Singh Rathore, Alumni Representative *Jai Singh*
13. Ms. Adiba Noor, Premier, Student Representative *Adiba Noor*

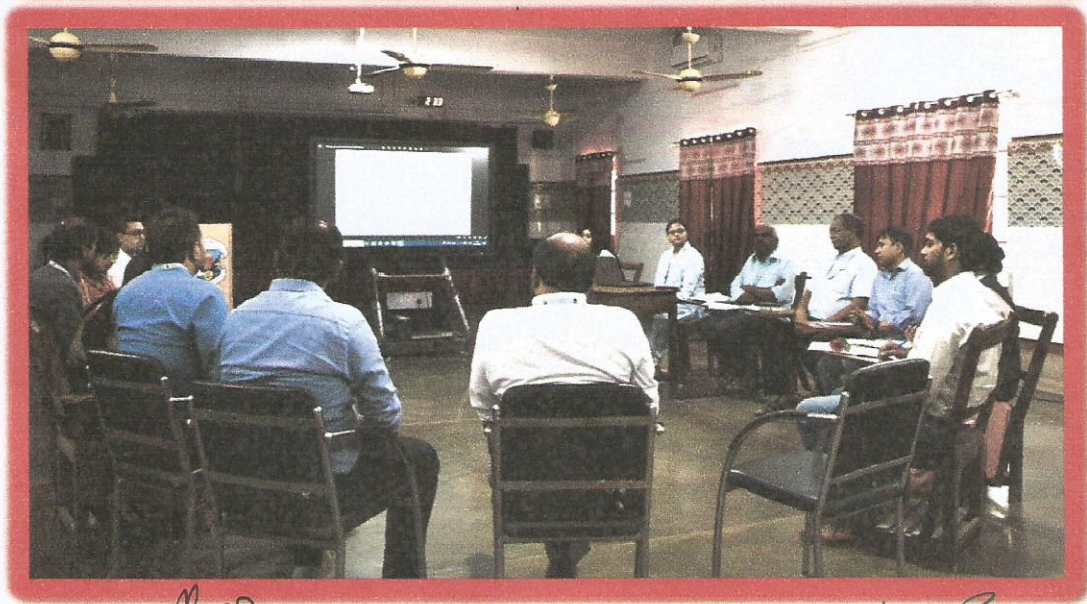
### Proceedings:

- **Welcome:** A warm floral welcome was extended to the newly constituted members by the existing members and management.
- **Confirmation of Previous Meeting Minutes:** Dr. Niharika Kumari presented the Minutes of the Meeting held on January 16, 2024, which were unanimously accepted by the members. Following the acceptance of the meeting minutes, a group photo was taken to capture the participation of all members.
- **Review and Analysis of Departmental Audit:** Rev Fr Dr Sherry George SJ, Chair of the Audit committee, highlighted the satisfactory performance of all departments. Each department will receive individual feedback and suggestions for improvement within a couple of days. The Departmental Audit report will be presented in the upcoming General Faculty Meeting.
  - **Deliberation on Various Audits:** Discussions revolved around fixing dates for Internal and External Audits, emphasizing the need for separate audits for green, energy, and cleanliness. Tentative dates were proposed for each audit, with consideration for incorporating suggestions before the planning phase. **Tentative dates for the audit:** AAA: 3 & 4 June, Preparation for external Audit: 5 June, External Audit: 6 & 7 June, Academic planning: 8 to 11 June 2024.
- **Feedback of Faculty by Students:** Plans were made to collect feedback from 2nd and 3rd-year students via Google Forms starting 23 April 2024. Suggestions for improvement and feedback from industrial visits were encouraged to be conducted. A suggestion was made to extend feedback to administrative and maintenance staff for comprehensive 360-degree feedback.
- **Discussion on Promotion of Assistant Professors to Associate Professors:** NAAC recommendations for promoting Assistant Professors to Associate Professors were deliberated. Criteria for promotion, including research and publications, were emphasized, with policies to be implemented in accordance with UGC and AICTE guidelines.
- **Formation of New NAAC Groups:** The house was informed about the transition from 7 to 10 NAAC Criterion Groups for the next cycle, with final updates expected in June 2024.
- **Discussion of Best Practices:** Various best practices from the academic year 2023-2024 were discussed, including morning prayers, bridge courses, 6C's, semester wise PPTs, internal evaluation modules, social involvement, industrial visits, guests lectures and seminars, departmental activity, annual theme and industrial visits etc. Emphasis was placed on continuity and relevance in institutional distinctiveness.
- **Any Other Business:** Several updates and achievements of the College were shared by Rev. Fr Dr Martin Poras SJ, Principal and Chairperson (IQAC),

including ISO certification, NIRF and IIC applications, seat enhancements, new courses (B.Sc. Data Science, BSc. in Artificial Intelligence and Machine Learning) would be introduced in the next academic session, the college is now eligible to apply for Autonomous Status, the process of obtaining Minority Status for the college is on, external audit will be done by an experienced college for the first time, the college has almost received Permanent affiliation. Plans for alumni association registration and appreciation for active NSS participation were also discussed.

- **Conclusion:** The meeting concluded with a comprehensive overview of ongoing initiatives and future plans to enhance the institution's academic and administrative excellence. Members were encouraged to actively contribute to the implementation of proposed strategies and initiatives.

### RECONSTITUTED INTERNAL QUALITY ASSURANCE CELL (IQAC)



*R. G. P.*  
Sr Dr Grace SCSC  
IQAC Coordinator

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

*Martin Poras*  
Fr Dr Martin Poras SJ 10/5/2024

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