ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

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

(Affiliated to Aryabhatta Knowledge University)
Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar
Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxcpatna.edu.in,
Website: www.sxcpatna.edu.in

Ref No.: SXCMT/IQAC/MN/01/2024-2025

Date: 5 August 2024

NOTICE
IQAC MEETING

This is to inform all concerned members that an IQAC meeting has been scheduled as follows:

Date	:	Monday, 12 August 2024
Time	:	02:15 PM
Venue	:	De Nobili Hall

Agenda:

1. Discussion on Implementing Best Practices for Quality Enhancement
2. Discussion on New NAAC Reforms
3. Discussion on Student Feedback and Its Incorporation in Teaching Methodologies
4. Discussion on Collaboration with Industry
5. Discussion on Funding Opportunities and Grants for Research
6. Strategies for Promoting Interdisciplinary Research
7. Research Policy and Research Grants
8. Memorandum of Understanding (MoUs)
9. Student/Faculty Exchange Programmes
10. ERP Training for Students & Support Staff
11. Discussion on Leveraging Alumni for Guest Lectures and Mentorship Programmes
12. Any Other

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

Mr Mario Martin	Sr Dr Grace SCSC	Fr Dr Martin Poras SJ
Asst. Coordinator IQAC	Coordinator IQAC	Principal
	IQAC	St. Xavier's College of Mgmt. & Tech,
	St. Xavier's College of Mgmt. & Tech.	Digha Ghat, Patna-800011
	Digha Ghat, Patna - 800 011	Bihar, India

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Website: www.sxcpatna.edu.in

Ref No.: SXCMT/IQAC/MM/01/2024-2025

Date: 16 August 2024

IQAC MINUTES OF THE MEETING (2024-2025)

Date: Monday, 12 August 2024

Time: 02:15 PM

Venue: De Nobili Hall

The meeting was chaired by Sr. Dr. Grace SCSC, the Coordinator of IQAC. It commenced with an inspiring prayer led by Mr. Piyush Ranjan Sahay, a member of IQAC and Coordinator of the BBA programme. Following the prayer, Sr. Dr. Grace SCSC extended a warm welcome to the attendees, officially starting the proceedings.

Members present:

1. Fr. Dr. Martin Poras SJ, Principal and Chairperson *Martin Poras*

2. Sr. Dr. Grace SCSC, Coordinator IQAC *Gp*

3. Fr. Dr Sherry George SJ, Vice Principal & Library Director *Sherry*

4. Fr Dr Sushil Bilung SJ, Senior Administrative Officer *Absent*

5. Mr. Mario Martin, Asst. Coordinator IQAC *Mario*

6. Dr. Ashok Kumar, Assistant Professor, Department of Commerce *Kumar.*

7. Dr. Niharika Kumari, Dean of Academics *NKumari*

8. Mr. Piyush Ranjan Sahay, Coordinator BBA & Placement Cell, Chair *Piyush R. Sahay*

9. Mr. Piyush Verma, Assistant Professor and IT In charge *Piyush*

10. Dr. Marie Anne D'Cruze, Local Representative *Absent*

11. Mr. Saharsh Bhushan, Industrial Representative *— Saharsh*

12. Mr Jai Singh Rathore, Alumni Representative *Janany Kr. Srvr*

13. Ms Nikita Braganza *Nikita Braganza*

14. Student President, Student Representative *Absent .*

1. **Discussion on Implementing Best Practices for Quality Enhancement**: In the pursuit of continuous quality enhancement, the college is building upon the best practices established in the previous cycle, which included Foundation & Mentoring, Morning Prayer, Annual Theme, and Evaluation based on the 6C's. Moving forward, the members proposed several new initiatives, such as placement seminars, student presentations, EPC, Saturday activities, Tyagarchana Box, and various departmental initiatives. It was recommended to replace traditional suggestion boxes with a QR code system for gathering suggestions or grievances. Additionally, the importance of evaluating these best practices was emphasized to ensure that improvements are effectively incorporated. The possibility of introducing new best practices each year was discussed, with departments being encouraged to contribute to quality enhancement through talks, activities, and industry collaborations. An umbrella term for all industry-related activities was suggested, which could be designated as the best practice for the session.

2. **Discussion on New NAAC Reforms:** Sr. Dr. Grace SCSC, Dr. Ashok Kumar, and Mr. Piyush Verma, who recently attended a two-day conference on NAAC Reforms at Patna Women's College, shared key insights on the latest updates. The NAAC criteria have been revised from seven to ten attributes, now organized into three units: input, process, and outcome. Under the new system, institutions will be categorized under either Binary Accreditation or Maturity Category Accreditation, although the final decision on this framework is pending. These reforms align closely with the National Education Policy (NEP) 2020's vision of "One Nation, One Platform." It was suggested that the college prioritize the completion of the Annual Quality Assurance Report (AQAR) for the 2023-2024 session before implementing the new reforms.

3. **Discussion on Student Feedback and Its Incorporation in Teaching Methodologies:** The process of collecting student feedback at the end of each session is a key function of the IQAC, with the collected data being submitted to the principal for necessary action. The principal informed the committee that the feedback from the previous session has already been communicated to the concerned professors. Following this, the teaching staff were required to provide an undertaking to the principal, acknowledging the feedback received and outlining the steps they intend to take in response. This process ensures that student feedback is actively incorporated into teaching methodologies, fostering continuous improvement in the quality of education.

4. **Discussion on Collaboration with Industry:** The importance of collaboration with industries was highlighted as a means to enhance the curriculum and provide students with valuable industrial exposure. Inviting industry professionals to the college campus was suggested, particularly to offer training in AI-related subjects. Additionally, the idea of executive training was discussed, leveraging the faculty's expertise in preparing students to be industry-ready. It was proposed that a dedicated team be formed to facilitate collaborations with industrialists, with the possibility of

partnering with government departments to further expand these initiatives. Fr. Principal informed the committee that a collaboration with Ziqitsa Health Care Limited, is already in place, where around 4,000 trainees are being trained in para health facilities. This collaboration exemplifies the potential for similar partnerships to benefit the students and the institution.

5. **Discussion on Funding Opportunities and Grants for Research:** Mr. Piyush Verma informed the committee that 95% of the work required to obtain 12B status for the college has been completed. Once this status is granted, the college will be eligible to apply for various grants and funds, opening up new avenues for development and research. Fr. Principal emphasized the significant potential for research in agriculture and food industries, identifying these areas as key opportunities for academic and practical contributions. Additionally, Fr. Principal mentioned that Fr. Dr. Prakash Loius SJ could provide valuable support in initiating and guiding research projects, further enhancing the college's research capabilities.

6. **Strategies for Promoting Interdisciplinary Research:** Strategies for Promoting Interdisciplinary Research: Various strategies were discussed to enhance interdisciplinary research, with several projects currently in development and departments conducting seminars to foster collaboration. It was clarified that the first author of a publication is eligible to receive 100% of the research grant. However, if the first author is from a different institution, grant eligibility can extend to the second or third author, provided they aren't from the same institution. This policy also applies to books edited by faculty from different institutions. Additionally, if a book is mentioned in the NAAC accreditation process, the second institution cannot claim it as their own publication, ensuring clarity and integrity in research contributions.

7. **Research Policy and Research Grants:** With regards to the research policy and research grants, Fr Dr Martin Poras SJ, Principal, informed the house that from this year (2024-2025) onwards, the faculty members have to publish at least two research articles in journals like Scopus, UGC approved journals and peer reviewed journals. The faculty members will receive grants which are as follows:

i. Scopus – Rs. 7000/-
ii. UGC approved journals – Rs. 4000/-
iii. Peer reviewed journals – Rs. 2000/-

It was also said that if any student publishes an article in any of the journals, they will receive an amount of Rs. 2000/- or Rs 1500/-

8. **Memorandum of Understanding (MoUs):** The College currently has 13 MoUs with colleges and institutions and 9 with social outreach programs. To expand our network, it was suggested to explore collaboration with Georgia University and a MoU could be signed with Jesuit College, in Kathmandu, Nepal. Before signing any new MoU, it is essential to determine the specific areas of collaboration and ensure that various activities are conducted to maintain the effectiveness of these agreements. Additionally, it was proposed

that each department offer a certificate course, and the Dean of Academics will arrange a meeting with departmental coordinators to discuss this initiative.
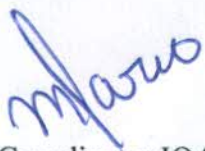
9. **Student/Faculty Exchange Programmes:** Regarding student and faculty exchange programs, it was noted that professors can deliver lectures at other institutions, and students can participate in exchange programs at different institutions. Additionally, during industrial visits, students have the opportunity to interact with their peers from other institutions.

10. **ERP Training for Students & Support Staff:** Mr. Piyush Verma informed the house that ERP training has been provided to Part – II students, and Part – I students will receive their training once the data synchronization for Part – I is complete. Additionally, the administrative staff will undergo training, and the librarians have already been briefed on the ERP system. The ERP, named LoyolaSoft, was designed by software engineers from Tamil Nadu.
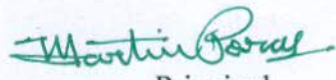
11. **Discussion on Leveraging Alumni for Guest Lectures and Mentorship Programmes:** Alumni can play a pivotal role by contributing through guest lectures and mentorship programs. These initiatives would not only benefit current students by providing them with practical insights but also strengthen the bond between the alumni and the institution.

It was discussed that alumni could be actively involved in various areas, such as conducting career counselling sessions at schools and guiding students in planning their academic paths. Before implementing these activities, it is essential to evaluate the training levels of the alumni to ensure they are well-equipped to deliver quality sessions. Institutionalizing this process will be crucial, with a structured approach to having the alumni team train current students effectively. In this regard, it was proposed that Ms. Priyanka and Mr. Jai, both alumni of the college, be appointed to lead these alumni activities. Their involvement would not only contribute to the ongoing programs but also help in overcoming any communication barriers that may hinder the effective functioning of the alumni network. Furthermore, the alumni can assist students in resume preparation and interview skills, thereby improving their chances of securing better placements. To maintain ongoing engagement with the alumni, it was suggested that regular newsletters, such as the 'Xaverian Buzz,' be sent via email. Additionally, on the occasion of their birthday, birthday cards could be sent to alumni to further strengthen their connection with the college.

12. **Any Other Business:** Need for improved marketing of the college was identified.

Asst. Coordinator IQAC	Coordinator IQAC	Principal
Mr Mario Martin	Sr Dr Grace SCSC	Fr Dr Martin Poras SJ

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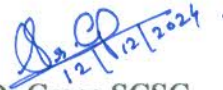
Ref No.: SXCMT/IQAC/AT/01/2024-2025
Date: 12 December 2024

ACTION TAKEN REPORT OF THE
IQAC MEETING HELD ON 12 AUGUST 2024

The actions outlined during the IQAC meeting held on 12 August 2024 were implemented effectively, aligning with the goals of the IQAC to enhance the overall quality of education and institutional performance at St. Xavier's College of Management & Technology.

- **Faculty and Student Exchange Programs:** Initiatives are underway for implementation during the 2024-25 academic year.
- **Best Practices Implementation:** Focus agreed on two key practices for 2024-25:
  - Placement Cell Seminars.
  - Regular Saturday Activities, with departmental events scheduled for the last Saturday of each month.
- **Research Policy:** Policy uploaded on the website; research incentives distributed since 2023-24.
- **ERP Training:** Training successfully conducted for faculty, administrative staff, and students separately.
- **Alumni Association Bye-Laws:**
  - Dr. Ashok Kumar has agreed to lead the core team for drafting comprehensive bye-laws under the College Management guidance.

Mr Mario Martin
Asst. Coordinator IQAC

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

Fr Dr Martin Poras SJ 12/12/24
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
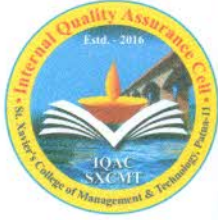Bihar, India

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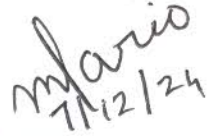Date: 7 December 2024

<u>NOTICE</u>
<u>IQAC MEETING</u>

This is to inform all concerned members that an IQAC meeting has been scheduled as follows:

Date	:	Thursday, 12 December 2024
Time	:	02:15 PM
Venue	:	Buddha Conference Hall

Agenda:

1. Sharing insights from the IQAC Workshop organized by St. Xavier's College (Autonomous), Kolkata (Mr Piyush Verma & Sr Dr Grace SCSC)

2. Review and discussion on student feedback on the ERP system.

3. Discussion on Memorandum of Understanding (MoUs) and potential collaborations.

4. Planning for student and faculty exchange programs.

5. Deliberation on implementing institutional best practices.

6. Discussion on the registration of alumni

7. Any other matters.

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

7/12/24	7/12/2024	9/12/2024
Mr Mario Martin	**Sr Dr Grace SCSC**	**Fr Dr Martin Poras SJ**
Asst. Coordinator IQAC	Coordinator IQAC	Principal
	I Q A C	St. Xavier's College of Mgmt. & Tech.
	St. Xavier's College of Mgmt. & Tech.	Digha Ghat, Patna-800011
	Digha Ghat, Patna - 800 011	Bihar, India

Ref No.: SXCMT/IQAC/MM/02/2024-2025

Date: 18 December 2024

MINUTES OF THE IQAC MEETING (2024-2025)

Date:	Thursday, 12 December 2024
Time:	02:15 PM
Venue:	Buddha Conference Hall

The meeting was chaired by Sr. Dr. Grace SCSC, Coordinator of the IQAC. It commenced with an inspiring prayer led by Mr. Mario Martin, Assistant Coordinator of the IQAC. Following the prayer, Sr. Dr. Grace SCSC extended a warm welcome to Mr. Genius Kumar, the College President, and the Students' Representative member of the IQAC present at the meeting. Thereafter, Mr. Mario Martin read out the minutes of the previous meeting held on 12 August 2024, which were reviewed and unanimously approved by all members.

Members present:

1. Fr. Dr. Martin Poras SJ, Principal and Chairperson
2. Sr. Dr. Grace SCSC, Coordinator IQAC
3. Fr. Dr Sherry George SJ, Vice Principal & Library Director
4. Mr. Mario Martin, Asst. Coordinator IQAC
5. Dr. Ashok Kumar, Assistant Professor, Department of Commerce
6. Mr. Piyush Ranjan Sahay, Coordinator BBA & Placement Cell, Chair
7. Mr. Piyush Verma, Assistant Professor and IT In charge
8. Ms Nikita Braganza
9. Mr Genious Kumar, Student President & Student Representative

Agenda:

1. Sharing Insights from the IQAC Workshop organized by St. Xavier's College (Autonomous), Kolkata (Mr Piyush Verma & Sr Dr Grace SCSC)
2. Review and discussion on student feedback on the ERP system.
3. Discussion on Memorandum of Understanding (MoUs) and potential collaborations.
4. Planning for student and faculty exchange programmes.
5. Deliberation on implementing institutional best practices.
6. Discussion on the registration of alumni
7. Any Other

1. **Insights from the IQAC Workshop:** Sr. Dr. Grace SCSC and Mr. Piyush Verma had attended IQAC workshop organized by JHEASA at St. Xavier's College Kolkata, held from 29 November to 1 December 2024. They shared valuable insights. The workshop witnessed participation from fifteen colleges, including Xavier College, Kolkata. The sessions covered a wide range of topics, including the Role and Functions of IQAC, Introduction to the Binary System of Accreditation, Infrastructure and Learning Resources, Outcome Based Education (OBE) and the following suggestions were proposed for our College to implement:

   ➢ **Enhancing Work Culture**: Foster a culture of teamwork, commitment, collaboration, and growth across all departments and committees to create a dynamic and inclusive environment.
   ➢ **Vision and Mission Alignment**: Encourage each department to formulate its own vision and mission statements, ensuring alignment with the College's overall vision and mission.
   ➢ **Key Focus Areas for Academic Sessions**: Prioritize areas such as NAAC accreditation, AQAR reporting, NIRF ranking, ISO standards compliance, and other audits to drive systematic improvement and evaluation. These priorities can be integrated into the planning for the upcoming academic session.
   ➢ **Implementation of Best Practices**: Document and implement best practices across all departments and committees to enhance both academic and administrative quality.
   ➢ **Symbolic Inaugural Sessions**: Introduce meaningful rituals, such as watering a plant, during the inauguration of significant events and workshops to symbolize growth and sustainability.
   ➢ **Academic Audits**: Conduct external academic audits every two to three years to ensure continual quality enhancement and accountability.
   ➢ **Paperless Communication**: Initiate and promote paperless communication practices to support environmental sustainability and streamline operations.

> **Review of Student Feedback on ERP:** The feedback process conducted via the ERP system identified key areas for improvement, such as the need for clearer instructions and dedicated support during submission. To enhance accessibility and ease of use, it was recommended to conduct the feedback process in the computer lab.

2. **MoUs and Potential Collaborations**

   > Efforts are being made to establish MoUs at the international level, with potential partner institutions identified in Georgia and Kathmandu. Additionally, discussions are in progress with a Dubai-based organization to explore collaboration opportunities.

   > **Planning for Student and Faculty Exchange Programs:** Initiatives are in progress for implementation during the 2024-25 academic year. It was proposed that during the industrial visit by third-year students, the coordinator could arrange interactive sessions led by the faculty of the host institution. Similarly, our professors could deliver sessions for their students or employees. This arrangement could serve as a preliminary step towards establishing a robust faculty exchange program. Proposed initiatives include collaborative sessions during industrial visits and establishing international-level exchange programs.

   > **Institutional Best Practices:** Two key best practices for 2024-25 were finalized: Placement Cell Seminars & Regular Saturday Activities with departmental events.

3. **Discussion on the registration of alumni:** The house was informed that we need to prepare a draft of Memorandum of Agreement (MoA) to register the Xavier Alumni Association. All office bearers should be included in this process. A core team of alumni must be established, comprising the President, Vice President, Secretary and Treasurer. Director as ex-officio members. These roles and structures should be outlined in the association's bye-laws.

   It was suggested that Dr. Ashok Kumar, Mentor, Xavier Alumni Association, should take the lead in forming the core team and initiating the preparation of a comprehensive set of bye-laws. This process will be carried out under the guidance of the College Management.

4. **Any Other Matters**

   > Research Promotion: Research incentives have been distributed to faculty to encourage scholarly engagement.

   > A detailed analysis of the Student Satisfaction Survey (SSS) for 2023-2024 is required, to identify weak areas and implement corrective measures promptly. It was emphasized that the survey should be completed before students leave the college. Mr. Piyush Verma was tasked with convening a meeting with the IQAC in January 2025 to analyse the SSS results of 2023-24 and finalize actionable steps.

- ➤ Documentation Processes: Documentation for this year has been inadequate and must be improved.
- ➤ During the National Seminar, the lack of adequate facilities for differently-abled students was felt and brought to the attention of the management. In response, the new building has been designed to include a seminar hall equipped with inclusive facilities to cater to the needs of differently-abled students.
- ➤ **College Suggestion Box System:** The suggestion box system currently functions like a complaint box. It is a matter of concern.

Mr Mario Martin
Asst. Coordinator IQAC

Sr Dr Grace SCSC
Coordinator IQAC

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St. Xavier's College of ... & ...
Digha Ghat, Patn ... ...

Fr Dr Martin Poras SJ 18/12/24
Principal
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Bihar, India

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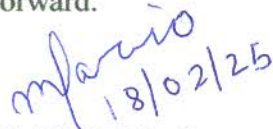Website: www.sxcpatna.edu.in

Ref No.: SXCMT/IQAC/AT/02/2024-2025

Date: 17 February 2025

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ACTION TAKEN REPORT OF THE IQAC MEETING
HELD ON 12 DECEMBER 2024

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The actions outlined during the IQAC meeting on 12 December 2024 have been successfully implemented, in line with the core objective of enhancing the overall quality of education and institutional performance at St. Xavier's College of Management & Technology. The following key actions were taken:

1. **MoUs Signed:** Memorandums of Understanding (MoUs) were successfully signed with the German Language Institute, Bajaj Finserv Limited, and an international partner, Xavier's Kathmandu, to foster collaborative academic and professional growth.

2. **Student and Faculty Exchange Programs:** The BBA and BCP programs successfully conducted student and faculty exchange programs during their industrial visits. This initiative has further strengthened academic ties and exposed students and faculty to diverse learning environments.

3. **Student Exchange Program to Kathmandu:** As part of the student exchange program, a select group of students from our college have gone to Kathmandu for a leadership training program. This initiative aims to provide them with international exposure and leadership development opportunities.

4. **Improvement in Documentation Processes:** It was noted that the documentation processes for the current year have been inadequate and require improvement. To address this, all concerned persons have been instructed to ensure timely submission of documents, and corrective measures are being taken to streamline and enhance the documentation process.

These actions reflect our continued commitment to fostering academic excellence and institutional development, and we will continue to prioritize these initiatives moving forward.

Mr Mario Martin
Asst. Coordinator IQAC

Sr Dr Grace SCSC
Coordinator IQAC

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

Fr Dr Martin Poras SJ
Principal
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Ref No.: SXCMT/IQAC/MN/03/2024-2025

Date: 13 February 2025

NOTICE
IQAC MEETING

This is to inform all concerned members that an IQAC meeting has been scheduled as follows:

Date	:	Monday, 17 February 2025
Time	:	02:15 PM
Venue	:	Buddha Conference Hall

Agenda:

1. Discussion on the Students Satisfaction Survey (SSS) of 2023-24, (Mr. Piyush Verma)

2. Discussion on FDP (AI Training for Faculty)

3. Review and discussion of student feedback on the ERP system.

4. Discussion on MoU with Industry for better Placement & Internship

5. Discussion and finalization of dates for various feedbacks conducted by IQAC

6. Discussion on quality measures undertaken by IQAC

7. Any other matters.

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

13/02/25	*13/02/2025*	*12/2/2025*
Mr Mario Martin	**Sr Dr Grace SCSC**	**Fr Dr Martin Poras SJ**
Asst. Coordinator IQAC	Coordinator IQAC	Principal
	IQAC	St. Xavier's College of Mgmt. & Tech.
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Ref No.: SXCMT/IQAC/MM/03/2024-2025

Date: 20 February 2025

IQAC MINUTES OF THE MEETING (2024-2025)

Date: Monday, 17 February 2025

Time: 02:15 PM

Venue: Buddha Conference

The meeting was presided over by Sr. Dr. Grace SCSC, the Coordinator of IQAC. It commenced with an inspiring prayer, delivered by Dr. Ashok Kumar, a member of the IQAC. Following the prayer, Sr. Dr. Grace SCSC formally welcomed the attendees and initiated the proceedings by presenting the minutes of the previous meeting, which was held on 12 December 2024.

Members present:

1. Fr. Dr. Martin Poras SJ, Principal and Chairperson

2. Sr. Dr. Grace SCSC, Coordinator IQAC

3. Fr. Dr Sherry George SJ, Vice Principal & Library Director

4. Fr Dr Sushil Bilung SJ, Senior Administrative Officer . *Absent*

5. Mr. Mario Martin, Asst. Coordinator IQAC

6. Dr. Ashok Kumar, Assistant Professor, Department of Commerce

7. Dr. Niharika Kumari, Dean of Academics *Absent*

8. Mr. Piyush Ranjan Sahay, Coordinator BBA & Placement Cell, Chair

9. Mr. Piyush Verma, Assistant Professor and IT In charge

10. Dr. Marie Anne D'Cruze, Local Representative

11. Mr. Saharsh Bhushan, Industrial Representative

12. Mr Jai Singh Rathore, Alumni Representative

13. Mr Genious Kumar, Student President, Student Representative

14. Ms Nikita Braganza

Agenda:

1. Discussion on the Students Satisfaction Survey (SSS) of 2023-24, (Mr. Piyush Verma)
2. Discussion FDP (AI Training for Faculty)
3. Review and discussion of student feedback on the ERP system.
4. Discussion on MoU with Industry for better Placement & Internship
5. Discussion and finalization of dates for various feedbacks conducted by IQAC
6. Discussion on quality measures undertaken by IQAC
7. Any other matters.

1. **The discussion regarding the 2023-24 Students Satisfaction Survey (SSS)** led by Mr. Piyush Verma highlights several key points that reflect both student concerns and areas requiring improvement. The main takeaways from the discussion:

➤ The survey was conducted on July 12, 2024, with 330, third-year students participating. Categories included were the curriculum, college library, and various services, providing an overview of student satisfaction across several areas.

➤ The canteen received poor ratings from students, highlighting the need for urgent improvements. This issue has been a recurring one, with many complaints filed through the suggestion box. The students also raised concerns about the college library, placement and training cell, the accounts office, and student facilities like the common room and sick room. Fr. Principal said that the canteen issue has been ongoing, and there are discussions around possible plans for a new or improved canteen, as well as addressing long-standing complaints of students. There is a recognition that the placement cell needs more attention, and once the university resumes its operations, the issues of placement, curriculum, and syllabus will be addressed. The need for greater investment in the library was emphasized, especially in expanding the stack room and improving library services. Fr. Principal suggested that systematic plans are necessary to resolve the ongoing issues in these areas, with particular attention to improving the college's infrastructure and student support services.

➤ **Suggestions for Improvement:** It was proposed that department-specific surveys be conducted to gather more specific feedback related to individual department concerns. Tailoring surveys to each department's needs could provide deeper insights into student satisfaction.

Library Engagement: There was a suggestion to promote a balanced approach to both online and offline learning. Creating a reading club was proposed to further engage students with physical books, thereby enhancing their learning experience. Mr Genious Kumar, Student President, Student Representative proposed to rename the library to central library to overcome the limitations of the current setup.

It was decided to conduct the SSS for the session 2024-25 in the month of April immediately following the annual day. For AQAR (Annual Quality Assurance Report), an integrated report on the survey results will be compiled.

➤ In conclusion, the survey results and the discussions raised highlight areas where significant changes are needed, particularly regarding student services like the canteen, library, and placements. There is a clear push for more structured, systematic improvements and closer attention to department-specific needs. The feedback gathered from this meeting sets the stage for actionable plans to address these concerns in the near future.

2. **Discussion on Faculty Development Program (FDP) – AI Training for Faculty:** The Faculty Development Program (FDP) on Artificial Intelligence, in collaboration with the professors of St. Xavier's College of Education, Patna, was initially scheduled to be conducted by resource persons from Xavier's, Jaipur. However, due to unforeseen circumstances, they were unable to hold the session as planned. The program was intended to be a three-day training session.

As an alternative, a suggestion was made to reschedule the FDP during the students' semester examinations. Notably, an AI training session for faculty had already been conducted at the beginning of the academic session by Fr. Dr. Sébastien Alphonse, Controller of Examinations (CoE), and Dr. Supriya Shree, assistant professor of BCA.

3. **Review and Discussion on Student Feedback via the ERP System:** For the first time, student feedback was conducted through the ERP system, replacing the previous practice of using Google Forms. Despite encountering several challenges, the process was successfully carried out. Dr. Ashok Kumar, member IQAC, noted that while the system was efficient and accessible, only students who were able to log in could participate. Several technical issues were reported, including challenges with scrolling and answering questions. It was suggested that utilizing the mobile app could have improved accessibility. However, if these technical difficulties persist, reverting to the Google Forms method may be necessary.

To ensure a smoother process, the feedback collection could be conducted in the computer lab, starting in April. Sr. Grace recommended that only students with a minimum of 75% attendance could be eligible to provide feedback, a suggestion that will be discussed further in the general faculty meeting.

4. **Discussion on MoU with Industry for Enhanced Placement & Internship Opportunities:** Mr. Piyush Sahay, the Coordinator BBA & Placement Cell, Chair

informed that a Memorandum of Understanding (MoU) with Bajaj Finserv for a 96-hour training program has been signed as part of their Corporate Social Responsibility (CSR) initiative. The program is open to 170 students, with 72 students already registered. It is set to commence on 21 February and will provide five certificates, along with free access to four job fairs throughout the academic year, open to students across states. The training will be conducted from 1 PM to 4 PM.

Mr. Piyush R Sahay raised a concern regarding the students' lack of seriousness about the previous year's placement information. He highlighted that, although 40-45 students received offer letters, only four actually joined their respective companies. Additionally, he shared that, for the current year, a total of 30 students have already been placed in companies such as Teachnook, ICICI Prudential, and EDUtantra. He further informed that, a MoU has been signed with InternNexus Group, a Patna-based organization, to provide internship and placement opportunities in technology-related fields.

Efforts are being made to sign more MoUs to enhance student placements, with a particular focus on genuine candidates who are keen on employment opportunities. It was suggested that MoUs be established with Bihar Industries, as the region presents emerging employment opportunities. To ensure a structured approach, a year-long activity plan must be implemented through the Internal Quality Assurance Cell (IQAC).

As part of ongoing placement initiatives, the Placement Cell organizes activities every Wednesday for Part-III students, featuring interactive sessions with industry professionals.

Key Recommendations & Observations:

- Mr Jai Singh Rathore, Alumni Representative proposed that each student should complete a minimum of three internships, and a flagship internship program could be introduced. He also suggested incorporating internships into the semester curriculum. Currently, the internships take place during the summer. Once the institution attains university status, the Even Semester could conclude in April, allowing for a two-month internship period.
- Students should be encouraged to explore opportunities available on government portals, as UGC and AICTE actively promote such initiatives.
- The first recruitment opportunity from Deloitte has one student in the final selection round, with results pending.
- Greater involvement of alumni and the earn-and-learn groups with the Placement Cell was suggested for improved coordination.

- **MoUs & Industry Collaboration:** The institution has existing MoUs with the German Language Centre and the Kim Sejong Institute. Mr. Ashok Kumar, a member of IQAC, suggested forming MoUs with industries, particularly in the automobile and mutual fund sectors. He also recommended inviting various HR professionals to the inauguration of the University building to foster industry collaboration.
- Opportunities have also been identified with Bihar Start-up (under MSME) and Bihar Industries (under the Bihar government).

Internship & Salary Discussions: Mr Genious Kumar, Student President, Student Representative, noted that students have secured internships with VIVO and Asian Paints. However, many students prefer waiting for high-profile companies to recruit them expecting to get a salary range of ₹28,000 - ₹30,000. So he suggested to conduct a session for third year students on salary expectations and compensation package to help students make informed career decisions.
- The institution is actively inviting companies that offer competitive salary packages and promising career opportunities.

5. **Discussion and Finalization of Dates for Various Feedback Sessions conducted by IQAC:** Sr. Dr. Grace, SCSC and IQAC Coordinator, informed the committee that stakeholders provide feedback at the end of the third year. The stakeholders include parents, students, alumni, and employers, among others and which are mandatory for the submission of the Annual Quality Assurance Report (AQAR). Last year, the submission was delayed; however, this year, efforts are being made to ensure its timely completion by April or May 2025.

- **Discussion on quality measures undertaken by IQAC:** During the academic planning session, the following quality measures were discussed: development of case studies, creation of e-content, and conducting Green, Energy, and Cleanliness Audits. The principal has tasked Mr. Piyush Verma to conduct the audits this academic session. Teachers have started integrating case studies, with examples such as the Mahadev App and Amazon. It was suggested to compile these into a booklet. Reports from departments on case studies are awaited.
- FDP Recommendation: A Faculty Development Program on writing caselets was recommended. The IQAC will follow up to ensure these initiatives are implemented effectively this academic session.

6. **Other Matters Discussed:**
- It was informed that at least four names of office bearers must be submitted to initiate and complete the registration of the Xavier Alumni Association.

- The house was informed that the Annual Quality Assurance Report (AQAR) for the academic year 2023–2024 has been successfully submitted and accepted by NAAC.
- It was reported that the statutes and ordinances of Xavier University, Patna have been submitted to the Executive Council and it was noted that admissions for the academic year 2025–2026 will be conducted under Xavier University, Patna.
- The house emphasized the need to open the admission portal for the 2025–2026 academic year at the earliest. It was further suggested to develop and launch a new website for Xavier University, Patna, which would include an enquiry form for admissions to facilitate lead generation. The application forms for the upcoming admissions must be prepared.
- It was stated that, starting from the academic year 2025–2026, all courses will be structured as four-year programs in accordance with the National Education Policy (NEP) 2020 guidelines.
- Mr. Mario Martin proposed that the university should register with the Common University Entrance Test (CUET) to attract a larger number of students. He suggested exploring the possibility of designating the university as a CUET examination center.
- It was recommended to enhance the alumni network of the institution and feature alumni testimonials on the university website to showcase their achievements and experiences.

  The meeting concluded on a positive note, following a meaningful discussion on various important topics.

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