



ST. XAVIER'S COLLEGE

[Affiliated to Ranchi University, Ranchi]

DR. CAMIL BULCKE PATH, PURULIA ROAD, RANCHI - 834 001, JHARKHAND

Internal Quality Assurance Cell Meeting

A meeting of the IQAC was held in the Conference Hall (Humanities Building) on 25.01.2024 at 11.00 am.

Agenda:

1. Approval of Conferment of Autonomous Status.
2. Constitution of Statutory Bodies (as per UGC Guidelines).
3. Approval of AQAR 2022-23.
4. Formation of New IQAC Committee for 2023-24.
5. Any other matter.

Minutes of the Meeting:

The meeting began with an address by **Rev. Fr. Principal, Dr. Nabor Lakra, S.J.** Fr. Nabor began with a reference to Atomic Habit – A small change can bring about a big change. He also spoke about the importance of punctuality and finishing the work assigned, on time.

Agenda 1: Approval of Conferment of Autonomous Status

Rev. Fr. Nabor Lakra informed the house that the Autonomous Status for St. Xavier's College, Ranchi has been extended till May 2027. Fr. Nabor read out the letter dated 13th November 2023 issued by the University Grants Commission, New Delhi regarding the extension of Autonomous Status to St. Xavier's College, Ranchi. The letter stated that, the Commission at its meeting held on 03.11.2023 has approved the recommendation of the Standing Committee on Autonomous Colleges to extend the autonomous status to **St. Xavier's College, Dr. Camil Bulke Path, Ranchi-834001 affiliated to Ranchi University, Ranchi** for a period of 05 years from the academic year **2022-2023 to 2026-2027** as per clause 8.1 of the UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023. Fr. Nabor also mentioned that upon conferment of Autonomous Status the College has been advised the following three requirements:

- i) The College is advised to go for the required NAAC/NBA accreditation at least six months before the expiry of current validity and obtain the grading NAAC/NBA as per the UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023 and intimate the same to UGC to revisit the above decision, if required.
- ii) The College/Institute is advised to submit a report regarding Examination Cell and constitution of Statutory Bodies as required under Clauses 11 and 12 of the UGC (Conferment of Autonomous Status Upon Colleges and

Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023 to ensure proper management of academic, financial and general administrative affairs. Noncompliance of the above shall attract action as per Clause – 13 of the UGC Regulations -2023.

- iii) The College/Institute is advised to take necessary steps for implementation of NEP 2020 and intimate the UGC.

Resolution: IQAC unanimously approved the Conferment of Autonomous Status to St. Xavier's College, Ranchi.

Agenda 2: Constitution of Statutory Bodies as per UGC Guidelines

On the above matter **Dr. Sanjay Kumar** enquired whether the constitution of the IQAC body has been done as per the guideline/regulations of UGC. Dr. Sanjay Kumar also suggested that the formalities from our side regarding the Governing Body, the Academic Council and the Board of Studies be completed as soon as possible. Prof. B.K. Sinha pointed out that the Statutory Bodies should be constituted as per UGC guidelines.

With regard to the **Examination Committee**, **Prof. B.K. Sinha** suggested to have one representative from the affiliating university i.e. Ranchi University, Ranchi into our Examination committee. This will help us in resolving many issues regarding examinations. The Formation of an Examination Committee has been proposed and a few members from different departments have already been suggested by Prof. B.K. Sinha.

The Examination Committee of St. Xavier's College (Autonomous), Ranchi is a statutory body constituted in accordance with the UGC guidelines for Autonomous Colleges. The Committee is headed by the Controller of Examinations (CoE) and the Principal acts as the Chief Controller of Examinations.

The Committee consists of the following:

Examination Committee (Tentative)

SL. No.	Full Name	Department	Designation
1.	DR. (FR.) NABOR LAKRA, S.J.	PRINCIPAL	CHAIRMAN
2.	DR. ASHISH JHA	DEPARTMENT OF EXAMINATION, RANCHI UNIVERSITY	COES, EX_OFFICIO MEMBER NOMINEE
3.	DR. (FR.) ROBERT PRADEEP KUJUR, S.J.	VICE PRINCIPAL	MEMBER
4.	DR. (FR.) AJAY MINZ, S.J.	VICE PRINCIPAL	MEMBER
5.	DR. (FR.) PRABHAT KENNEDY SORENG, S.J	REGISTRAR	MEMBER
6.	DR. HARISHWAR DAYAL	DEAN FACULTY OF ARTS	MEMBER

7.	DR. SANJAY KUMAR	DEAN FACULTY OF SCIENCE	MEMBER
8.	DR. NARENDRA KR SINGH	DEAN FACULTY OF COMMERCE	MEMBER
9.	DR. SANJAY SINHA	DEAN STUDENT WELFARE	MEMBER
10.	DR. SHIV KUMAR	IQAC CO-ORDINATOR	MEMBER
11.	DR. J.P. PANDEY	HINDI	MEMBER
12.	DR. JAYANT SINHA	GEOLOGY	MEMBER
13.	DR. SWARAT CHAUDHURI	COMPUTER SCIENCE	MEMBER
14.	DR. GAUTAM RUDRA	COMMERCE (VOC.)	MEMBER
15.	FR. RAVI HEMANT KUJUR	ACCOUNTS & FINANCE	MEMBER
16.	PROF. SANJAY KERKETTA	ENGLISH	ASST. CONTROLLER OF EXAMINATION
17.	PROF. BIRENDRA KUMAR SINHA	HEAD, POLITICAL SCIENCE	CONTROLLER OF EXAMINATION
18.	DR. (FR.) FLORENCE PURTY	HEAD, DEPT. OF EDUCATION	MEMBER

Agenda 3: Approval of AQAR 2022-23

Dr. Shiv Kumar, IQAC Coordinator, informed the house that the last date for submission of **AQAR 2022-2023** has been extended to 29th February 2024. Dr. Shiv Kumar discussed all the **Seven Criteria** of NAAC at length, point by point. The members present suggested the following points:

- a) The landline number needs to be replaced with a working mobile no.
- b) Alternate email id should not be left blank and if required a new email ID be created.
- c) Registration for Academic Bank of Credit (ABC) is a must. **Academic Bank of Credit (ABC)** is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities.
- d) All the activities of the College including financial matters be routed through the IQAC.
- e) **“No Files Uploaded”** in NAAC portal be looked into and wherever possible some form of report or information regarding that point to be uploaded.
- f) It was suggested by most members present that the recorded lectures can be uploaded and the link can be shared at the NAAC Portal (wherever applicable).
- g) A robust mechanism to have a **Stock-Register** is a must as envisaged by the members present.

Resolution: The IQAC with Voice Vote approved the AQAR 2022-23 for submission to NAAC.

Agenda 4: Formation of a New IQAC Committee for 2023-24

Formation of a new **IQAC Committee for 2023-2024** was discussed and those who have moved out, for example Fr. Roshan Baa, S.J. and a few others are to be replaced with new members.

IQAC Committee for 2023-2024 (Proposed)

S. No.	Full Name	Designation
1.	Dr. (Fr.) Nabor Lakra, S.J.	Principal (Chairperson)
2.	Dr. (Fr.) Robert Pradeep Kujur, S.J.	Vice Principal (Management)
3.	Dr. (Fr.) Ajay Arun Minj, S.J.	Vice Principal (Administration)
4.	Fr. Ravi Hemant Kujur	Bursar (Administration)
5.	Dr. (Fr.) Prabhat Kennedy Soreng, S.J	Registrar (Administration)
6.	Dr. Sanjay Kumar	Member
7.	Dr. Harishwar Dayal	Member
8.	Dr. Narendra Singh	Member
9.	Prof. B.K. Sinha	Controller of Examination (Administration)
10.	Shri Binay Sarawgi	Industry Representative
11.	Mr. Punit Poddar	Alumni Member
12.	Dr. Sanjay Kumar Sinha	Member
13.	Dr. Dhiraj Mani Pathak	Member
14.	Dr. Shiv Shankar Prasad	Member
15.	Dr. Sandeep Chandra	Member
16.	Dr. Ashutosh Pandey	Member
17.	Ms. Shashi Prava Tigga	Member
18.	Ms. Udit Mitra	Member
19.	Mrs. Ekta Arya	Member
20.	Mrs. Devendra Kaur	Parents Representative
21.	Mr. Anuranjan Ekka (M.A. Geog)	Student Representative
22.	Dr. Shiv Kumar	Coordinator

Agenda 5: Any Other Matter

The House discussed the functioning of various clubs, committees, societies including student redressal committee, prevention of sexual harassment committee and anti-ragging committee.

Vote of Thanks:

While giving away the Vote of Thanks, **Rev.Fr. Robert Pradeep Kujur, S.J.**, expressed his happiness and appreciated the **open and constructive** discussion by the members. He applauded the members for their relentless efforts for the betterment of the college performance.

The following members were present:

ST. XAVIER'S COLLEGE, RANCHI

IQAC MEETING

VENUE : P.G. BUILDING

TIME & DATE : 11:00 a.m. & 25.01.2024

Sr. No	Name	Signature
1.	Dr. Fr. Nabor Lakra, S.J.- Principal (Chairperson)	 25/01/2024
2.	Dr. Fr. Robert P. Kujur, S.J. Vice-Principal (Management)	 25/01/24
3.	Dr. Fr. Ajay Minj, S.J. Vice-Principal Eve (Administration)	 25/01/24
4.	Dr. Reshan Baa, S.J. Bursar (Administration) → 	
5.	Dr. Fr. Prabhat Kennedy Soreng, S.J. Registrar (Administration)	 25/01/24
6.	Dr. Sanjay Kumar - (Member)	 25/01/24
7.	Dr. Harishwar Dayal - (Member)	
8.	Dr. J. P. Pandey - (Member)	 25/01/24
9.	Dr. Narendra Singh - (Member)	 25/01/24
10.	Prof. B. K. Sinha -Controller of Examination (Administration)	 25/01/24
11.	Shri Binay Sarawgi (Industry Representative)	
12.	Shri Sudhir Ugal (Alumni Member)	
13.	Dr. Dhiraj Mani Pathak - (Member)	 25/01/2024
14.	Dr. Sanyukta - (Member)	 25/01/2024
15.	Dr. Sandeep Chandra - (Member)	
16.	Dr. Ashutosh Pandey - (Member)	 25/01/2024
17.	Ms. Anju Oseema Maria Toppo - (Member)	 25-01-2024
18.	Mrs. Sumita Tigga (Parents Representative)	
19.	Mr. John Osga- (Student Representative)	
20.	Dr. Shiv Kumar (Co-Ordinator)	 25/01/2024

Photographs of the meeting.



Shiv Kumar
Dr. Shiv Kumar
IQAC Coordinator

Dr. Fr. Nabor Lakra, S.J.
Dr. Fr. Nabor Lakra, S.J.
Principal
PRINCIPAL
ST. XAVIER'S COLLEGE
(AUTONOMOUS)
RANCHI