

**St. Xavier's College, Maharo, Dumka**  
**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

**Minutes of the Meeting held in the Conference Hall for the formation of IQAC Cell**

**Date: 15 February 2017**

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Principal Rev. Fr. Dr. Stephen Raj S.J. invited all the faculty members in the Conference Hall for a historical moment in the academic journey of the college. For some time, the matter of the formation of an IQAC Cell in the institution was in the pipeline. Today was that memorable day. Fr. Principal welcomed all the faculty members. He then gave a talk on the relevance and need to establish the cell which would hereby look after the quality management in various aspects of the institution related to academics, cocurricular, infrastructure and outreach activities. He presented a PPT on the topic for a better and comprehensive understanding.

After discussion with the faculty members, it was decided that Mr. Kunal Kumar would be given the charge of coordinator of the IQAC Cell. After this, the members of the cell were elected which is as follows:

**MEMBERS**

<b>S. No.</b>	<b>Name</b>	<b>Attendance</b>
1	Rev. Fr. Dr. Stephen Raj S.J.	Present
2	Dr. R.K. Roy	Present
3	Dr. Santosh Choudhury	Present
4	Mr. Kunal Kumar	Present
5	Mr. Kusum Kanan	Present
6	Mr. Mahesh Kr. Deo	Present
7	Dr. Premlata Kumari	Present
8	Mrs. Babita Majhi	Present
9	Mr. Bhaskar	Present
10	Dr. B.N. Yadav	Present

**St. Xavier's College, Maharo, Dumka**

**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

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**MEMBERS**

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1	Rev. Fr. Dr. Stephen Raj S.J.	Present
2	Dr. R.K. Roy	Present
3	Dr. Santosh Choudhury	Present
4	Mr. Kunal Kumar	Present
5	Mr. Kusum Kanan	Present
6	Mr. Mahesh Kr. Deo	Present
7	Dr. Premlata Kumari	Present
8	Mrs. Babita Majhi	Present
9	Mr. Bhaskar	Present
10	Dr. B.N. Yadav	Present

**Minutes of the IQAC Meeting held in the Conference Hall on Offering Certificate Courses**

**Date: 17 March 2017**

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**AGENDA**

1. Introduction of new certificate courses in the college
2. Details and Course Structure
3. Students Enrolment
4. Allotment of Faculty Members
5. Inclusion of students from outside
6. Certificates and Awards

Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. After this he evaluated the teaching learning process going in the institution. He brought forth the main idea of the meeting regarding starting new certificate and add-on courses in the institution which would enrich the students further.

The members discussed the details about the new venture and laid a road map as to the courses to be offered and the course structure to be followed.

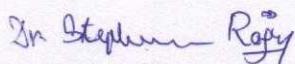
Dr. Santosh was given the responsibility to plan for the student enrolment. He gave his ideas about the number of seats to be earmarked and the process of enrolment. The probable fee structures were also discussed during this session.

Dr. Roy was given the responsibility to look after the allotment of classes and faculty members for the programme. It was decided that two subjects would be offered in the beginning: Spoken English and Computer Fundamentals.

The members suggested that interested students from outside the institution could also be included as part of the programme. This would also help in the main admission process of the institution.

Mr. Kunal was given the charge to look after the certificates and other technical aspects.

Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
**Principal & Chairperson**

  
**IQAC Coordinator**

**St. Xavier's College, Maharo, Dumka**  
**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

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**MEMBERS**

<b>S. No.</b>	<b>Name</b>	<b>Attendance</b>
1	Rev. Fr. Dr. Stephen Raj S.J.	Present
2	Dr. R.K. Roy	Present
3	Dr. Santosh Choudhury	Present
4	Mr. Kunal Kumar	Present
5	Mr. Kusum Kanan	Present
6	Mr. Binay Dumdum	Present
7	Dr. Premlata Kumari	Present
8	Mrs. Babita Majhi	Present
9	Mr. Bhaskar	Present
10	Dr. B.N. Yadav	Present

**Minutes of the IQAC Meeting held in the Conference Hall on Independence Day  
Celebration**

**Date: 11 August 2017**

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**AGENDA**

1. Celebration of Independence Day in College
2. Deciding upon the chief guest on this occasion
3. Inviting the chief guest and necessary arrangements
4. Purchasing the flag and other related items for the day
5. Planning some cultural programmes on the day
6. Distribution of sweets and snacks

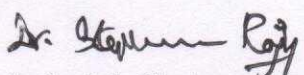
Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. In view of the coming Independence Day, he set the floor for discussion about how to observe and celebrate the event.

The first matter was to decide upon the chief guest of honour. Several names were suggested and decided upon. After finalising the names, the next steps were discussed. It was decided that invitation cards should be sent for print and offered to the delegates in a form of official invitation.

A list was made of the items to be purchased. Faculty members were given their responsibilities related to this. Dr. Premlata was given the charge of maintain the records of things procured from the market.

The next matter was the organising of some cultural programmes on this day. It was decided that these events would take place after the flag hoisting and march-past. The cultural coordinator and team were entrusted with this area. A meeting with the student's council was also suggested.

In the end, Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
Principal & Chairperson

  
IQAC Coordinator

**St. Xavier's College, Maharo, Dumka**

**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

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**MEMBERS**

<b>S. No.</b>	<b>Name</b>	<b>Attendance</b>
1	Rev. Fr. Dr. Stephen Raj S.J.	Present
2	Dr. Bhaskar	Present
3	Mr. Himadri S. Dutta	Present
4	Mr. Kunal Kumar	Present
5	Dr. R.K. Roy	Present
6	Dr. Premlata Kumari	Present
7	Dr. B.N. Yadav	Present
8	Mr. Mahesh Deo	Present
9	Dr. K. Sourav	Present
10	Mr. Kusum Kanan	Present

**Minutes of the IQAC Meeting held in the Conference Hall on Installation of Water Purifier for Students**

**Date: 17 January 2018**

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**AGENDA**

1. The requirement of water purifier machine for students
2. The necessity of clean and safe drinking water facility
3. The process of procurement and quotations from market
4. Installation, Usage and Servicing of the unit
5. Training students regarding the proper usage

Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. The minutes of the previous meeting was confirmed by the members of the IQAC and duly signed by the Chairperson.

Dr. Roy set the tone of the meeting. The main thing to discuss was the upgradation of drinking water facility in the campus for students and other members. With time, it was felt that there is a need to install and increase the number of water purifiers.

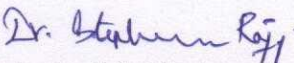
Dr. Bhaskar also emphasised the need for the same and suggested that water cooling system could be part of the same system, especially for the summer season.

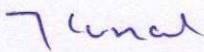
It was suggested that members could look for the possible options and also for interested parties who would like to sponsor for this system.

It was also suggested that students needed to be guided and trained for the proper usage of these systems as they were not well accustomed to it.

Lastly, it was suggested that there should be regular monitoring and servicing of these systems to maintain health and hygiene.

Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
Principal & Chairperson

  
IQAC Coordinator

**St. Xavier's College, Maharo, Dumka**  
**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

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**MEMBERS**

S. No.	Name	Attendance
1	Rev. Fr. Dr. Stephen Raj S.J.	Present
2	Dr. Bhaskar	Present
3	Mr. Himadri S. Dutta	Present
4	Dr. Kunal Kumar	Present
5	Dr. R.K. Roy	Present
6	Dr. Premlata Kumari	Present
7	Dr. B.N. Yadav	Present
8	Mr. Mahesh Kr. Deo	Present
9	Dr. K. Sourav	Present
10	Mr. Kusum Kanan	Present

**Minutes of the IQAC Meeting held in the Conference Hall on Annual Day Celebration**

**Date: 07 November 2018**

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**AGENDA**

7. Celebration of the Annual College Day function
8. Deciding upon the date and spot in the campus
9. Charting out the program list of events for the day
10. Sending invitation to the Chief Guest and guardians
11. Cost estimate and looking for prospective sponsors
12. Preparation and practice with students and participants
13. Miscellaneous arrangements



Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. The minutes of the previous meeting was confirmed by the members of the IQAC and duly signed by the Chairperson.

The Annual Day celebration was the main topic for this meeting. Usually, this event is organised at the end of the academic session but this year witnessed a change and it was decided to organise the event before the college closed for Christmas vacation. It was decided that the programmed could be held in the last week before the winter vacation.

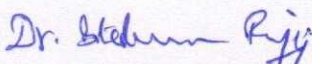
The committees were accordingly formed with one senior faculty member as coordinator. The student's council members were also included into the core committee.

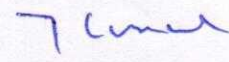
The following points were then discussed to be finalised:

- Tentative list of events
- Chief Guests to be invited
- Preparing the stage and other arrangements by third parties
- Looking for interested sponsors

It was decided that one more meeting needed to be called with the core committees and student representatives to finalise the things.

Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
Principal & Chairperson

  
IQAC Coordinator

**St. Xavier's College, Maharo, Dumka**  
**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

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**MEMBERS**

<b>S. No.</b>	<b>Name</b>	<b>Attendance</b>
1	Rev. Fr. Dr. Stephen Raj S.J.	Present
2	Dr. Bhaskar	Present
3	Mr. Himadri S. Dutta	Present
4	Dr. Kunal Kumar	Present
5	Dr. R.K. Roy	Present
6	Dr. Premlata Kumari	Present
7	Dr. B.N. Yadav	Present
8	Dr. S.P. Mallick	Present
9	Dr. K. Sourav	Present
10	Mr. Kusum Kanan	Present

**Minutes of the IQAC Meeting held in the Conference Hall on Placing Dustbins in  
Campus**

**Date: 21 March 2019**

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**AGENDA**

1. The requirement of more dustbins within the campus
2. The necessity of maintain a clean and hygienic campus
3. The process of procurement and quotations from salesmen
4. Chalking out the places for putting the bins
5. Orientation of students regarding using them every time
6. Regular cleaning and emptying the bins
7. Keeping the campus plastic and litter free

Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. The minutes of the previous meeting was confirmed by the members of the IQAC and duly signed by the Chairperson.

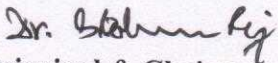
This meeting was mainly centred on the steps towards maintaining a clean and hygienic campus. The members appreciated the works carried out by NSS and other outreach activities. In this regard, it was put forth that there is a requirement for more number of dustbins throughout the campus. The big ones would be placed across the premises whereas the small ones can be added to the inner spaces including classrooms.

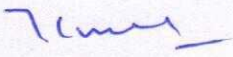
It was decided that a committee should be formed for purchasing these as well as other items in future. The team would regularly take stock of things and maintain a list of the required materials to be included as per the need.

Dr. Bhaskar emphasised on the need to train and orient students in this regard. Until and unless they used the bins properly, the purpose of installing them would not make good sense. The NSS coordinator can look after this concern.

It was pledged by all the members together that they would strive towards a plastic free campus and minimise the use of plastic and other non-degradable items.

Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
Principal & Chairperson

  
IQAC Coordinator

**St. Xavier's College, Maharo, Dumka**

**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

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**MEMBERS**

<b>S. No.</b>	<b>Name</b>	<b>Attendance</b>
1	Rev. Fr. Dr. Stephen Raj S.J.	Present
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3	Mr. Himadri S. Dutta	Present
4	Dr. Kunal Kumar	Present
5	Dr. R.K. Roy	Present
6	Dr. Premlata Kumari	Present
7	Dr. B.N. Yadav	Present
8	Dr. S.P. Mallick	Present
9	Dr. K. Sourav	Present
10	Mr. Kusum Kanan	Present

**Minutes of the IQAC Meeting held in the Conference Hall on Installation of Projectors**

**Date: 15 September 2019**

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**AGENDA**

1. The requirement of visual aids for classroom in each department
2. The necessity of installing projectors in each department
3. The process of procurement and quotations
4. Training faculty to operate this device efficiently
5. Orientation of students regarding this issue

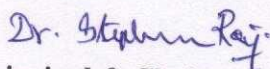
Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. The minutes of the previous meeting was confirmed by the members of the IQAC and duly signed by the Chairperson.


The main purpose of this meet was to discuss about the changing patterns in the process related to classroom teaching and instruction in the times of digital technology. The aim was to cater better to the students and impart more updated knowledge through available digital aids. All the members agreed that it was the need of the day to upgrade alongside the chalk and board method. Visual aids would enhance the learning experience for students.

It was decided that each department should be allotted one projector and screen so that they could utilise as per their schedule and avoid rush and timing clash in the A.V. Hall. Accordingly, the quotations had to be procured from sellers for arriving at the best prices.

Dr. Sourav said that first, faculty members must get some training to use these devices of their own and get familiar with the usage. The next step would be to orient students about the purpose and use of these gadgets and how they could enhance their studies with this usage.

The meeting ended with the conclusion that digital platforms were very important and the need to upgrade was a pressing issue. Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
Principal & Chairperson

  
IQAC Coordinator

**St. Xavier's College, Maharo, Dumka**

**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

**MEMBERS**

<b>S. No.</b>	<b>Name</b>	<b>Attendance</b>
1	Rev. Fr. Dr. Stephen Raj S.J.	Present
2	Rev. Fr. Dr. Francis David Raj S.J.	Present
3	Mr. Himadri S. Dutta	Present
4	Dr. Kunal Kumar	Present
5	Dr. R.K. Roy	Present
6	Rev. Fr. JesurajPoobalan S.J.	Present
7	Dr. B.N. Yadav	Present
8	Dr. S.P. Mallick	Present
9	Dr. Amit K. Ambast	Present
10	Mr. Kusum Kanan	Present

**Minutes of the IQAC Meeting held in the Conference Hall on Additional Computer Facility**

**Date: 15 March 2020**

**AGENDA**

1. The requirement of more computers for students
2. The necessity of installing systems in computer lab and library
3. The process of procurement and quotations
4. Selection of proper brand and specification
5. Training faculty to operate the devices efficiently and academically
6. Orientation of students regarding this issue
7. Special classes for computer

Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. The minutes of the previous meeting was confirmed by the members of the IQAC and duly signed by the Chairperson.

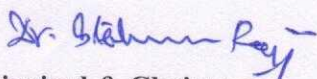
The main concern behind this meeting was to arrange for more computer systems for students in view of their increasing numbers. Dr. Kunal gave the existing count of operating systems and gave an estimate of the additional requirements. Dr. Roy suggested that some systems could be added for the library at the same time as part of the library upgradation programme towards a digital and automated library.

Mr. Kusum was given the responsibility to procure the available prices and quotations. He suggested the brands and specifications for discussion with the members.

Dr. Yadav suggested that faculty members should be given some basic training in this field so that they could operate and also impart their skill to the students. This would also be beneficial for online classes and activities.

He also suggested some sort of orientation programme for the students in this regard so that they could utilise the systems well.

Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
Principal & Chairperson

  
IQAC Coordinator

**St. Xavier's College, Maharo, Dumka**  
**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

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**MEMBERS**

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3	Mr. Himadri S. Dutta	Present
4	Dr. Kunal Kumar	Present
5	Dr. R.K. Roy	Present
6	Rev. Fr. JesurajPoobalan S.J.	Present
7	Dr. B.N. Yadav	Present
8	Dr. S.P. Mallick	Present
9	Dr. Amit K. Ambast	Present
10	Mr. Kusum Kanan	Present

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**Minutes of the IQAC Meeting held in the Conference Hall on Installation of Wi-Fi  
Network**

**Date: 09 September 2020**

**AGENDA**

1. The requirement of wi-fi internet and data in the campus
2. The necessity of installing the devices and routers
3. The process of procurement and quotations
4. Selection of installation areas and rooms
5. Training faculty to utilise this efficiently
6. Orientation of students regarding this issue



Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. The minutes of the previous meeting was confirmed by the members of the IQAC and duly signed by the Chairperson.

Rev. Fr. David raised the issue of installing a permanent wi-fi network for official use in the college premises. In the rise of digital education systems and online activities, it is the need of the hour. He suggested that the main offices and library should urgently get the connection. Afterwards, it could be made available for students as per the situation.

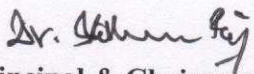
Dr. Roy was of the same opinion. He welcomed the idea and added that soon the institution would be providing digital services to students. The wi-fi network would be important for that as well.


The first step was to look for the best network and prices. Two major options were suggested: Leman's and Jio. It was decided that going for unlimited data usage pattern would be best suited for all-around purpose.

Mr. Kusum said that faculty members should get an orientation regarding this so that they could utilise this along with the computer systems for the larger benefit of students.

The rest of the meeting was centred around the facilities, subscriptions and miscellaneous aspects that could be gained with a regular internet connection. The library and computer lab would be greatly benefitted. Students could also access through their laptops for educational purpose exclusively.

Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
Principal & Chairperson

  
IQAC Coordinator

**St. Xavier's College, Maharo, Dumka**

**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

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**MEMBERS**

<b>S. No.</b>	<b>Name</b>	<b>Attendance</b>
1	Rev. Fr. Dr. Stephen Raj S.J.	Present
2	Rev. Fr. Dr. Francis David Raj S.J.	Present
3	Mr. Himadri S. Dutta	Present
4	Dr. Kunal Kumar	Present
5	Dr. R.K. Roy	Present
6	Rev. Fr. JesurajPoobalan S.J.	Present
7	Dr. B.N. Yadav	Present
8	Dr. S.P. Mallick	Present
9	Dr. Amit K. Ambast	Present
10	Mr. Kusum Kanan	Present

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**Minutes of the IQAC Meeting held in the Conference Hall on Procuring Desks**

**Date: 19 February 2021**

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**AGENDA**

14. The requirement of more desks for students
15. Procuring the quotations
16. Total numbers required for the session
17. Department wise distribution
18. Arrangement for the exam hall on second floor

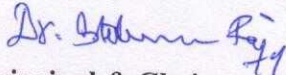
Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. The minutes of the previous meeting was confirmed by the members of the IQAC and duly signed by the Chairperson.

The main agenda of this meeting was to plan for various arrangement in view of the increasing number of students. One of the foremost requirements was additional number of benches and desks in order to fulfil adequate seating to students, both for regular classes as well as examinations. The process was sorted out in the following steps:

- First the total number of desks were estimated as per the number of students and the increase graph according to the previous cycles of admission
- Next the Heads of departments were consulted regarding their needs according to the students' ratio
- Mr. Kusum and Dr. Ambast were given charge to procure the quotations

The next issue was to allot one hall permanently for examination purpose throughout the year as the frequency of exams was more in the CBCS system. It was decided that the hall in the second floor could be utilised for the purpose along with being the boys' common room in other times.

Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
Principal & Chairperson

  
IQAC Coordinator

**St. Xavier's College, Maharo, Dumka**

**IQAC Meeting held in the Conference Hall at 11:00 a.m.**

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**MEMBERS**

<b>S. No.</b>	<b>Name</b>	<b>Attendance</b>
1	Rev. Fr. Dr. Stephen Raj S.J.	Present
2	Rev. Fr. Dr. Francis David Raj S.J.	Present
3	Mr. Himadri S. Dutta	Present
4	Dr. Kunal Kumar	Present
5	Dr. R.K. Roy	Present
6	Rev. Fr. JesurajPoobalan S.J.	Present
7	Dr. B.N. Yadav	Present
8	Dr. S.P. Mallick	Present
9	Dr. Amit K. Ambast	Present
10	Mr. Kusum Kanan	Present

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**Minutes of the IQAC Meeting held in the Conference Hall on Open Auditorium**

**Date: 23 September 2021**

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**AGENDA**

1. The requirement of an Auditorium for various programmes
2. Deciding on Structural Details
3. Seating Capacity
4. Procuring the quotations
5. Tentative beginning of the work
6. Finalising the site in the campus

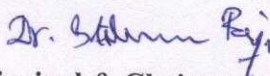
Rev. Fr. Dr. Stephen Raj S.J., Principal called the meeting to order with a prayer. He then welcomed all the members present for the meeting. The minutes and resolutions of the previous meeting were discussed and reflected upon. The main agenda of this meeting was to plan about the construction of an auditorium in view of the increasing number of students. The decision was accepted by all the members.

The spot was finalised. It was decided that the present volleyball court could be shifted beside the basketball court and the auditorium could be constructed in its place. For the time being an open auditorium structure was finalised with more emphasis on the stage and audio-visual systems.

Mr. Kusum was entrusted with arranging for the quotations and other details. Dr. Roy suggested that the work should start at the earliest in view of the upcoming academic session. The members too agreed with the same as admission data showed a steep rise in the numbers of applicants over the previous two sessions.

The sitting arrangements are to be finalised later. As of now, it was decided that movable chairs could be used.

Rev. Fr. Principal thanked the members for their active participation. The meeting was thereafter adjourned.

  
Principal & Chairperson

  
IQAC Coordinator