



ST. XAVIER'S COLLEGE

(An Autonomous College, Affiliated to Ranchi University, Ranchi)

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

Internal Quality Assurance Cell Meeting

The Internal Quality Assurance Cell (IQAC) of St. Xavier's College, Ranchi convened a review meeting with the members of the IQAC Team and the College Management on **16 May 2026 at 4:30 p.m.** in the **Conference Hall, Humanities Building**. The meeting was held to review the progress of the Academic and Administrative Audit (AAA) process and to finalize the schedule for Academic Audit-2026.

The Agenda of the Meeting:

1. Review of Academic Audit (Forms)
2. Academic Audit-2026 Schedule
3. Any other matter.

Minutes of the Meeting

At the outset, Dr. Fr. Robert Pradeep Kujur, SJ, Principal, welcomed the members and expressed his appreciation for the dedicated efforts of the IQAC Team. He specially acknowledged the intelligent support rendered by Mr. Md. Firoz in facilitating various quality assurance initiatives of the institution.

Agenda 1. Review of Academic Audit (Forms)

The first agenda item focused on the **Review of Academic Audit (AAA) Forms**. Dr. Sandeep Chandra informed the house that all departments had submitted their respective AAA forms. Several aspects of the audit format were discussed in detail. Members deliberated on questions relating to curriculum design and development, emphasizing the need for greater clarity in documenting the processes adopted by departments. Discussions were also held regarding the inclusion of students who independently undertook internships and whether such information should be reflected in the AAA forms. The meeting further examined mechanisms for identifying slow learners and stressed the importance of providing remedial support through tutorials and special classes. After detailed deliberations, it was resolved that 20 May, 2026 would be the final date for submission of the completed AAA forms.

Agenda 2. Academic Audit-2026 Schedule

Under the second agenda item, the members discussed the Academic Audit-2026 Schedule. It was decided that the Academic and Administrative Audit would be conducted on 25, 26, and 27 May, 2026. A tentative department-wise schedule was presented before the members for consideration and planning.

Agenda 3. Any other matter

During the discussion under any Other Matter, Fr. Dr. Ajay Arun Minj, SJ, Vice-Principal, suggested that every faculty member prepare a comprehensive teaching plan for the academic session. He further proposed that these teaching plans be displayed on the college website to enhance transparency and academic accountability.

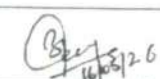
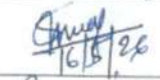
The meeting concluded with a vote of thanks proposed by Fr. Dr. Ajay Arun Minj, SJ, who expressed his gratitude to all participants for their valuable contributions and appreciated the meaningful discussions held for the continuous improvement of academic quality and the holistic development of the institution and its students.

Attendance

IQAC MEETING

Venue: Conference Room (P.G. Building)

Date and Time: 16th May, 2026 / 4:30 p.m.

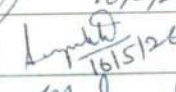
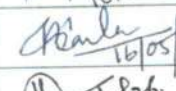
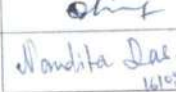
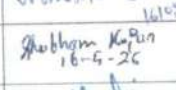
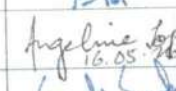
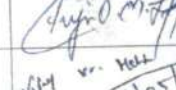
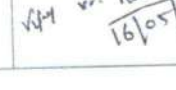
S.No.	Members	Name	Signature
1	Principal (Chairperson)	Dr. Fr. R. Pradeep Kujur, S.J.	
2	Vice Principal	Dr. Fr. Ajay Minj, S.J.	
3	Registrar	Dr. Fr. Prabhat K. Soreng, S.J.	
4	Bursar	Fr. Ravi Hemant Kujur, S.J.	
5	Member	Dr. Narendra Singh	
6	Administration	Dr. Sumit Kumar Roy	Sumit K. Roy 12/05/26
7	Industry Representative	Shri Binay Sarawgi	
8	Alumni Member	Shri Punit Poddar	
9	Member	Dr. Sanjay Kumar Sinha	Sanjay K. Sinha 16/5/26
10	Member	Dr. Dhiraj Mani Pathak	
11	Member	Dr. Shiv Shankar Prasad	
12	Member	Dr. Sandeep Chandra	
13	Member	Dr. Ashutosh Pandey	Ashutosh Pandey 16/05/2026

S.No.	Members	Name	Signature
14	Member	Ms. Shashi P. Tigga	<i>Shashi P. Tigga</i> 16/05/26
15	Member	Ms. Udit Mitra	<i>Udit Mitra</i> 16/05/26
16	Students Representative	Alok Bara, B. Com., Sem-I	.
17	Parents Representative	Mrs. Anita Anju Khees,	
18	Employer	Fr. Fuldeo Soreng, S.J.	
19	IQAC Co-ordinator	Dr. Shiv Kumar	<i>Dr. Shiv Kumar</i> 16/05/26

IQAC Meeting

Venue : Conference Room (P.G. Building)

Date and Time : 16th May, 2026 and 4:30 p.m.

SL NO	DEPARTMENT	Academic Audit – CO-ORDINATOR 2026	Signature
1	BBA	MS. JANET EKKA	 16/5/26
2	BIOTECHNOLOGY	DR. SANYUKTA KUMAR	 16/5/26
3	BOTANY	MS. AROMA BARLA	 16/05/26
4	BVOC	PROF. HUSSAIN AHMAD	 16/5/26
5	CHEMISTRY	DR. SUSHIL KR. PANDEY	 16/5/26
6	COMMERCE	DR. SANDEEP KUMAR	 16/05/26
7	COMPUTER/IT	DR. KAMALDEEP	 16/05/26
8	ECONOMICS	DR. DHIRAJ M. PATHAK	 16/5/26
9	EDUCATION	DR. NANDITA DAS	 16/05/26
10	ELL	SHRI. SHUBHAM KUJUR	 16-5-26
11	ENGLISH	SHASHI PRAVA TIGGA	 16/5/26
12	GEOGRAPHY	MS. ANGELINE P. TOPPO	 16.05.26
13	GEOLOGY	Dr. SOMESH SEN GUPTA	 16/5/26
14	HINDI	DR. SANJAY KUMAR	 16-5-26
15	HISTORY	MS. ANJU OSEEMA M. TOPPO	 16/5/26
16	MATHEMATICS & STATS	SHRI VIJAY KR. MEHTA	 16/05/26

17	PHYSICS	DR. RAJESH KUMAR	Rajesh Kumar 16-05-2024
18	POLITICAL SCIENCE	DR. ASHUTOSH KR. PANDEY	Ashutosh Kr. Pandey 16/05/2024
19	SOCIOLOGY	MS. IVANA CHAKRABORTY	Ivana Chakraborty 16/5/2024
20	ZOOLOGY	DR. PRIYA SRIVASTAVA	Priya Srivastava 16/05/24
21	BJMC & ANIMATION AND INTERIOR DESIGN	DR. SANTOSH KR. KIRO	Santosh Kr. Kiro

Photographs of the meeting





Shiv Kumar

Dr. Shiv Kumar
IQAC Coordinator

[Signature]

Dr. Fr. Robert Pradeep Kujur, S.J.
Principal