



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

A review meeting with the members of the IQAC Team and the College Management was called for on May 7, 2026 at 3:00 PM in Fr. Proost Hall.

The Agenda of the Meeting:

1. Preparation of the Activity report and its uploading on college website
2. Preparation of Annual plan for academic year 2026-27 (Tentative Date/Month and Budget)
3. Extension and Outreach activities
4. Any other matter.

Minutes of the Meeting

A meeting of the Heads/Coordinators of various Departments, Clubs, Societies, Cells, and Committees was convened to discuss the process of preparing and uploading activity reports and annual activity plans on the college website. The meeting commenced with a warm welcome by Dr. Fr. Robert Pradeep Kujur, SJ, Principal, St. Xavier's College, Ranchi.

At the outset, Fr. Robert Pradeep Kujur welcomed all the members present and highlighted the importance of maintaining a systematic and comprehensive record of the activities conducted by different departments and institutional bodies. He informed the house that the primary objective of the meeting was to familiarize the members with the newly developed online system for preparing, documenting, and uploading activity reports directly on the college website. He emphasized that proper documentation and timely uploading of reports are essential for institutional record-keeping, transparency, accreditation requirements, and showcasing the vibrant academic and co-curricular activities of the college. Thereafter, he invited Mr. Md. Firoz to conduct the technical session and explain the entire process in detail.

Agenda 1: Preparation and Uploading of Activity Reports

Mr. Md. Firoz provided a comprehensive demonstration of the process of preparing and uploading activity reports on the college website. He explained each step systematically and displayed the procedure live on the website itself. During the demonstration, he introduced the newly developed reporting format integrated into the website and elaborated on the various sections that need to be filled while documenting an activity.

He informed the members that the format has been designed to capture all essential details of an event, including the title of the programme, date, venue, objectives, description of activities conducted, participant details, outcomes, photographs, and supporting documents. He emphasized the importance of entering accurate and complete information to ensure uniformity and consistency in reporting across all departments and institutional bodies.

Members were encouraged to prepare reports immediately after the completion of any event so that the information remains authentic and can be uploaded without delay. Queries raised by the participants regarding the format and uploading process were addressed during the session.

Agenda 2: Uploading of Annual Activity Plan for the Academic Year 2026–27

Proceeding to the next agenda, Mr. Md. Firoz demonstrated the format developed for uploading the Annual Activity Plan for the academic session 2026–27. He explained the significance of advance planning and how the online format would help in maintaining a structured calendar of activities throughout the academic year.

It was discussed that all departments, clubs, societies, cells, and committees should prepare their annual activity plans carefully and ensure that the proposed activities align with their respective aims and objectives. Furthermore, the planned activities should also contribute to the broader vision, mission, and objectives of the college. Members were advised to include academic, co-curricular, extension, outreach, skill-development, and value-based activities in their plans so as to ensure holistic development of students.

The Principal stressed the need for meaningful and outcome-oriented programmes that would contribute to student growth, community engagement, and institutional development.

Agenda 3: Organisation of Extension and Outreach Programmes

The meeting also deliberated on the importance of organising extension and outreach activities in accordance with the requirements of the National Assessment and Accreditation Council (NAAC). It was emphasized that such programmes play a crucial role in strengthening the institution's initiatives on social responsibility and community engagement initiatives.

Members were encouraged to plan and conduct regular extension and outreach activities involving students and faculty members. Such programmes may include awareness campaigns, community service initiatives, environmental activities, health and hygiene drives, educational support programmes, village adoption initiatives, and other socially relevant interventions.

The Principal highlighted that extension and outreach activities should not merely be conducted for complying with the quantitative benchmarks of NAAC but should genuinely contribute to the welfare and empowerment of the community. Proper documentation and timely reporting of these activities were also stressed so that their impact can be effectively reflected in institutional records and accreditation processes.

Conclusion

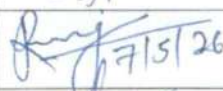
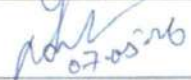
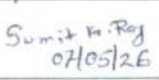
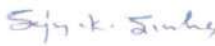
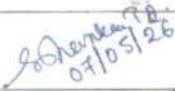
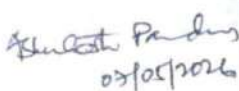
The meeting concluded with a vote of thanks by **Dr. Sanjay Kumar Sinha, DSW**, to the Chair and to Mr. Md. Firoz for conducting the informative session. The members appreciated the initiative of developing a structured online reporting system and assured their cooperation in ensuring timely submission of activity reports and annual activity plans. The meeting ended with a collective commitment towards strengthening documentation practices and enhancing the visibility of the institution's academic, co-curricular, extension, and outreach activities through the college website.

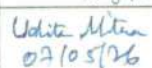
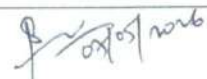
Attendance

IQAC MEETING

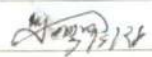
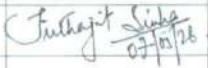
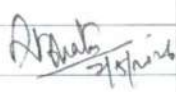
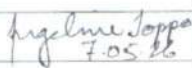
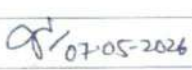
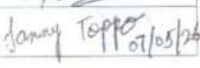
Venue: Fr. Proost Hall

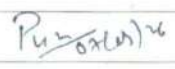
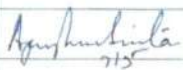
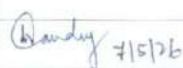
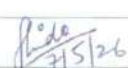
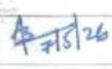
Date and Time: 7th May, 2026 / 03:00 p.m.

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	
7	Industry Representative	Shri Binay Sarawgi	
8	Alumni Member	Shri Punit Poddar	
9	Member	Dr. Sanjay Kumar Sinha	
10	Member	Dr. Dhiraj Mani Pathak	
11	Member	Dr. Shiv Shankar Prasad	
12	Member	Dr. Sandeep Chandra	
13	Member	Dr. Ashutosh Pandey	

S.No.	Members	Name	Signature
14	Member	Ms. Shashi P. Tigga	 07/05/26
15	Member	Ms. Udit Mitra	 07/05/26
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	 07/05/26

IQAC Meeting : Clubs and Societies etc

Name of the Club & Society	Name of Teacher In charge	Signature
Cultural Committee	Melvin Toppo	
Publication Committee		
Games and Sports		
Discipline Committee		
Placement and Career Counselling	Tirthajit Sinha	
Society of Commerce		
Hindi Sahitya Parishad	Sanil Kumar Bhatia	
Geo Club	Angeline P. Toppo	
Tribal Cultural Society	Babhat. K. Long	
Rotract Club	DR. Swarat chaudhuri	
Electoral Literacy Club	Dr. Ashutosh Kr. Pandey	
AICUF	Dr. Florence Pashy	
	JANNY TOPPO	

Name of the Club & Society	Name of Teacher In charge	Signature
NSS	Dr Anurban Gupta	 7/5/26
NCC		
Women's Forum	Dr. Anupama Bhargava	 7/5/26
Eco Task Force	DR. PIPAS KUMAR	 7/5/26
Green Campus Committee	SHALINI MINZ	 7/5/26
PIRENE: The Cultural Society Dept. of English		
FINOVA	Hussain Ahmeel	 7/5/26
Empyrean Club	Ak Siromani	 7/5/26
Society of Earth Observation and Conservation (SEOC)	Dr. Ritish kr. Shukla	 7/5/26
B.Ed -Dharammeet	Nandita Pandey	 7/5/26
B.Ed -English Language Club	Shilpa Kinde	 7/5/26
The Economic Society (XES) Xavier Economic Society	Ashish Ranjan	 7/5/26
Dramatic Society		

Name of the Club & Society	Name of Teacher In charge	Signature
ICC-SH	ANJU O.M. TOPPO	Anju O.M. Toppo
Xavier's TechByte Society	Dr. Kamaldeep	Dr. Kamaldeep
Constitution Club	DR. SHREYA PANDEY	Shreya Pandey 07/05/2026
Human Rights Clubs		
Science Club	Dr. Swarat chandhuri	Dr. Swarat chandhuri
Mental Health Club	Sandhya Bhengra	Sandhya Bhengra 07/05/26
IQAC member Xavier forum for Sociological Imagination	Udita Mitra Sneha S Kachhap	Udita Mitra Sneha S Kachhap
MB SI	Ati Sivranau	Ati Sivranau 7/5

Photographs of the meeting





Shiv Kumar

Dr. Shiv Kumar
IQAC Coordinator

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

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