

• IQAC Meeting of XITE College, Gamharia on 18/08/2021 Wednesday
Attendance Sheet

1	Dr. Fr. E. A. Francis s.j.	<i>Ezhas</i>
2	Dr. Partha Priya Das	<i>Partha Priya Das</i>
3	Fr. Kuruvilla s.j.	
4	Fr. Savarimuthu s.j.	<i>Savarimuthu</i>
5	Dr. Ashish K. Pani	
6	Mr. Sudipto Lahiri	
7	Fr. Mukti Clarence s.j.	<i>Mukti Clarence</i>
8	Mr. Anil Kumar	
9	Mr. Naresh Tudu	
10	Dr. Sanchita G. Chowdhury	<i>Sanchita G. Chowdhury</i>
11	Prof. Sushmita C. Sen	<i>S. Sen</i>
12	Dr. Pramod Kumar	<i>P. K.</i>
13	Ms. Vijay Jyoti Topno	<i>Vijay Jyoti Topno</i>

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Minutes of IQAC Meeting on 18/08/2021 Wednesday at 02:00 p.m.

The Agenda of the meeting:

1. Approval of the minutes of the previous meeting
2. Action Taken Report
3. New Academic session related discussion
4. Any other matter with the permission of the chair

Approval of the minutes of the previous meeting

The IQAC coordinator read out the minutes of the previous meeting and the members were unanimously approved the report.

Action Taken Report

The IQAC coordinator read out the Action Taken Report of the previous meeting and the members were unanimously approved the report.

Regarding beginning of the new academic session

The IQAC Coordinator discussed with the members of the committee for reviewing the three-fold mechanism (institutional, departmental and individual) for the curriculum delivery and maintaining documents. Keeping the Academic Calendar in mind, course coordinators Dr. Sanchita Ghosh Chowdhury and Prof. Sushmita Choudhury Sen confirmed the commencement of regular classes and lecture modules. Also at the department level, assurance given for conducting departmental meetings on a regular basis and take stock of the teaching-learning process and various departmental activities.

Further, Dr. Pramod Kumar Singh added that the slow learners are paired with fast learners and are encouraged team learning. Every teacher must enjoy effective use of ICT, interactive methods, group discussions, case studies, etc. as part of the teaching-learning methods.

As there was no other item placed before the Chair, the meeting ended by 3:00 p.m. with sharing of thanks to each other and the Chair.


IQAC Coordinator


IQAC Chair person

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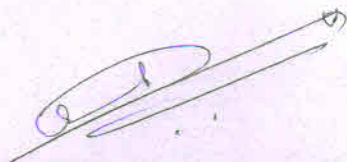
XITE Gamharia

Action Taken Report of IQAC meeting held on 18/08/2021

Regarding beginning of the new academic session

As per the Curricular Planning and Implementation with reference to Part B of the Curricular Aspects in the point number 1.1, the College follows a three-fold mechanism (institutional, departmental and individual) for the curriculum delivery and maintaining the relevant documents. At the institution level, the College prepared academic calendar and makes it available on the website and on the College notice board.

As there was no other item placed before the Chair, the meeting ended within short duration with sharing of thanks to each other and the Chair.



IQAC Coordinator



IQAC Chair person

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November 24, 2021

XITE COLLEGE GAMHARIA

To all the IQAC members

1. Dr. Fr. E.A. Francis SJ (IQAC, Chairperson)
2. Prof. Parta P. Das (IQAC, Coordinator)
3. Fr. Kuruvila SJ (XITE, Secretary)
4. Fr. Savarimuthu SJ (XITE, Treasurer)
5. Prof. Ashis K. Pani (Dean, XLRI)
6. Mr Sudipto Lahiri (AVP &HR Head, Tata Steel Long Product)
7. Fr. Mukti Clarence SJ (XITE, Faculty)
8. Mr. Anil Kumar (JIDA, Project Manager)
9. Mr. Narsh Tudu (Mukhya)
10. Ms.Sanchita G. Chowdhury (XITE, Faculty)
11. Ms. Sushmita C. Sen (XITE, Faculty)
12. Prof. Pramod K. Singh (XITE, Faculty)
13. Ms. Vijaya J. Topo (XITE, Alumni)

The IQAC meeting on 30/11/2021 [Tuesday]

Venue: XITE College Seminar Hall

Time: 2 :00 P.M.

The Agenda of the Meeting:

1. Approval of the minutes of the previous meeting
2. Action Taken Report
3. Faculty Appraisal
4. Industry Interaction
5. Publication
6. Any other matter with the permission of the chair





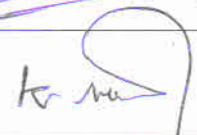
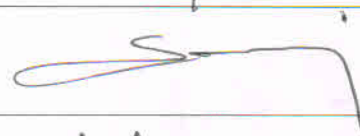
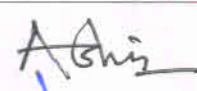
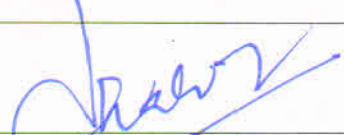

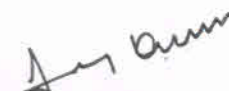




IQAC Chairperson

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IQAC Meeting of XITE College, Gamharia on November 30, 2021

Attendance Sheet

1	Dr. Fr. E. A. Francis s.j.	
2	Dr. Partha Priya Das	 30/11/2021
3	Fr. Kuruvilla s.j.	
4	Fr. Savarimuthu s.j.	
5	Dr. Ashish K. Pani	
6	Mr. Sudipto Lahiri	
7	Fr. Mukti Clarence s.j.	
8	Mr. Anil Kumar	
9	Mr. Naresh Tudu	
10	Dr. Sanchita G. Chowdhury	 30/11/21
11	Prof. Sushmita C. Sen	 30/11/2021
12	Dr. Pramod Kumar	 30/11/2021
13	Ms. Vijay Jyoti Topno	

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Minutes of IQAC Meeting on 30/11/2021 Tuesday at 02:00 p.m.

The Agenda of the meeting:

1. Approval of the minutes of the previous meeting
2. Action Taken Report
3. Faculty Appraisal
4. Industry Interaction
5. Publication
6. Any other matter with the permission of the chair

Approval of the minutes of the previous meeting

The IQAC coordinator read out the minutes of the previous meeting and the members were unanimously approved the report.

Action Taken Report

The IQAC coordinator read out the Action Taken Report of the previous meeting and the members were unanimously approved the report.

Regarding Faculty Appraisal

The IQAC Coordinator discussed with the members of the committee for reviewing the faculty appraisal in great detail. After a lengthy discussion, the committee members were agreed in favour of the reinforcement of the faculty appraisal process. The Committee also discussed about the 360° faculty-evaluation model. Due to the time constraints for the pandemic situation it was not took place. In the coming semester, the members were agreed to go through the process related to the faculty appraisal model.

Dr. Sanchita suggested to apply the model stated in the UGC Guidelines as the API score calculation. Prof. Sushmita and Dr. Sanchita both suggested to structure the College Governing Board as per the UGC requirement format. Dr. Partha agreed upon this point and assured to study with Dr. Pramod for studying in detail and forward it to the cell members for further discussion and action. Dr. Pramod has shown interest to share the format prescribed in the rules and regulation 2018 as prescribed by the UGC. All the members are agreed upon this point.

Industry Interaction

Initiating the discussions, Coordinator requested the board members with proposals for new set-up of Industry Interaction process which will be aligned with the college placement cell. Observations and decisions of the cell aims at strengthening of local innovation practices in the context of the global innovation system. Dr. Pramod Kumar assured that he will forward a format for the same to maintain it with semester wise. All the members appreciated that it would contribute to emergence of newer fields.

Publication

IQAC coordinator raised the point regarding publication work. All the members acknowledged the importance of research publications in academic career. Dr. Pramod was requested to draft a summary from the rules and regulation 2018 as prescribed by the UGC particularly the

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points against research publications. It has been decided unanimously by all the members for the publication of at least one research paper in a year in peer reviewed journals.

As there was no other item placed before the Chair, the meeting ended by 3:30 p.m. with sharing of thanks to each other and the Chair.



IQAC Coordinator



IQAC Chair person

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XITE Gamharia

Action Taken Report of the IQAC Meeting Held on 30/11/2021

Faculty Appraisal

Dr. Pramod, after going through the format of the rules and regulations-2018 as prescribed by the UGC, narrowed down to few main points of the faculty appraisal for the College and sent it the IQAC Chairperson for further consideration and to include it in the existing 360° faculty appraisal format. [*Format attached with the ATR]

The Formation of College Governing Board as per the UGC Format

Prof. Sushmita and Dr. Sanchita both suggested structuring the College Governing Board as per the UGC format and the format was forwarded to the IQAC Chairperson. The Chairperson has informed that the College GB is constituted as per the direction and format given by the University which is like that of UGC.

Industry Interaction

As per the norms of the Internship project of the students in various companies is to be tracked in order to find the actual worth it in accordance with the College curriculum. Since Institutional Innovation Cell [IIC] is working on entrepreneurship development in the College, IQAC is asking to integrate internship and IIC.

Research and Publication

The Research Cell of the College is trying to get at least one publication in anyone of the peer reviewed/ UGC care listed Journals from each faculty. The principal has asked to get it done before 31st March 2022.


IQAC Coordinator


IQAC Chairperson

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March 3, 2022

XITE COLLEGE GAMHARIA

To all the IQAC members

1. Fr. (Dr) E.A. Francis SJ (IQAC, Chairperson)
2. Dr. Parta P. Das (IQAC, Coordinator)
3. Fr. Kuruvila SJ (XITE, Secretary)
4. Fr. Savarimuthu SJ (XITE, Treasurer)
5. Prof. Ashis K. Pani (Dean, XLRI)
6. Mr. Sudipto Lahiri (AVP & HR Head, Tata Steel Long Product)
7. Fr. (Dr) Mukti Clarence SJ (XITE, Faculty)
8. Mr. Anil Kumar (JIDA, Project Manager)
9. Mr. Narsh Tudu (Mukhya)
10. Dr. Sanchita G. Chowdhury (XITE, Faculty)
11. Ms. Sushmita C. Sen (XITE, Faculty)
12. Dr. Pramod K. Singh (XITE, Faculty)
13. Ms. Vijaya J. Topo (XITE, Alumni)

The IQAC meeting on 10/03/2022 [Thursday]

Venue: XITE College Seminar Hall


Time: 2:00 P.M.

The Agenda of the Meeting:

1. Approval of the minutes of the previous meeting
2. Action Taken Report
3. Review of academic results University vis-a-vis Internal. *Case Analysis*
4. Strengthening of Entrepreneurship Development Cell activity.
5. Departmental seminar & workshop.
6. Enhancement of the research setting in the College (Teacher/Students).
7. Inputs of AQAR 2020-21 (Present structure of online submission)
8. Final Approval of the Faculty Appraisal draft form.



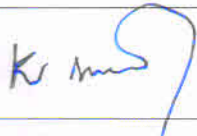
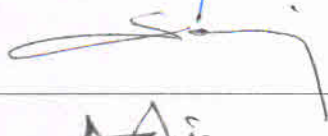
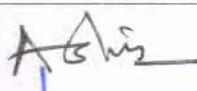
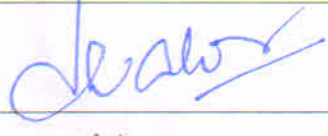
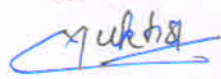
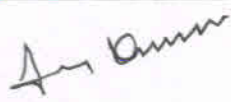




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Ezha
IQAC Chairperson

A circular purple stamp with the text "XITE" at the top and "GAMHARIA" at the bottom, separated by two small stars on the left and right sides.

IQAC Meeting of XITE College, Gamharia on March 10, 2022

Attendance Sheet

1	Dr. Fr. E. A. Francis s.j.	
2	Dr. Partha Priya Das	
3	Fr. Kuruvilla s.j.	
4	Fr. Savarimuthu s.j.	
5	Dr. Ashish K. Pani	
6	Mr. Sudipto Lahiri	
7	Fr. Mukti Clarence s.j.	
8	Mr. Anil Kumar	
9	Mr. Naresh Tudu	
10	Dr. Sanchita G. Chowdhury	
11	Prof. Sushmita C. Sen	
12	Dr. Pramod Kumar	
13	Ms. Vijay Jyoti Topno	

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The Minutes of IQAC Meeting on 10/03/2022 Thursday at 02:00 p.m.

The Agenda of the meeting:

1. Approval of the minutes of the previous meeting
2. Action taken report
3. Review of the academic results University vis-à-vis Internal
4. Strengthening of the Entrepreneurship Development Cell activity
5. Departmental seminar and workshop
6. Enhancement of the research setting in the College (Teacher/Students)
7. Inputs of AQAR 2020-21 (Present structure of online submission)
8. Final approval of the Faculty Appraisal draft

Approval of the minutes of the previous meeting

The IQAC coordinator read out the minutes of the previous meeting and the members unanimously approved the report.

Action Taken Report

The IQAC coordinator read out the Action Taken Report of the previous meeting and the members unanimously approved the report.

Review of the academic results University vis-à-vis Internal

It has been understood that the College has no direct say on matters of the University. However, the College can do many things to improve the academic and all round development of the students of the College. The members felt that the pandemic has affected negatively the students on their academic performance. Therefore, it was agreed to be more serious on the internal assessment to improve their academic performance and all round growth.

Strengthening of the Entrepreneurship Development Cell activity

In order to promote collaborative research between institute and industries leading to start-ups to nurture entrepreneurship, the IIC coordinator Prof. Sushmita suggested conducting a business plan presentation. Dr. Partha assured to conduct the same with Entrepreneurship Development Cell of the College IIC. Dr. Sanchita suggested to organise a session with Prof. Indrajeet Mukherjee of XLRI and renowned industrialist Mr. Gandhi, member of ASIA, for the same.

Departmental seminar and workshop

As suggested by IQAC coordinator, departments have to come up with proposals for seminars and workshops. The floor has agreed upon this point and resolved to pass the proposals to all the departments for their perusal.

Enhancement of the research setting in the College (Teacher/Students)

10-12
2020

The IQAC coordinator said that research and publication must become the culture of academic institutions. Therefore, the floor has agreed to take it forward and include the students into the research and publication activity. It was agreed that the members will enhance research culture through informal communication and will nurture a supportive environment as integral to the educational system at the College.

Inputs of AQAR 2020-21 (Present structure of online submission)

As suggested by IQAC coordinator, the AQAR submission is online. Dr. Pramod assured that the report will be submitted online in time and it will be uploaded on the College website. The floor suggested to save a hardcopy of the final report for the future in the IQAC file.

Final approval of the Faculty Appraisal draft

Dr. Pramod has developed a format of the Faculty Appraisal and forwarded to the Principal for final approval.

As there was no other item placed before the Chair, the meeting was ended by 3:30 p.m.


IQAC Coordinator


IQAC Chair person

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XITE Gamharia

Action Taken Report of IQAC meeting

The meeting was held on **10/03/2022** and the Action Taken Report of the meeting is as follows:

Regarding review of the academic results University vis-à-vis Internal

A rating assessment of Students' Satisfaction Survey developed by the NAAC has been adopted by the college to monitor the quality of students' performance.

Regarding strengthening of the Entrepreneurship Development Cell activity

On 26th March 2022, a 'Business Model Competition' has been organised by the IIC Cell of the college. Dr. Radha Mahali has initiated the programme which is highly appreciated by the faculty and the students. Four groups have presented their model and explained about their impact.

Regarding enhancement of the research setting in the college (Teacher/Students)

College providing opportunities to students who invest time in writing and presenting research papers on various platforms. The students have been trained and mentored by the department faculty for doing research and presenting papers at college and inter-college level.

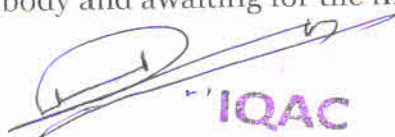
'Vimarsh' (name of the research club);

Regarding inputs of AQAR 2020-21 (Present structure of online submission)

AQAR submitted on 28/04/2022.

Regarding final approval of the Faculty Appraisal draft form

Dr. Pramod has developed a format of the Faculty Appraisal and forwarded to the Principal for final approval. It is being under judgement of the College Governing body and awaiting for the final approval.


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May 12, 2022

XITE COLLEGE GAMHARIA

To all the IQAC members

1. Fr. (Dr) E.A. Francis SJ (IQAC, Chairperson)
2. Dr. Parta P. Das (IQAC, Coordinator)
3. Fr. Kuruvila SJ (XITE, Secretary)
4. Fr. Savarimuthu SJ (XITE, Treasurer)
5. Prof. Ashis K. Pani (Dean, XLRI)
6. Mr. Sudipto Lahiri (AVP & HR Head, Tata Steel Long Product)
7. Fr. (Dr) Mukti Clarence SJ (XITE, Faculty)
8. Mr. Anil Kumar (JIDA, Project Manager)
9. Mr. Narsh Tudu (Mukhya)
10. Dr. Sanchita G. Chowdhury (XITE, Faculty)
11. Ms. Sushmita C. Sen (XITE, Faculty)
12. Dr. Pramod K. Singh (XITE, Faculty)
13. Ms. Vijaya J. Topo (XITE, Alumni)

The IQAC meeting on 18/05/2022 [Wednesday]

Venue: XITE College Seminar Hall

Time: 2:30 P.M.

The Agenda for the Meeting:

1. Approval of the minutes and action taken report
2. Approval of Fr (Dr). P. Tony, SJ as member of the IQAC
3. Inter-college Seminar at XITE College.
4. Corrective measures on the DVV metrics Report.
5. Academic Audit of the Faculty.
6. Briefing on Stakeholders' Feedback
7. Placement Cell Report for AQAR & SSR


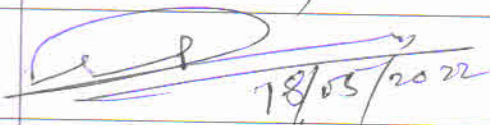
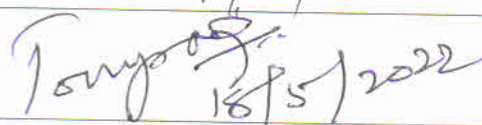
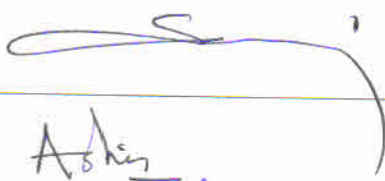

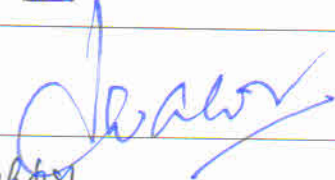

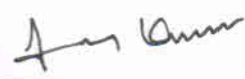

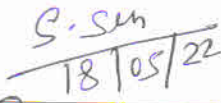
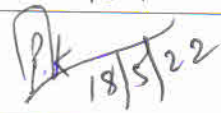


IQAC Chairperson

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IQAC Meeting of XITE College, Gamharia on May 18, 2022

Attendance Sheet

1	Fr. Dr. E. A. Francis S.J.	 16/05/22
2	Dr. Partha Priya Das	 18/05/2022
3	Fr. Dr. P. Anthony Raj, S.J.	 18/5/2022
4	Fr. Savarimuthu S.J.	
5	Dr. Ashish K. Pani	 Ashish
6	Mr. Sudipto Lahiri	
7	Fr. Dr. Mukti Clarence S.J.	
8	Mr. Anil Kumar	 Anil Kumar
9	Mr. Naresh Tudu	
10	Dr. Sanchita G. Chowdhury	 18/5/22
11	Prof. Sushmita C. Sen	 S. Sen 18/05/22
12	Dr. Pramod Kumar	 P.K. 18/5/22
13	Ms. Vijay Jyoti Topno	 Jyoti

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Minutes of IQAC Meeting on 18/05/2022 Wednesday at 02:00 p.m.

The Agenda of the meeting:

1. Approval of the minutes of the previous meeting
2. Action taken report
3. Approval of Fr (Dr). P. Tony, SJ as member of the IQAC
4. Inter-college Seminar at XITE College.
5. Corrective measures on the DVV metrics Report.
6. Academic Audit of the Faculty.
7. Briefing on Stakeholders' Feedback
8. Placement Cell Report for AQAR & SSR

1. Approval of the minutes of the previous meeting

The IQAC coordinator read out the minutes of the previous meeting and the members were unanimously approved the report.

2. Action Taken Report

The IQAC coordinator read out the Action Taken Report of the previous meeting and the members were unanimously approved the report.

3. Approval of Fr (Dr). P. Tony, SJ as member of the IQAC

After a short prayer in silence, the chairperson welcomed the new IQAC member Fr. Dr. Tony P. Raj S.J., Principal, Xavier School, Gamharia. All the members present were warmly accepted and shown gratitude to him for being a part of the team.

4. Inter-college Seminar at XITE College.

The IQAC coordinator proposed for conducting an inter college seminar in the college. Fr. Tony suggested for a national level seminar which is sponsored by the UGC. Dr. Pramod also suggested for the involvement of the university for the same. Principal also highly appreciated the proposal and shown the green signal towards organising the national seminar. Other members of the floor also shown keen interest about it.

5. Corrective measures on the DVV metrics Report

The IQAC coordinator reviewed the preparations of 2nd cycle of accreditation by NAAC. It was resolved to prepare comprehensive documents for all the recommendations given by the NAAC peer team during the 1st cycle. Dr. Pramod assured about the DVV tables of all seven criteria updating and uploading it in time to time. He has also declared the status of the AQAR [2021-22].

6. Academic Audit of the Faculty

ABAR
2021-22

The IQAC coordinator proposed for conducting the Academic Audit of the members of the faculty. Dr. Pramod explained the importance of conducting the academic audit and necessity for the documentation process of the NAAC report.

7. Briefing on Stakeholders' Feedback

The IQAC coordinator explained that the IQAC of the college collects feedback from its stakeholders to monitor and evaluate its performance quality on Teacher, Curriculum and Infrastructure. The feedbacks were collected from Students, Alumni, and Parents. In an attempt to get feedback regarding the respective programmes, Parents and alumni from XITE were approached to provide information regarding curriculum, Infrastructure, Library facilities, learning values with a structured questionnaire.

8. Placement Cell Report for AQAR & SSR

IQAC coordinator stated the Placement cell of the college which facilitates the students' professional growth and success as many leading Corporates recruit a substantial number of students from the college. For the next cycle of the peer visit, he requested Prof. Sushmita to build up stronger network for the College Placement Cell. Cell coordinator stated about the intention of the students towards the higher studies and being less focussed on the recruitment. Cell coordinator also assured about the requirement according to the need of the students and their requirement.

Other matters

Fr. Tony suggested to make separate arrangement for the college student's canteen which may be constructed nearby the college building and to provide 10 minutes gap for availing the canteen facilities.



IQAC Coordinator

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IQAC Chairperson



XITE Gamharia

Action Taken Report of IQAC meeting

Date: 12/08/2022

The meeting was held on 18/05/2022 and the Action Taken Report of the meeting is as follows:

1. Approval of Fr (Dr). P. Tony, SJ as member of the IQAC

Fr. Tony P. Raj S.J. become an active member of the IQAC and shows his responsibility and belongingness towards the quality culture of the college.

2. Inter-college Seminar at XITE College.

The college is going to organize the 1st National Seminar on 12-November 2022, on the topic "Traditional Trends and Contemporary Challenges in Business, Commerce, Humanities and Social Sciences". It will be an ICSSR sponsored seminar and all the other activities regarding the seminar is going smoothly in the pipe line.

3. Corrective measures on the DVV metrics Report.

Preparation is under process of comprehensive documents for all the recommendations given by the NAAC peer team during the 1st cycle. Dr. Pramod assured about the DVV tables of all seven criteria updating and uploading it in time to time. He has also declared the status of the AQAR [2021-22] and now dividing and distributing the report writing part it.

4. Academic Audit of the Faculty.

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

The parameters include:

1. Curriculum Design, Development and Enrichment
2. Academic Flexibility – add on courses etc.
3. Feedback System for the stake holders.
4. Student Profile at the time of admission and now
5. Catering to Student Diversity
6. Effectiveness of Teaching-Learning Process
7. Teacher Quality
8. Evaluation Process and Reforms
9. Student Performance and Learning Outcomes

AAR
2021-22

10. Promotion of Research and fund mobilisation
11. Research – facilities, publications and awards
12. Consultancy and Extension Activities with Social Responsibility
13. Collaboration
14. Physical Facilities and IT Infrastructure
15. Library as a Learning Resource
16. Maintenance of Department Facilities
17. Faculty Empowerment Strategies
18. Division of responsibility and leadership
19. Financial Management
20. Internal Quality Assurance System (IQAC)
21. Student Mentoring and Support
22. Student Progression, Student Participation and Activities
23. Environment Consciousness
24. Innovations & Best Practices

5. Briefing on Stakeholders' Feedback

Feedbacks regarding curriculum is to be obtained from the students who provide the same for each course, which are to be considered in reviewing it. Student's feedback is obtained which will be considered during curriculum review process.

After the compilation of obtained feedback from alumni and parents, the same is assessed. The IQAC and review committee makes thorough discussion on the suggestions given during feedback and make valuable changes by maintaining the coherence with the scheme. After the complete analysis of the feedback, changes are suggested in the academic meetings. On the recommendations of the members, the needful changes will be incorporated.

6. Placement Cell Report for AQAR & SSR

The Placement Cell of the College offered various placement and internship activities for its students during the session. The College also organized various workshops and expert lectures for enhancing the employability of its students.


IQAC Coordinator

**IQAC
CELL**


IQAC Chair person

