IQAC Composition of XITE Gamharia

Session: 2023 - 24
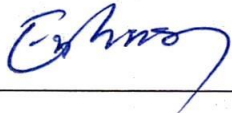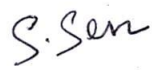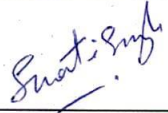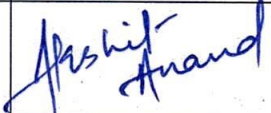
1. Fr. (Dr) E.A. Francis SJ (IQAC Chairperson)

2. Dr. Partha Priya Das (IQAC Coordinator)

3. Fr. Sebastian Puthenpura SJ (Principal, Xavier School)

4. Prof. Tina Stephen (Faculty, XLRI)

5. Mr. Rajesh Ranjan (Sr. Divisional Head, TSLP Ltd.)

6. Fr. (Dr.) Mukti Clarence SJ (Vice-Principal, XITE)

7. Mr. Vinod Menon (Director, CIO Tyres Pvt. Ltd.)

8. Ms. Sabita Hansda (Mukhiya)

9. Dr. Pramod K. Singh (Faculty, XITE)

10. Dr. Sanchita G. Chowdhury (Faculty, XITE)

11. Ms. Sushmita C. Sen (Faculty, XITE)

12. Prof. Amit C. (Faculty, XITE)

13. Mr. Akshit Anand (Alumni, XITE)

IQAC CELL

IQAC Meeting of XITE College, Gamharia on October 16, 2023

Attendance Sheet

1	Dr (Fr) E. A. Francis SJ	*(signature)*
2	Dr Sanchita G. Chowdhury	*(signature)*
3	Fr. Sebastian P., SJ	*(signature)*
4	Prof. Amit C.	*(signature)*
5	Prof. Tina Stephen	*(signature)*
6	Mr. Rajesh Ranjan	
7	Dr (Fr) Mukti Clarence, SJ	*(signature)*
8	Mr. Vinod Menon	
9	Ms. Sabita Hansda	*(signature)*
10	Prof. Sushmita C. Sen	*(signature)* S. Sen
11	Dr Swati Singh	*(signature)* Swati Singh
12	Prof. Akinchan Xaxa	*(signature)* Akinchan Xaxa
13	Mr. Akshit Anand	*(signature)* Akshit Anand

Minutes of IQAC Meeting on 16/10/2023 Monday at 3:30 p.m.

The agenda of the meeting:

1. Approval of the minutes of the previous meeting
2. Action Taken Report
3. Sharing on the National Conference organised by XITE College
4. Regarding the preparation and filing of AQAR 2022-23.
5. Industry-institute collaboration (MOU) for internship opportunities to final year BBA and B.Com Students.
6. Discussion on proposed corporate fest (industry *mela*) in December 2023
7. Discussion on additional certificate courses:
   a. What courses? b. Possible instructors from academia/industry
   c. Certification for the course, d. Fee to be charged.
8. 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 unanimously approved the report.

Action Taken Report

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

Sharing on the National Conference organised by XITE College

Prof. Sushmita shared that the National Conference was a success with 100 papers submitted, out of which 88 were selected. The conference proceedings have been published in 3 volumes. All dignitaries appreciated the seminar's quality.

Regarding the preparation and filing of AQAR 2022-23.

Dr. Pramod reported that all the criteria holder's inputs have been incorporated into the AQARs, and successfully submitted online to the NAAC Portal for the four years.

Fr. Mukti asked Prof. Sanchita on Criteria 2 as it contribute 350 marks. Regarding current AQAR preparation Prof. Sanchita said NAAC requires lots of documentation and currently exploring various requirement by visiting portals of A and A+ colleges. Prof. Sanchita said activity report which is a major in teaching learning criteria so, activities should not be repetitive and should adapt background of student depending on the subject faculty.

Industry-institute collaboration (MOU) for internship opportunities to final year BBA and B.Com Students.

Discussion on an MOU for internship opportunities for final year BBA and B.Com students took place. Further collaboration with companies like RSB, Jost, etc., was suggested to make students industry-ready. Discussion about convincing companies to provide internships for students ensued

Discussion on proposed corporate fest (industry mela) in December 2023

Mr. Akshit proposed arranging a corporate fest in December 2023. The suggestion was to invite managers from different companies for sessions on current industry demands. December was considered an ideal time. Mr. Akshit proposed that Mr. Taneza, Mr. Gandhi and Mr. Khetan could help us in arranging such feast. he said we can invite 10 to 15 managers from different companies such RSB , Jost etc. to take sessions on the demand of the current industry, so that we can make our students industry ready. Fr. Principal added a proper talk with the corporates is required in this regard. Fr. Principal asked the floor that will these corporates will also expect the students to join, as most of them opt for higher studies. Mr. Akshit said that if we could convince the companies to provide internship to our students. Prof. Tina asked are the companies actively taking part in internship scheme. Fr. Principal, said we need to find a professor who should be there to integrate with the industry- academia. Floor agreed with the view of Fr. Principal who said we will be conducting with Mr. Vinod Menon and take this up.

Discussion on additional certificate courses:

Prof. Tina suggested integrating internship requirements with additional certificate courses. Fr. Principal proposed introducing such courses for commerce, economics, and BBA. Mr. Akshit suggested foreign language courses for all streams. Prof. Sanchita proposed data analytics courses. Fr. Principal suggested providing financial resources for courses that students would absorb. Gender Sensitization & Anti- Sexual Harassment courses were also discussed, with Prof. Tina offering to take on the responsibility. Fr. Mukti, Prof. Tina, and other faculties to collaborate on creating a module for the Gender Sensitization & Anti- Sexual Harassment course.

Any other matter

Fr. Mukti suggested 2 Swayam Courses for faculty and at least 1 for students. Prof. Sanchita suggested one mandatory Swayam course for faculty.

Action Taken Report of IQAC meeting held on 16/10/2023

1. **Regarding the preparation and filing of AQAR 2022-23.**
The faculty were divided into teams and each team was given the responsibility of documentation for 1 criterion out of the seven under which AQAR is submitted. All teams have completed and submitted their scanned documents and write up to the IQAC Coordinator for verification by January 15th.

2. **Industry-institute collaboration (MOU) for internship opportunities to final year BBA and B. Com Students.**
The IQAC has delegated the responsibility of communicating with companies to the Placement Cell of the college. The placement Cell shall do this in collaboration with the Institution's Innovation Council (IIC)

3. **Discussion on proposed corporate fest (industry *mela*) in December 2023**
Due to continuous announcement of examinations by the affiliating university and the internal examinations, the students became unavailable for such an activity. Therefore, the activity had to be postponed for a more favourable time.

4. **Discussion on additional certificate courses**
It was decided that each class mentor will direct, encourage and motivate their mentees to register for at least one course on the Swayam platform. The subject must be related to the student's present course.
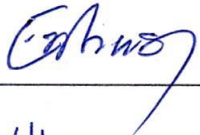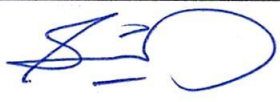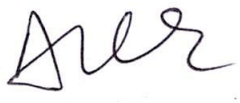
IQAC Coordinator

IQAC
CELL

IQAC Chairperson

PRINCIPAL
XITE
Gamharia
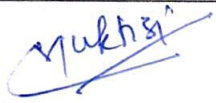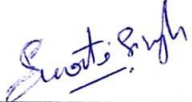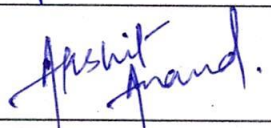
2nd IQAC Meeting on 26-02-2024

Agenda

1. The feasibility of preparing a semester wise list of online courses that the student can take up and how this responsibility can be allotted.
2. Is it required to give some dedicated class hours for helping students with their online courses.
3. Incentivising these online add on courses for the students (marks or attendance)
4. Constituting a Board of Studies for designing/approval of add on certificate courses
5. Any Other with permission of the chair

IQAC Meeting of XITE College, Gamharia on February 26, 2024

Attendance Sheet

1	Dr (Fr) E. A. Francis SJ	*signature*
2	Dr Sanchita G. Chowdhury	*signature*
3	Fr. Sebastian P., SJ	*signature*
4	Prof. Amit C.	*signature*
5	Prof. Tina Stephen	
6	Mr. Rajesh Ranjan	
7	Dr (Fr) Mukti Clarence, SJ	*signature*
8	Mr. Vinod Menon	*signature*
9	Ms. Sabita Hansda	
10	Prof. Sushmita C. Sen	*signature*
11	Dr Swati Singh	*signature*
12	Prof. Akinchan Xaxa	*signature*
13	Mr. Akshit Anand	*signature*

Minutes of the Meeting

2nd IQAC Meeting

Date: February 26, 2024

Time: 3:30-5 PM

Venue: Conference Room, XITE College, Gamharia

Attendees: 8

Agenda

1. Approval of the minutes of the previous meeting
2. Action Taken Report
3. Welcoming of new members
4. The feasibility of preparing a semester-wise list of online courses that the student can take up and how this responsibility can be allotted.
5. The requirement of dedicated class hours to help students with their online courses
6. Incentivising the online add-on courses for the students (marks or attendance)
7. Constituting a Board of Studies for designing/approval of add-on certificate courses

1. 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.

2. Action Taken Report

The IQAC coordinator read out the Action Taken Report and was acknowledged by the members.

3. Welcoming of new members

Father E.A.Francis, S.J. extended a warm welcome to the two new members of the IQAC, Dr. Swati Singh, Faculty, Department of English, XITE College and Prof. Akinchan Xaxa, Faculty, Department of English, XITE College. He wished both a fruitful time as part of the IQAC. The new members expressed their gratitude for the opportunity and promised to do their best to uplift the quality of the institute.

4. The feasibility of preparing a semester-wise list of online courses that the student can take up and how this responsibility can be allotted.

Resolutions:

- It was decided to conduct thorough research on digital learning platforms (Udemy, LinkedIn, Coursera, SWAYAM) for diverse and relevant course options.

- The members also agreed to create a comprehensive pool of courses ensuring alignment with academic curriculum objectives.

- Limit students' choices to one of the two papers offered per semester for certification to maintain focus and academic commitment.

- Assigned the responsibility of pool creation to Mr. Akshit, Prof. Sushmita, and Prof. Akinchan, ensuring regular updates and relevance.

5. The requirement of dedicated class hours to help students with their online courses

Resolutions:

- It was decided to allocate a dedicated hour weekly to facilitate student queries, doubt clearing, and assistance with online courses.

- The students' performance will be evaluated through project submissions, presentations, and viva voce during this dedicated hour.

- The online certificate courses should be aligned with major and minor papers of the ongoing semester to enhance academic synergy.

6. **Incentivising the online add-on courses for the students (marks or attendance)**

Resolutions:

- Incorporate marks gained from projects/presentations/viva voce related to online courses into internal marks, promoting active participation.

- Marks gained from online course activities will be incorporated into the overall internal marks for holistic evaluation.

- Provide attendance relaxation for students holding valid online course certificates, encouraging continuous engagement and minimizing dropouts.

7. **Constituting a Board of Studies for designing/approval of add-on certificate courses**

Resolutions:

- An academic council/board of studies should be formed to oversee the design and approval of add-on certificate courses.

- Include internal and external members, subject experts, and industrialists in the academic council/board of studies to ensure a diverse and comprehensive perspective.

- Collaboration with colleges, institutes, universities, industries, and organizations for the creation of innovative and relevant add-on courses is encouraged.

- A Google form will be shared with industrialists to gather valuable insights on the types of courses that would enhance students' job readiness.

- Students' groups tasked with evaluating course content and assessing the difficulty level to ensure alignment with academic standards and students' learning capabilities should be formed.

Action to be taken:

- Finalize the composition of the Board of Studies.

- Prepare a list of certificate courses from online platforms for each semester

- Begin exploring collaboration opportunities.

- Form a students' group for fedback on courses.

- Collect inputs from industrialists through the Google form.

The meeting was adjourned at 5 PM.

Minutes prepared by:
Prof. Akinchan Xaxa.

Action Taken Report of IQAC meeting held on 26/02/2024

1. **The feasibility of preparing a semester-wise list of online courses that the student can take up and how this responsibility can be allotted.**

   Prof. Sushmita, and Prof. Akinchan, Faculty, XITE along with Mr. Akshit, XITE Alumni and IQAC member, prepared a comprehensive pool of courses ensuring alignment with academic curriculum and learning objectives. Students will be given a choice of two courses per semester. Additionally, the College has also introduced one Add-on Course per semester for students of all courses. The add-on course has been designed with the objective of enabling students with necessary soft skills and hence increasing their employability.

2. **The requirement of dedicated class hours to help students with their Add-on courses**

   A dedicated class per week across all courses have been allotted in the lecture schedule for instruction on Add-on Courses that are to be certified by the College. Instructors for these courses were chosen based on their expertise and knowledge in the concerned area.

3. **Incentivising the add-on courses for the students (marks or attendance)**

   Instructors have been informed to evaluate the students' performance in the courses on the basis of continuous evaluation methods such as projects/presentations/viva voce etc as well as summative methods such as end-of-course evaluation. The final grade/marks will be a weighted average of both.

4. **Constituting a Board of Studies for designing/approval of add-on certificate courses**

   Instead of constituting a Board of Studies, the institution has decided to entrust the IQAC with the responsibility of approving the syllabi of the Add-on Courses and any other related academic decisions to be taken.
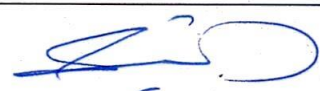
IQAC Coordinator

IQAC
CELL

IQAC Chairperson
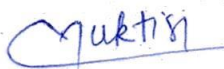
3rd IQAC Meeting

Agenda

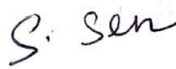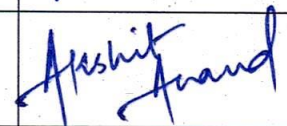1. Sharing the plan for re-accreditation of the Institute

2. Approval of the Employer's Feedback form

3. Approval of the syllabi of Add-on Courses

4. Approval of the syllabus for Certificate Course in Technopreneurship Development Programme (TeDP) in Mushroom Cultivation

IQAC Meeting of XITE College, Gamharia on April 12, 2024

Attendance Sheet

1	Dr (Fr) E. A. Francis SJ	
2	Dr Sanchita G. Chowdhury	
3	Fr. Sebastian P., SJ	
4	Prof. Amit C.	
5	Prof. Tina Stephen	
6	Mr. Rajesh Ranjan	
7	Dr (Fr) Mukti Clarence, SJ	
8	Mr. Vinod Menon	
9	Ms. Sabita Hansda	
10	Prof. Sushmita C. Sen	
11	Dr Swati Singh	
12	Prof. Akinchan Xaxa	
13	Mr. Akshit Anand	

Minutes of the Meeting

3rd IQAC Meeting

Date: 12-04-2024

Time: 3:30-5 PM

Venue: Conference Room, XITE College, Gamharia

Attendees:
1. Fr. Dr. E. A. Francis, SJ
2. Dr. Sanchita Ghosh Chowdhury
3. Fr. Dr. Mukti Clarence
4. Prof. Tina Stephen
5. Ms. Sabita Hansda
6. Prof. Amit C.
7. Mr. Akinchan Xaxa
8. Ms. Sushmita C. Sen
9. Mr. Akshit Anand

Agenda:

1. Sharing the plan for re-accreditation of the institute:
   a. The Coordinator of IQAC presented the proposed plan for the re-accreditation of the institute.
   b. The plan includes a comprehensive review of academic programs, faculty qualifications, infrastructure, and support services.
   c. Discussion centered around timelines, resource allocation, and strategies for meeting accreditation standards.
   d. Action Item: The plan will be finalized incorporating feedback from the meeting and circulated for further review.
2. Approval of the employer's feedback form:
   a. The Coordinator of IQAC presented the revised employer feedback form for approval.
   b. Changes include additional sections for performance evaluation, career development, and feedback mechanisms.
   c. Discussion focused on ensuring clarity and relevance of questions to gather constructive feedback.
   d. Action Item: The revised feedback form was approved with minor modifications suggested during the meeting.
3. Approval of the syllabus of Add-on Courses:
   a. The Course Coordinator presented the syllabus of Add-on Courses for approval.

b. Syllabi were designed to enhance the skillset and employability of students.
c. Discussion included alignment with industry trends, practical applicability, and student interest.
d. Action Item: The syllabus of Add-on Courses was approved with suggestions for minor revisions to be incorporated.

4. Approval of the syllabus for Certificate Course in Technopreneurship Development Programme (TeDP) in Mushroom Cultivation
   a. A syllabus prepared by experts and based on the NSDC course structure for Entrepreneurship in mushroom cultivation was presented to the IQAC. The prepared syllabus was based on the Facilitator Guide and Participant Handbook published by the Agriculture Skill Council of India.
   b. The syllabus was deemed as appropriate for a 4-month training program including 3 months of theoretical training and 1 month of hands-on practical training.
   c. The syllabus was unanimously approved by the members.

Meeting Adjourned: 5:00 PM

Akinchan Xaxa

Minutes of the meeting prepared by:
Prof. Akinchan Xaxa

Action Taken Report of IQAC meeting held on 12/04/2024

1. Plan for reaccreditation of the institute

Following the feedback from the esteemed IQAC members, a plan was formulated for the reaccreditation of the College. As a first step of the plan, the preparation of SSR is initiated. The College plans to submit the SSR by June 2024.

2. Employer's feedback plan

The employer's feedback form was revised as discussed and an input on ethical responsibility was added.

3. Approval of the syllabus of Add-on Courses

The suggested revisions were incorporated into the course modules and classes for the add-on courses have been initiated.

IQAC Coordinator
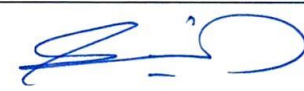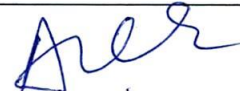
IQAC CELL

IQAC Chairperson
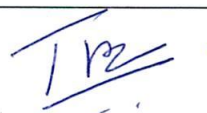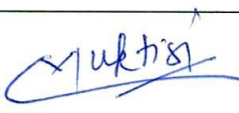
4th IQAC Meeting

Agenda:

1. Approval of the prepared SSR

2. Report of FDP programmes completed by faculty during the academic year 2023-24

3. Planning for the upcoming academic year:
   a. Strategies to integrate Indian Knowledge systems into the curriculum
   b. Green Campus initiatives

IQAC Meeting of XITE College, Gamharia on June 24, 2024

Attendance Sheet

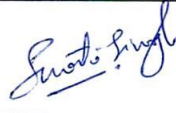|		
1	Dr (Fr) E. A. Francis SJ	
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5	Prof. Tina Stephen	
6	Mr. Rajesh Ranjan	
7	Dr (Fr) Mukti Clarence, SJ	
8	Mr. Vinod Menon	
9	Ms. Sabita Hansda	
10	Prof. Sushmita C. Sen	
11	Dr Swati Singh	
12	Prof. Akinchan Xaxa	
13	Mr. Akshit Anand	

4th IQAC Meeting

Date: June 24, 2024

Time: 4.00-5.30 PM

Venue: Conference Room, XITE College, Gamharia

Attendees: 8
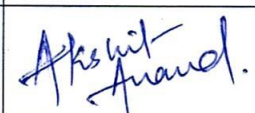
Agenda:

1. Approval of the minutes of the previous meeting.
2. Action Taken Report
3. Approval of the prepared SSR
4. Report of FDP programme completed by faculty during the academic year 2023-24
5. Planning for the upcoming academic year:
   a. Strategies to integrate Indian Knowledge systems into the curriculum
   b. Green Campus initiatives

1. 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.

2. Action Taken Report

The IQAC coordinator read out the Action Taken Report and was acknowledged by the members.

3. Approval of the prepared SSR

IQAC coordinator presented an overview of the Self-Study Report (SSR), highlighting key sections including student support, student progression, courses completed by the faculties and other activities.

Resolutions:

● The members gave suggestions to introduce an exit interview form right after students complete their graduation to obtain details on their further engagement in higher studies or placement.

● Members also suggested that in few cases where we cannot find the information about the students, we can put his/her LinkedIn profile as proof or supporting documents.

4. Report of FDP programme completed by faculty during the academic year 2023-24

Dr Sanchita provided report of FDP programmes completed by faculties in the year 2023-24. The report was acknowledged by the members.

5. Planning for the upcoming academic year

Resolutions:

- Dr Sanchita provided an update on the process of formulating new course layout under the autonomy, for the existing programmes. She informed the members about the formation of Board of Studies for each Programme and that the board of studies were tasked with the responsibility of designing a relevant and competitive syllabus.

- Discussions were held on to integrate Indian Knowledge system as add-on courses that proves to be beneficial for the students of this institute.

- IQAC members gave suggestions regarding courses such as Ancient Indian Philosophy, Fundamental rights and duties, Traditional knowledge & Folklore and so on.

- Dr Sanchita presented the ongoing practices of XITE that promotes green campus initiatives.

- Discussions were held on other initiatives that encourage sustainability and environmental responsibility. Members gave multiple suggestions such as 'one student one tree', 'plastic disposable carriage use for only plastic waste', 'disposable E-waste management in the campus' and so on.

Action to be taken:

- Preparing an exit interview form
- Preparing a list of students for whom details are unavailable
- Designing add-on courses as per suggestions
- Initiate plastic and e-waste disposal drives
- Initiate environmental sustainability drives.

Meeting Adjourned: 5.30 PM

Minutes of the meeting prepared by

Swati Singh

Dr Swati Singh

IQAC
CELL

Assistant Professor, Department of English

XITE

Action Taken Report of IQAC meeting held on 24/06/2024

Preparing an exit interview form

1. The Exit Interview form has been prepared. It is a part of our ongoing efforts to enhance the experience of our students. The information collected through this form will help us gather valuable feedback to improve our programs and performance.

Preparing a list of alumni for whom details are unavailable

2. We have updated our records and have identified a list of 63 ex-students for whom certain details were unavailable. Following the advice of the IQAC members, social media and contacts from other ex-students were explored to retrieve the missing information. However, information could be retrieved for only 8 students.

Designing add-on courses as per suggestions

3. Suggestions were given to develop courses on the Indian Knowledge system, Ancient Indian Philosophy, Fundamental rights and duties, and Traditional knowledge & Folklore. The Course structure for 'Indian Knowledge System' was prepared by the Board of Studies of the Department of Business Studies. Additionally, we have structured a course on 'Media Literacy as a Multi-Disciplinary Course. We are in the process of designing the other add-on courses suggested.

Initiate plastic and e-waste disposal drives

4. We have successfully initiated plastic and E-waste disposal drives. We have signed an MOU with Hulladek Recycling for e-waste awareness programs for students and the collection and disposal of e-waste generated by XITE Gamharia. Hulladek Recycling is licensed by the Central Pollution Control Board of India to collect and channelize electronic and electrical waste from all over the country. Hulladek has also committed to providing internships to XITE students.

Initiate environmental sustainability drives

5. For the academic year 2023-24, we have contributed to our ongoing sustainability drive by initiating the 'one student, one tree' program where newly admitted students planted saplings and were made responsible for their care. CII Jamshedpur chapter donated 80 saplings of fruit-bearing trees to the college. Additionally, with the help of scientists from the Indian Institute of Integrative Medicine (CSIR-IIIM), Jammu, an "Herb Garden" was planted. This initiative was a collective effort, and its success is a testament to the dedication and enthusiasm of our entire college community.

IQAC Coordinator
IQAC
CELL

IQAC Chairperson
PRINCIPAL
XITE Gamharia