

## XITE, GAMHARIA

### Composition of IQAC for the year 2024-25

**The following members are appointed to be a part of the IQAC of XITE, Gamharia for the academic year 2024-25.**

1	Dr (Fr) E. A. Francis SJ	Chairperson
2	Dr Sanchita G. Chowdhury	Coordinator
3	Dr (Fr) Mukti Clarence, SJ	Senior Administrative Officer
4	Prof. Sushmita C. Sen	Faculty, XITE
5	Prof. Amit C.	Faculty, XITE
6	Dr Swati Singh	Faculty, XITE
7	Prof. Akinchan Xaxa	Faculty, XITE
8	Fr. Sebastian P., SJ	Management representative
9	Prof. Tina Stephen	Stakeholder Nominee
10	Fr Gerald Ravi D'Souza, SJ	Senior Administrative Officer
11	Mr. Jaykant Jha	Industry Nominee
12	Mr. Vinod Menon	Nominee of Employers
13	Ms. Sabita Hansda	Nominee from local society
14	Ms. Seema Herenj	Alumna
15	Mr. Akash V. Banra	Student

  
**Coordinator**



  
**Chairperson**



**NAAC Accredited & UGC Recognized**  
**XITE, Gamharia**  
**(Autonomous)**

XITE Campus  
Behind Tata Complex Colony  
Gamharia Saraikela- 832 108, Jharkhand  
Tel: (0657) – 2333352/ 6203885338  
E-mail: principal@xite.ac.in  
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XITE/IQAC/2024-25/01

Date: 16/09/2024

**To**  
**All the members of the IQAC**  
**XITE Gamharia (Autonomous)**  
**Gamharia, Jharkhand**

**Subject: Notice and Agenda for Meeting of IQAC**

Respected Sir/Madam

A meeting of the IQAC is scheduled on 25<sup>th</sup> September, 2024 at 3.00 p.m. in the College Conference Hall to discuss the following agenda;

1. Welcoming of the new members
2. Presenting the Minutes of the previous meeting and the Action Taken Report
3. Update on the Entrepreneurship training conducted by XITE Gamharia for Trainees of mushroom cultivation under DST SEED Project
4. Improvement of the Teaching – learning process at XITE
5. Identification of new degree/diploma/certificate courses under autonomy

Please make it convenient to attend the meeting.

Yours faithfully,

  
**Dr. (Fr.) E.A. Francis S.J.**  
**Chairperson, IQAC**





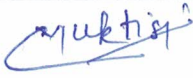
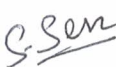



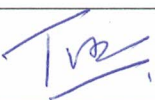


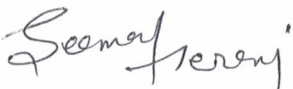

  
**Dr. Sanchita Ghosh Chowdhury**  
**Coordinator, IQAC**

**IQAC**  
**CELL**

**XITE, GAMHARIA (Autonomous)**

**Attendance Sheet for 1<sup>st</sup> IQAC meeting**

**Date: 25<sup>th</sup> September, 2024**

1	Dr (Fr) E. A. Francis SJ	
2	Dr Sanchita G. Chowdhury	
3	Dr (Fr) Mukti Clarence, SJ	
4	Prof. Sushmita C. Sen	
5	Prof. Amit C.	
6	Dr Swati Singh	
7	Prof. Akinchan Xaxa	
8	Fr. Sebastian P., SJ	
9	Prof. Tina Stephen	
10	Fr Gerald Ravi D'Souza, SJ	
11	Mr. Jaykant Jha	
12	Mr. Vinod Menon	
13	Mrs. Sabita Hansda	
14	Ms. Seema Herenj	
15	Mr. Akash V. Banra	



## Minutes of the Meeting

1<sup>st</sup> IQAC Meeting

Date: September 25, 2024

Time: 3.00-5.30 PM

Venue: The College Conference Room

Attendees: 12

### Agenda:

1. Welcoming of the new members
2. Presenting the Minutes of the previous meeting and the Action Taken Report
3. Information sharing on NAAC Accreditation Extension
4. Update on the Entrepreneurship training conducted by XITE Gamharia for Trainees of mushroom cultivation under DST SEED Project
5. Improvement of the Teaching – learning process at XITE
6. Identification of new degree/diploma/certificate courses under autonomy

#### 1. Introduction and Welcome of New Members

The meeting commenced with a warm welcome extended to the newly inducted members of the IQAC. Fr Gerald Ravi D'Souza, S.J., a senior administrative officer, Mr. Akash Banra, representing the student body, and Ms. Seema Herenj, an alumni representative, were formally introduced by the Head of IQAC. Their role in bringing fresh perspectives from the administrative standpoint, the student and alumni communities was appreciated, and they were invited to actively engage in the IQAC's future deliberations.

#### 2. Approval of the Previous Meeting's Minutes and Action Taken Report (ATR)

The minutes of the last meeting were read aloud and reviewed. All members present approved the document without any modifications. Additionally, the Action Taken Report (ATR) based on the resolutions from the previous meeting was presented and unanimously approved by all the members present.

#### 3. NAAC Accreditation Extension

The IQAC Chair informed the members that the institution's NAAC accreditation has been extended until 2029. This extension was granted on account of the institution's transition to an autonomous College, which has been a significant milestone for XITE. The members were pleased with this development as it reflects the institution's ongoing commitment to maintaining high standards of education and institutional excellence.

#### 4. Update on the Entrepreneurship training conducted by XITE Gamharia for Trainees of mushroom cultivation under DST SEED Project

The entrepreneurship training program conducted by XITE as a part of the DST SEED project has already been initiated. 10 Participants from six villages under Gamharia block has been chosen for the entrepreneurship training on mushroom cultivation. Karuna Shechen, an international NGO will provide support for practical training to the villagers. The six-month course is designed to empower the villagers to start their own ventures in mushroom cultivation, combining practical skills with entrepreneurship knowledge.

#### Teaching and Learning Improvement at XITE

A significant part of the meeting was devoted to discussing improvements in teaching and learning methods at XITE:





- **Program Outcomes (POs) Measurement:** It was decided that the levels of Program Outcomes (POs) would be divided into four categories for more precise assessment. An additional level (60-74) will be introduced to reflect mid-level achievements in PO assessments.
- **Course Outcomes (COs) Measurement:** The current system of CO measurement was deemed adequate and would remain unchanged.
- **Reports:** Heads of Departments will present annual reports on the program outcomes of their departments. All faculty will present course outcome reports on the courses taught by them to the respective HoD at the end of every semester.

### Special Measures for Slow and Fast Learners

To cater to the varying academic needs of students, specific interventions were proposed:

- **Advanced Learners as Teaching Assistants:** Advanced learners will be given the opportunity to serve as teaching assistants. They will be assigned specific tasks such as giving lectures or conducting classes once a week. This not only helps the advanced learners but also offers additional support to their peers.
- **Courses from Learning Platforms:** Students will be encouraged to opt for courses from different online learning platforms to supplement their academic learning. Advanced learners will assist their peers in navigating these platforms.
- **Project Assistance and Research Help:** Advanced learners will support faculty members in research activities and provide project assistance to their peers. In recognition of their contributions, certificates or letters of appreciation will be awarded.
- **Lectures by Advanced Learners:** For both major and minor papers, advanced learners will give one lecture a week to provide additional insights and peer-led learning opportunities.
- **Remedial Classes for SEC, MDC, AEC, VAC:** Toward the end of each semester, remedial classes for Skill Enhancement Courses (SEC), Multi-Disciplinary Courses (MDC), Ability Enhancement Courses (AEC), and Value-Added Courses (VAC) will be organized to ensure that slow learners receive additional support and revision opportunities.

### 5. Discussion on Degree, Certificate and Diploma Courses

Various new certificate and diploma courses were proposed and tabled for discussion. It was suggested that most of these courses be offered online, with a short on-campus immersion period to ensure flexibility for students. The members agreed that online learning options would allow for greater accessibility and convenience, especially for working professionals and distant learners.

Additionally, it was decided that all departments will offer specializations that are in sync with current demand in the job market. After deliberations it was decided that Department of Business administration will offer 'HR Analytics' and 'Digital Marketing' as new specializations along with 'Finance' and 'Marketing'. Department of Commerce will offer specialization in 'Finance' and 'Banking and Insurance' along with the existing specialization in 'Accounts'. Department of Economics will offer specializations in 'Financial Markets' and in 'Business Analytics'. The Department of English will offer a specialization in 'Corporate Communication & Public Relation'.

- It was decided that the college will offer a BCA program from the next academic session. The meeting was adjourned at 5.30 PM. The Chairperson thanked everyone for their presence and valuable inputs.

Minutes of the meeting prepared by

*Akinchan Xaxa*

Prof. Akinchan Xaxa,  
Asst. Professor, XITE Gamharia



## Action Taken Report of IQAC meeting held on 25/09/2024

Based on the discussions recorded and suggestions received during the 1<sup>st</sup> IQAC meeting of the academic year 2024-25 held on 25<sup>th</sup> September 2024, the following actions were taken;

### **1. Improvement of the Teaching – learning process at XITE**

- a. Faculty were briefed on the revised assessment structure for Program Outcomes (POs) to ensure proper implementation and consistency across departments.
- b. The approved method of recording Course Outcomes (COs) was also shared with the faculty members and faculty were reminded to maintain consistency in CO measurement and ensure alignment with program objectives. Additionally, faculty members were directed to prepare course outcome reports for each course they teach and submit these to their HoDs at the end of each semester.
- c. The Heads of Departments (HoDs) were informed of the requirement to compile and present annual reports on the program outcomes of their respective departments.
- d. The reporting structure and templates for each of the above were shared during the common faculty meeting, during departmental meetings and also through email, and a deadline was set by individual departments for the initial round of reports to be completed.

### **2. Special measures for Slow and Fast Learners:**

- a. Each faculty was advised to identify slow and fast learners for their course. 2-3 selected fast learners were advised to be appointed as teaching assistants who would help the faculty to engage the class on selected topics and will lead projects. Advanced learners will deliver one lecture per week for both major and minor papers. Faculty were instructed to provide teaching assistants with letters of appreciation for this effort.
- b. Faculty were instructed to get students enrolled in at least one supporting course on an online platform.
- c. Faculty were instructed to identify 1-2 advanced learners and engage them as research assistants. The research assistants would be provided with certificates for their contribution.
- d. Faculty were advised to arrange for remedial Classes for Skill Enhancement Courses (SEC), Multi-Disciplinary Courses (MDC), Ability Enhancement Courses (AEC), and Value-Added Courses (VAC) at the end of the semester.

### **3. Discussion on Degree, Certificate and Diploma Courses**

- a. Preliminary steps were taken to initiate approvals from the Parent University for starting the Bachelor of Computer Applications (BCA) program.
- b. The suggestions for departmental specializations were submitted to the Governing Board for its approval.

IQAC Coordinator

CO-ORDINATOR  
IQAC  
XITE GAMHARIA

IQAC Chairperson







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XITE/IQAC/02/24

Date: 11/11/2024

To  
All the members of the IQAC  
XITE Gamharia (Autonomous)  
Gamharia, Jharkhand

**Subject: Notice and Agenda for Meeting of IQAC**

Respected Sir/Madam

**A meeting of the IQAC is scheduled on 25<sup>th</sup> November, 2024 at 3.00 p.m. in the College Conference Hall to discuss the following agenda;**

1. Presenting and Approval of the Minutes of the previous meeting
2. Action Taken Report of the previous meeting
3. Presentation of activities planned by various Departments
4. Report of Annual Sports day Celebration
5. Presentation of plans for National Conference 2024
6. Presentation on progress of project under Unnat Bharat Abhiyan
7. Any other matter with permission of the Chair

Please make it convenient to attend the meeting.

Yours faithfully,

  
Dr. (Fr.) E.A. Francis S.J.  
Chairperson, IQAC

  
Dr. Sanchita Ghosh Chowdhury  
Coordinator, IQAC

**IQAC  
CELL**




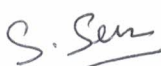

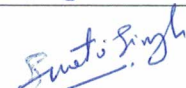
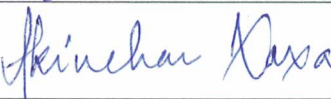




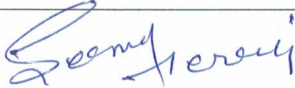





**XITE, GAMHARIA (Autonomous)**

**Attendance Sheet for 1<sup>st</sup> IQAC meeting**

**Date: 25<sup>th</sup> November, 2024**

1	Dr (Fr) E. A. Francis SJ	
2	Dr Sanchita G. Chowdhury	
3	Dr (Fr) Mukti Clarence, SJ	
4	Prof. Sushmita C. Sen	
5	Prof. Amit C.	
6	Dr Swati Singh	
7	Prof. Akinchan Xaxa	
8	Fr. Sebastian P., SJ	
9	Prof. Tina Stephen	
10	Fr Gerald Ravi D'Souza, SJ	
11	Mr. Vishrut Mishra	
12	Mr. Vinod Menon	
13	Mrs. Sabita Hansda	
14	Ms. Seema Herenj	
15	Mr. Akash V. Banra	

# Minutes of the 2<sup>nd</sup> IQAC Meeting of 2024-25

**Date & Time:** November 25, 2024; 3.00-4.30 PM

**Venue:** Conference Room, XITE Gamharia

## **Agenda:**

1. Presenting and Approval of the Minutes of the previous meeting
2. Action Taken Report of the previous meeting
3. Presentation of activities planned by various Departments
4. Report of Annual Sports day Celebration
5. Presentation of plans for National Conference 2024
6. Presentation on progress of project under Unnat Bharat Abhiyan
7. Any other matter with permission of the Chair

### **1. Presenting and 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 of the previous meeting**

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

### **3. Presentation of activities planned by various Departments**

Department Heads of all the four disciplines presented the departmental activities planned for the academic year 2024-25. Based on the discussions that ensued, the following suggestions were offered by various members;

- **Department of Business Administration:** Mr Amit Chaturvedi, Head of the department presented the details of activities planned by his department. Members inquired about the details of the provisions for Industry visit and the objectives of the village visit planned for the students of the department. Appropriate clarifications were provided and members gave the following suggestions to the department;
  - a. Instead of sending the whole class together, smaller groups of 10-12 students can be sent for increased effectiveness of experiential learning.
  - b. To motivate involved participation, students could be asked to prepare a report of their visit stating their learning from the experience.
- **Department of Commerce:** Ms. Sushmita C. Sen, Head of the Department, presented the details of activities planned by her department. Various activities like workshops, seminars and expert talks were discussed. The following suggestions were given to the department;
  - a. Father Principal advised the department to keep note of the University examination schedule while scheduling such sessions for the students.
  - b. Members appreciated the plan to conduct a session on resume building and suggested that it could be offered to all the students across disciplines. After the session, students can submit their prepared resume as assignment that will show their learning outcomes. Mr. Menon shared that students are often unaware of the etiquettes necessary for facing an interview and could be trained on the same.
- **Department of Economics:** Dr. Sanchita G. Chowdhury, Head of the department presented the details of activities planned by her department. Visits to a Bank for exposure in financial transactions and village visits for exposure to socioeconomic data were discussed and the following suggestions were offered;
  - a. When presented with the fact that banks rarely encourage such visits, members suggested that smaller branches where less transactions take place may be more open



- in encouraging such visits. Mr. Menon agreed to help the department to arrange a visit to Canara Bank, Adityapur.
- b. Fr. Principal advised the department to take the students to the villages adopted by the College under the Unnat Bharat Abhiyan scheme for the study of socioeconomic data.
  - c. Mr. Visrut Mishra, Corporate HR, Tata Steel, Gamharia and an IQAC member of XITE Gamharia offered his support in arranging a talk on Climate Finance by an expert from Australia.
  - d. Fr Vice- Principal suggested that the debate competition organized by the department could have been open for other students as well and advised the same for future competitive events. He added that after any such competitive event the students can share a summarized content of the same during the morning assembly.
- **Department of English:** Mr Akinchan Xaxa Head of the department presented the details of activities planned by his department. Among other activities, the department's 'one month-one lecture' program intended to expose the students of the department to guest lecturers from other institutions was appreciated by all members. Other departments were advised to initiate similar collaborative efforts in their respective domains. Members suggested that the department could share the details of the monthly sessions with the media for greater visibility and popularity of the Department and the College.

#### **4. Report of Annual Sports day Celebration**

Professor Amit Chaturvedi, mentor of the Sports Club presented a report of the Annual Sports Day held on 23<sup>rd</sup> November 2024. The report was acknowledged by the members and the effort of all involved was applauded.

#### **5. Presentation of plans for National Conference 2024**

Professor Akinchan Xaxa, Coordinator and Co-convener of the conference presented the details of the upcoming conference which is to be organized on 7<sup>th</sup> and 8<sup>th</sup> December, 2024. The members recommended that the conference brochure be shared with local and outstation corporates so as to encourage and ensure participants from the industry as well.

#### **6. Presentation on progress of project under Unnat Bharat Abhiyan**

Fr Mukti Clarence S.J. presented the progress report to the members and his efforts towards the same was appreciated. Members suggested that to increase the exposure and experience of the students of the college, they may be engaged in collecting and analysis of the data gathered from the villages.

Having no other matter for the discussion, the meeting was adjourned at 4.30 PM

Minutes of the meeting prepared by Dr Swati Singh

  
**CO-ORDINATOR**  
**IQAC**  
**XITE GAMHARIA**





## Action Taken Report of IQAC meeting held on 25/11/2024

Based on the discussions recorded and suggestions received during the 2<sup>nd</sup> IQAC meeting of the academic year 2024-25 held on 25<sup>th</sup> November 2024, the following actions were taken;

### **1. Implementation of the suggestions for departmental activities received from the members of IQAC.**

Department of Business Administration decided to send smaller groups for industry visits to increase the effectiveness of experiential learning. Students are now required to prepare and submit a report stating their learning from the experience.

Department of Commerce finalized the plan to conduct a session on Resume building for all students of the final year.

Department of Economics organized village visits to villages adopted by the College under the Unnat Bharat Abhiyan scheme for the study of socioeconomic data.

Department of English has finalized the department's 'one month-one lecture' program intended to expose the students of the department to guest lecturers from other institutions.

### **2. ICSSR-funded National Conference 2024**

The ICSSR-funded National Conference on the theme, "Navigating Vulnerability, Identity, Minority Narratives, Gender, Childhood and Societal Transformations" was successfully held at XITE Gamharia (Autonomous) on 7<sup>th</sup> and 8<sup>th</sup> December 2024. The two-day event featured enlightening keynote speeches, engaging panel discussions, and innovative research presentations. Dr. Rupa Sarkar (Associate Professor, Department of English, Arka Jain University, Jharkhand) was invited as a keynote speaker. She shared her expertise and inspired meaningful conversations. The participation of dynamic researchers and students further enriched the dialogue, fostering a vibrant exchange of ideas.

  
IQAC Coordinator

CO-ORDINATOR  
IQAC  
XITE GAMHARIA

  
IQAC Chairperson





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XITE/IQAC/03/24

Date: 24/01/2025

To  
All the members of the IQAC  
XITE Gamharia (Autonomous)  
Gamharia, Jharkhand

**Subject: Notice and Agenda for Meeting of IQAC**

Respected Sir/Madam


A meeting of the IQAC is scheduled on 28<sup>th</sup> January, 2025 at 3.00 p.m. in the College Conference Hall to discuss the following agenda;

1. Presenting and Approval of the Minutes of the previous meeting
2. Action Taken Report of the previous meeting
3. Presentation of the prepared AQAR 2023-24

Please make it convenient to attend the meeting.

Yours faithfully,

  
Dr. (Fr.) E.A. Francis S.J.  
Chairperson, IQAC

  
Dr. Sanchita Ghosh Chowdhury  
Coordinator, IQAC



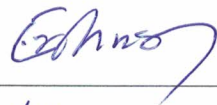



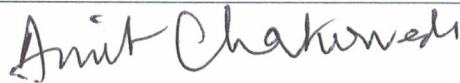



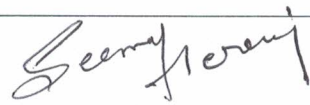

CO-ORDINATOR  
IQAC  
XITE GAMHARIA



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[www.xite.ac.in](http://www.xite.ac.in)

**Attendance Sheet for 3<sup>rd</sup> IQAC meeting**  
**Date: 28<sup>th</sup> January, 2025**

1	Dr (Fr) E. A. Francis SJ	
2	Dr Sanchita G. Chowdhury	
3	Dr (Fr) Mukti Clarence, SJ	
4	Prof. Sushmita C. Sen	
5	Prof. Amit C.	
6	Dr Swati Singh	
7	Prof. Akinchan Xaxa	
8	Fr. Sebastian P., SJ	
9	Prof. Tina Stephen	
10	Fr Gerald Ravi D'Souza, SJ	
11	Mr. Visrut Mishra	
12	Mr. Vinod Menon	
13	Mrs. Sabita Hansda	
14	Ms. Seema Herenj	
15	Mr. Akash V. Banra	



## Minutes of the 3<sup>rd</sup> IQAC Meeting of 2024-25

**Date & Time:** January 28, 2025; 3.00-5.00 PM

**Venue:** Conference Room, XITE Gamharia

### **Agenda:**

1. Presenting and Approval of the Minutes of the previous meeting
2. Action Taken Report of the previous meeting
3. Presentation of the prepared AQAR 2023-24

### **1. Presenting and 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 of the previous meeting**

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

### **3. Presentation of the Prepared AQAR 2023-24**

The IQAC Coordinator presented the prepared AQAR Report for approval of the members. The members were informed about the details of the process of AQAR preparation adopted by the institution, that is;

The 7 criteria were divided among 7 teams, each team comprising of both senior and junior faculty where a senior faculty is in charge.

Criteria 1: Prof. Sushmita C. Sen (In-charge) assisted by Dr Swati Singh

Criteria 2: Prof. Akinchan Xaxa (In-charge) assisted by Prof. Anjali Jha

Criteria 3: Dr. Sanchita Ghosh Chowdhury (In-charge) assisted by Prof. Reetika Singh

Criteria 4: Prof. Amit Chaturvedi (In-charge) assisted by Mr. Santosh & Ms. Seema

Criteria 5: Dr. Radha Mahali (In-charge) assisted by Prof. Raj Bansal & Prof. Nishit Singh

Criteria 6: Dr. Fr. E.A.Francis (In-charge) assisted by Dr. Rajesh Kr. Rana

Criteria 7: Dr. Fr. Mukti Clarence (In-charge) assisted by Prof. Nidhi Kumari

A deadline for submission of documented criteria was given to each team. The information submitted by the teams were reviewed and feedback was given by the IQAC Coordinator. A resubmission date was given to criteria in-charges and after resubmission, information was uploaded.

The members approved the AQAR and advised that it be submitted well within the deadline of 2<sup>nd</sup> February, 2025.

Having no other matter for the discussion, the meeting was adjourned at 5.00 PM



Minutes of the meeting prepared by Dr. Sanchita Ghosh Chowdhury

CO-ORDINATOR  
IQAC  
XITE GAMHARIA

## Action Taken Report of IQAC meeting held on 28/01/2025

Based on the discussions recorded and suggestions received during the 3<sup>rd</sup> IQAC meeting of the academic year 2024-25 held on 28<sup>th</sup> January 2025, the following action was taken;

### 1. Submission of AQAR.

The approved AQAR was submitted on the institution's NAAC portal on 30<sup>th</sup> January, 2025. The submitted AQAR was accepted by NAAC.

  
IQAC Coordinator

CO-ORDINATOR  
IQAC  
XITE GAMHARIA

  
IQAC Chairperson





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XITE/IQAC/04/24

Date: 03/05/2025

To  
All the members of the IQAC  
XITE Gamharia (Autonomous)  
Gamharia, Jharkhand

Subject: Notice and Agenda for Meeting of IQAC

Respected Sir/Madam

A meeting of the IQAC is scheduled on Monday, the 5<sup>th</sup> of May, 2025 at 3.00 p.m. in the College Conference Hall to discuss the following agenda;

1. Presenting and Approval of the Minutes of the previous meeting
2. Action Taken Report of the previous meeting
3. Reports on departmental activities till March 2025
4. Report on achievement of targets set for academic year 2024-25 as per AQAR 2023-24
5. Update on contribution of IQAC till date
6. Discussions on further possible interventions by IQAC in the academic year 2025-26

Please make it convenient to attend the meeting.

Yours faithfully,

  
Dr. (Fr.) E.A. Francis S.J.  
Chairperson, IQAC

  
Dr. Sanchita Ghosh Chowdhury  
Coordinator, IQAC



CO-ORDINATOR  
IQAC  
XITE GAMHARIA





**NAAC Accredited & UGC Recognized**  
**XITE, Gamharia**  
**(Autonomous)**

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**Attendance Sheet for 4<sup>th</sup> IQAC meeting**  
**Date: 05<sup>th</sup> May, 2025**

1	Dr (Fr) E. A. Francis SJ	<i>E. A. Francis</i>
2	Dr Sanchita G. Chowdhury	<i>S. G. Chowdhury</i>
3	Dr (Fr) Mukti Clarence, SJ	<i>Mukti Clarence</i>
4	Prof. Sushmita C. Sen	<i>S. Sen</i>
5	Prof. Amit C.	<i>Amit Chatterjee</i>
6	Dr Swati Singh	<i>Swati Singh</i>
7	Prof. Akinchan Xaxa	<i>Akinchan Xaxa</i>
8	Fr. Sebastian P., SJ	<i>Sebastian P.</i>
9	Prof. Tina Stephen	<i>Tina Stephen</i>
10	Fr Gerald Ravi D'Souza, SJ	<i>Gerald Ravi D'Souza</i>
11	Mr. Visrut Mishra	
12	Mr. Vinod Menon	<i>Vinod Menon</i>
13	Mrs. Sabita Hansda	<i>Sabita Hansda</i>
14	Ms. Seema Herenj	<i>Seema Herenj</i>
15	Mr. Akash V. Banra	

# Minutes of the 4<sup>th</sup> IQAC Meeting of 2024-25

**Date & Time: May 5, 2025; 3.00-4.30 PM**

**Venue: Conference Room, XITE Gamharia**

## **Agenda:**

1. Presentation and Approval of the Minutes of the previous meeting
2. Action Taken Report of the previous meeting
3. Reports on departmental activities till March 2025
4. Report on achievement of targets set for academic year 2024-25 as per AQAR 2023-24
5. Update on the contribution of IQAC till date
6. Discussions on further possible interventions by IQAC in the academic year 2025-26

This is the 4<sup>th</sup> meeting of the IQAC of XITE Gamharia (Autonomous). 14 members were present. The meeting started with a short prayer, after which the chairperson extended a warm welcome to everyone present and requested the IQAC Coordinator to start the discussions.

### **1. Presentation and Approval of the Minutes of the previous meeting**

The IQAC coordinator presented the minutes of the previous meeting, and it was unanimously approved by the members.

### **2. Action Taken Report of the previous meeting**

Based on the discussions of the previous meeting, the IQAC coordinator presented the Action Taken Report, and it was unanimously acknowledged that necessary action was duly taken.

### **3. Reports on departmental activities till March 2025**

Department Heads of all four disciplines presented the report of departmental activities up to March 2025. The members extended appreciation to all departments for the successful organization and execution of various academic and co-curricular events throughout the year.

### **4. Report on achievement of targets set for academic year 2024-25 as per AQAR 2023-24**

The IQAC of XITE Gamharia (Autonomous) set clear academic, administrative, and developmental targets for the academic year 2024–25 in alignment with the strategic goals outlined in the AQAR 2023–24. Achievement of targets include Academic, Student Support and Progression, Infrastructure and Learning Resources, Research and Innovation, and Environmental and Best Practices. The academic year 2024–25 witnessed notable progress toward the targets set in the plan. The combined efforts of faculty, students, administration, and stakeholders have led to substantial improvements in academic quality, research output, student success, and institutional governance.

### 5. Update on IQAC till date

The IQAC Coordinator gave detailed updates to the members on the contribution of IQAC. Apart from achieving the outlined targets, the IQAC organized 8 activities aimed at the overall development of the students and towards achieving the mission and vision of the Institution. The members acknowledged and appreciated the efforts and progress.

### 6. Discussions on further possible interventions by IQAC in the academic year 2025-26

Based on the review of achievements in 2024–25 and emerging academic and institutional priorities, the IQAC proposed the following key interventions and strategic focus areas for the academic year 2025–26.

- In alignment with enhancing the employability and technical competency of students, the members proposed the introduction of basic technical skill courses for all students across disciplines. These courses could include foundational topics such as:

Artificial Intelligence and Machine Learning (Basics)  
Effective Use of AI Tools (e.g., ChatGPT)  
PowerPoint and Presentation Skills  
Introduction to Data Handling (Excel, Google Sheets)

- It was suggested that a study booklet may be provided to the freshers as a part of their bridge course. The booklet will help students to revisit the content at any time during the rest of the semester. Members believed that this would be particularly helpful for weak students and slow learners and would improve their overall performance.
- Faculty members shared that many students find numerical subjects challenging due to their abstract nature and heavy problem-solving requirements. IQAC members suggested that extra classes to strengthen their understanding and improve their performance may help students grasp complex numerical concepts better.
- Members also suggested that short-term Certificate courses incorporating practical learning components may be introduced for all students.

### Action to be taken:

The suggestions were accepted and will be incorporated in the upcoming academic year.

Meeting Adjourned: 4.30 PM

Minutes of the meeting prepared by

*Swati Singh*

Dr Swati Singh

CO-ORDINATOR  
IQAC  
GAMHARIA  
05



## Action Taken Report of IQAC meeting held on 05/05/2025

Based on the discussions recorded and suggestions received during the 4<sup>th</sup> IQAC meeting of the academic year 2024-25 held on 5<sup>th</sup> May 2025, the following action was taken;

### 1. Action taken on suggested IQAC Interventions.

A certificate course on MS-Excel was offered to students of the B.A.(Economics) and B.Com.

A certificate course on Youth Leadership was offered to students of the B.A.(English) and B.B.A.

Faculty were requested to provide study material in the form of PDFs, which will serve as soft booklets.

Extra classes were organized for some numerical papers.

  
IQAC Coordinator

CO-ORDINATOR  
IQAC  
XITE GAMHARIA

  
IQAC Chairperson

