



Internal Quality Assurance Cell

ST. XAVIER'S COLLEGE
(An Autonomous College, affiliated to Ranchi University)
RANCHI, JHARKHAND 834 001

Tel: 0651-2214301, 2214 935
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Minutes of the meeting held on 24th of September, 2013

A meeting of IQAC was held on 24th of September, 2013 at 2.00 pm in the conference hall of the college with following agenda:

1. Confirmation of the minutes of the last meeting held on 6th September, 2013.
2. Constitution of the Academic Audit Committee of the College.
3. Reconstitution of IQAC and other committees of the college (Examination Committee, Academic Council, Finance Committee etc.)
4. Discussion on tenure of Deans and Heads of different Departments.
5. Any other matter

Following members of the committee were present:

1. Dr. Fr. N. Tete s.j. – Chairman
2. Dr. Fr. N. Lakra s.j.
3. Dr. R. N. Sinha
4. Dr. G. Jha
5. Dr. Sujit Bose
6. Dr. Navin Kumar
7. Shri Sanjay Kumar – Coordinator
8. Shri B. K. Sinha
9. Dr. N. V. A. Rao
10. Prof. A. K. Sinha – Controller of Examinations
11. Fr. Vinod Bilung s.j. – Rector

Minutes of the meeting:

1. Resolutions taken in the last meeting held on 6th of September, 2013 were confirmed.
2. Second point in the agenda was discussed and the Principal volunteered to find, how other Jesuit Colleges were doing it, during forthcoming meeting of Jesuit Fathers, which he was going to attend. It was also decided that the job description of the committee shall be prepared by the committee itself after its constitution. The job description prepared by the committee shall have to be approved by the IQAC of the college.
3. It was resolved that following will be the members of IQAC:
 - a) Ex-officio members:
 - i) Principal (Chairman)
 - ii) Vice- Principal
 - iii) Rector
 - iv) Controller of Examinations



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v) Deans: Faculty of Science, Faculty of Arts, Faculty of Commerce and Student's Welfare

b) Three representatives from different faculties to be nominated by the Principal.

4. Nomination of members to different committees remains pending with the Principal.
5. It was resolved that the matter of tenure of Deans and Heads of departments be first discussed in the Staff Council before taking it to the Governing Body of the college.
6. It was informed by the Principal that Dr. N. V. Appa Rao has been appointed UGC Nodal Officer.

(Sanjay Kumar)
Coordinator, IQAC
St. Xavier's College, Ranchi

(Dr. Fr. N. Tete, s.j.)
Chairman, IQAC
St. Xavier's College, Ranchi