

Date: 15/07/2025

There was a short meeting in the Principal's Office. Date of the meeting: 15" July 2025;  
Time: 10:45 A.M.

**Agenda of the meeting:**

1. Educational Tour Policy
2. Weekend Programme
3. Video Recording (At least two lectures)
4. Mid-Sem Examinations for Sem-V
5. Guidelines for IAP Sem- V
6. Monthly programme Execution and Assessment (by IQAC)
7. Students respond to classes
8. Staff Meeting (frequency)
9. Any other matter

The meeting took place as it was planned in the Principal Office. All the HoDs of different departments, Vice-Principal and IQAC coordinator came to attend the meeting on time. The meeting was chaired by Dr. Fr. Roshan Ba'a, SJ, Principal of the College. The agenda of the meeting were covered one by one.

1. Education Tour Policy: The purpose of security of both the teacher and students going for educational tour was highlighted. It was decided on the need of an Educational Tour policy which would cover some of the important points like: proper permission for tour, permission from parents, and submission of money to the bursar of the college, giving account of it on completion of the tour.
2. Weekend Programme: It was proposed to take at least two classes on Saturdays and then going for academic and non-academic programmes. But it was suggested that there should not be any class on Saturdays. The proposal to have no class on Saturdays was agreed and responsibility is given to the HoDs of different departments to make this day more students oriented and beneficial for the students.
3. Video Recording: As per the requirement of NAAC, Video Recording of lectures is part of LMS. It was agreed to have at least 15 minutes of video recording, at least two videos by all the faculty members.
4. Mid Sem Examinations for Sem V: On this prior notice was sent to the departments, and it has been decided to completed mid semester examinations of semester V. On this point, the importance of "Continuous Assessment" was discussed. It was decided to avail a diary or a register to each teacher which is customized for recording

different academic activities and performance of each student. The marks given on it would be considered for the final Mid Semester Examinations.

5. Guidelines for IAP Sem V: it was discussed that the university has given three different choices to completed this project: Internship, Apprenticeship and project and field work. It was decided to give students to write a project work. The basis of this could be internship or Apprenticeship or field work. The marking system will be followed as per the guidance of Ranchi University Ranchi.
6. Monthly programme Execution and Assessment (by IQAC): It was decided to follow the monthly programme as much as possible. Sometimes, it may not be easy to complete all the programmes, From our part we should make effort to complete the programme.
7. Students' response to class: The students are coming to the college regularly.
8. Staff Meeting: It was decided to have at least one staff meeting in a month. This meeting has to be called by the Teacher Representative under the guidance of IQAC coordinator.
9. Any other matter:
  - a. Group Insurance for the staff members: On the approval of GB, we will go for group insurance.
  - b. Talk on Mutual Fund: we will plan a talk on mutual fund.

Members Present in the Meeting:

1. Dr. Fr. Roshan Ba'a SJ
2. Dr. Fr. Samir Xavier Bhawnra SJ
3. Dr. Jayanth Kumar Kashyap
4. Dr. Sunil Kerketta
5. Ms Rainy Lakra
6. Ms Nimmie Topno
7. Ms Jessica Tigga
8. Dr. Iline Kongari
9. Mr. Amit Gupta
10. Mr. Ajay Kumar

Minutes written by

Dr. Samir Xavier Bhawnra SJ