

Minutes of the IQAC meeting held on 15th December 2014

The Minutes of the previous meeting was confirmed by the members of the IQAC and duly signed by the Chairman.

The following matters were discussed in the meeting:

1. Fr. Principal informed about the meeting in Asansol with the Minister Mr. Moloy Ghatak regarding the setting up of College at Asansol. Fr. Principal also intimated that a committee has been set up to look after the matter.
2. Fr. Principal informed the members of IQAC about the meeting with Jesuit Principals and formation of an association called WBJCPA (West Bengal Jesuit College Principals' Association).
3. Fr. Principal informed that the next meeting of the WBJCPA would be held at Namchi, Sikkim.
4. Dr. M. Hanif informed that the online system of the upload of personal data of the faculty members would soon be functional.

The Meeting was concluded with a vote of thanks to the Chairperson.

Rev. Dr. J. Felix Raj SJ
Principal & Chairperson

Minutes of the IQAC meeting held on 10th February 2015

Fr. Principal/the Chairperson welcomed the new IQAC Coordinator Prof. Partho Mukherji and began the proceedings.

The Minutes of the previous meeting was read and confirmed by the members of the IQAC and duly signed by the Chairperson.

The following matters were discussed in the meeting:

1. NAAC 2016 visit for reaccreditation for the third cycle.
2. Website update of all events should be properly done
3. For the NAAC visit: emphasis should be on
 - a. Service Learning (NSS work)
 - b. Raghampur campus
 - c. EDC work
4. Prof. Ashis Mitra mentioned –
 - a. Website should look good and be user friendly
 - b. All society related activities, seminars, workshops organized by departments have to be routed through IQAC and the Academic Council should also be kept informed.
 - c. All such events need the Programme & Publication Monitoring Committee approval
5. Before NAAC visit: infrastructural changes need to take place –
 - a. The BBA Department needs more space
 - b. Central Library to shift
 - c. However any space available within college campus needs to be shared.
6. B. Ed NAAC visit – in 2017 (May) to be centralized through College IQAC office
7. Documentation has to be in place. Departmental files should be maintained by all HOD's.

The Meeting concluded with a vote of thanks to the Chairperson.

Rev. Dr. J. Felix Raj SJ
Principal & Chairperson

Minutes of the IQAC Meeting held on 21st April 2015

The Coordinator welcomed the Chairperson Fr. Principal, and the team members.

The IQAC office has assessed the SSR questionnaire and identifies the sections that are to be taken up by the members.

- Prof. Amitava Roy has been operating as a Dean for some time now, so he has been entrusted with section related to administration associated with direct academics. Sir will also compile the evaluative report of the BBA.
- Dr. Panchali Sen as the Dean of the International Studies is in charge of the sections that deal with collaboration, international and national; Maam is requested to address section related to programmes offered by the institution.
- Ms. Sujata Pakrashi Lahiri is requested to address sections dealing with non-academic and extracurricular activities offered by the college and the nature and extent of students' involvement and participation.
- Dr. Chandrani Biswas with her experience and expertise takes charge of students mentoring, performance enhancement and supportive service. Maam is also in charge of the Evaluative report of the BA department.
- Prof. Chandrima Banerjee takes charge of the section related Environmental Consciousness, along with the responsibility of compiling the Evaluative report of the B.Com evening and M. Com department.
- Dr. Sumona Ghosh had been actively involved in the last NAAC evaluation. She takes charge of Teaching Learning and Evaluation aspects; along with the compilation of the Evaluative Report of the B. Com Morning department. Maam had with researched regard prepared 22 folders on the last occasion. We all may make use of her experience.
- Dr. Arup Mitra has been requested to take up the sections of Research and Consultancy; he is strongly equipped to address this section of the questionnaire. Sir is in charge of the Evaluative Report of BSC Department.
- Rest of the section will be worked out by the IQAC office in consultation with the
 - ❖ Principal's Office
 - ❖ Academic Council Office
 - ❖ Treasurer's office
 - ❖ B.Com Office – M & E
 - ❖ BBA office
 - ❖ BA & BSC office
 - ❖ Other facility centers like NSS, NCC, Placement Cell, Sports etc.
- Members who seek access to the complete questionnaire were requested to pick up the same from the IQAC office.
- For collection of Data, the following sources were identified.
 - ❖ The SSR submitted to NAAC
 - ❖ Autonomy Report
 - ❖ Academic Audit Report
 - ❖ All AQARs
- The target date for the collection of data was identified to be 11th May, 2015. The members of the preparatory team will meet again on 11th May at 11 AM in room 15A to assess progress.

The following observations – Questions overlap – we had experienced if on the last occasion when we conducted a collective study; therefore we shall have to collect our data; as there be no discrepancy/anomaly

Emerging out of the Meeting: Choice based credit system has to be highlighted in the report.

Ragabhpur Campus.

The meeting ended with a Vote of Thanks to the Chairperson.

Rev. Dr. J. Felix Raj SJ
Principal & Chairperson

Minutes of the IQAC Meeting held on 11th May 2015

The Coordinator welcomed the Chairperson Fr. Principal, and the team members. The meeting was called to order by Fr. Principal. Prof. Dr. Panchali Sen, Dean of International Studies read out the Minutes of the first meeting held on 21st April 2015. The minutes were approved by the home.

The following observations were made: -

- Prof. Partho Mukherji mentioned that the SSR has 2 components – Numerical and Non-numerical. The numerical part consists of number of faculty, number of students admitted etc.; the non-numerical part consists of mission & vision, future prospects, administrative process etc., this is about 60-70% of the SSR.
- Fr. Principal stated that the criterion for Choice Based Credit System can be included in the non-numerical section of the SSR.
- Prof. Ashish Mitra spelt out the terms of the Choice Based Credit System.
- Prof. Arup Mitra suggested a Credit Transfer system.
- Fr. Principal suggested that credit transfer happens at the International Level. Prof. A. Mitra pointed out that this is included in the Manitoba and Minnesota Universities.
- Fr. Principal mentioned that the Raghbapur expansion should be an important component of the SSR.
- Individual members were asked to share their views on the progress made by committee members with regard to their respective allocation.
- Prof. Dr. Chandrani Biswas presented the progress of her section on Student's Support and Progression.
- Prof. Arup Mitra presented the progress made by him with regard to his section of Research & Consultancy.
- Prof. Sumona Ghosh highlighted the need to incorporate details pertaining to Student Teacher Collaborative Research in B. Com / BBA / MCOM departments.
- Prof. Amitava Roy stated that all information pertaining to the section of Curriculum Design and Development have to come from BCOM (M & E), BBA departments and BA / BSC.
- Prof. Ashish Mitra observed that curriculum designing involves an elaborate process.
- Maam Sujata P. Lahiri informed that reports pertaining to Extra-Curricular Activities have been collated.
- Prof. Chandrima Banerjee informed the members that she was corresponding with Fr. Xavier for the details regarding Environmental Studies related aspect of the SSR.
- Prof. Dr. Panchali Sen stated that the programmes offered by the institution, international collaboration, strategy development have been addressed by her, she has collected the relevant references from the different offices.
- Prof. Partho Mukherji stated that the source for relevant data of the different sections have been identified by the IQAC office, Members were requested to get in touch with the IQAC office for them to refer to the various sources points.

The meeting ended with a Vote of Thanks to the Chairperson.

It was proposed that the next meeting of the NAAC Preparatory team will be held on 20th June, 2015 at 11 am.

Rev. Dr. J. Felix Raj SJ
Principal & Chairperson

Minutes of the IQAC Meeting held on Friday 26th June, 2015

Prof. Partho Mukherji, the IQAC Coordinator welcomed the Chairperson Fr. Principal Rev. Dr. J. Felix Raj SJ, and the team members. The meeting was called to order by Fr. Principal. Prof. Dr. Panchali Sen, Dean of International Studies read out the Minutes of the second meeting held on 11th May 2015. The minutes were approved by the members present in the meeting.

The following observations were made: -

- Prof. Partho Mukherji identified some areas of reflection highlighted by the NAAC Questionnaire –
 - Curriculum Feedback
 - 360⁰ Feedback
 - Curriculum Enrichment
 - Student Profile Mapping
 - Bridge Course
 - MCQ for CIA Examination
 - Mentoring
 - Modular plan for Subjects
 - E-Campus
 - Simulated Examination
 - Audit
- Prof. Amitava Roy, Dean of BBA stated that the documentation will be automatic if the College uses software. He also observed that the B. Com (M) department conducts exit feedback of Professors' performance.
- Fr. Principal highlighted the need for all Heads of Department to conduct peer feedback on the basis of a questionnaire and score sheet. SWOT analysis of professors and departments is necessary for building up healthy inter-personal relations for the benefit of the students. A minimum of two Departmental Meetings a semester must be conducted every semester. Fr. Principal asked the IQAC Coordinator to formalize the peer feedback procedure.
- Fr. Principal also highlighted the significance of other areas of reflection: –
 - ☞ Curriculum Designing which involves seminar and conference participation.
 - ☞ Student Profile Mapping – Students are given a set of question for profile preparation. The Counselling department organizes such session at the beginning of the first year.
 - ☞ In order to orient students towards Honours programmes of study, bridge courses will have to be organised:
 - ❖ Prof. Amitava Roy pointed out that B. Com department has provisions for Bridge Courses. The Mathematics and English department had conducted bridge courses in past academic sessions. Fr. Principal observed that counselling done by the respective departments has to be recorded and documented.
- MCOs for CIA examination are considered an option for mid-semester tests. Fr. Principal stated that it could be done twice a semester. Professor can start recoding the contact hours with students in every module with regard to every semester.
- Mentoring – Names and details of students who are mentored by professors for academic aspects have to be maintained.
- Modular plan for respective subjects have to be prepared with learning outcomes.
- E-Campus – on line materials can be placed on a day to day basis to enrich the teaching learning process. It can be uploaded module wise and made available to students with a login.
- Stimulated Examination for Common Entrance Tests like CAT, MAT, GRE and TOEFL etc. can be implemented. The College as Prof. Partho Mukherji, the IQAC Coordinator mentioned may introduce a log in ID to the students. No subsequent involvement is further required. Fr. Principal observed that this specialized method of examination has to be coordinated with Prof. Shalabh Agarwal.
- Audit – Fr. Principal highlighted the need to conduct academic, administrative, green and gender audit. Fr. Principal stated that gender equality is reflected in admissions, participation in sports, society programmes, SWAR and in empowering women administrators. A free and friendly environment for all students is systematically maintained in College.

The meeting ended with a Vote of Thanks to the Chairperson.

It was proposed that the next meeting of the NAAC Preparatory team will be held on Monday, 3rd July, 2015 at 10 am.

Rev. Dr. J. Felix Raj SJ
Principal & Chairperson