

Minutes of the IQAC Meeting held on Tuesday 4th August, 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. Dr. Panchali Sen, Dean of International Studies read out the minutes of the 3rd meeting held on 26th June 2015. The minutes were approved by the members present in the meeting.

Prof. Ashish Mitra proposed that the minutes of the meetings be mailed to respective NAAC team members. Prof. Mitra also enquired about the manner in which the 360⁰ evaluation can be done.

Fr. Principal enquired about the way in which the B. Ed department can be accommodated into the academic structure of the college. The B. Ed has to be assimilated within the existing structure of the institution. Prof. Sunita Singh's name from the B. Ed department was proposed as a representative of the department.

Prof. Mitra enquired whether B. Ed has to submit a separate SSR and AQAR report. Fr. Principal observed that separate reports from B. Ed ought to be submitted.

Prof. Partho Mukherji observed that the last Self Study Report was till June 2010 submitted to NAAC. The NAAC visit took place in November 2011 and remains valid till November 2016.

A revised timeline for HEI's for accreditation has been proposed by NAAC. We shall submit the SSR in June/July 2016. NAAC will decide date of visit and constitute the teams to visit within 3 weeks of receipt of SSR.

The SSR is being prepared till 2014-15 and though some questions concerned data for 4 years, details of the additional years shall be provided with a governing note attached.

A tabular format has to be maintained for 2011-12, 2012-13, 2013-14, and 2014-15. A separate report for 2010-11 will have to be given. The new question for 2014-15 should be included.

Prof. Mitra observed that for Raghampur Campus individual faculty profiles from 2014-15 have to be initiated. Prof. Tinni Goswami's name was proposed as a contact person, for Raghampur Campus.

Prof. Ansala's name from B. Com (Eve), St. Lawrence Campus was proposed as a contact person for St. Lawrence Campus. A Campus Calendar will also have to be made.

Prof. Partho Mukherji spelt out the feedback proposition for NAAC which included syllabus, faculty evaluation from all stakeholders and role of alumnus. Fr. Principal observed that in Foreign Universities, the Alumnus which is a fundraising body includes a very active administrative component. Prof. Partho Mukherji distributed sets of model Questions for the various audits among the members of the team. The members were requested to study the questions and offer their observations in the next meeting. The finalized sets of questions would then go on the website.

The meeting ended with vote of Thanks to the Chairperson.

It was proposed that the next meeting of the NAAC preparatory team will be held on Tuesday, 15th September at 10 AM.

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

Minutes of the IQAC Meeting held on Wednesday 16th September, 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. Dr. Panchali Sen, Dean of International Studies read out the minutes of the 4th meeting held on 04th August 2015. The minutes were approved by the members present in the meeting. The following points were discussed

- All team members of different departments (B. Com. BBA, B. Ed, BA, B. Sc, M. Sc, and M. Com) informed that their work is in substantial progress.
- Prof. Swati Sarkar, Vice Principal, Department of Education enquired about the decision pertaining to the B. Ed department. Fr. Principal remarked that the B. Ed department has time till May 2017.
- Prof. Arup Mitra Suggested that the DBT Star College recognition to Physics, Chemistry & Microbiology for 2015-16 has to be prepared.
- The AQAR report will cover the following years 2010-11, 2011-12, 2012-13, 2013-14, and 2014-15. Prof. Mukherji highlighted the need to reflect upon the audit questions, the audit has to be done on the basis of data collection, data analysis and interpretation of data.
- Some important parameters to be considered in the preparation of the Audit Report are Gender Audit, 360 degree feedback, Faculty Feedback, institutional Feedback and overall rating in program study from students and the members of the Alumni.
- Fr. Principal enquired about the relevance of the Gender Audit. Prof. Mukherji suggested that ISO has a questionnaire for the Audit from which relevant questions have to be selected scrupulously. The college cannot get the CISA certificate if all the ISO questions are not addressed. Fr. Principal observed that the questions are to be kept intact for preparation of the answers.
- The gender questions will be put on the website for the 3rd years students to answer the questions. Fr. Principal suggested that the question will be open to all stakeholders of the institution and those who wish to answer will do so.
- Prof. Mukherji observed that student support and progression report in the SSR has to be presented in terms of 1st and 2nd cycles. The executive summary will give a specific format for the 3rd cycle highlighting institutional achievements and the improvements from the last SSR.
- All audits will be applicable to the B. Ed department.
- Fr. Principal informed that two professional nurses have been appointed in the Infirmary for girl students.
- According to Prof. Ashish Mitra the last Academic Audit was conducted in May 2014 and it is time now for another audit in the new session.
- Names proposed as members of the External Academic Audit were Prof. Dhruba Dandapat, Dr. Anajan Ghosh, Dr. Konica Chatterjee and Dr. Madhumala Sengupta.
- Prof. Swati Sarkar suggested the name Prof. Ritendra Roy along with Prof. Sunita Singh as assistant Coordinators for B. Ed department.

The meeting ended with a Vote of Thanks to the Chairperson and all members present.

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

Minutes of the IQAC Meeting held on Monday 30th November, 2015

Prof. Partho Mukherji welcomed the Chairperson Fr. Principal Rev. Dr. J. Felix Raj SJ and the team members. The meeting was called to order by Fr. Principal. Dr. Chandrani Biswas read out the minutes of the 5th meeting held on 16th September 2015. The minutes were approved by the members present in the meeting. The following points were discussed

- Prof. Ashish Mitra, Member Secretary Academic Council informed about the four days of academic audit recently conducted in the College. Review of the audit is in the process of being prepared for final submission.
- Fr. Principal observed that the College needs feedback from the stakeholders involving Principal, Vice Principals, Controller of Examination, Deans, HoDs, Professors, administrative staff, Non-teaching staff, Alumni/ae and others. He also suggested that since all questions will not be relevant for the Raghampur Campus, a few question will have to be selected carefully.
- Prof. Ashish Mitra observed that ten questions per area will be selected for consideration.
- It was also decided that Prof. Tinni Goswami will translate the questions from English to Bengali for Raghampur Campus.
- The finalisation of the SSR report will involve a team consisting of Fr. Principal, the four Vice principals, Member Secretary Academic Council, Prof. Shalabh Agarwal and IQAC coordinator.
- Prof. Ashish Mitra observed that the new initiatives and proposals together with extension activities will have to be added in the report.
- Dr. Panchali Sen observed that the details of the revised curriculum of 2014 will have to be included in the report.
- Fr. Principal observed that all Hods will have to upload the syllabus in the website.
- Prof. Partho Mukherji observed that report on Data Capture Format II and IV have been sent to MHRD on September 28, 2015. He also observed that the SSR will include the B. Ed department report as 'Evaluative Report of the Department'.
- Prof. Swati Sarkar observed that since the parameters for the B. Ed is separate, the weightage also ought to be separate so the SSR report for B. Ed should go separately though LOI will be same.
- Prof. Partho Mukherji pointed out that the specification for separate SSR is only applicable for separate B. Ed Colleges.
- Fr. Principal asked the IQAC coordinator to write a letter of clarification to NAAC for the given purpose.
- Fr. Principal also pointed out the need to present the report on the Raghampur Campus separately as part of the new initiative.
- Prof. Ashish Mitra observed that the infrastructural facilities for St. Lawrence and Raghampur will have to be mentioned separately. The report on History Honours will come under new initiative. He also asked Prof. Mukherji to include the minutes of the Academic Council in the report.
- Dr. Panchali Sen also highlighted the need to include the details of those departments approved for Ph. D programmes to be included as part of the new initiative. She suggested that it can be included in the section on research consultancy and extension.
- The foundation course reports for 2014-15 and 2015-16 have to be presented in a specific format including objectives, name and title of the course, course content and faculty profile.
- All Professors of BA General and Honours departments in Raghampur Campus are to submit their reports to Fr. Johnson. Prof. Tinni Goswami will be responsible for the compilation and coordination of the Raghampur report.

The meeting ended with a Vote of Thanks to the Chairperson and all members present.

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

Minutes of the IQAC Committee Meeting on Wednesday, February 10, 2016

Prof. Partho Mukherji, the IQAC Coordinator welcomed the Chairperson Fr. Principal Rev. Dr. J. Felix Raj SJ and the Committee Members.

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

The following matters were discussed in the meeting:

- Prof. Mukherji informs the committee of the dates and details of the submission of different reports
 - April 2015 – Submitted Annual Quality Assurance Report (AQAR) 2013-14 to National Assessment Accreditation Council (NAAC)
 - September 2015 – Submitted report for All India Survey of Higher Education (AISHE) Data Capture Format II & IV for 2014-15 to Ministry of Human Resource Development, data till September 2014
 - January 2016 – Submitted report for National Institutional Ranking Framework (NIRF) for 2015 to MHRD
 - February 2016 – Submitted report for All India Survey of Higher Education (AISHE) Data Capture Format II & IV for 2015-16 to Ministry of Human Resource Development, data till September 2014
 - February 2016 – Ready with Annual Quality Assurance Report (AQAR) 2014-15 to be submitted to National Assessment Accreditation Council (NAAC)
 - April 2016 – SSR ready to finalize
- Father Principal states that special mention should be made in SSR of the St. Lawrence Campus and Raghampur Campus.
- Department of Education, which was accredited separately in the year 2012 will be a part of the SSR of the College for the 3rd Cycle of reaccreditation and the details will go as an Evaluative Report, as is with each department.
- Father Principal appoints core team to finalize SSR.
- Prof. Ashis Mitra mentions that the Academic Audit report for the year 2015-16 will be ready by the end of February 2016.
- Prof. Partho Mukherji reiterates that the professors must periodically update their academic achievements' details on the College portal created in collaboration with E-Paathsala. This will enable the IQAC Office to remain ready with the latest documents.

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 Tuesday 05th April, 2016

Prof. Partho Mukherji welcomed the Chairperson Fr. Principal Rev. Dr. J. Felix Raj SJ and the team members. The meeting was called to order by Fr. Principal. Dr. Chandrani Biswas read out the minutes of the 6th meeting held on 30th November 2015. The minutes were approved by the members present in the meeting.

After a brief introduction on the pattern of the SSR offered by Partho Mukherji, the members collectively addressed the details of the executive summary.

The inputs proposed by the members were noted down. The study of Criterion I was completed.

It was decided that the executive summary would be mailed to every member. The next meeting was scheduled on 15th April, 2016 @ 08:30 am, in Room 15A.

The meeting ended with a Vote of Thanks to the Chairperson and all members present.

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

Minutes of the IQAC Meeting held on Friday 15th April, 2016

Prof. Partho Mukherji welcomed the Chairperson Fr. Principal Rev. Dr. J. Felix Raj SJ and the team members. The meeting was called to order by Fr. Principal. Dr. Chandrani Biswas read out the minutes of the 7th meeting held on 05th April 2015. The minutes were approved by the members present in the meeting.

After a brief introduction on the pattern of the SSR offered by Partho Mukherji, the members collectively addressed the details of the executive summary.

The inputs proposed by the members were noted down. The study of Criterion I was completed.

It was decided that the executive summary would be mailed to every member. The next meeting was scheduled on 15th April, 2016 @ 08:30 am, in Room 15A.

The meeting ended with a Vote of Thanks to the Chairperson and all members present.

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