

## **Minutes of the IQAC Committee Meeting held on Thursday, July 28, 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. Partho Mukherji updated the committee about the SSR – the preparation is completed.
- Prof. Ashish Mitra enquired about the data/document details of 2015-16.
- Partho Mukherji explained that 2015-16 documents are readied by the departments.
- Each Department to be given their report separately by IQAC to keep them prepared.
- Fr. Principal asked for suggestions regarding the questionnaire of the Evaluative Report of the Departments – the files will have to be readied.
- July 2015- June 2016 – A separate file on activities and achievements to be maintained by the departments.
- Extended IQAC meetings with all Hods', BOS Chairpersons. (BOS Meetings Departmental Meetings files need to be maintained, Tutorial / remedial Classes)
- Outreach programmes – they should be prepared.
- Departments to prepare PPT presentation of their evaluative report.
- Mentorship reports to be maintained by the department for the visit.
- Core team to get to the sources and keep files in order.
- Dr. Tapati Dutta asked about minutes of mentoring and remedial classes and how to maintain it.
- Fr. Principal mentioned about the Mentorship done by different departments.
- Update on IAS guidance given by Dr. Sanjib Kr. Basu.
- Dr. Panchali Sen updated about the International MOU and different international students
- Prof. Dhrubaranjan Dandapat made the following observations:
  - Post accreditation initiatives taken to overcome the deficiencies indicated last time as improvement.
  - Layout of the College
  - Fire and Earthquake security
- Dr. Sanjib Kr. Basu suggested PHD cell guidelines to be readied.
- Fr. Principal enquired about the finalization of audit reports.
- Prof. Ashis Mitra suggested Personal Management System.
- International Collaboration – Short report with MOU's including JC-HEM.

The Meeting ended with a vote of Thanks to the Chairperson.

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

### **Minutes of the IQAC Committee Meeting on Monday, September 12, 2016**

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

- The Head of each department informed the house about the preparation of the Evaluative Report for the accreditation period of July 2010 to June 2015.
- An additional report for the academic year. July 2015 – June 2016 is also being prepared.
- Fr. Principal noted that with the July 2015- June 2016 report, we shall be updated till the present academic session with respect to data related to different categories and criterions.

The Meeting ended with a vote of Thanks to the Chairperson.

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

### **Minutes of the IQAC Committee Meeting held on Wednesday, September 28, 2016**

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

The following topics were discussed in the meeting:

- Grant details with sanction numbers to be displayed against all the instruments used in all the Laboratories of the College.
- Prof. Ashish Mitra suggested having departmental meetings and pointing out the improvements in the departments since the last NAAC visit.
- It is suggested to departments to check and update website details.
- Powerpoint presentations to be prepared by each department and to be sent to IQAC office.
- Core team to visit each department to check final preparation.
- Departmental reports to be given in another 10 days to each department.
- IQAC, Principal's Office, all Vice Principal's offices to have parity of data.
- Changes brought in by the Department of Education.
- Faculty Management System – to be operational soon, one common portal to be accessed through one CIN.

The Meeting ended with a vote of Thanks to the Chairperson.

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

### **Minutes of the IQAC Committee Meeting held on Wednesday, November 30, 2016**

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

- The following department offered their PPT presentations
  - Department of Physics (UG & PG)
  - Department of Commerce (UG) Morning & Evening
  - Department of Commerce (PG)
  - Department of Microbiology (UG & PG)
  - Department of Biotechnology
  - Department of English
  - Department of Computer Science (UG & PG)
  - Department of Economics
  - Department of Multimedia
- Prof. Partho Mukherji identified the dominant thrust areas that are to form the slides.
- Suggestions were offered about the sequence of slides.
- It was decided that Department of Education and facilities like Central Research Facility (CRF), Central Library will come together on 05/12/2016 to have final presentation.

The Meeting ended with a vote of Thanks to the Chairperson.

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

### **Minutes of the IQAC Committee Meeting on Monday, December 05, 2016**

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

- PPT presentation of the following department and facilities were conducted.
  - Department of Education
  - Central Research Facility
  - International Studies Programme
  - Fr. Verstraeten Central Library
- Suggestions were offered to each team of PPT presentation, with respect to modification and quality improvement.

The Meeting ended with a vote of Thanks to the Chairperson.

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

## **Minutes of the IQAC Committee Meeting on Monday, December 19, 2016**

Prof. Partho Mukherji, the IQAC Coordinator welcomed the Acting Principal Rev Dr. Dominic Savio SJ and the faculty members.

- Rooms for PPT presentation were identified.
- PPT for Raghampur Campus, St. Lawrence Campus and EMMRC to be simultaneously available at the main campus.
- Thrust areas for PPT - research, CBCS, any other achievement act special to the department, for example:
  - Commerce students while still in 3<sup>rd</sup> year achieving ranks in different professional exams like ICSI, ICAI, ICMAI, CFA
  - Young Scientist from science department.
  - Humanities students getting award in different debates and creative writing competitions etc.
- Heads are to be ready with response to each statement made in the evaluative Report – files are department specific

It was decided in the meeting that the next meeting will be held on 05<sup>th</sup> January, 2017 at 12:00 Noon.

The Meeting ended with a vote of Thanks to Rev. Dr. Dominic Savio SJ and all faculty members.

**Rev. Dr. Dominic Savio SJ**

6<sup>th</sup> April, 2017

**Minutes of the Committee for Human Resource Development Centre –  
St. Xavier's College (Autonomous), Kolkata**

Prof. Partho Mukherji, Coordinator, IQAC and Convener of Committee for Human Resource Development Centre – St. Xavier's College (Autonomous), Kolkata welcomed all members of the Committee, Dr. Subhankar Ghosh (Department of Physics), Dr. Partha Pratim Ghosh (Department of Economics), Dr. Partha Pratim Ghosh (Department of Commerce-M), Dr. Indrani Karar (Department of Education).

The following matters were discussed in the meeting:

- It was observed that Academic Staff College has a two tier system named Regional Centre for Capacity Building (RCCB) & Human Resource Development Centre (HRDC). There will be two levels:
  - Regional Centers for Capacity Building (RCCB) with a Regional Programme Planning and Management Committee (RPPMC) for monitoring. (as per UGC guideline for RCCB & HRDC implemented from February 01, 2015 page no 5, clause no 1.3)
  - Human Resource Development Centre (HRDC) with a Local Programme Planning and Management Committee (LPPMC) for monitoring. (as per UGC guideline for RCCB & HRDC implemented from February 01, 2015 page no 5, clause no 1.3)
- Dr. Partha Pratim Ghosh (Department of Economics) pointed out that application procedure for HRDC is mentioned in annexure 11B. (as per UGC guideline for RCCB & HRDC implemented from February 01, 2015 page no 38)
- All the members were requested to study the guidelines and eligibility criteria and share their suggestions in the next meeting.
- Dr. Partha Pratim Ghosh (Department of Commerce – M) stated that Jadavpur University Academic Staff College is already changed to UGC-HRDC, Jadavpur University.
- Dr. Subhankar Ghosh discussed the NAAC recommendations regarding the startup of Academic Staff College and it was suggested that Partho Mukherji Co-ordinator IQAC might seek advice and guidance from Prof. A. Saha the Chairperson of the NAAC Peer team who visited St. Xavier's College (Autonomous), Kolkata for the 3<sup>rd</sup> Cycle of reaccreditation in January 2017.
- Dr. Subhankar Ghosh (Department of Physics) suggested that advice was to be sought from Prof. Ashutosh Ghosh, Vice-Chancellor, University of Calcutta and Prof. Swagata Sen, Pro-Vice-Chancellor for Academic Affairs, University of Calcutta. Dr. Subhankar Ghosh would accompany Prof. Partho Mukherji to meet the concerned persons. The NAAC recommendation details were to be discussed with them.
- Dr. Indrani Karar (Department of Education) stated that UGC might have separate guidelines for Autonomous Colleges – she would enquire.

The meeting ended with a Vote of Thanks to all the members of the committee.



**Rev. Dr. Dominic Savio S.J.**  
**Principal**

## Minutes of the IQAC Committee Meeting on Monday, May 15, 2017

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 results of the NAAC Peer Team Visit were announced. Rev. Fr. Principal acknowledged the contribution of the IQAC, NAAC coordinators and their team for the successful results of the NAAC visit.

The following matters were discussed in the meeting:

- Prof. Partho Mukherji read out the key recommendation from the visiting NAAC Peer Team
  1. **Workshop on 'Personality Development and soft skills development programme** – Dr. Sanjib Kr. Basu mentioned about more Faculty Improvement Programme and Faculty Development Programme to be held in College. The suggestion came from the members that it should be subject specific.
  2. **PG & PHD Programmes** – PhD programmes are started from July 2016 and more PG programmes are going to come up in the next 1 year
  3. **CBCS** – Fr. Principal stated that Choice Based Credit System has been fully implemented in commerce department in arts and Science department it will be soon implement.
  4. **Library** – Dr. Chinmoy Mukhopadhyay stated that different initiatives are taken for the students who have research programmes, separate rooms for researchers; mezzanine floor is introduced in ground floor of the library building. Some more mezzanine floors to come up with discussion with the engineer.  
**Teacher Volunteer for RKC Hall**
  5. **Human Resource Development Centre (Academic Staff College)** – Prof. Partho Mukherji, Coordinator IQAC and Convener of the Committee for Academic Staff College stated that he with his team are in a regular touch with Pro-Vice Chancellor University of Calcutta regarding the setup of Human Resource Development Centre, St. Xavier's College (Autonomous), Kolkata
  6. **Arts Faculty to encouraged to take up more Research Projects** – Dr. Argha Banerjee, Dean of Arts mentioned about less scope of funding regarding humanities. Fr. Principal stated that the College will fund if the research is based on any different communities.
  7. **Canteen** – Roof top Canteen to come up.
  8. **Vocational Courses** – There are some Vocational Courses which are already in use and some more courses to come soon. The committee has been made with Prof. Ayan Chandra, Dr. Amitava Roy, Rev. Fr. Johnson Padiara and Dr. Mandira Mukherjee.
  9. **Smart Class Rooms** – Fr. Principal mentioned that the already made smart class rooms are underutilised, so Fr. Principal suggested assigning more classes in smart classrooms.
  10. **Student Teacher Ratio** – Fr. Principal stated that we have sufficient number of teachers as the number of students to go down to 60 in each class if it is possible!!
- Rev. Fr. Principal recommended Personality Development Programmes for teachers on a subject specific manner along with workshops for students as well. The SC/ST Cell, AICUF and the Remedial and Tutorial Care Committee were suggested for organizing such seminars and workshops.
- As per the recommendation of the NAAC Peer Team, it was discussed that some more PG Courses have already been introduced in the college. However, PhD programmes needs to be further planned and discussed.



- The representative of the Central Library suggested a separate section to be made in the library building for the research work.
- Rev. Fr. Principal mentioned his plan to build a Mezzanine Floor in the first floor of the library building for cubicles to be used by Staff and Students for research and project work.
- Rev. Fr. Principal revealed his intention to allot the cubicles in the Rohinton Kapadia Central Hall to the Professors for their research work. 3 out of 16 have already been allotted. He wishes for more Professors to avail the facility.
- Prof. Ayan Chandra declared that a committee has already been appointed for the Academic Staff College, with Prof. Partho Mukherji as the Coordinator.
- Mr. Snehasis Sur mentioned that the Academic Staff College be renamed to Human Resources Department as per the current norm followed. It would immediately be implemented.
- Rev. Fr. Principal asked Prof. Partho Mukherji to seek advice of Calcutta University and Jadavpur University for functioning and development of the Human Resources Department.
- Mr. Raphayel Naskar suggested that more Orientation Programme to be held for the support staff.
- Mr. Snehasis Sur suggested about the regular fire drill to be conducted so that every staff and students should ready to face any type of emergency. Emergency SMS to students.
- Rev. Fr. Principal advised the formation of a new committee, or to give the task to the Disaster Management Committee. The technicalities would further need to be discussed.
- The faculty of the arts department are to be asked to take up more research projects. The college and the UGC would sponsor such research work, Rev. Fr. Principal mentioned.
- Rev. Fr. Principal expressed his plans to move the terrace canteen to the empty space above the Chemistry Lab, which would give the students a space of nearly 8,000 sq. ft.
- Rev. Fr. Principal expressed his considerations to set up a community college and introduce vocational courses in the Raghampur Campus.
- Rev. Fr. Principal plans to appoint a committee of 4 to set it up. The committee would comprise Prof. Ayan Chandra as the coordinator, Prof. Amitava Roy, Fr. Johnson Padiyara SJ and Prof. Gayatri Banerjee. COP to be a part of the vocational courses.
- Mr. Raphael Naskar suggested that skill-based Personality Development Programme for the college staff members to be organized on a regular basis.
- Prof. Partho Mukherji informed that NAAC had requested College to provide feedback on the processes of accreditation and restructuring of the questionnaire to aim at greater accuracy, College has given the required response.
- The matter of NIRF Ranking and the issues pertaining to it was discussed.
- Mr. Srijan Bag informed that the Annual Report of the Students' Council and all societies of the college has been compiled and it would be shared with the IQAC Office and the Principal's Office.
- Fr. Principal mentioned about the St. Xavier's College Students' Council model to be followed by the other College.

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

  
 Rev. Dr. Dominic Savio SJ  
 Principal & Chairperson