Minutes of the Programme and Publication Committee Held on 16-08-2017

Prof. Partho Mukherji, the IQAC Coordinator and Convener welcomed the PPC Members.

The following matters were discussed

1. Soft copy of guidelines should be available on the Website.
2. Hall booking Master Roster should be with the PPC / or on the website.
3. Centralize booking of all resources --- Auditorium, R.K Hall, Fr. Xavier Hall etc.
4. Beyond 2 programs for Society / Department / Facility –Hall charges to be levied proposed Rs. 10,000 per event. This will help program management –otherwise one Society, (e.g EDC, XCS, XMS) etc, is with too many programs and the schedule is too clogged for the other Societies / Facilities to get dates.
5. Encourage a full day's programme instead of staggered programme of half day—The Auditorium goes unutilized for the rest of the day.
6. PPC to be given flexibility to decide venue.......................alternative venue for example, for a gathering of 200 or less, R.K Hall may be used in place of the Auditorium.
7. The register in the Principal's Office which records the dates of booking of the Hall should be parallelly available with PPC -----
8. Mr. Bijoy Nair to report to PPC as he monitors the flex banner.
9. Mr. Niladri Sinha to be inducted in PPC.
10. Placement activities should also be via PPC.
11. Post programme document should be submitted within a week.
12. Sponsorship agreement -- should The Treasurer's Office work out one uniform proforma?
13. Post programme statement of expenditure programme to be submitted to PPC after verification by Treasurer's Office within two weeks of the end of the program.
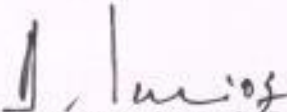
INSTRUCTIONS TO BE FOLLOWED IN THE AUDITORIUM

- No posting of pictures/posters on the wall
- Use the boards for display of notices, pictures etc.
- NO FOOD / BEVERAGE /DRINKS (except water) are allowed inside the auditorium.
- Projector to be used only for paper presentation, screening of movies etc. Not to be used for backdrop throughout programmes (except the inaugural programme)
- One Professor-in-charge from the respective department/society to be present till the end of the programme to maintain discipline.
- All are requested to finish the programme on time. No programme must go beyond 8.00 pm.
- You may use the lobby/ foyer for refreshment purposes. Do not litter food on the floor/ground. Use the baskets for disposal.
- When you leave, all tables, chairs, stools, platforms etc. in the back stage must be put back in proper order/ place.
- Please do not remove any thing from the auditorium.
- If any damages caused to any property, the department/society will be charged.

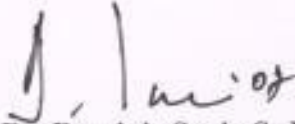Rev. Dr. Dominic Savio S. J.
Principal

Minutes of the IQAC Committee Meeting held on Thursday, 30th November 2017

- ➤ All members to study the new guidelines and all seven criteria
- ➤ Team members have been assigned the following criteria
  - o Curricular Aspects – Dr. Samrat Roy and Prof. Ritendra Roy
  - o Teaching-Learning and Evaluation – Prof. Sougata Banerjee, Prof. Chandrima Banerjee and Prof. Soumendra Laha
  - o Research, Innovations and Extension – Dr. Arup Kr. Mitra
  - o Infrastructure and Learning Resources – Prof. Shalabh Agarwal
  - o Student Support and Progression – Dr. Chandrani Biswas and Ms. Sujata P. Lahiri
  - o Governance, Leadership and Management – Dr. Panchali Sen
  - o Institutional Values and Best Practices – Dr. Sumona Ghosh and Dr. Sukanya Serkhel
- ➤ Decisions regarding software assistance will be taken in a meeting with Fr. Principal on 05th December, 2017.
- ➤ Members meet on Tuesday, December 12, 2017 to share and exchange ideas emerging out of their study of the new guidelines.
- ➤ Members were informed about the NIRF Committee which will look after the National Institutional Ranking Framework fill up details (NIRF Rankings 2018).
- ➤ The NIRF Committee Comprises of
  - o Rev. Dr. Dominic Savio SJ
  - o Prof. Ayan Chandra
  - o Dr. Amitava Roy
  - o Dr. Sumona Ghosh
  - o Prof. Sougata Banerjee
  - o Dr. Charlotte S. Vegas
  - o Dr. Chandrani Biswas
  - o Prof. Partho Mukherji

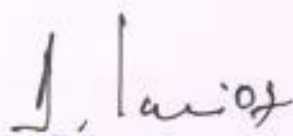Rev. Dr. Dominic Savio S. J.
Principal

Minutes of the IQAC Committee Meeting held on Wednesday, 13th December 2017

- Documentative evidence of every activity of every department/ facility/ society to be submitted to IQAC (01st January 2017 to 31st January 2018) are to be regularly updated on the College website and copies submitted to IQAC.

- Hence forth nature of activity, nature of Resource Person, objective achieved, No. of Students involved, Documentative Evidence etc. are to be regularly (within a week of the programme) updated on the College website and copies submitted to IQAC.

- All members to study Hyperlink NAAC and submit queries related to their designated areas (If any) to IQAC Coordinator by 21st December 2017.

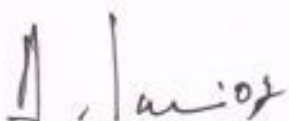Rev. Dr. Dominic Savio S. J.
Principal

Proceeding of the Workshop on New NAAC Manuals on 04th January 2018

- ➢ Prof. Partho Mukherji the IQAC Coordinator introduced the subject of the talk and Powerpoint presentation by Mr. Suman Nandy Director, Kahan Technologies Pvt. Ltd.
- ➢ Mr. Suman Nandy explained the several points regarding the requirement of the software and the outcome of using the software.
- ➢ Prof. Bertram Da Silva, Vice Principal of BA and B. Sc department enquired about the necessity of the Software and the affordability. He cited the example of Goshaba College, who will not perhaps have the financial infrastructure to hire such software.
- ➢ Mr. Nandy remarked that the software offers template version of all issues related to all criteria; a college may use its own software as well, however, the contract with the service provider will take care of all the third party audits that are mandatory.
- ➢ Prof. Bertram Da Silva also asked whether Kahan Technologies is replacing the IQAC.
- ➢ Prof. Bertram Da Silva enquired about the workflow of the procedure.
- ➢ Prof. Partho Mukherji stated that the committee members of the IQAC are meeting on 08th January 2018 to discuss and initiate the reporting procedure for the departments.
- ➢ Rev. Dr. S. Xavier SJ Vice Principal of B. Com (M) asked whether the IQAC is outsourcing to Kahan Technologies.
- ➢ Rev. Dr. S. Xavier SJ also asked about the security of the data. Mr. Nandy stated that there will be Non-Disclosure Agreement between College and Kahan Technologies
- ➢ Mr. Suman Nandy also informed that Kahan Technologies has a data backup in Australia, USA and Bangalore.
- ➢ Prof. Shalabh Agarwal explained the use of software for the NAAC work
- ➢ Prof. Partho Mukherji informed about the contract with Kahan Technologies which is from July 2014 to June 2019 – the software will be an addition to the contract.
- ➢ The members present decided to deliberate on the issue.

Principal
St. Xavier's College
(Autonomous)
Kolkata

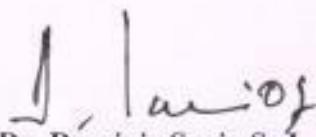## Minutes of the IQAC Committee Meeting held on Monday, 08th January 2018

- ➤ Official communication with NAAC; to enquire about the semester-wise upload of the data.
- ➤ The IQAC team members to prepare templates for data requirement for the different criteria from departments/ societies / facilities.
- ➤ A notice to be put up reminding all the faculty members to submit Career Advancement Details to the IQAC Office as they had been doing.
- ➤ A flow line for data collection from department to IQAC.

Rev. Dr. Dominic Savio S. J.
Principal

Minutes of the IQAC Committee Meeting held on Tuesday, 08ᵗʰ May 2018

- Dr. Arup Kr. Mitra attended the Seminar at Ramkrishna Vidyamandira (Belur), the 4ᵗʰ May Seminar was for Colleges and 5ᵗʰ May Seminar for Universities.
- Following Points were discussed in the Seminar
  - Automation was increased and ICT enabled new process
    - IIQA application
      - Student Satisfaction
      - Data verification
      - Assessment
- Dr. Samrat Roy mentioned about his visit
  - Following are the points discussed in the seminar
    - The Seminar on 'Academic Administration and the new rules under NAAC' was held on 24ᵗʰ February, 2018. The IQAC Working Committee Members of St. Xavier's College (Autonomous) Kolkata namely, Dr. Samrat Roy, Prof. Soumendra Laha and Prof. Ritendra Roy attended the Seminar. The Sessions were conducted by Professor Ved Prakash and Dr. B. S. Madhukar (NAAC, Advisor)
- Prof. Partho Mukherji mentioned about CO PO in new SSR and old AQAR
- Dr. Sukanya Serkhel and Dr. Sumona Ghosh suggested about semester wise data upload
- Prof. Ritendra Roy to check with the new set of AQAR from a College who is going to accreditated soon.
- It was decided in the meeting to talk to the Principal of Ramkrishna Mission Vidyamandira.
- Immediate Step
  - Modern AQAR if any
  - Parallel AQAR with CO PO semester wise if possible
  - The Working Committee Members to check and go through each criteria
  - If possible a seminar on CO PO
  - Department wise address in July
  - Working Committee Members proposed to visit to NAAC Office with opinion of Fr. Principal.
  - Data collection with HoDs
  - Semester wise checkup with each faculty
  - Respective Working Committee Members get initiated with AQAR

Rev. Dr. Dominic Savio S. J.
Principal

Human Resource Development Centre (HRDC) Committee Members of
St. Xavier's College, Autonomous (SXCA),
with Officials of the University of Calcutta - Pro-Vice-Chancellor (Academic Affairs) and
Director of IQAC, on 21st June 2018 at 3pm in the office of the Pro-Vice-Chancellor (Academic)
University of Calcutta, at the College Street Campus of the University of Calcutta

Officials and Members Present:

1. Prof. Dipak Kumar Kar, Pro-Vice-Chancellor (Academic Affairs), University of Calcutta.
2. Prof. Sudakshina Gupta, Director of IQAC, University of Calcutta.
3. Prof. Partho Mukherji (Department of English), Convener – IQAC and Academic Staff College Committee, SXCA.
4. Prof. Subhankar Ghosh (Physics Dept.), Member of Academic Staff College Committee, SXCA.
5. Prof. Partha Pratim Ghosh (Economics Dept.) Member of Academic Staff College Committee, SXCA.
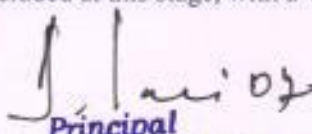
Background of the meeting:

The NAAC Report of 2017 had advised SXCA to set up an Academic Staff College. The present meeting was held to seek advice on the modalities of setting up an Academic Staff College (now known as Human Resource Development Centre - HRDC) under SXCA. The meeting was held on a very positive note with assurance of all possible cooperation from the University of Calcutta

Following discussions took place in the meeting

1. It was observed that under the UGC guidelines there were specific formats for Universities to apply for setting up HRDC-s, but nothing was mentioned about whether any autonomous college could initiate the same process.
2. Prof. Dipak Kumar Kar informed that he had discussed the matter with the Vice-Chancellor (Academic Affairs) and advised that SXCA should write to the Secretary, UGC to seek clarification on how SXCA to proceed in this respect.
3. Prof. Kar also advised that a similar application could be made at the Kolkata office of the UGC at Salt Lake seeking clarification on the matter.
4. Prof. Sudakshina Gupta advised us to mention the recommendation of NAAC while writing to the UGC. She also guided on the various inputs required when applying for setting up HRDC-s. These were – Infrastructural Facilities, Staff Strength of various departments at UG/PG levels, Accommodation Facilities, Experience in Conducting Refresher/Orientation Courses, and so on.
5. Members of the ASC Committee informed that SXCA has such prior experience of conducting Short Term Faculty Development Courses and a Staff Orientation Course is held every year at the beginning of each academic calendar in the month of July.
6. Officials of the University of Calcutta opined that this experience would be positive contribution facilitating the process of setting up the HRDC.
7. It was decided that SXCA would seek clarification form the UGC on the guidelines for setting up an HRDC. In the process of setting up the proposed HRDC, communications would eventually have to be set up with the Director of the HRDC of University of Calcutta.

The meeting concluded at this stage, with a vote of thanks to the Chair.

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Principal
St. Xavier's College
(Autonomous)
Kolkata

1