

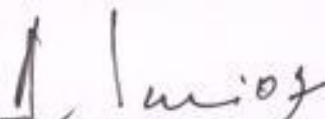
2018-19

Minutes of the Programme and Publication Committee Held on 17-07-2018

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

The following matters were discussed

- 1) Copy of Guidelines to each member.
- 2) Mr. Prakash has updated the Program list - we may take a look for us to know about the timings of the year of the various programs.
- 3) Members are requested to visit the PPC Office and follow up with Mr. Prakash, about upcoming programs. (at their time of convenience).
- 4) Mr. Prakash will be posting on the PPC group every time a program comes up as proposal.
- 5) If a member is contacted by a Society, Facility, Department for a program, the member is requested to communicate with others so that the sanction may go collectively.
- 6) Proposal to Fr. Principal: Centralization of all events-----
 - EDC— too many directions
 - Thus, are we monitoring the events? And censor events if necessary.
- 7) To look into:
 - ❖ Prof. Romit Beed = Media, Poster, Videos matter
 - ❖ Prof. Partho Mukherji = the editing aspect, overall
 - ❖ Prof. Sougata Banerjee = over all
 - ❖ Prof. Soumi Bhattacharya = Social Media
- 8)
 - ❖ Create an Event Calendar. (Department, Facility, Society)
 - ❖ Reduce the number of Events for some Societies.
 - ❖ Any Department, Society, Facility Activities should use permission Form for their Program, instead of taking separate letter to Fr. Principal.
- 9) Documentation after Events.
- 10) To look at Finance with the help of Treasury Office.
- 11) How we will know what they are posting in WhatsApp / Social Media?
- 12) The meeting ended with a vote of thanks to the members.


Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the IQAC Working Committee held on
Thursday, 19th July, 2018**

Members Present:

1. IQAC Working Committee Members

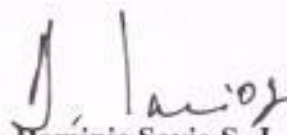
Background of the meeting:

The meeting was called for the response to the new guidelines for the creation of the IQAC and submission of AQAR (for Autonomous Colleges)

Following discussions took place in the meeting-

In the meeting the members discussed about the faculty activity and how to prepare the AQAR with the new guidelines provided by the NAAC.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.


Rev. Dr. Dominic Savio S. J.
Principal

Minutes of the Programme and Publication Committee Held on 13-08-2018

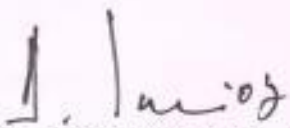
Prof. Partho Mukherji, the IQAC Coordinator and Convener welcomed the PPC Members.

The following matters were discussed

- 1) EDC - Over evented / with respect to submission of Documents.
- 2) XCS – The professor Incharge not in control of the Activities, we get forwarded letter from a mentor professor. (Prof. Sumona Ghosh)
- 3) XMS – They put up poster without verification. (Prof. Sukanya Sarkhel)
- 4) Economics professor Incharge claim that Father has passed all documents.
- 5) The time frame is not maintained. (1Month)
- 6) Number of events per Society- ensure a restrained number.
- 7) No Credit from Societies.
- 8) Distribution of Events.
- 9) Number of Programs
- 10) Sponsorship
- 11) Number of Flexes
- 12) Societies / Department update any content, should update to the College website link.
- 13) Common form for expecting money. (Fr.peter)
- 14) Credit forwarded by the Vice-principal / Principle.
- 15) Notice from Principle –For the Credit
- 16) Societies structure – President, Deputy President, Secretary.
- 17) T-Shirt
- 18) Centralized booking system.

Suggestions:-

- 19) Social Media page to be administered by Society Head (Prof. in charge)
- 20) Instead of multiple Facebook pages for Societies, one centralized----Possible?



Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the IQAC Working Committee (For preparation for NIRF Report) held on
Tuesday, 13th November, 2018**

Members Present:

1. IQAC Working Committee Members

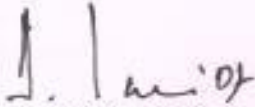
Background of the meeting:

The meeting was called for the preparation of NIRF (National Institutional Ranking Framework) report which is sent yearly to Ministry of Human Resource Development (MHRD), Government of India.

Following discussions took place in the meeting-

In the meeting the preparation of NIRF (National Institutional Ranking Framework) report which is sent yearly to Ministry of Human Resource Development (MHRD), Government of India.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.



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

**Minutes of the IQAC Working Committee (For preparation for NIRF Report) held on
Monday, 26th November, 2018**

Members Present:

1. IQAC Working Committee Members

Background of the meeting:


The meeting was called for the preparation of NIRF (National Institutional Ranking Framework) report which is sent yearly to Ministry of Human Resource Development (MHRD), Government of India.

Following discussions took place in the meeting-

In the meeting the preparation and process of NIRF (National Institutional Ranking Framework) report which is sent yearly to Ministry of Human Resource Development (MHRD), Government of India.

Prof. Partho Mukherjee provided the details of the report which was prepared by the IQAC office and discussed about the areas which needs to be addressed.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.


Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the IQAC Working Committee (For preparation for NIRF Report) held on
Wednesday, 5th December, 2018**

Members Present:

1. IQAC Working Committee Members

Background of the meeting:

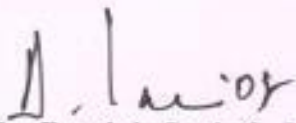
The meeting was called for the preparation of NIRF (National Institutional Ranking Framework) report which is sent yearly to Ministry of Human Resource Development (MHRD), Government of India.

Following discussions took place in the meeting-

In the meeting the preparation and process of NIRF (National Institutional Ranking Framework) report which is sent yearly to Ministry of Human Resource Development (MHRD), Government of India.

It was also discussed in the meeting that the Budget allocation and other important areas to be taken into consideration while the preparation of the NIRF report.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.



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

**Minutes of the Preliminary Meeting of Committee for Faculty Promotion held on
10th January, 2019**

Members Present:

1. Dr. Ayan Chandra, Member Secretary Academic Council
2. Dr. Suchandana Bhattacharyya, Department of English
3. Dr. Dipankar Chakraborti, Department of Biotechnology
4. Dr. Partha Pratim Ghosh, IQAC Coordinator & Convener

Background of the meeting:

The meeting was called to discuss the modalities of furnishing data as per the latest Government Order (dated .12.2017) for promotion of teachers in management post.

Following discussions took place in the meeting

1. New form introduced by Dr. Ayan Chandra
2. It was observed that the data for Category I and Category II to be furnished as hourly basis.
3. The following were recommended:

Category I

- i. Certificate for evaluation to be procured on the basis of hours - No. of Days X 5 hours of Evaluation

Category II

Part a

- Exact hours to be furnished
- Cultural, Sports, NSS, NCC certificate to be procured on the basis of hours
- Extension and dissemination activities – 6 hours per talk

Part b

- Administrative responsibility – No. of working days X 3 hours
- Participation in BOS and other committees – No. of meetings X 10 hours

Part c

- Professional development activities – No. of hours to be furnished by respective faculties

4. Proposals

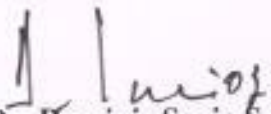
- i. Professors in service for 3 years or less to submit data for Category I and Category II on yearly basis.
- ii. Professor promoted to Stage II within 3 years or less to submit data similarly
- iii. Promoted to Stage III within 1 year or less to submit data similarly

5. Some Points for consideration:

- a. Incumbents having due date of promotion before 07.12.17 will follow 2012 regulation.
- b. If due date of promotion is on or after 07.12.18, 2017 regulation to be followed. In this case both the regulations for appropriate periods to be followed.
- c. For classes taken, certificate to be procured from Vice Principal.
- d. For career counselling, certificate to be procured from Vice Principal.
- e. For semester examination duties, certificate to be procured from Controller of Examinations.
- f. For mid-semester examinations and CIA, certificate to be procured from Vice Principal.
- g. For innovative teaching methodologies, updating of courses, etc., certificate to be procured from Vice Principal.

- h. For student visit, student seminar organization, etc., certificate to be procured from Vice Principal after getting forwarded by current HOD.
- i. For Cultural, Sports, NSS and NCC activities, certificate to be procured from the respective directors.
- j. For participation in Sports parade, certificate to be procured from current HOD.
- k. For Extension Activities, certificate of concerned organization to be provided.
- l. For Academic, Administrative responsibilities, certificate to be procured from Fr. Principal.
- m. For participation in BOS, certificate to be procured from Member Secretary, Academic Council.
- n. For promotion on the basis of 2017 regulation, certificates are to mention the number of hours of contribution. For certificates obtained from outside organizations, if the contact hour is not mentioned, college authority will decide upon the same.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.


Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the Meeting of Committee for Faculty Promotion held on
Tuesday, 05th February, 2019**

Members Present:

1. Rev. Dr. Dominic Savio S. J., Principal and Chairperson
2. Dr. Ayan Chandra, Member Secretary Academic Council
3. Dr. Atish Prosad Mondal, Department of Commerce (Morning)
4. Dr. Samir Kr. Lobwo, Department of Commerce (Morning)
5. Dr. Suchandana Bhattacharyya, Department of English
6. Dr. Dipankar Chakraborti, Department of Biotechnology
7. Dr. Partha Pratim Ghosh, IQAC Coordinator & Convener

Background of the meeting:

The meeting was called to discuss the modalities of furnishing data as per the latest Government Order (dated 07.12.2017) for promotion of teachers in management post.

Following discussions took place in the meeting

1. New form introduced by Dr. Ayan Chandra
2. It was observed that the data for Category I and Category II to be furnished as hourly basis.
3. The following were recommended:

Category I

- i. Certificate for evaluation to be procured on the basis of hours - No. of Days X 5 hours of Evaluation

Category II

Part a

- Exact hours to be furnished
- Cultural, Sports, NSS, NCC certificate to be procured on the basis of hours
- Extension and dissemination activities – 6 hours per talk

Part b

- Administrative responsibility – No. of working days X 1 hour
- Participation in BOS and other committees – No. of meetings X 5 hours

Part c

- Professional development activities – No. of hours to be furnished by respective faculties

4. Proposals

- i. Professors in service for 3 years or less to submit data for Category I and Category II on yearly basis.
- ii. Professor promoted to Stage II within 3 years or less to submit data similarly
- iii. Promoted to Stage III within 1 year or less to submit data similarly

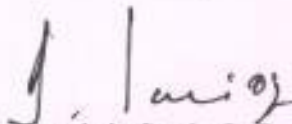
5. Some Points for consideration:

- a. Incumbents having due date of promotion before 07.12.17 will follow 2012 regulation.
- b. If due date of promotion is on or after 07.12.18, 2017 regulation to be followed. In this case both the regulations for appropriate periods to be followed.
- c. For classes taken, certificate to be procured from Vice Principal.
- d. For career counselling, certificate to be procured from Vice Principal.
- e. For semester examination duties, certificate to be procured from Controller of Examinations. For invigilation duty in semester examination, certificate will be

given by Vice Principal after the number of Hours is forwarded by Officer-In-Charge.

- f. For mid-semester examinations and CIA, certificate to be procured from Vice Principal.
- g. For innovative teaching methodologies, updating of courses, etc., certificate to be procured from Current Head of Department.
- h. For organizing students' visit, students' seminar etc., certificate to be procured from Vice Principal after getting forwarded by current Head of Department.
- i. For Cultural, Sports, NSS and NCC activities, certificate to be procured from the respective directors.
- j. For participation in Sports parade, certificate to be procured from current HOD.
- k. For Extension Activities, certificate of concerned organization to be provided.
- l. For Academic, Administrative responsibilities, certificate to be procured from Fr. Principal.
- m. For participation in BOS, certificate to be procured from Member Secretary, Academic Council.
- n. For promotion on the basis of 2017 regulation, certificates are to mention the number of hours of contribution. For certificates obtained from outside organizations, if the contact hour is not mentioned, college authority will decide upon the same.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.


Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Saturday, 09th March, 2019**

Members Present:

1. Extended Committee Members

Background of the meeting:

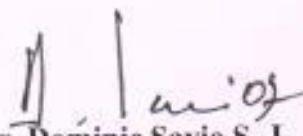
The meeting was called for the introduction of ISO 9001:2015 certification.

Following discussions took place in the meeting-

The committee discussed about the planning and introduction of ISO 9001:2015 certification and accreditation.

In the meeting it was also discussed about how the committee will go about the GAP Audit and Awareness Programme.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.


Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Monday, 18th March, 2019**

Members Present:

1. Extended Committee Members

Background of the meeting:

The meeting was called for the workshop about ISO 9001:2015 certification.

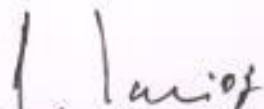
Following discussions took place in the meeting-

The workshop was organised for the committee members so that they get familiar with the process of ISO 9001:2015 certification and accreditation.

It was also discussed in the meeting that how the documentation process will go on.

Day 1 of implementation of GAP analysis audit on ISO 9001:2015 with Ms. Sanchita Bhattacharya.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.


Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Saturday, 23rd March, 2019**

Members Present:

1. Extended Committee Members

Background of the meeting:

The meeting was called for the workshop about ISO 9001:2015 certification.

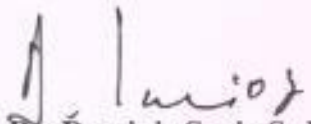
Following discussions took place in the meeting-

The workshop was organised for the committee members so that they get familiar with the process of ISO 9001:2015 certification and accreditation.

It was also discussed in the meeting that how the documentation process will go on.

Day 2 of implementation of GAP analysis audit on ISO 9001:2015 with Ms. Sanchita Bhattacharya.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.


Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Tuesday, 26th March, 2019**

Members Present:

1. Extended Committee Members

Background of the meeting:

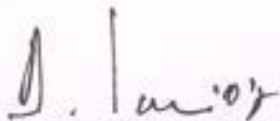
The meeting was called for the workshop about ISO 9001:2015 certification.

Following discussions took place in the meeting-

In the meeting the status of the present scenario about the progress of ISO 9001:2015 certification process.

Day 3 of the training session with Ms. Sanchita Bhattacharya.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.



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

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Saturday, 6th April, 2019**

Members Present:

1. Extended Committee Members


Background of the meeting:

The meeting was called for the workshop about ISO 9001:2015 certification.

Following discussions took place in the meeting-

In the meeting the status of the present scenario about the progress of ISO 9001:2015 certification process was discussed.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.


Rev. Dr. Dóminic Savio S. J.
Principal

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Thursday, 11th April, 2019**

Members Present:

1. Extended Committee Members

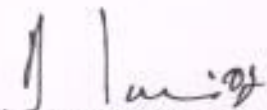
Background of the meeting:

The meeting was called for the discussion and process about ISO 9001:2015 certification.

Following discussions took place in the meeting-

In the meeting the status of the present scenario about the progress of ISO 9001:2015 certification process was discussed.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.



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

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Friday, 12th April, 2019**

Members Present:

1. Extended Committee Members


Background of the meeting:

The meeting was called for the discussion and process about ISO 9001:2015 certification.

Following discussions took place in the meeting-

In the meeting the status of the present scenario about the progress of ISO 9001:2015 certification process was discussed.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.


Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Thursday, 25th April, 2019**

Members Present:

1. Extended Committee Members

Background of the meeting:

The meeting was called for the discussion about the process of ISO 9001:2015 certification and upcoming Stage I Audit process.

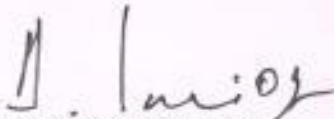
Following discussions took place in the meeting-

In the meeting the status of the present scenario about the progress of ISO 9001:2015 certification process was discussed.

It was also discussed in the meeting that how Stage I Audit will be process and who will be the be the chief auditor.

Dr. Partha Pratim Ghosh the IQAC coordinator informed the committee that Mr. Siddhartha Pratim Dawn will be the chief auditor.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.



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

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Saturday, 27th April, 2019**

Members Present:

1. Extended Core Committee Members

Background of the meeting:

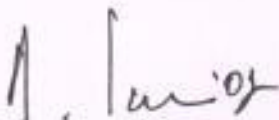
The meeting was called for the Stage I Audit process of ISO 9001:2015 certification.

Following discussions took place in the meeting-

In the meeting the Stage I Audit process started. Mr. Siddhartha Pratim Dawn was the chief auditor.

The Process team presented their progress and the chief auditor analysed the processes thoroughly.

The meeting concluded and it was decided that the Stage II Audit process date will be announced after the discussion with Fr. Principal.


Rev. Dr. Dominic Savio S. J.
Principal

**Minutes of the Meeting of Committee for ISO 9001:2015 certification held on
Thursday, 30th May, 2019**

Members Present:

1. Extended Core Committee Members
2. HOD's
3. Other invited members

Background of the meeting:

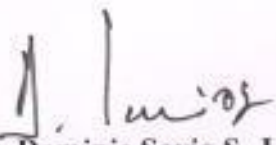
The meeting was called for the Stage II Audit process of ISO 9001:2015 certification.

Following discussions took place in the meeting-

In the meeting the Stage II Audit process started. Mr. Siddhartha Pratim Dawn was the chief auditor.

The Process team presented their progress and the chief auditor analysed the processes thoroughly.

The meeting concluded with Vote of thanks to all the members.


Rev. Dr. Dominic Savio S. J.
Principal