

**Minutes of the IQAC team online meeting with the Mentee Colleges under the  
UGC PARAMARSH Scheme held on  
Friday, 20<sup>th</sup> November, 2020**

**Meeting attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Dr. Kavita Shastri, Joint Registrar, The Heritage College, Anandpur, Kolkata
3. Dr. Asit kumar Sarkar, Principal, Acharya Girish Chandra Bose College, Scott Lane, Kolkata
4. Prof. Sumana Das (Mondal), IQAC Coordinator, Acharya Girish Chandra Bose College, Scott Lane, Kolkata
5. Dr. Debaprasad Banerjee, IQAC Coordinator, Government Girls General Degree College, Ekbalpur, Kolkata
6. Dr. Shib Sankar Sana, Principal, Kishore Bharti Bhagini Nivedita College (Co-Ed), Behala, Kolkata
7. Prof. Rajesh Das, IQAC Coordinator, Kishore Bharti Bhagini Nivedita College (Co-Ed), Behala, Kolkata
8. Dr. Sharad Chakrabarti, IQAC Coordinator, Sister Nibedita Government General Degree College for Girls, Alipore, Kolkata
9. Prof. Probir Biswas, Principal, Harimohan Ghose College, Paharpur Road, Kolkata
10. Prof. Jayanta Mitra, IQAC Coordinator, Harimohan Ghose College, Paharpur Road, Kolkata
11. Rev. Fr. Stephen Raj, SJ, Principal, St. Xavier's College, Maharo, Dumka, Jharkhand
12. Rev. Fr. S. Davidraj, SJ, IQAC Coordinator, St. Xavier's College, Maharo, Dumka, Jharkhand
13. Prof. Dayal Chand Sardar, Principal, Sibani Mandal Mahavidyalaya, Namkhana, South 24 Parganas
14. Dr. Kavita Sarkar, IQAC Coordinator, Sibani Mandal Mahavidyalaya, Namkhana, South 24 Parganas
15. Dr. M. Senthil Kumar, St. Xavier's College, Sripalli, Burdwan
16. Prof. Vishal Maheswari, IQAC Coordinator, St. Xavier's College, Sripalli, Burdwan
17. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The meeting was called to discuss the progress of Mentee Colleges under the UGC PARAMARSH Scheme.

**Agenda-**

- Presenting the report submitted to UGC
- Nomination of two persons (one Teaching and one Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details.
- Plan of future work.
- Any other matter.

Following are the proceedings of the meeting:

- **Sibani Mandal Mahavidyalaya.** Namkhana, South 24 Parganas

**Dr. Kavita Sarkar -**

- Regular classes were taken online.
- Orientation Program were held.
- Teachers' Council meeting held online.
- The College is planning to go for NAAC Accreditation by 2021.



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- **St. Xavier's College, Burdwan.**  
**HOD Commerce SXCB -**
  - NAAC Process already going on.
  - Sixty Seminars and Sixty-Three Webinars were organized by the College.
  - Keeping records of day to day basis.
  - The College is planning to go for NAAC Accreditation by 2022.
  
- **Govt. Girls General Degree College, Ekbalpur.**  
**Dr. Debaprasad Banerjee -**
  - Attended the webinar organized by St. Xavier's College (Autonomous), Kolkata in collaboration with NAAC, Bangalore.
  - The College is planning to go for NAAC Accreditation by 2022
  
- **Kishore Bharti Bhagini Nivedita College (Co-Ed.).**  
**Prof. Rajesh Das -**
  - Thirty National / International webinars / seminars were organized by the College
  - Professors are being encouraged to publish and present paper.
  
- **Kishore Bharti Bhagini Nivedita College (Co-Ed.)**  
**Dr. Shib Sankar Sana -**
  - Data updated till March, 2019.
  
- **Sister Nivedita Govt. General Degree College for Girls, Alipore, Kolkata.**  
**Dr. S Chakrabarti -**
  - NAAC accreditation work is in process.
  - Classes and Webinars are held online.
  - Twenty Webinars were held in last six months.
  - Social Help Programs are going on.
  - Keen to organize webinars in collaboration with NAAC
  
- **St. Xavier's College, Maharo, Dumka**  
**Rev. Fr. Stephen Raj, SJ -**
  - Sufficient activities & webinars are being held.
  - Research Methodology webinar
  - Online classes are being held
  - Quality framework is being developed.
  
- **Dr. Ayan Chandra & Dr. Partha Pratim Ghosh (IQAC, SXCA) -**  
Three Important Points to be considered
  - Whatever online activities are happening in this period are to be recorded & documented
  - Webinar on NAAC to be conducted
  - Plan of action to be based on NAAC manual.

*Partha Pratim Ghosh 21.11.2020*

**Dr. Partha Pratim Ghosh**  
Coordinator, IQAC  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016



**Minutes of the IQAC team online meeting with the Mentee College  
(Government Girls General Degree College, Ekbalpur, Kolkata)  
under the UGC PARAMARSH Scheme held on  
Wednesday, 02<sup>nd</sup> December, 2020**

**Meeting Attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Dr. Debaprasad Banerjee, IQAC Coordinator, Government Girls General Degree College, Ekbalpur, Kolkata
3. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The online meeting was called to discuss the progress of Mentee College (Government Girls General Degree College, Ekbalpur, Kolkata) under the UGC PARAMARSH Scheme.

**Following discussions took place in the meeting**

- ❖ Procedure of NAAC Accreditation
- ❖ Discussion on progress report

Following are the proceedings of the meeting:

**Dr. Partha Pratim Ghosh -**

- Nomination of two persons (one Teaching and one Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details to be provided by the college for the disbursement of the fund under the UGC PARAMARSH scheme.
- Report on progress of NAAC accreditation to be prepared under seven different broad headings of NAAC parameters
- Prepare a status report for submission to UGC / West Bengal Government.

*Partha Pratim Ghosh*

03.12.2020

**Dr. Partha Pratim Ghosh**

**Coordinator, IQAC**

Coordinator, IQAC  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016



**Minutes of the IQAC team online meeting with the Mentee College  
(Acharya Girish Chandra Bose College, Scott Lane, Kolkata)  
under the UGC PARAMARSH Scheme held on  
Thursday, 03<sup>rd</sup> December, 2020**

**Meeting Attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Dr. Asit kumar Sarkar, Principal, Acharya Girish Chandra Bose College, Scott Lane, Kolkata
3. Prof. Sumana Das (Mondal), IQAC Coordinator, Acharya Girish Chandra Bose College, Scott Lane, Kolkata
4. Prof. Aritrik Dutta Chowdhury, Acharya Girish Chandra Bose College, Scott Lane, Kolkata
5. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The online meeting was called to discuss the progress of Mentee College (Acharya Girish Chandra Bose College, Scott Lane, Kolkata) under the UGC PARAMARSH Scheme.

**Following discussions took place in the meeting**

- ❖ Procedure of NAAC Accreditation
- ❖ Discussion on progress report

**1. Dr. Ayan Chandra -**

- Status Report including the activities taken up by the College
- Webinar / Workshop details to be documented

**2. Prof. Aritrik Dutta Chowdhury -**

- AQAR work is going on
- Status report on NAAC accreditation is being prepared

**3. Dr. Partha Pratim Ghosh -**

- Nomination of two persons (one Teaching and one Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details to be provided by the college for the disbursement of the fund under the UGC PARAMARSH scheme.
- Report on progress of NAAC accreditation to be prepared under seven different broad headings of NAAC parameters
- Prepare a status report for submission to UGC / West Bengal Government.

*Partha Pratim Ghosh* 04.12.2020

**Dr. Partha Pratim Ghosh**

**Coordinator, IQAC**

**Coordinator, IQAC  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016**



**Minutes of the IQAC team online meeting with the Mentee College  
(Kishore Bharti Bhagini Nivedita College (Co-Ed), Behala, Kolkata)  
under the UGC PARAMARSH Scheme held on  
Saturday, 05<sup>th</sup> December, 2020**

**Meeting Attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Dr. Shib Sankar Sana, Principal, Kishore Bharti Bhagini Nivedita College (Co-Ed), Behala, Kolkata
3. Prof. Rajesh Das, IQAC Coordinator, Kishore Bharti Bhagini Nivedita College (Co-Ed), Behala, Kolkata
4. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The online meeting was called to discuss the progress of Mentee College (Kishore Bharti Bhagini Nivedita College (Co-Ed), Behala, Kolkata) under the UGC PARAMARSH Scheme.

**Following discussions took place in the meeting**

- ❖ Procedure of NAAC Accreditation
- ❖ Discussion on progress report

**1. Dr. Ayan Chandra -**

- Status Report on NAAC accreditation to be prepared

**2. Prof. Rajesh Das -**

- Online Classes are held from April, 2020
- Cultural activities have been organized
- Regular communication with students through online mode

**3. Dr. Shib Sankar Sana -**

- Thirty Webinars were held from April, 2020
- Going to submit progress report by December, 2020
- The College is planning to go for NAAC in 2022
- Motivating students to participate in online activities
- From last year we are having National Service Scheme in our College

**4. Dr. Partha Pratim Ghosh -**

- NAAC; parameter-wise data and documentation required
- Webinar / Seminar- activities to be recorded
- Classes and examinations to be held online
- IQAC meeting to be recorded
- Nomination of two persons (one Teaching and one Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details to be provided by the college for the disbursement of the fund under the UGC PARAMARSH scheme.
- Report on progress of NAAC accreditation to be prepared under seven different broad headings of NAAC parameters
- Prepare a status report for submission to UGC / West Bengal Government.

*Partha Pratim Ghosh*

07.12.2020

**Dr. Partha Pratim Ghosh**

**Coordinator, IQAC**  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016



**Minutes of the IQAC team online meeting with the Mentee College  
(The Heritage College, Anandpur, Kolkata)  
under the UGC PARAMARSH Scheme held on  
Monday, 07<sup>th</sup> December, 2020**

**Meeting Attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Dr. Kavita Shastri, Joint Registrar, The Heritage College, Anandpur, Kolkata
3. Dr. Debashis Mazumdar, The Heritage College
4. Prof. Amitava Ghose, The heritage College
5. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The online meeting was called to discuss the progress of Mentee College (The Heritage College, Anandpur, Kolkata) under the UGC PARAMARSH Scheme.

**Following discussions took place in the meeting**

- ❖ Procedure of NAAC Accreditation
- ❖ Discussion on progress report

**1. Dr. Ayan Chandra -**

- Webinars and different activities are to be recorded
- NAAC accreditation and status report to be prepared

**2. Dr. Debashis Mazumdar -**

- Teaching Learning
  - Online classes are being held
  - Webinars on classroom teaching
- Summer programs are being organized
- Admission process is through online mode
- Student are publishing in online journals
- Status report can be prepared within January 2021

**3. Prof. Amitava Ghosh -**

- Not much work done because of Pandemic
- Online classes are being held
- Outreach activities & student activities were done in pandemic period

**4. Dr. Partha Pratim Ghosh -**

- Student activities to be recorded.
- Nomination of two persons (one Teaching and one Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details to be provided by the college for the disbursement of the fund under the UGC PARAMARSH scheme.
- Report on progress of NAAC accreditation to be prepared under seven different broad headings of NAAC parameters
- Prepare a status report for submission to UGC / West Bengal Government.

*Partha Pratim Ghosh 08.12.2020*

**Dr. Partha Pratim Ghosh**  
Coordinator, IQAC  
Coordinator, IQAC  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016



**Minutes of the IQAC team online meeting with the Mentee College  
(Harimohan Ghose College, Paharpur Road, Kolkata)  
under the UGC PARAMARSH Scheme held on  
Wednesday, 09<sup>th</sup> December, 2020**

**Meeting Attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Prof. Probir Biswas, Principal, Harimohan Ghose College, Paharpur Road, Kolkata
3. Prof. Jayanta Mitra, IQAC Coordinator, Harimohan Ghose College, Paharpur Road, Kolkata
4. Prof. Pratima Banerjee, Harimohan Ghose College, Paharpur Road, Kolkata
5. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The online meeting was called to discuss the progress of Mentee College (Harimohan Ghose College, Paharpur Road, Kolkata) under the UGC PARAMARSH Scheme.

**Following discussions took place in the meeting**

- ❖ Procedure of NAAC Accreditation
- ❖ Discussion on progress report

**1. Prof. Pratima Banerjee -**

- Awareness Program for teachers, support staff and students are being organized
- Problem in obtaining data
- Report will include online webinars / online meetings / activities
- NAAC Manuals has been circulated among teachers
- The College is planning to go for NAAC Accreditation by 2023

**2. Dr. Partha Pratim Ghosh -**

- All activities / webinars / classes, since 2020 are to be recorded.
- Nomination of two persons (one Teaching and one Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details to be provided by the college for the disbursement of the fund under the UGC PARAMARSH scheme.
- Report on progress of NAAC accreditation to be prepared under seven different broad headings of NAAC parameters
- Prepare a status report for submission to UGC / West Bengal Government.
- From March 2020 till now all activities are to be documented.

*Partha Pratim Ghosh* 10.12.2020

**Dr. Partha Pratim Ghosh**

**Coordinator, IQAC**

**Coordinator, IQAC  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016**



**Minutes of the IQAC team online meeting with the Mentee College  
(St. Xavier's College, Sripalli, Burdwan)  
under the UGC PARAMARSH Scheme held on  
Thursday, 10<sup>th</sup> December, 2020**

**Meeting Attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Dr. M. Senthil Kumar, St. Xavier's College, Sripalli, Burdwan
3. Prof. Vishal Maheswari, IQAC Coordinator, St. Xavier's College, Sripalli, Burdwan
4. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The online meeting was called to discuss the progress of Mentee College (St. Xavier's College, Sripalli, Burdwan) under the UGC PARAMARSH Scheme.

**Following discussions took place in the meeting**

- ❖ Procedure of NAAC Accreditation
- ❖ Discussion on progress report

**1. Dr. M. Senthil Kumar -**

- Discuss about the seven different criterions of NAAC
- Teaching & Learning; We have data / & keeping all the data
- From 6<sup>th</sup> April, 2020 we are doing Online classes / work from home
- Several Webinars / Special Lectures / Guest Lectures are being organized

**2. Dr. Partha Pratim Ghosh -**

- Different activities to be linked with seven different criterions of NAAC
- Reports to be prepared with seven different criterions of NAAC
- Infrastructure development is crucial
- Meetings are to be recorded
- Brief report on different activity / with details
- If interested in doing Webinar / Seminar in collaboration with NAAC, PARAMARSH fund can be made available
- Nomination of two persons (one Teaching and one Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details to be provided by the college for the disbursement of the fund under the UGC PARAMARSH scheme.
- Report on progress of NAAC accreditation to be prepared under seven different broad headings of NAAC parameters
- Prepare a status report for submission to UGC / West Bengal Government.

**3. Dr. Ayan Chandra -**

- Status / progress report on NAAC accreditation to be prepared from September, 2019 onwards.
- College meetings to be recorded
- NAAC Accreditation to be based on seven different Criteria

*Partha Pratim Ghosh 11.12.2020*

**Dr. Partha Pratim Ghosh**

**Coordinator, IQAC**  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016



**Minutes of the IQAC team online meeting with the Mentee College  
(Sister Nibedita Government General Degree College for Girls, Alipore, Kolkata)  
under the UGC PARAMARSH Scheme held on  
Saturday, 12<sup>th</sup> December, 2020**

**Meeting Attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Dr. Sharadindra Chakraborti, IQAC Coordinator, Sister Nibedita Government General Degree College for Girls, Alipore, Kolkata
3. Prof. Tuhin Subhra Sarkar, Sister Nibedita Government General Degree College for Girls, Alipore, Kolkata
4. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The online meeting was called to discuss the progress of Mentee College (Sister Nibedita Government General Degree College for Girls, Alipore, Kolkata) under the UGC PARAMARSH Scheme.

**Following discussions took place in the meeting**

- ❖ Procedure of NAAC Accreditation
- ❖ Discussion on progress report

Following are the proceedings of the meeting:

**1. Dr. Ayan Chandra -**

- Advised on procedures for recording the work done

**2. Dr. Partha Pratim Ghosh -**

- Nomination of two persons (one Teaching and one Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details to be provided by the college for the disbursement of the fund under the UGC PARAMARSH scheme.
- Report on progress of NAAC accreditation to be prepared under seven different broad headings of NAAC parameters
- Prepare a status report for submission to UGC / West Bengal Government.

**3. Dr. Sharadindra Chakraborti -**

- Webinars & classes were held online
- Five teachers have attended the Government of India-Training Programmes
- Admission, meetings, classes are held regularly in online mode.

**4. Prof. Tuhin Subhra Sarkar -**

- Teachers presented twelve papers at different workshops / webinars etc.

*Partha Pratim Ghosh 14.12.2020*

**Dr. Partha Pratim Ghosh**

**Coordinator, IQAC**  
Coordinator, IQAC  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016



**Minutes of the IQAC team online meeting with the Mentee College  
(Sibani Mandal Mahavidyalaya, Namkhana, South 24 Parganas)  
under the UGC PARAMARSH Scheme held on  
Monday, 14<sup>th</sup> December, 2020**

**Meeting Attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Prof. Dayal Chand Sardar, Principal, Sibani Mandal Mahavidyalaya, Namkhana, South 24 Parganas
3. Dr. Kavita Sarkar, IQAC Coordinator, Sibani Mandal Mahavidyalaya, Namkhana, South 24 Parganas
4. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The online meeting was called to discuss the progress of Mentee College (Sibani Mandal Mahavidyalaya, Namkhana, South 24 Parganas) under the UGC PARAMARSH Scheme.

**Following discussions took place in the meeting**

- ❖ Procedure of NAAC Accreditation
- ❖ Discussion on progress report

**1. Dr. Kavita Sarkar -**

- Seven different committees were formed during the lockdown period
- Classes & examinations were held online

**2. Dr. Partha Pratim Ghosh -**

- Different activities to be linked with different criterions of NAAC
- Nomination of two persons (One Teaching and One Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details to be provided by the college for the disbursement of the fund under the UGC PARAMARSH scheme.
- Report on progress of NAAC accreditation to be prepared under seven different broad headings of NAAC parameters
- Prepare a status report for submission to UGC / West Bengal Government.

**3. Prof. Dayal Chand Sardar -**

- Online meetings are held regularly
- Physically two times online classes are being held
- Exams are taken through online mode
- The college can go for accreditation by 2022.

**4. Dr. Ayan Chandra -**

- UGC asked to give us a status report by January, 2021
- 2019 September to 2020 December activities to be included in the report
- NAAC related webinar; UGC PARAMARSH fund may be available

*Partha Pratim Ghosh 15.12.2020*  
**Dr. Partha Pratim Ghosh**

**Coordinator, IQAC**  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016



**Minutes of the IQAC team online meeting with the Mentee College  
(St. Xavier's College, Maharo, Dumka, Jharkhand)  
under the UGC PARAMARSH Scheme held on  
Wednesday, 16<sup>th</sup> December, 2020**

**Meeting Attended by:**

1. Dr. Ayan Chandra, Member Secretary-Academic Council, St. Xavier's College (Autonomous), Kolkata
2. Rev. Fr. Stephen Raj, SJ, Principal, St. Xavier's College, Maharo, Dumka, Jharkhand
3. Rev. Fr. S. Davidraj, SJ, IQAC Coordinator, St. Xavier's College, Maharo, Dumka, Jharkhand
4. Dr. Partha Pratim Ghosh, IQAC Coordinator, St. Xavier's College (Autonomous), Kolkata

**Background of the meeting:**

The online meeting was called to discuss the progress of Mentee College (St. Xavier's College, Maharo, Dumka, Jharkhand) under the UGC PARAMARSH Scheme.

**Following discussions took place in the meeting**

- ❖ Procedure of NAAC Accreditation
- ❖ Discussion on progress report

Following are the proceedings of the meeting:

**Dr. Partha Pratim Ghosh (Coordinator, IQAC) -**

- Nomination of two persons (one Teaching and one Non-Teaching Staff) designated for PARAMARSH related work along with respective bank account details to be provided by the college for the disbursement of the fund under the UGC PARAMARSH scheme.
- Report on progress of NAAC accreditation to be prepared under seven different broad headings of NAAC parameters
- Prepare a status report for submission to UGC / West Bengal Government.

*Partha Pratim Ghosh* 17.12.2020

**Dr. Partha Pratim Ghosh**

**Coordinator, IQAC**  
Coordinator, IQAC  
St. Xavier's College  
(Autonomous)  
Kolkata-700 016



2020-21

**Minutes of the IQAC Extended Working Committee held on  
Tuesday, 30<sup>th</sup> March, 2021**

**Members Present:**

1. Rev. Dr. Dominic Savio S. J. Principal and Chairperson
2. IQAC Extended Committee Members

**Background of the meeting:**

The meeting was called to discuss the progress of upcoming ISO 9001:2015 Surveillance Audit, AQAR Report submission, preparation of SSR report, Progress of PARAMARSH activities, Working of PPC, Information on submission of NIRF Data, Activities during the Pandemic.

**Following discussions took place in the meeting**

The meeting was called to order by Fr. Principal. The agenda was highlighted by Prof. Partha Pratim Ghosh. The surveillance audit was due for two years. The AQAR report preparation and NAAC Visit with SSR submission.

We shall have two audits, audit 1 and audit 2 after offline activities resumes in College. The report for ISO 9001:2015 was read out by Prof. Ghosh. Installation of certain monitoring resources in Science Laboratories, periodic performance evaluation, establishment of department level quality objective for specific departments.

The AQAR report submission for the period JULY 2018 to JUNE 2019 – 37 page documents with two parts - a) Data of the Institution b) Questionnaire on 7 point criteria.

Following Points from the AQAR were discussed

- 1.3.1 Value added courses were discussed in the meeting.
- 1.3.2 Internships, more data on field internships are necessary with regard
- 2.3.1 Learning Management System with regard to the teaching learning process
- 2.6.1 Student Objectives and Learning Outcomes
- 3.2.2 Research Project per teacher, the portal is asking for the number of the teacher per project
- 3.3 Innovation Ecosystem - Seminars and workshops conducted in this domain. Prof. Arup Kr. Mitra and Prof. Shalabh Agarwal were requested to provide data.
- 3.4 Research Publication and Award List
- 4.4.2 Procedures and Policies for maintain and supporting physical academic facilities. The concerned departments are requested to submit their reports.

For 2018-19 the BA/BSC, BCOM offices will be mailed for data inputs.

For PARAMARSH, we have 9 teams. Among the different Colleges only one college SXC Maharo, Dumka has prepared the SSR report. Individual members will have to be circulated the reports.

Programme and Publication Committee needs to be revised.

NIRF data involved the core committee and individual departments in preparing of the report.

Prof. Partha Pratim Ghosh focused on the formation of seven teams to work on the seven parameters. NAAC Institutional Accreditation - Every team ought to have separate meetings. Prof. Ayan Chandra suggested that different offices can prepare the student progression report. On the basis of emails Prof. Romit Beed suggested that a professional team can be hired for help. Fr. Principal observed that a third part involvement is not desirable.

5.2 Students Progression into higher education in percentage during the year - Fr. Principal emphasized the need to procure the information concerned from the departments the administrative offices.

6.3.4 & 6.3.5 Welfare scheme for teachers and non-teaching staff. Fr. Principal observed that the data is available form Fr. Principal's Office.

Preparation of NAAC – The Coordinator Prof. Partha Pratim Ghosh requested all IQAC members to get acquainted with the new NAAC format. Prof. Ghosh asked permission for regular meeting for



AQAR / NAAC work. Every programme organized by departments and societies must be reported to IQAC. Fr. Principal requested for an active involvement in the preparation of data for AQAR, NAAC reports etc. A training session might be organized for this.

5.2 Student Progression has to be taken seriously.

Prof. Tapati Dutta suggested that the emails have to be sent to the Head of Departments for updating. Net/Set guidance course as a value added course. Career Oriented Programmes may be regarded as value added courses.

Skill based courses may be separately added to curriculum data, as Dr. Tapati Dutta pointed out. Mr. Snehashish Sur observed that Raghampur Campus data has to be added.

Fr. Johnson observed that Communication Courses, Computer Skill Oriented Programmes for Raghampur Campus would enhance the quality of report.

French Language Course and Human rights Programmes in main campus are held as certificate courses. NSS, NCC, Leadership skills, Foundation course, Diploma in Multimedia and Animation.

Field report for Commerce (M & E) third year BMS, MCOM, Sociology, Physics, MSC Students visit IIT Kharagpur, Biotechnology, Microbiology, have been taking place for a considerable period of time. In BMS department the students go on industrial visits.

Data of introduction for specific course have to be given. Professors of the department of English have been guiding students for taking the MA entrance examination conducted by reputed all India Universities such as Jadavpur University, Jawaharlal Nehru University, EFLU and Overseas Universities.

Prof. Romit Beed enquired whether students doing the online projects may be considered under this category.

Learning Management System - E-Resources and E-Paathshala

Prof. Samrat Roy highlighted the strategy of using tabs for assignments studies apparatus. LMS is a computer programme that takes into strategies and examination methods. The form CAA be circulated to students when they take admission. Microsoft Teams during the pandemic period is a part of the LMS System.

The Server maintain record the progression of student enrolling till the point he/she leaves the College. COE office and Library are also involved in the process.

2.3.1

2.7.1 Students satisfaction survey – a) Teachers b) Infrastructure, c) Course

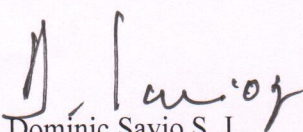
3.2.2 Data on ongoing research work etc. ought to be organized in the form of report.

3.3.1 Workshop Seminar

4.1.2 Details of augmentation in infrastructures facilities during the year 2019, Prof. Shalabh Agarwal observed that he will be filling the form for report preparation

Any work related to consultancy during 2018-2019 has to be recorded.

The meeting ended with a vote of thanks to the chairperson and members.

  
Rev. Dr. Dominic Savio S. J.  
Principal