

## **Minutes of the IQAC Meeting held on Tuesday 4<sup>th</sup> 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 3<sup>rd</sup> meeting held on 26<sup>th</sup> 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 360<sup>0</sup> 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, 15<sup>th</sup> September at 10 AM.

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