

Minutes of the IQAC Meeting held on Wednesday 16th September, 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 4th meeting held on 04th August 2015. The minutes were approved by the members present in the meeting. The following points were discussed

- All team members of different departments (B. Com. BBA, B. Ed, BA, B. Sc, M. Sc, and M. Com) informed that their work is in substantial progress.
- Prof. Swati Sarkar, Vice Principal, Department of Education enquired about the decision pertaining to the B. Ed department. Fr. Principal remarked that the B. Ed department has time till May 2017.
- Prof. Arup Mitra Suggested that the DBT Star College recognition to Physics, Chemistry & Microbiology for 2015-16 has to be prepared.
- The AQAR report will cover the following years 2010-11, 2011-12, 2012-13, 2013-14, and 2014-15. Prof. Mukherji highlighted the need to reflect upon the audit questions, the audit has to be done on the basis of data collection, data analysis and interpretation of data.
- Some important parameters to be considered in the preparation of the Audit Report are Gender Audit, 360 degree feedback, Faculty Feedback, institutional Feedback and overall rating in program study from students and the members of the Alumni.
- Fr. Principal enquired about the relevance of the Gender Audit. Prof. Mukherji suggested that ISO has a questionnaire for the Audit from which relevant questions have to be selected scrupulously. The college cannot get the CISA certificate if all the ISO questions are not addressed. Fr. Principal observed that the questions are to be kept intact for preparation of the answers.
- The gender questions will be put on the website for the 3rd years students to answer the questions. Fr. Principal suggested that the question will be open to all stakeholders of the institution and those who wish to answer will do so.
- Prof. Mukherji observed that student support and progression report in the SSR has to be presented in terms of 1st and 2nd cycles. The executive summary will give a specific format for the 3rd cycle highlighting institutional achievements and the improvements from the last SSR.
- All audits will be applicable to the B. Ed department.
- Fr. Principal informed that two professional nurses have been appointed in the Infirmary for girl students.
- According to Prof. Ashish Mitra the last Academic Audit was conducted in May 2014 and it is time now for another audit in the new session.
- Names proposed as members of the External Academic Audit were Prof. Dhruba Dandapat, Dr. Anajan Ghosh, Dr. Konica Chatterjee and Dr. Madhumala Sengupta.
- Prof. Swati Sarkar suggested the name Prof. Ritendra Roy along with Prof. Sunita Singh as assistant Coordinators for B. Ed department.

The meeting ended with a Vote of Thanks to the Chairperson and all members present.

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