

Minutes of the IQAC Meeting held on 21st April 2015

The Coordinator welcomed the Chairperson Fr. Principal, and the team members.

The IQAC office has assessed the SSR questionnaire and identifies the sections that are to be taken up by the members.

- Prof. Amitava Roy has been operating as a Dean for some time now, so he has been entrusted with section related to administration associated with direct academics. Sir will also compile the evaluative report of the BBA.
- Dr. Panchali Sen as the Dean of the International Studies is in charge of the sections that deal with collaboration, international and national; Maam is requested to address section related to programmes offered by the institution.
- Ms. Sujata Pakrashi Lahiri is requested to address sections dealing with non-academic and extracurricular activities offered by the college and the nature and extent of students' involvement and participation.
- Dr. Chandrani Biswas with her experience and expertise takes charge of students mentoring, performance enhancement and supportive service. Maam is also in charge of the Evaluative report of the BA department.
- Prof. Chandrima Banerjee takes charge of the section related Environmental Consciousness, along with the responsibility of compiling the Evaluative report of the B.Com evening and M. Com department.
- Dr. Sumona Ghosh had been actively involved in the last NAAC evaluation. She takes charge of Teaching Learning and Evaluation aspects; along with the compilation of the Evaluative Report of the B. Com Morning department. Maam had with researched regard prepared 22 folders on the last occasion. We all may make use of her experience.
- Dr. Arup Mitra has been requested to take up the sections of Research and Consultancy; he is strongly equipped to address this section of the questionnaire. Sir is in charge of the Evaluative Report of BSC Department.
- Rest of the section will be worked out by the IQAC office in consultation with the
 - ❖ Principal's Office
 - ❖ Academic Council Office
 - ❖ Treasurer's office
 - ❖ B.Com Office – M & E
 - ❖ BBA office
 - ❖ BA & BSC office
 - ❖ Other facility centers like NSS, NCC, Placement Cell, Sports etc.
- Members who seek access to the complete questionnaire were requested to pick up the same from the IQAC office.
- For collection of Data, the following sources were identified.
 - ❖ The SSR submitted to NAAC
 - ❖ Autonomy Report
 - ❖ Academic Audit Report
 - ❖ All AQARs
- The target date for the collection of data was identified to be 11th May, 2015. The members of the preparatory team will meet again on 11th May at 11 AM in room 15A to assess progress.

The following observations – Questions overlap – we had experienced if on the last occasion when we conducted a collective study; therefore we shall have to collect our data; as there be no discrepancy/anomaly

Emerging out of the Meeting: Choice based credit system has to be highlighted in the report.

Ragabhpur Campus.

The meeting ended with a Vote of Thanks to the Chairperson.

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