

Minutes of the IQAC Meeting held on Friday 26th June, 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. Prof. Dr. Panchali Sen, Dean of International Studies read out the Minutes of the second meeting held on 11th May 2015. The minutes were approved by the members present in the meeting.

The following observations were made: -

- Prof. Partho Mukherji identified some areas of reflection highlighted by the NAAC Questionnaire –
 - Curriculum Feedback
 - 360⁰ Feedback
 - Curriculum Enrichment
 - Student Profile Mapping
 - Bridge Course
 - MCQ for CIA Examination
 - Mentoring
 - Modular plan for Subjects
 - E-Campus
 - Simulated Examination
 - Audit
- Prof. Amitava Roy, Dean of BBA stated that the documentation will be automatic if the College uses software. He also observed that the B. Com (M) department conducts exit feedback of Professors' performance.
- Fr. Principal highlighted the need for all Heads of Department to conduct peer feedback on the basis of a questionnaire and score sheet. SWOT analysis of professors and departments is necessary for building up healthy inter-personal relations for the benefit of the students. A minimum of two Departmental Meetings a semester must be conducted every semester. Fr. Principal asked the IQAC Coordinator to formalize the peer feedback procedure.
- Fr. Principal also highlighted the significance of other areas of reflection: –
 - ☞ Curriculum Designing which involves seminar and conference participation.
 - ☞ Student Profile Mapping – Students are given a set of question for profile preparation. The Counselling department organizes such session at the beginning of the first year.
 - ☞ In order to orient students towards Honours programmes of study, bridge courses will have to be organised:
 - ❖ Prof. Amitava Roy pointed out that B. Com department has provisions for Bridge Courses. The Mathematics and English department had conducted bridge courses in past academic sessions. Fr. Principal observed that counselling done by the respective departments has to be recorded and documented.
- MCQs for CIA examination are considered an option for mid-semester tests. Fr. Principal stated that it could be done twice a semester. Professor can start recoding the contact hours with students in every module with regard to every semester.
- Mentoring – Names and details of students who are mentored by professors for academic aspects have to be maintained.
- Modular plan for respective subjects have to be prepared with learning outcomes.
- E-Campus – on line materials can be placed on a day to day basis to enrich the teaching learning process. It can be uploaded module wise and made available to students with a login.
- Stimulated Examination for Common Entrance Tests like CAT, MAT, GRE and TOEFL etc. can be implemented. The College as Prof. Partho Mukherji, the IQAC Coordinator mentioned may introduce a log in ID to the students. No subsequent involvement is further required. Fr. Principal observed that this specialized method of examination has to be coordinated with Prof. Shalabh Agarwal.
- Audit – Fr. Principal highlighted the need to conduct academic, administrative, green and gender audit. Fr. Principal stated that gender equality is reflected in admissions, participation in sports, society programmes, SWAR and in empowering women administrators. A free and friendly environment for all students is systematically maintained in College.

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

It was proposed that the next meeting of the NAAC Preparatory team will be held on Monday, 3rd July, 2015 at 10 am.

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