

Minutes of the IQAC Committee Meeting held on Thursday, July 28, 2016

Prof. Partho Mukherji, the IQAC Coordinator welcomed the Chairperson Fr. Principal Rev. Dr. J. Felix Raj SJ and the Committee Members.

The minutes of the previous meeting was confirmed by the members of the IQAC and duly signed by the Chairperson.

The following matters were discussed in the meeting:

- Prof. Partho Mukherji updated the committee about the SSR – the preparation is completed.
- Prof. Ashish Mitra enquired about the data/document details of 2015-16.
- Partho Mukherji explained that 2015-16 documents are readied by the departments.
- Each Department to be given their report separately by IQAC to keep them prepared.
- Fr. Principal asked for suggestions regarding the questionnaire of the Evaluative Report of the Departments – the files will have to be readied.
- July 2015- June 2016 – A separate file on activities and achievements to be maintained by the departments.
- Extended IQAC meetings with all Hods', BOS Chairpersons. (BOS Meetings Departmental Meetings files need to be maintained, Tutorial / remedial Classes)
- Outreach programmes – they should be prepared.
- Departments to prepare PPT presentation of their evaluative report.
- Mentorship reports to be maintained by the department for the visit.
- Core team to get to the sources and keep files in order.
- Dr. Tapati Dutta asked about minutes of mentoring and remedial classes and how to maintain it.
- Fr. Principal mentioned about the Mentorship done by different departments.
- Update on IAS guidance given by Dr. Sanjib Kr. Basu.
- Dr. Panchali Sen updated about the International MOU and different international students
- Prof. Dhrubaranjan Dandapat made the following observations:
 - Post accreditation initiatives taken to overcome the deficiencies indicated last time as improvement.
 - Layout of the College
 - Fire and Earthquake security
- Dr. Sanjib Kr. Basu suggested PHD cell guidelines to be readied.
- Fr. Principal enquired about the finalization of audit reports.
- Prof. Ashis Mitra suggested Personal Management System.
- International Collaboration – Short report with MOU's including JC-HEM.

The Meeting ended with a vote of Thanks to the Chairperson.

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