

Minutes of the IQAC Meeting held on Monday 30th November, 2015

Prof. Partho Mukherji 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. Chandrani Biswas read out the minutes of the 5th meeting held on 16th September 2015. The minutes were approved by the members present in the meeting. The following points were discussed

- Prof. Ashish Mitra, Member Secretary Academic Council informed about the four days of academic audit recently conducted in the College. Review of the audit is in the process of being prepared for final submission.
- Fr. Principal observed that the College needs feedback from the stakeholders involving Principal, Vice Principals, Controller of Examination, Deans, HoDs, Professors, administrative staff, Non-teaching staff, Alumni/ae and others. He also suggested that since all questions will not be relevant for the Raghampur Campus, a few question will have to be selected carefully.
- Prof. Ashish Mitra observed that ten questions per area will be selected for consideration.
- It was also decided that Prof. Tinni Goswami will translate the questions from English to Bengali for Raghampur Campus.
- The finalisation of the SSR report will involve a team consisting of Fr. Principal, the four Vice principals, Member Secretary Academic Council, Prof. Shalabh Agarwal and IQAC coordinator.
- Prof. Ashish Mitra observed that the new initiatives and proposals together with extension activities will have to be added in the report.
- Dr. Panchali Sen observed that the details of the revised curriculum of 2014 will have to be included in the report.
- Fr. Principal observed that all Hods will have to upload the syllabus in the website.
- Prof. Partho Mukherji observed that report on Data Capture Format II and IV have been sent to MHRD on September 28, 2015. He also observed that the SSR will include the B. Ed department report as 'Evaluative Report of the Department'.
- Prof. Swati Sarkar observed that since the parameters for the B. Ed is separate, the weightage also ought to be separate so the SSR report for B. Ed should go separately though LOI will be same.
- Prof. Partho Mukherji pointed out that the specification for separate SSR is only applicable for separate B. Ed Colleges.
- Fr. Principal asked the IQAC coordinator to write a letter of clarification to NAAC for the given purpose.
- Fr. Principal also pointed out the need to present the report on the Raghampur Campus separately as part of the new initiative.
- Prof. Ashish Mitra observed that the infrastructural facilities for St. Lawrence and Raghampur will have to be mentioned separately. The report on History Honours will come under new initiative. He also asked Prof. Mukherji to include the minutes of the Academic Council in the report.
- Dr. Panchali Sen also highlighted the need to include the details of those departments approved for Ph. D programmes to be included as part of the new initiative. She suggested that it can be included in the section on research consultancy and extension.
- The foundation course reports for 2014-15 and 2015-16 have to be presented in a specific format including objectives, name and title of the course, course content and faculty profile.
- All Professors of BA General and Honours departments in Raghampur Campus are to submit their reports to Fr. Johnson. Prof. Tinni Goswami will be responsible for the compilation and coordination of the Raghampur report.

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

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