

**Minutes of the IQAC Meeting held on 06th November 2024 to prepare for
forthcoming Peer Team Visit by NAAC**

Members Present:

1. Member Secretary Academic Council
2. Selected Faculty Members from the organizing committee
3. Coordinator, IQAC

Background of the meeting:

The meeting was called to discuss the work plan with core members of the organizing committee for the forthcoming NAAC Peer Team Visit on 09th and 10th November 2024.

Dr. Partha Pratim Ghosh, Coordinator, IQAC welcomed the members for the meeting.

Following discussions took place in the meeting-

It was decided in the meeting that the core team will consists of Prof. Shalabh Agarwal, Prof. Ayan Chandra, Prof. Panchali Sen and Prof. Partha Pratim Ghosh (Eco).

The following members will look into the different

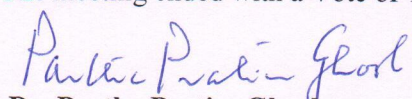
Reception at Airport:	Reception at Hotel:
Mr. Sanjeev Konar (inside airport) Prof. Partha Pratim Ghosh Prof. Ayan Chandra Prof. Shalabh Agarwal Prof. Panchali Sen Prof. Shaunak Roy Prof. Ayan Banerjee	Prof. Cheryl Francis Prof. Kushal Dey Prof. Christina Mirza Prof. Swaraj Kr. Nandan

Day	Time	Activity	Venue	Responsibility
1		Welcome and visit to Peer Team Office	Front Quadrangle & Room 15A	Prof. Sujata P. Lahiri & Prof. Atish Prosad Mondal
1	9:15-10:00am	Presentation – Principal, Vice-Principal & IQAC	Room-15	Prof. Charlotte Simpson Veigas, Prof. Soheli Ghose, Prof. Sucharita Roy, Mr. Sujit Chandra
1	10:00-11:00am	Visit to Societies, Clubs etc. (All three visitors)	Auditorium	Prof. Romit Beed, Prof. Sayantani Sur
1	11:00am-1:00pm	Team-1: Department Presentations and document checking (Two visitors)	Room-15 (List given in next page)	Prof. Amitava Roy , Prof. Zaid Al Baset, Prof. Kaushik Goswami, Mr. Sujit Chandra
		Team-2: Visit to Research Facilities	CRF, DBT Star, Data Science, Observatory, Microbiology, Biotech, Science Labs, PhD Cell	Prof. Samrat Roy, Prof. Namrata Roy, Prof. Urmi Mukherjee, Prof. Moitrayee Basu, Prof. Sanjana Ghosh
1	1:00-2:00pm	Luncheon Meeting	Big Parlor	Mr. Firdasul Hasan, Prof. Sumona Ghosh, Prof. Ruby Marry Notts, Prof. Ankita Samanta, Prof. Swati Mishra
1	2:00 – 3.00 pm	Team-1: Meeting with IQAC and Core Committee, Document Checking (Two visitors)	R. K. Hall and IQAC Office	Prof. Panchali Sen , Prof. Amitava Roy, Prof. Samrat Roy

1	3.00- 5.30 pm	Team-1: Central Library, Wellness Centre, Hostel	Central Library, Solar Panel, Hostel		Prof. Amitava Roy, Prof. Cheryl Francis, Prof. Shaunak Roy, Prof. Kaushik Goswami, Prof. Fr. Simon Murmu, SJ.
		Team-2: 2:00-3:30pm	Visit to Offices	COE, Dept. Offices, ISP	Prof. Samrat Roy, Prof. Urmi Mukherjee, Prof. Moitrayee Basu, Prof. Sanjana Ghosh
		Team-2: 3:30-5:30pm	Stakeholder Interactions	Xavier Hall: Alumni, Students & Teachers	Prof. Romit Roy, Prof. Sayantani Sur, Prof. Namrata Roy
1	5:30-6:00 pm	Cultural Programme	Auditorium		Prof. Sujata P Lahiri, Prof. Romit Beed, Prof. Subhadeep Sengupta

Day	Time	Activity	Venue	Responsibility
2	9:00 – 12:30 pm	Team-1: Raghampur Campus	Raghampur	Prof. Swaraj Kr. Nandan, Prof. Cheryl Francis
		Team-2: EMRC	EMRC	Prof. Arup Kr. Mitra
2	9:00–9:45am	Team-3: Visit to Treasury	Treasurer's Office	Prof. Kaushik Goswami
2	9.45am–12.30 pm	Team-3: Visit to facilities in the Main Building	Mass Communication Studio, Editing Lab, EDC, Computer Labs, Goethals Library, Sports, Canteen	Prof. Samrat Roy, Prof. Urmi Mukherjee, Prof. Moitrayee Basu, Prof. Sanjana Ghosh
		Team-3: Visit to facilities in the Jubilee Building	NSS, NCC, Counselling Cell, Placement Cell, Finance Lab, Multimedia Labs, Studios	Prof. Amitava Roy , Prof. Shaunak Roy, Prof. Kaushik Goswami
2	12.30pm-1pm	Discussion with Fr. Principal ad IQAC Coordinator		Core Team
2	1pm-2pm	Lunch	Main Parlor	Mr. Firdasul Hasan, Prof. Sumona Ghosh, Prof. Ruby Marry Notts, Prof. Ankita Samanta, Prof. Swati Mishra
2	2pm-3pm	Report writing	Room 15-A	Core Team
2	3pm-4pm	Meeting with Fr. Principal and finalization of report	Room 15-A	Core Team
2	5pm-5.30pm	Exit meeting	Auditorium	Prof. Romit Beed, Prof. Sayantani Sur, Prof. Shaunak Roy

The meeting ended with a Vote of Thanks.



Dr. Partha Pratim Ghosh

Coordinator, IQAC

**Coordinator, IQAC
St. Xavier's College
(Autonomous)
Kolkata - 700 016**