Minutes of the IQAC meeting for ISO 2nd Re-certification Audit on 17.05.2025

Agenda:

i. ISO 9001:2015 2nd Re-certification Audit

Members Present:

1. Rev. Dr. Dominic Savio, SJ, Principal and Chairperson of IQAC
2. Vice Principals
3. Deans
4. Member Secretary Academic Council
5. Selected HODs and Faculty Members
6. Coordinator, IQAC

Rev. Dr. Dominic Savio, SJ, Principal & Chairperson, IQAC welcomed the members to the meeting.

Following discussions took place in the meeting-

- Father Principal initiated the meeting and spoke in details on the ISO 9001:2015 Re-certification Audit program.
- Dr. Jhumpa Mukherjee, HOD, Political Science presented the Quality Policy of the College and a sample Process Mapping for the various academic departments.
- Dr. Rina Ghosh, Director, Central Research Facility updated the house on the questions asked by the auditors on safety issues like
    - Fire Issues - Staff including teaching and non-teaching knows how to use Fire-Extinguishers.
    - Chemicals - Staff including teaching and non-teaching knows how to dispose hazardous chemicals.
    - Calibration of equipment may require approval from Fr. Principal.
- Dr. Partha Pratim Ghosh, Coordinator, IQAC suggested to proceed as per standard practices and prepared accordingly.
- Dr. Chandrani Biswas, HOD, BA in Humanities and Social Science enquired whether the faculties from Raghabpur Campus may be invited for the audit. Fr. Principal instructed to bring the Faculties and asked them to participate actively in the entire audit.
- Dr. Partha Pratim Ghosh informed the house that the data and documents for both 2023-24 and 2024-25 can be kept for ready for audit.
- Dr. Samrat Roy, Director, Ph.D. Cell spoke about PHD cell related information on ISO Process Mapping.
- Prof. Shalabh Agarwal, Director, Central Computing Facilities, mentioned the facility maintenance procedures related to
    - Disposal of Hazardous chemicals
    - AMC documents of all facilities
- Dr. Partha Pratim Ghosh said these requirements would be conveyed to Fr. Minster.
- Dr. Rina Ghosh suggested to have a fire drill for all the staff members.

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

Rev. Dr. Dominic Savio, SJ
Principal & Chairperson, IQAC

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