

## **Preparation for Accreditation by NAAC in 2024**

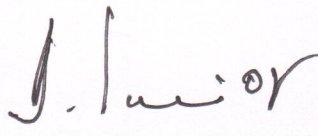
### **Highlights of Events from October 2022 to March 2023**

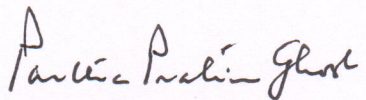
Father Principal Rev. Dr. Dominic Savio, SJ directed that top priority be given to the forthcoming Accreditation by NAAC. Under his leadership the Internal Quality Assurance Cell, with the help of all members of the Xaverian family, has been preparing for the accreditation process. Some of the highlights of the activities undertaken during the period October 2022 to March 2023 are:

- Publication of Research Yearbook
- Initiation of Electoral Club
- Consultancy Cell and Consultancy Club
- Seed Money to promote Faculty Research
- Implementation of National Education Policy
  - ❖ Participation in NAAC Seminar at Bengaluru, 6th January 2023
  - ❖ Teachers' Orientation Sessions for National Education Policy
  - ❖ Support-staff Orientation for National Education Policy
  - ❖ 7<sup>th</sup> February 2023 (Orientation Programme on NEP for Commerce (E), BMS, M. Com & Education Faculties)
  - ❖ 8<sup>th</sup> February 2023 (Orientation Programme on NEP for Commerce (M) & Arts Faculties)
  - ❖ 9<sup>th</sup> February 2023 (Orientation Programme on NEP for Science Faculties)
  - ❖ 16<sup>th</sup> February 2023 (Orientation Programme on NEP for Education Faculties)
  - ❖ 17<sup>th</sup> February 2023 (HOD (Arts & Science) Meeting on NAAC & NEP called by Vice-Principal)
  - ❖ 9<sup>th</sup> March 2023 (NEP Orientation for students of Commerce-E)
- Student Orientation Sessions on Accreditation by NAAC with special reference to Student Satisfaction Survey:
  - 22<sup>nd</sup> February 2023 (Arts & Science Students)
  - 23<sup>rd</sup> February 2023 (Arts & Science Students)
  - 2<sup>nd</sup> March 2023 (Commerce-M)
  - 3<sup>rd</sup> March 2023 (Commerce-M)
- Skill Development Programs for Support Staff
- Skill Development Programs for Empowerment of Women
- Initiation of Gender Audit
- Session on Intellectual Property Rights in collaboration with Patent Office, Govt. of India
- Series of meetings and brainstorming sessions by the IQAC, Core Committee and Seven Teams
  - ❖ 10<sup>th</sup> November 2022 (All Seven Criteria Team Meeting with Father Principal)
  - ❖ 21<sup>st</sup> November 2022 (Criteria II Team Meeting)
  - ❖ 23<sup>rd</sup> November, 2022 (Father Principal with Coordinators and Co-coordinators of all seven Criteria)
  - ❖ 14<sup>th</sup> December 2022 (Father Principal with Coordinators and Co-coordinators of all seven Criteria)
  - ❖ 16<sup>th</sup> December 2022 (Team for Criterion-I)



- ❖ 20<sup>th</sup> December 2022 (Criteria III team meeting with IQAC Coordinator)
  - ❖ 3<sup>rd</sup> January 2023 (Criteria II meeting on Student Grievance Policy in IQAC office)
  - ❖ 5<sup>th</sup> January 2023 (Meeting with Team Criterion V)
  - ❖ 5<sup>th</sup> January 2023 (Meeting on 4-year degree programme (NEP) in Ph.D. office)
  - ❖ 18<sup>th</sup> January 2023 (Meeting with Coordinator of Criterion I)
  - ❖ 19<sup>th</sup> January 2023 (Team for Criterion-III)
  - ❖ 20<sup>th</sup> January 2023
  - ❖ 28<sup>th</sup> January 2023 (Meeting with Team for Criterion V)
  - ❖ 1<sup>st</sup> February 2023 (All Seven Criteria Team Meeting with Father Principal)
  - ❖ 16<sup>th</sup> February 2023 (Team for Criterion-II)
  - ❖ 21<sup>st</sup> February 2023 (Meeting with Team for Criterion-III)
  - ❖ 22<sup>nd</sup> February 2023 (Meeting with Team for Criterion-I)
  - ❖ 22<sup>th</sup> February 2023 (Student Orientation session on NAAC 2024)
  - ❖ 23<sup>rd</sup> February 2023 (Arts & Science Teachers Council Meeting on NAAC 2024)
  - ❖ 23<sup>rd</sup> February 2023 (Student Orientation session on NAAC 2024)
  - ❖ 24<sup>th</sup> February 2023 (Meeting with Team for Criterion-II)
  - ❖ 28<sup>th</sup> February 2023 (Meeting with Team for Criterion-II)
  - ❖ 1<sup>st</sup> march 2023 (Meeting with Team for Criterion II)
  - ❖ 10<sup>th</sup> March 2023 (Meeting with Team for Criterion II)
  - ❖ 11<sup>th</sup> March 2023 (Meeting with Team for Criterion IV)
  - ❖ 13<sup>th</sup> March 2023 (Criteria VII Team Meeting on Best Practices)
  - ❖ 14<sup>th</sup> March 2023 (Meeting with Team for Criterion II)
  - ❖ 14<sup>th</sup> March 2023 (Vice Principal's Meeting regarding NAAC Preparation)
  - ❖ 19<sup>th</sup> March 2023 (Meeting with Team for Criterion V)
  - ❖ 20<sup>th</sup> March 2023 (Meeting with Team for Criterion VII)
  - ❖ 22<sup>nd</sup> March 2023 (Meeting with Team for Criterion VI)
  - ❖ 27<sup>th</sup> March 2023 (Meeting with Team for Criterion II)
- Presentation of First Draft of Self-Study Report by the Seven Teams
- ❖ 15<sup>th</sup> March 2023 (All Seven Criteria Team Meeting with Father Principal, Criteria I and II)
  - ❖ 18<sup>th</sup> March 2023 (All Seven Criteria Team Meeting with Father Principal, Criteria III & IV)
  - ❖ 23<sup>rd</sup> March 2023 (All Seven Criteria Team Meeting with Father Principal, Criteria V & VII)

  
Principal  
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## Detailed Report on Preparations for accreditation by NAAC

Preparations for the forthcoming accreditation due in early 2024 began from November 2021.

1. The **first meeting of the IQAC on accreditation by NAAC was held on 08.11.2021, chaired by Father Principal**. Members of IQAC and its Working-Committee attended.
  - We had an overview of the Website of NAAC.
  - The Manual for Autonomous Colleges was circulated to the members with a request to visit the website from time to time, for updates on the Manual.
  - A broad outline of the data requirements, including both quantitative and qualitative metrics, was presented
  - Father Principal stressed on the need for in-depth assessment of all elaborate requirements pertaining to identification of data sources as also the collection, organization and presentation of the data.
  - The committee members were grouped into teams entrusted with different areas of data requirement.
  
2. This was followed by the **second meeting on 26.11.2021**. It was a brain-storming session, discussing:
  - The time-period of the data
  - Data requirements for academic / financial year
  - Identification of Optional Metrics
  - Sharing of Data Templates
  - Recapitulation of work-plan
  - Sharing the Standard Operating Procedures
  - Identification of data-sources at various levels namely, departments and administrative units
  
3. Follow-up meetings held on :
  - Father Principal appointed a four-member committee to coordinate the preparatory work
  - Seven core-teams were set up, corresponding to the seven criteria
  - The teams have been working on
    - Identification of information required
    - Source of the relevant information



- Collection of supporting documents
- On a continuous basis, the teams are
  - Going through the relevant portions of the NAAC Manual
  - Following the Standard Operating Procedures
- 4. **Meetings on May 14<sup>th</sup> and 16<sup>th</sup> 2022, regarding Implementation of New Economic Policy for accreditation by NAAC**
  - Main features of NEP were presented by members of the implementation committee
  - Father Principal instructed that the committee should look into the procedures for implementation of NEP
- 5. **A Faculty Development Program was conducted on July 8<sup>th</sup>, 2022** by Professor A. Joseph Dorairaj, Professor of English, School of English and Foreign Languages, Gandhigram Rural Institute – Deemed to be University, Gandhigram, Tamil Nadu, for the forthcoming accreditation of the college.
  - Professor Dorairaj is a renowned resource-person in the field of Assessment and Accreditation of Higher Education Institutes in our country.
  - Two sessions were held, one for the Arts & Science faculty and another for the commerce faculty, both chaired by the Principal, Rev. Dr. Dominic Savio, SJ.
  - All faculty members attended.

Professor Dorairaj:

- Discussed the seven parameters of the accreditation framework,
- Gave valuable insights and
- Shared fifty important suggestions for implementation
- Covered all the seven criteria of NAAC.

As a follow-up of the FDP:

- Faculty members were evaluated on their awareness on the procedures of NAAC.
- A questionnaire was circulated to all faculty members, to be answered mandatorily by all.
- The response has been satisfactory.



## 6. Meeting on 18<sup>th</sup> July 2022 regarding preparation for accreditation by NAAC

- Preparation of Policies:
  - Admission - Prof. Shalabh Agarwal
  - Information Technology - Dr. Romit Beed in consultation with Prof. Shalabh Agarwal
  - Library - Rev. Joseph Kulandai, SJ
  - Consultancy - Dr. Sanjib Kr. Basu
  - Hostel - Rev. David Paulraj, SJ
  - Waste Management - Fr. Probal Gomes, SJ, Rev. Johnson Padiyara, SJ, Dr. Arup Kr. Mitra
  - Research - Dr. Samrat Roy
- Perspective Plan, Short term plan and strategies to be deployed:
  - Dr. Panchali Sen
  - Dr. Sumanta Dutta
  - Dr. Ayan Chandra
  - Dr. P.P. Ghosh (Eco)
- Preparation of SWOC for the institution: Dr. Amitava Roy and Dr. Sanjib Kr. Basu were requested to draw up a format
- Incremental Growth from 3<sup>rd</sup> to 4<sup>th</sup> cycle:
  - Dr. Farhat Bano, Dept. of Political Science
  - Dr. Zaid Al Baset, Dept. of Sociology
  - Dr. Madhura Dasgupta, Dept. of Statistics
  - Dr. Samrat Roy, Dept. of Commerce (M)
  - Dr. Ayan Chandra, Member Secretary Academic Council
  - Dr. Partha Pratim Ghosh, Coordinator, IQAC
- Examination Reforms:
  - Moderators report (already existing)
  - Continuous Internal Evaluation of UG practical papers (already existing)
  - Proposed mapping of question with learning objectives
  - Proposed CIA on EVS Papers through online exams, with automated results
  - Plagiarism check to be mandatory for all dissertations
- Outcome-based Education: One consolidated document to be prepared for the website. The document would include Course Outcomes, Program Specific Outcomes and Program Outcomes as per the format in the NAAC manual.
  - Prof. Chandrani Biswas, Dept. of English,



- Prof. Amitava Roy,
- Prof. Sougata Banerjee, Dean of Management Studies and
- Prof. Swaraj Kr. Nandan, Dept. of Commerce (M)
- Mapping of Learning Outcomes: IQAC Coordinator was requested to get in touch with his counterpart and AC Secretary of Loyola College in this matter.
- Departments would be asked to develop e-Content to give an overview of their respective UG and PG programmes for the College website.
- An award for best Researcher would be constituted.
- Identification of students requiring remedial classes, follow-up and Action Taken Report to be documented.
- NET / SET Guidance center for Post Graduate students to be revived. Post Graduate departments to take stock of guidance requirements on general papers in NET / SET examinations.
- Gender Audit: Dr. Tinni Goswami of the Center for Gender Studies would be requested to find out the procedures and requirements for Gender Audit.
- Internal Complaints Committee: Dr. Ayan Chandra was requested to instruct Dr. Sumona Ghosh for doing the needful.
- Articulating Graduate Attributes: Dr. Ayan Chandra was requested to look into the matter
- For internal Audit, Fr. Principal would select a team of ten members who would then be trained accordingly

7. Meeting held for **NAAC Preparation** on **26<sup>th</sup> July 2022**

- Quality Indicator Framework, Data Templates and Standard Operating Procedures based on the Seven Criteria were identified for the Seven Core Teams.
- Core Team Members were requested to go through the documents and identify the data/document requirements and data/document sources.
- The Seven Core Team members would be empowered, subject to Father Principal's approval, to proceed with the data collection process.

8. The next meeting took place on **August 3<sup>rd</sup>, 2022**. The Minutes are given below



### Minutes of the meeting held for NAAC Preparation on 03<sup>rd</sup> August 2022

The core focus was on identifying resources and ways of gathering information. The following is a list of the issues that emerged from groups handling the 7 criteria of NAAC.

#### Criterion 1

- i. Prof. Indranil Chakraborti, HOD, Chemistry updated the members about the main offices (AC Off & IQAC Off) from where the data can be collected for the criteria 1.

#### Criterion 2

- ii. It was also decided in the meeting that a detailed meeting to be held with HOD's for Programme Outcome, Course Outcome and Programme Specific Outcome, with a standard template.
- iii. A detailed presentation on mapping and attainment of Programme Outcome, Course Outcome and Programme Specific Outcome was presented by Prof. Sougata Banerjee, Dean of BMS.
- iv. It was also decided in the meeting that all the faculty members will go through the websites of the high performing institutions like 1) Loyola College, 2) Miranda House etc. special focus on the SSR of these Colleges.
- v. It was also decided in the meeting that the we can follow the UGC website about the mapping of some UG Programme and follow the same.
- vi.
  - a. The Mapping of the Programme Outcome, Course Outcome and Programme Specific Outcome to be done according to the questions already set in the questions papers.
  - b. A final template needs to be created

#### Criterion 3

- vii. Prof. Samrat Roy, Director of PHD Cell updated the members about the progress of Criterion 3. He also stated that the data need to be procured from the academic year 2018-19, data template will be filled year wise in different sheets. Research Policy has been sourced from IQAC office.
- viii. Prof. Amitava Roy, Dean of Commerce (M) mentioned the possibility of our College getting registered on the Indian Research Information Network System (IRINS). This will help in procuring data related to publications by different faculties. Once the College is registered on IRINS the username and password will be shared to all the faculty members.
- ix. Prof. Panchali Sen, Dean of International Studies: Consultancy Policy to be implemented in the College ASAP. Prof. Romit Beed: One such document could be with Prof. Sanjib Kr. Basu (Dean, M. Com).
- x.
  - a. Ms. Cheryl Francis, Director, Social Work and NSS update the members about the extension activities in criterion 3. She also put emphasis on the other extension activates like AICUF, EDC & ENACTUS, SXCAA etc. to be collaborated with the NSS activities. She also mentioned that more teachers need to be part of the extension activities and UBA Programme.
  - b. Outreach by Alumni should be taken into account.
- xi. Prof. Arup Kr. Mitra, Controller of Examination, Prof. Charlotte Simpson Veigas, Vice Principal, Department of Education and Prof. Romit Beed, HOD Computer Science would be included in the Research and Extension Activities Committee (Core Team 3)



#### Criterion 4

- xii. Prof. Shalabh Agarwal, Director, Computer Center, updated the members about the progress of criterion 4. He mentioned about some requirements which need to be put in place: like Learning Management System (LMS), Lecture Capturing System (LCS).
- xiii.
  - a. Prof. Soheli Ghose, Dean of Commerce (E) informed the committee members that Library related data are in proper place and being updated regularly. Library usage may be enhanced.
  - b. Access to E-journals to be renewed and communicated to faculty and students.

#### Criterion 5

- xiv. A career counselling cell needs to be established (even though the placement cell provides some career counselling).
- xv. Policy documents for scholarships and financial assistance needs to be sourced
- xvi. Sexual harassment policy needs to be codified and gender sensitisation workshops will be organised for the students
- xvii. A consolidated students' feedback form to collect information of students' progression needs to be finalised and a centralised process to collect this information has to be put in place. The offices and the HODs have to be involved. Some members of the NAAC core team will work together to finalise the form. The validation of emails of students of the batches before 2020 needs to be undertaken to generate information about them.
- xviii. It was also decided in the meeting a form will be circulated among the students to fill and provide the information about the progression made after the graduation completion. They would be requested to upload their admission form or ID card of the subsequent College or Universities where they are pursuing the higher studies.
- xix. A separate page can be created on the College website for feedback on Placement and Higher Studies.

#### Criterion 6 & 7

- xx. Institutional Distinctiveness may include the factors of remedial teaching and philanthropic activities, Paramarsh Mentoring and remedial teaching.
- xxi. Institutional values to be finalised in consultation with the Provincial, Rector and Principal.

**9. Father principal will review the work-progress on November 11<sup>th</sup>, 2022**

**10. Father Principal also initiated preparations for the implementation of the New Education Policy (NEP) in the Core-Committee Meeting on 14.11.2022.**

**11. Review meeting on work-progress was chaired by Father Principal on 23.11.2022, where detailed presentations were made by the teams. Father Principal observed that work was proceeding in the right direction. He reiterated the importance of getting prepared for implementation of NEP.**

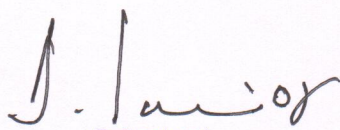
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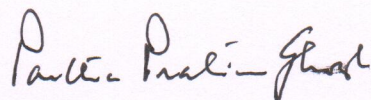


*Meeting on*  
**Preparations for NIRF 2023**

- Registration has been done
- The portal will be live after 30<sup>th</sup> November 2022
- Main data required are
  - Sanctioned Student Intake: Academic Session 2021-22
  - Actual student Intake: Academic Session 2021-22
  - Student Pass-out data for the last academic session i.e. 2021-22
  - Student Placement and Higher Studies compared to Student Intake : Last three Academic Sessions
  - Amount utilized for Capital Expenditure: Last three Financial Years
  - Amount utilized for Operational Expenditure: Last three Financial Years
  - Facilities for Physically Challenged Students
  - Faculty Details
- Data on Admissions is already available
- Student placement data from college placement cell is available. The HODs will be requested to provide additional data on placement and higher studies, including self-employment and out-of-campus placement data.
- Pass-out students' data has been provided by the Controller of Examinations
- We are in touch with the Treasurer's Office for procurement of financial data including the components from EMRC. It is being processed as per the format of NIRF.
- When the portal is live, the data will be uploaded and saved
- As in earlier years we planned to have a series of meetings with Fr. Principal, Vice-Principals, Treasurer, Controller of Examinations, Academic Council Secretary before submitting the data

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