

**Minutes of the IQAC Extended Working Committee held on
Tuesday, 30th March, 2021**

Members Present:

1. Rev. Dr. Dominic Savio S. J. Principal and Chairperson
2. IQAC Extended Committee Members

Background of the meeting:

The meeting was called to discuss the progress of upcoming ISO 9001:2015 Surveillance Audit, AQAR Report submission, preparation of SSR report, Progress of PARAMARSH activities, Working of PPC, Information on submission of NIRF Data, Activities during the Pandemic.

Following discussions took place in the meeting

The meeting was called to order by Fr. Principal. The agenda was highlighted by Prof. Partha Pratim Ghosh. The surveillance audit was due for two years. The AQAR report preparation and NAAC Visit with SSR submission.

We shall have two audits, audit 1 and audit 2 after offline activities resumes in College. The report for ISO 9001:2015 was read out by Prof. Ghosh. Installation of certain monitoring resources in Science Laboratories, periodic performance evaluation, establishment of department level quality objective for specific departments.

The AQAR report submission for the period JULY 2018 to JUNE 2019 – 37 page documents with two parts - a) Data of the Institution b) Questionnaire on 7 point criteria.

Following Points from the AQAR were discussed

1.3.1 Value added courses were discussed in the meeting.

1.3.2 Internships, more data on field internships are necessary with regard

2.3.1 Learning Management System with regard to the teaching learning process

2.6.1 Student Objectives and Learning Outcomes

3.2.2 Research Project per teacher, the portal is asking for the number of the teacher per project

3.3 Innovation Ecosystem - Seminars and workshops conducted in this domain. Prof. Arup Kr. Mitra and Prof. Shalabh Agarwal were requested to provide data.

3.4 Research Publication and Award List

4.4.2 Procedures and Policies for maintain and supporting physical academic facilities. The concerned departments are requested to submit their reports.

For 2018-19 the BA/BSC, BCOM offices will be mailed for data inputs.

For PARAMARSH, we have 9 teams. Among the different Colleges only one college SXC Maharo, Dumka has prepared the SSR report. Individual members will have to be circulated the reports.

Programme and Publication Committee needs to be revised.

NIRF data involved the core committee and individual departments in preparing of the report.

Prof. Partha Pratim Ghosh focused on the formation of seven teams to work on the seven parameters.

NAAC Institutional Accreditation - Every team ought to have separate meetings. Prof. Ayan Chandra suggested that different offices can prepare the student progression report. On the basis of emails Prof. Romit Beed suggested that a professional team can be hired for help. Fr. Principal observed that a third part involvement is not desirable.

5.2 Students Progression into higher education in percentage during the year - Fr. Principal emphasized the need to procure the information concerned from the departments the administrative offices.

6.3.4 & 6.3.5 Welfare scheme for teachers and non-teaching staff. Fr. Principal observed that the data is available form Fr. Principal's Office.

Preparation of NAAC – The Coordinator Prof. Partha Pratim Ghosh requested all IQAC members to get acquainted with the new NAAC format. Prof. Ghosh asked permission for regular meeting for

AQAR / NAAC work. Every programme organized by departments and societies must be reported to IQAC. Fr. Principal requested for an active involvement in the preparation of data for AQAR, NAAC reports etc. A training session might be organized for this.

5.2 Student Progression has to be taken seriously.

Prof. Tapati Dutta suggested that the emails have to be sent to the Head of Departments for updating. Net/Set guidance course as a value added course. Career Oriented Programmes may be regarded as value added courses.

Skill based courses may be separately added to curriculum data, as Dr. Tapati Dutta pointed out. Mr. Snehashish Sur observed that Raghampur Campus data has to be added.

Fr. Johnson observed that Communication Courses, Computer Skill Oriented Programmes for Raghampur Campus would enhance the quality of report.

French Language Course and Human rights Programmes in main campus are held as certificate courses.

NSS, NCC, Leadership skills, Foundation course, Diploma in Multimedia and Animation.

Field report for Commerce (M & E) third year BMS, MCOM, Sociology, Physics, MSC Students visit IIT Kharagpur, Biotechnology, Microbiology, have been taking place for a considerable period of time.

In BMS department the students go on industrial visits.

Data of introduction for specific course have to be given. Professors of the department of English have been guiding students for taking the MA entrance examination conducted by reputed all India Universities such as Jadavpur University, Jawaharlal Nehru University, EFLU and Overseas Universities.

Prof. Romit Beed enquired whether students doing the online projects may be considered under this category.

Learning Management System - E-Resources and E-Pathshala

Prof. Samrat Roy highlighted the strategy of using tabs for assignments studies apparatus. LMS is a computer programme that takes into strategies and examination methods. The form CAA be circulated to students when they take admission. Microsoft Teams during the pandemic period is a part of the LMS System.

The Server maintain record the progression of student enrolling till the point he/she leaves the College. COE office and Library are also involved in the process.

2.3.1

2.7.1 Students satisfaction survey – a) Teachers b) Infrastructure, c) Course

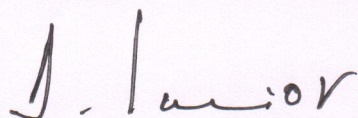
3.2.2 Data on ongoing research work etc. ought to be organized in the form of report.

3.3.1 Workshop Seminar

4.1.2 Details of augmentation in infrastructures facilities during the year 2019, Prof. Shalabh Agarwal observed that he will be filling the form for report preparation

Any work related to consultancy during 2018-2019 has to be recorded.

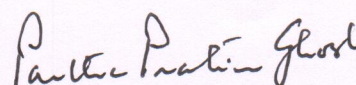
The meeting ended with a vote of thanks to the chairperson and members.



Rev. Dr. Dominic Savio S. J.

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