

**Minutes of the Meeting of the Committee for NAAC Preparation 2024
held on Monday, 08th November, 2021 in the College premises**

Members Present:

1. Rev. Dr. Dominic Savio, SJ Principal and Chairperson, IQAC
2. NAAC 2024 Preparatory Team

Background of the meeting:

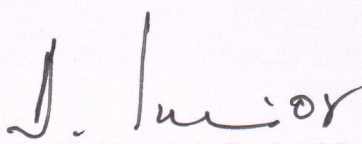
The meeting was called to discuss the work-plan for the NAAC accreditation of the college due in January 2024.

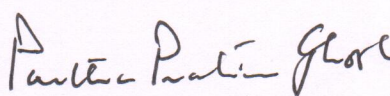
Following discussions took place in the meeting

- a. Father Principal addressed the members of the committee emphasizing the need for a concerted effort and collaborative teamwork to prepare for the accreditation due in 2024. He 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. Father also underscored the importance of quantitative data in the revised assessment and accreditation framework, with 70% of the metrics based on Quantitative Data and 30% on Qualitative Data.
- b. Prof. Partha Pratim Ghosh (PPG), the IQAC Coordinator, presented a broad outline of the data requirements, including both quantitative and qualitative metrics. A tentative work-plan was chalked out. The committee members were grouped into teams entrusted with different areas of data requirement.
- c. Fr. Principal directed that Ms. Cheryl Francis, Director, Department of Social Work & NSS be included in the preparatory committee and that Prof. Jhumpa Mukherjee (HOD, BA General Stream) be included in the team for supervising EMRC-related data collection.
- d. Prof. Arup Mitra, Controller of Examinations wanted that the data requirements from the Entrepreneurship Development Cell be identified.
- e. Father Principal directed that the committee members should be well versed in the various aspects of the accreditation process, especially the NAAC Manual and data templates. There was a short but focused tour of the NAAC website and important areas therein.
- f. Fr. Principal directed that workshops, seminars and similar activities be organized as per the requirements in the data template.
- g. It was decided that the IQAC would seek clarification regarding the number of years of data required (whether 5 or 7 years). Meantime, as suggested by Prof. S.K. Basu, Dean of PG Dept. of Commerce, it would be better to keep a target of 7-years data requirement.

- h. Prof. Ayan Chandra, Member Secretary Academic Council, suggested that the committee members study the NAAC manual for about 15 days and meet for a brainstorming session. The suggestion was accepted.
- i. Prof. Shouvik Sircar, HOD, Management, Department of Commerce (M) proposed the introduction of a real-time Database Management System. Father Principal endorsed this proposal.
- j. Prof. Panchali Sen, Dean of International Studies, said that it would be helpful to know about the changes in the NAAC Manual under the revised accreditation process. PPG requested that Prof. Partho Mukherji, and the other senior members of the NAAC team for 2016 go through the new revised NAAC manual and identify the major changes in the accreditation process.
- k. Fr. Principal directed that not only the committee members but also the professors of every department should go through the manual thoroughly. In this context he asked the IQAC coordinator to organize meetings with various departments with special emphasis on departmental-level data requirements.
- l. It was decided that the next meeting of the committee would be held offline on Friday, 26th November 2021 at 11am.

The meeting concluded at this stage with thanks to Father Principal for presiding over the meeting, guiding the committee and inspiring the members to begin work in right earnest.


Rev. Dr. Dominic Savio, SJ
Principal
St. Xavier's College
(Autonomous)
Kolkata-16


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