

**Minutes of the Meeting of the Committee for NAAC Preparation 2024
held on Friday, 26th November, 2021 in the College premises**

Members Present:

NAAC 2024 Preparatory Team

Background of the meeting:

This was a brainstorming session as per the suggestion of the Academic Council Member Secretary Prof. Ayan Chandra (AC), a follow-up of the previous meeting, and a detailing session on Standard Operating Procedures on the NAAC accreditation of the college due in January 2024.

The IQAC coordinator Prof. Partha Pratim Ghosh (PPG) welcomed the members and initiated the meeting.

Following discussions took place

- (a) Minutes of the previous meeting held on 8th Nov 2021 were confirmed.
- (b) Members were requested to visit the NAAC website once a week for updates, if any. The primary responsibility in this regard would be, of course, on the IQAC office.
- (c) Members were informed that Prof. Soheli Ghose, Dean of Commerce (E) would be in the Commerce Team. Prof. Sukanya Sarkhel (SS) of Management Studies Department would be in the Library Team. Prof. Ayan Chandra said he would guide Prof. Sukanya Sarkhel in the Library-related work.
- (d) Prof. Prof. Partha Pratim Ghosh, Coordinator, IQAC requested members to come up with their observations and suggestions on the data templates and begin the brainstorming session.
- (e) Prof. Ayan Chandra and Prof. Panchali Sen (PS), Dean of International Studies wanted to know whether the number of years of data required was confirmed. Prof. Prof. Partha Pratim Ghosh informed the house that while the NAAC manuals mentioned five years, the IQAC office was following up the matter with NAAC. In this context, Prof. Partho Mukherjee (PM) of the Department of English mentioned that no year should be left blank while submitting the Self-Study Report (SSR). Prof. Prof. Partha Pratim Ghosh assured members that the matter would be clarified as soon as possible. Meantime, the data would be obtained for the period 2018-19 to 2022-23.
- (f) Prof. Shalabh Agarwal (SA) asked whether data should be obtained for academic year or financial year. Prof. Prof. Partha Pratim Ghosh mentioned that for academic data, it would be academic year while for financial data it might be financial year. The matter would be looked into.
- (g) An important point was brought up by Prof. Ayan Chandra. He informed members that there are some optional metrics which could be omitted and the preparatory team would have to select these optional metrics. The point was accepted.
- (h) Prof. Chandrani Biswas (CB) of the Department of English observed that questions were repeated in various sections to cross-check the data submitted. She observed that data submitted in various sections of the SSR should be consistent.

- (i) Ms. Cheryl Francis, Director, Department of Social Work & NSS suggested that an orientation for HODs of all departments on data templates be conducted so that they could start documenting their data as per the templates. Prof. Ayan Chandra, while agreeing to the suggestion, added that such orientation be provided to the support staff as well.
- (j) At this point the work plan (as already decided in the earlier meeting) was recapitulated briefly. To proceed further, the newly introduced Standard Operating Procedures were now discussed in the meeting. Members gave a patient hearing to Prof. Prof. Partha Pratim Ghosh as he shared and discussed the SOP in some detail.
- (k) Some of the salient features of the SOP that came in the discussions were the specific requirements on documentation, geo-tagged photographs wherever applicable and detailed quantitative data requirements. Prof. Shalabh Agarwal and Prof. Ayan Chandra suggested that Data Validation and Verification (DVV) Partners may be contacted, if required and if permissible under the guidelines of NAAC.
- (l) Prof. Partha Pratim Ghosh, Coordinator, IQAC informed the house that he had already requested the appropriate authorities and concerned people for geo-tagging photographs. He also requested the HODs present in the meeting to initiate the process in their departmental events and share the information with other HODs. Prof. Ayan Chandra suggested that given prior information on events, the IQAC office could also inform the departments to begin this practice.
- (m) Prof. Atish Prosad Mondal (APM) of the Department of Commerce (M) wanted to know about the form of the documentation related to Treasury-related matters such as bills of purchase. His query was answered by Prof. Partha Pratim Ghosh.
- (n) On the request of Prof. Partha Pratim Ghosh, members deliberated on the issue of mapping courses to employability of students. Prof Shouvik Sircar (HOD, Department of Management) of the Department of Commerce (M), Prof. Soheli Ghosh, and Ms. Cheryl Francis spoke on this matter. Members were requested to send outlines of their views to the IQAC as the matter to help reach a consensus.
- (o) Several important observations came up while discussing the SOP-s
- i. Prof. Shalabh Agarwal mentioned that the data-sources for feedback on Teachers would be Father Principal's Office as also the Arts/Science/Commerce Offices. For feedback related to syllabus revision matters data source would also include the departments. He also opined that the Departments as well as Treasury Office be requested for data related to grants.
 - ii. Members decided that information on code of Ethics would be sourced from the Ethical Committee
 - iii. Consultancy-related information would be obtained by Prof. Sumanta Dutta with the help of Prof. Sanjib Kumar Basu, Dean of the Post-Graduate Department of Commerce and Convener of the Consultancy Cell.
 - iv. Information on internet connectivity (band-width etc.) would be requested from Prof. Shalabh Agarwal and Rev. Dejus John Retnam SJ, HOD Department of Multimedia and Animation.
 - v. Data sourcing on Placement-related matters would be facilitated by Prof. Amitava Roy (AR), Dean of Commerce (M) and Mr. Niladri Sinha, Director of Placement Cell.
 - vi. The Foundation Course, Skill Enhancement courses and Ability Enhancement courses would be the sources of information on capacity development and soft skill related matters. Since students were free to join the Career Oriented Programs (COP), their participation would also

- be taken into account as pointed out by Prof. Ayan Chandra and Prof. Amitava Roy was requested to provide the necessary information in this regard.
- vii. Ms. Cheryl Francis would provide information on students' participation in skill-development programs conducted by the NSS.
 - viii. Prof. Partha Pratim Ghosh informed that soft skill development programs for office staff were being introduced by Father Principal.
 - ix. Mr. Sundeep Mishra of the IQAC office said that the departments could also be requested for additional data, if any, on placement.
 - x. Student-progression related data could be obtained from the departments as also the Alumni Association.
 - xi. Prof. Tinni Goswami (HOD, Department of History) observed that the Office of the Raghobpur Campus should be included as an important data source.
 - xii. Green Audit could be introduced at the Raghobpur Campus. Prof. Panchali Sen informed that IQAC office has conducted the same earlier. Prof. Arup Kumar Mitra, Controller Of Examinations was requested to take initiative on this matter as also on Energy Audit.
 - xiii. Prof. Partho Mukherji observed that the 360-degree feedback system be highlighted in the SSR and Prof. Partha Pratim Ghosh suggested that this be included in the Section on Institutional Values and Best Practices.
 - xiv. Prof. Shouvik Sircar and Prof. Swaraj Kumar Nandan of the Department of Commerce (M) were requested to follow up the real-time Database Management System that was endorsed in the previous meeting by Father Principal.
 - xv. Prof. Shalabh Agarwal and Prof. Ayan Chandra said that data submitted in the SSR should be broadly consistent with those submitted in the AQAR-s.

(p) With the above observations well taken, Prof. Partha Pratim Ghosh informed the house that he would share with the entire NAAC Preparatory Team as also the various departments and support-teams in the college,

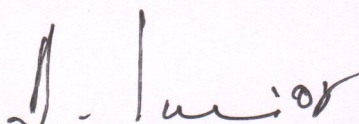
- (i) an excel file on data templates mapped into various groups, and
- (ii) the SOP document,

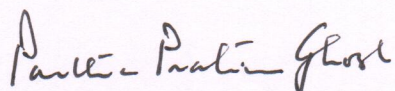
He requested all team members to read the NAAC Manual carefully, especially the qualitative and quantitative metrics and data templates in consonance with the SOP-s. This would help the NAAC Preparatory Team Members to execute the data collection work.

(q) In the next stage, orientation programs for data collection and documentation would be conducted for teaching and support staff after approval from Father Principal.

(r) Member Secretary Academic Council observed that the meeting and brainstorming session had been fruitful.

The IQAC Coordinator thanked all members for their kind perseverance, requested their continued cooperation and closed the meeting.


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