

## **Minutes of the IQAC Meeting held on 18<sup>th</sup> July 2022 to prepare for forthcoming Accreditation by NAAC and Ranking by NIRF**

### **Members Present:**

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

### **Background of the meeting:**

The meeting was called to prepare for forthcoming Accreditation by NAAC and Ranking by NIRF.

### **Following discussions took place in the meeting-**

- Fr. Principal mentioned about the start of data preparation for upcoming NIRF 2023.
- Fr. Principal asked members to visit the websites of high performing institutes.
- Fr. Principal gave the responsibility of finalizing the different policies related to -
  - 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 (Fr. Minister), Rev. Johnson Padiyara, SJ and Dr. Arup Kr. Mitra
  - Research - Dr. Samrat Roy
- Fr. Principal gave the responsibility of finalizing the Perspective Plan, Short term plan and strategies to be deployed
  - Dr. Panchali Sen
  - Dr. Sumanta Dutta
  - Dr. Ayan Chandra
  - Dr. Partha Pratim Ghosh (Eco)

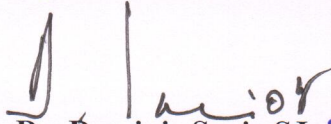
**All policy documents mentioned above will be discussed in a meeting on the 20<sup>th</sup> August 2022.**

- Dr. Partha Pratim Ghosh, Coordinator, IQAC informed the members about the emphasis given by Prof. Dorairaj on the Academic Journals published by the different departments of the College. He also suggested some points which can be brought into consideration regarding publication which are:
  - ISSN/ISBN Number
  - Book Size Journals
  - Inclusion of 50% outsider in Editorial Board
  - Inclusion of 50 % articles from outside the College
  - No Advertisement
- Fr. Principal instructed that the Organogram of College be uploaded on the Administration Page of the College website
- Fr. Principal gave the responsibility of finalizing the Strength, Weakness, Opportunity and Challenges (SWOC) of the entire College to Dr. Amitava Roy, Dean of Commerce-M, Dr.

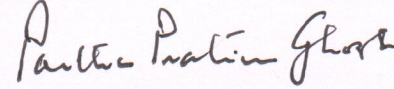


Partha Pratim Ghosh, Coordinator, IQAC, Dr. Ayan Chandra, Member Secretary, Academic Council and entire Core Committee. He also requested the HOD's to fine tune the SWOC of departments in consultation with Vice-Principal.

- Prof. Bertram Da'Silva, Vice-Principal (Arts & Science) and Dr. Panchali Sen, Dean of International Studies enquired about specific format for SWOC analysis.
- Dr. Sanjib Kr. Basu, Dean of PG-Commerce and Dr. Amitava Roy were requested to coordinate and prepare a format for the SWOC analysis.
- Fr. Principal constituted a committee to document the incremental growth from the 3<sup>rd</sup> Cycle to 4<sup>th</sup> cycle. The Committee Members:
  - 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
- Outcome Based Education (OBE): 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. A committee comprising 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) was given this responsibility.
- 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.
- 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
- 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.
- Department Heads to collect data regarding student details

  
Rev. Dr. Dominic Savio SJ  
Principal & Chairperson

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