

### **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**

- 1) 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**

- 2) 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.
- 3) 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.
- 4) 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.
- 5) It was also decided in the meeting that we can follow the UGC website about the mapping of some UG Programme and follow the same.
- 6)
  - 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**

- 7) 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.
- 8) 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.
- 9) 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).
- 10)
  - 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 activities like AICUF, EDC & ENACTUS, SXCCAA 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.



- 11) 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

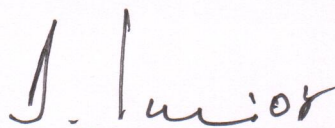
- 12) Prof. Shalabh Agarwal, Director, Computer Center, updated the members about the progress of criterion 4. He mentioned about some requirements which need to be put in place: like Learning Management System (LMS), Lecture Capturing System (LCS).
- 13)
- Prof. Soheli Ghose, Dean of Commerce (E) informed the committee members that Library related data are in proper place and being updated regularly. Library usage may be enhanced.
  - Access to E-journals to be renewed and communicated to faculty and students.

#### Criterion 5

- 14) A career counselling cell needs to be established (even though the placement cell provides some career counselling).
- 15) Policy documents for scholarships and freeships needs to be sourced
- 16) Sexual harassment policy needs to be codified and gender sensitisation workshops will be organised for the students
- 17) A consolidated students' feedback google 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 google form. The validation of emails of students of the batches before 2020 needs to be undertaken to generate information about them.
- 18) It was also decided in the meeting a google 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.
- 19) A separate page can be created on the College website for feedback on Placement and Higher Studies.

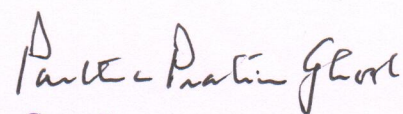
#### Criterion 6 & 7

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



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