

## **Minutes of the IQAC Meeting held on 01-02-2023 to prepare for Accreditation by NAAC in 2024**

### **Members Present:**

1. Rev. Dr. Dominic Savio, SJ, Principal and Chairperson of IQAC
2. Core Committee Members
3. Dr. Partha Pratim Ghosh. Coordinator, IQAC

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

The meeting was called to prepare for forthcoming Accreditation by NAAC in January 2024.

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

Rev. Dr. Dominic Savio, SJ, Principal and Chairperson IQAC, welcomed committee members to the meeting. Coordinator, IQAC presented an outline of important works to be taken up.

Following instruction were given by Fr. Principal -

- 1) Work related to Accreditation by NAAC be given top priority so that the 1<sup>st</sup> draft of the SSR is ready for presentation in the next meeting to be held on 13<sup>th</sup> March 2023.
- 2) Students, particularly those in the current UG 2<sup>nd</sup> year and PG 1<sup>st</sup> year, should be encouraged and guided to participate in the Students Satisfaction Survey. Vice Principals were requested to do the needful.
- 3) The Post Graduate Department of Political Science and the Vice President of the Students' Council were given the responsibility of constituting an Electoral Literacy Club. Electoral Awareness Stalls would be set up during the Xavotsav 2023 program on 8<sup>th</sup> and 9<sup>th</sup> February, 2023.
- 4) Regarding documentation on feedback from various stakeholders, responsibilities were to be shared by
  - a. Prof. Bertram Da' Silva, VP Arts and Science Departments (Teachers)
  - b. Prof. Shalabh Agarwal, Director, Central Computing Facilities (Students)
  - c. Prof. Amitava Roy, Dean, Commerce-M (Employers)
  - d. Prof. Sougata Banerjee, Dean, BMS (Academic Peers)
  - e. Prof. Romit S Beed, HOD, Computer Science (Alumni)

Prof. Shalabh Agarwal suggested that feedback on Practice Teaching by our students of the Department of Education may be procured from other educational institutions.

- 5) Documentation to be obtained on
  - a. Details from sanctioned seats from Father Principal's Office
  - b. Minority Status from Father Principal's Office
  - c. Reservation Policy from Father Principal's Office and Prof. Shalabh Agarwal
- 6) For Student Satisfaction Survey (SSS), a list of selected students from all departments including Ph. D. scholars with their email addresses and mobile numbers would be provided to NAAC.
- 7) Seed money would be disbursed in two rounds at the rate of Rs. 1.5 lakhs per round to selected faculty members.
- 8) Documentation on Code of Ethics on Research would be prepared by
  - a. Prof. Arup Kr. Mitra on Animals & Bio-ethics
  - b. Prof. Indranil Chakraborty on Chemicals

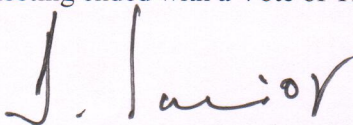
Overall coordination would be done by Prof. Samrat Roy, Coordinator, Ph. D. Cell.

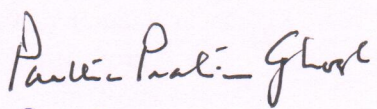
- 9) The documentation on Students' Grievance Redressal would be prepared by Prof. Soheli Ghose in consultation with Prof. Amitava Roy and Prof. Sumona Ghosh. The relevant information would include

- a. MS Teams related grievances
  - b. Issues raised in Xaverian Parliament Open House session
  - c. Mentoring Reports of various departments
  - d. Any other related information available with the administrative offices (VPs and Principal's Office)
- 10) Student Progression - Prof. Sougata Banerjee was asked to continue with the responsibility of data and documentation.
  - 11) Documentation on Short Term and Long Term Institutional Perspective Plan would be prepared by Prof. Bertram Da Silva. Relevant inputs would be provided by the IQAC office.
  - 12) Faculty Awareness Program on New Education Policy (NEP) would be conducted in separate shifts by the respective Vice Principals. Resource Persons would be
    - a. Prof. Ayan Chandra
    - b. Prof. Soheli Ghose
    - c. Prof. Amitava Roy
    - d. Prof. Partha Pratim Ghosh (IQAC)
 Prof. Romit S Beed would organize a separate program for the Alumni and Parents.
  - 13) Documentation on E-Governance would be prepared by Prof. Shalabh Agarwal.
  - 14) Documentation on Mobilization of Funds other than salary and fees and optimal utilization of resources would be done by Prof. Arup Kr. Mitra.
  - 15) Gender Audit and other gender-related programs would be organized and documented by Prof. Panchali Sen and Prof. Tinni Goswami (Raghampur Campus).
  - 16) Green/Environmental Audit and Energy Audit would be organized and documented by Prof. Arup Kr. Mitra and Prof. Sharodiya Dey.
  - 17) Programs on Sensitization of Students and Employees to Duties and Responsibilities of Citizens would be organized and documented by Prof. Panchali Sen.
  - 18) Documentation on Code of Conduct for students, teachers, administrators and other staff would be drafted by Prof. Partha Pratim Ghosh (IQAC).
  - 19) The Core Committee would decide on selection of two best practices to be incorporated in the Self Study Report.
  - 20) The rural face of St. Xavier's College and the various outreach programs including activities by NCC, NSS, Alumni etc., organized by the College, would feature as our Institutional Distinctiveness.
  - 21) The template for Evaluative Report of the Departments would be filled with data available in IQAC office and forwarded for updating.
  - 22) The IQAC office would share data and documentation uploaded in AQARs submitted for 2018-2019, 2019-2020, 2020-2021, 2021-2022.
  - 23) The above procedures to be completed as First Draft before 13<sup>th</sup> March 2023, the day of next meeting.

Coordinator, IQAC and all members present thanked Father Principal for his valuable support and guidance in preparing the SSR.

The meeting ended with a Vote of Thanks to Father Principal, Chairperson of IQAC.

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

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