

**Minutes of the Meeting held on 12th May 2023
for Accreditation by NAAC in 2024**

Members Present:

1. Rev. Dr. Dominic Savio SJ, Principal and Chairperson, IQAC
2. Members of the seven teams constituted for the seven criteria of NAAC.

Father Principal welcomed everyone present, called the house to order and initiated the discussions. Following discussions and reporting took place by the seven teams on the seven criteria of NAAC

Curricular Aspects

Information on Syllabus Revision has been collected and compiled. In this regard, the minutes of the meetings of Academic Council and various Boards of Studies have been studied. Relevant Supporting documents will also be obtained from these sources. Answers to qualitative questions are being formulated.

Teaching Learning and Evaluation

Collection and compilation of quantitative qualitative information regarding admissions, student and faculty strength, faculty qualification, teaching methods and student satisfaction is under progress. Write-ups for qualitative metrics are being prepared.

Research, Innovation and Extension

Research and Publication data is being collected and processed. Research Policy of the College is being reviewed and updated continuously. Information on innovation-related activities is being collated. Collection of information on research incentives is also progressing. Reports on extension and outreach have been prepared periodically and the same are being incorporated in the self-study report. Records on MOU-s and related activities are ready.

Infrastructure and Learning Resources

Library-related data and information is being compiled. Records of library purchases including books, journals, and e-resources are being collated. Data on physical infrastructure and maintenance activities is also being sourced.

Student Support and Progression

The team is regularly in touch with all concerned departments and societies and information is being regularly updated. Data is also being sourced from information provided by students during their

registration for convocation. A Google Form is being designed for collection of detailed information on Students Progression. Reports of various statutory committees such as Anti-Ragging Committee and their respective policies are being prepared and updated.

Governance and Leadership

Institutional Mission and Vision are being incorporated in the self-study report. Documents on Leadership activities are being prepared and updated regularly. Short term and long term perspective planning, strategy development and deployment exercises are being carried out. These practices are being documented. Activities arising out of Faculty Empowerment Strategies are being recorded. The treasury has been requested to provide information on Financial Management and Resource Mobilization. The activities related to the Internal Quality Assurance System (IQAS) are being documents.

Institutional Values and Best Practices

The multifarious activities of the college reflecting its institutional values and social responsibilities are being documented and updated continuously. The college has an extensive list of active and progressing best practices. Information on these is being compiled for the self-study report, with special emphasis on two exclusive and impactful best practices.

Father Principal instructed the seven teams to expedite the work on preparation of the self-study report. The meeting ended with a vote of thanks to the Chair.

Parul Pratin Ghose
12.5.23

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