

Minutes of the Meeting held on 26th June 2023 for AQAR 2021-22

Members Present:

1. Prof. Ayan Chandra, Secretary, Academic Council
2. Prof. Shalabh Agarwal, Director, Computer Centre
3. Prof. Partha Pratim Ghosh, Coordinator, IQAC

The meeting was convened to finalize the AQAR for the year 2021-22. Following decisions were taken after a careful review of the responses filled in the AQAR.

1. **Response on Best Practices:** It was decided to emphasize on gender sensitization activities and gender equality practices followed in the institution. It was decided that the activities of the Xaverian Centre for Equality and Liberty would be highlighted to provide evidence about the fact that the environment and the atmosphere of the College ensures gender equality and harmony within the campus.
2. **Response to IT integration and reforms in the examination process:** The CIA is managed by the individual departments and the marks are directly sent to the Controller of Examinations (COE) office. The marks are merged with the end semester examination marks. The COE operates separate software for sending letters to the service providers and also the management of moderation of question papers. After the examinations the coded answer scripts are examined and scrutinized by the faculties and for that there has been procedure for sending bulk SMS to expedite the work. After the publication of results the review is also under the purview of the system and the remuneration of the service provider is also managed by the same software. Thus even in the offline mode the results are published within a reasonable time-span after the last date of examination.
3. **Information on Mentorship:** The quantitative data on students, teachers and mentors was scrutinized and finalized. It was decided that the circulars that had been issued regarding for mentorship would be uploaded as evidence of mentorship activities.
4. **ICT-enabled tools and online resources available in the College:** The fact that Computers, Laptops, Projectors, LFD, Smart Boards, Document Camera, Digital Writing Pads, Video Conferencing, Online Database, Digital Library, Digital Tabs, E-resources. MS Teams, ZOOM 15, Google Meet 16, SMS Gateway 17, Group E-mail and Remote Computing facilities are available and accessible to the students would be highlighted
5. Responses to other questions in the AQAR being found to be satisfactory, it was decided to incorporate the above-mentioned facts and submit the AQAR at an early date.

Partha Pratim Ghosh

26.6.23

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