

Minutes of the PPC Meeting held on Friday, 08th August 2025
Organized by Internal Quality Assurance Cell (IQAC) Office

Members Present:

Rev. Dr. Dominic Savio, SJ, Principal and Chairperson of PPC, Rev. Dr. Joseph Kulandai, SJ, Dr. Swati Sarkar, Dr. Sumona Ghosh, Dr. Jhumpa Mukherjee, Dr. Durba Bhattacharya, Dr. Romit Beed, Dr. Ruby Marry Notts, Prof. Namrata Choudhury, Mr. Bijoy Kumar Nair

Agenda:

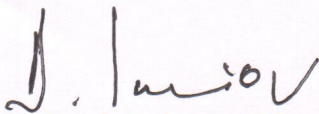
1. To discuss and update the existing Programme and Publication rules
2. To finalize the flow chart for event approval

Discussions -

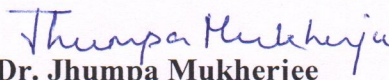
Rev. Dr. Dominic Savio, SJ Principal & Chairperson, PPC welcomed the members for the meeting.

- Dr. Romit Beed, HOD, Computer Science presented the updated PPC Guidelines.
- Rev. Dr. Dominic Savio, SJ, recommended that society events will be of 1 day's duration and will be organized in the auditorium. He also stated that academic programs will be of at max of 2 days' duration and can be held in Room 28, R.K.C Hall Room 15 apart from the auditorium.
- Fr. Principal also suggested that dignitaries / guests can only be invited through the Principal's Office after the approval of the Principal.
- The number of flexes banners and stalls were finalized.
- Fr. Principal stated that the Sponsorship MOUs should be signed by the Professor-in-Charge/ Deputy President on behalf of the College. No involvement of students in the MOUs.
- It was also stated in the meeting that the Reserve fund or Surplus Funds cannot be used by the Societies.
- The usage of the Auditorium facilities should strictly adhere to the prescribed protocol.
- Fr. Principal also emphasized on the proper training of the Master of Ceremonies (MC).
- Rohinton Kapadia Central Hall (RKC Hall) would not be used on working days by the societies.
- Professor-in-Charge as Deputy Presidents should take care of the timings maintained for the events.
- Fr. Principal also mentioned that no separate magazines will be published by individual societies, only societies connected with departments can bring out their magazines.
- No dinner programmes can be held, only High Tea is permitted, with permission till 7pm.
- Dr. Jhumpa Mukherjee, Coordinator, IQAC mentioned that the after event reports should be submitted within 7 days of the completion of the events. Fr. Principal mentioned that the Deputy President will take care of the report with the help of Student Secretary.
- Fr. Principal asked to have a meeting with all the HODs, Society Heads with Student Secretaries for broader discussion on the after event report.

The meeting ended with a vote of thanks to the Chairperson.


Rev. Dr. Dominic Savio, SJ
Principal & Chairperson, PPC

Principal
St. Xavier's College
(Autonomous)
Kolkata


Dr. Jhumpa Mukherjee
Coordinator, IQAC