

## **MINUTES OF THE MEETING HELD ON 22nd OF JUNE, 2021**

An online meeting of the IQAC was held on 22<sup>nd</sup> of June, 2021 at 11.00 a.m. to discuss following agenda:

1. Confirmation of the minutes of the last meeting.
2. Action taken Report
3. Modification in examination rules in view of Covid-19 pandemic.
4. Best Practices during Covid-19 pandemic.
5. Post –facto approval of Degree distribution.
6. Admission policy for the session 21-24.
7. Relocation of Examination Section.
8. Constitution of New IQAC team.
9. Any other matter.

Following members of the committee were present

1. Dr. Fr. Nabor Lakra s.j. – Chairman
2. Shri Binay Sarawgi
3. Dr. Fr. Pradeep R. Kujur s.j.
4. Dr. Fr. Ajay Minj s.j.
5. Fr. Roshan Baa s.j
6. Fr. Edwin R. Dungdung s.j.
7. Dr. K.K.Bose
8. Dr. Sanjay Ghosh
9. Dr. Sanjay kumar
10. Dr. Jayant Sinha
11. Dr. Marcus Barla
12. Dr. N.V.A. Rao
13. Dr. Achal Sinha
14. Dr. Swarat Chaudhuri – Co-ordinator
15. Dr. Rajeev R. Srivastava
16. Prof. B.K.Sinha – Exam. Controller

### **Minutes of the meeting**

1. Chairman, Dr. Fr. Nabor lakra s.j. welcomed the members.
2. The minutes of the last meeting held on 01<sup>st</sup> July,2020 were read out by the co-ordinator and were accepted after incorporating the changes suggested by Dr. Sanjay Kumar and Fr. Roshan Baa.
3. In Action Taken report

- a. Principal, in respect to point no.4 of the agenda, informed the house that the admissions have taken place as per the suggestions made by IQAC.
- b. In respect to point no. 5 of the agenda, Principal informed the house that semester end examination for the final year students and conditional promotion to next higher semester were given to the students of semester 2 and semester 4 as per the suggestions made by IQAC.
- c. The Chairman informed the house that though a common platform could not be provided to the teachers for taking online classes but the teachers, using their own skills have opted for heterogeneous platforms to start online classes and made proper use of them to ensure smooth conduct of online classes. The members were informed that the college has renewed its membership with GOOGLE and Google Meet is available for the teachers who wish to use it. Dr. Sanjay Kumar informed the house that the suggested platforms were made available by the college after the teachers have completed around 30-40% of the syllabus using the platform of their own choice and hence they found it difficult to change to a new platform as was extended to them by the college.
- d. The Principal, informed the house that a 7-day Faculty Development programme was organised by Department of Geography from 12<sup>th</sup>-17<sup>th</sup> April 2021. The topics that were covered were:
  - i. Digital tools for enhanced teaching and learning
  - ii. ICT tools for smart teaching
  - iii. Digital skills for smart teaching
  - iv. Learning Management System
  - v. ICT tools for interactive teaching and learning.
  - vi. E-content Development.

Dr. A Vimal Gerald, Assistant Professor, St. Josheph's College, Tiruchirapalli, Tamilnadu was the resource person for all the sessions. The programme was attended by more than 90 participants, 8 teachers were from colleges of Bihar and West Bengal. The members praised the efforts of Dr. Rajeev Srivastava on organizing a successful event. It was suggested by the members that the college should take initiatives to conduct such programmes in future.

4. Prof. B.K.Sinha (Examination controller) suggested a few modifications in the examination pattern keeping in view the pandemic situation due to covid-19 and sought approval from the members of IQAC. He proposed the modifications on the basis of a meeting of the Examination Board of the college. They were:
  - a. There will be online, proctored examination for the students of SEM-6 U.G, SEM-4 P.G and Final Year B.Ed.
  - b. The question pattern will be like that of offline examinations previously conducted.

- c. The theory examination will be carrying full marks as allocated to that Paper. Mid Semester marks will be included in the end semester examination as no separate mid semester examination could be carried out due to the pandemic.
- d. The marks allotted for attendance will now be included in the full marks for that paper. That is no separate marks for attendance during the pandemic time period.
- e. The examinations will be of 2 hours keeping in view the internet and other facilities required by the students for appearing in the exams.

He also informed the house that Training for teachers on how to conduct the online exams (Question setting, proctoring and evaluation) is going on. A separate training for the students and a mock test for them is also planned as well. This entire exercise is carried out by the examination department with help from MASTER-SOFT, a software company from Nagpur that is working as our consultant.

5. The members felt that the institution should come up with some methods and means to help the community in this pandemic situation. Dr. Achal Sinha gave stress to the importance of the Institutional social responsibility to carry out the outreach programs. Fr. Roshan suggested that the process should be decentralized which means every department should be given independence to carry out such activities and Fr. Ajay suggested that some credits may be reserved for the students to promote such activities. Fr. Edwin suggested that these outreach program/projects if taken seriously and well planned will span whole year for all the departments. There is a need to create a separate department and the department will consist of appointed staff and student volunteers. This department will work as core body. Dr. sanjay Kumar suggested that the Principal should give notices regarding the work and the initiatives taken so that those who are willing can participate. All the members unanimously agreed that the annual planning should be made in the month of July every year and the work should be carried out accordingly.
6. The members gave post-facto approval to the online degree distribution ceremony that took place on 31<sup>st</sup> of January 2021 for the students of session 2016-2019 (U.G) 2017-2019 (P.G) and 2017-2019 (B.Ed.). the entire recording of the ceremony is available at <https://www.youtube.com/watch?v=HPkfi9FTQk8&t=1s>
7. The members were informed by Dr. Fr. Pradeep (Vice principal) that the admission policy for the session 2021-24 (U.G), 2021-23 (P.G and B.Ed.) can be finalized only after the declaration of results of various boards and universities. The mode of entrance examination (if any) will be decided once the state of affairs regarding the pandemic are clear.
8. A request to relocate the examination section was raised by the examination controller prof. B.K.Sinha. The members took a note of it and an assurance was given from the side of the principal and vice-principal to look into this matter as per the availability of space.

9. A need to constitute a new IQAC committee was felt in order to incorporate the thoughts and suggestions of other members of staff before the month of July 2021. It was suggested that a new team should be constituted from the session July 2021.
10. The meeting ended with a vote of thanks by the chairman.



Dr. Swarat Chaudhuri

Co-ordinator, IQAC



Dr. Fr. Nabor Lakra, S.J.

Chairman, IQAC