

## MINUTES OF THE IQAC MEETING HELD ON DECEMBER 22,2021

An in person meeting of IQAC was held on December 22,2021was held in the Conference hall to discuss the following agenda:

1. Confirmation of the minutes of the last meeting held on November 20, 2021
2. Approval of SSR for NAAC
3. Clarifications related to SSR
4. Policy Documents
5. Any other matter

The following members were present :

Dr. Fr. Nabor Lakra s.j. Principal

Dr. Fr. Pradeep Robert Kujur s.j. Vice Principal

Dr. Fr. Ajay Minj s.j. Vice Principal

Shri Binay Sarawgi

Dr. Swarat Chaudhuri – Coordinator

Dr. Sanjay Kumar – Dean Science

Dr. Sanjay Kumar Ghosh – Dean Commerce

Dr. Kamal Kumar Bose – Dean Humanities

Dr. Marcus Barla – DSW

Dr. Ajay Kumar Shrivastava

Prof. B K Sinha – CE

Dr. Raman Kumar Das

Dr. N V A Rao

Dr. Achal Sinha

Dr. Rajeev Shrivastava

Fr. Florence Purty s.j.

Shri Gautam Rudra

Fr. Edwin Dungdung s.j. – Assistant CE

### Minutes of the meeting

The Chairman, Dr. Fr. Nabor Lakra s.j. Principal, welcomed the members.

1. The minutes of the last meeting held on November 20, 2021 were read out by the Coordinator and were accepted with minor changes.
2. Dr. Sanjay Kumar raised an objection related to the admission process. He pointed out that no formal decision had been taken to consider the aggregate marks for admission. It had been done only on the basis of a common understanding.
3. Dr. Sanjay Kumar Ghosh said that a meeting of Heads of Departments should have been held to formulate the criteria for admissions to different programmes. The HoDs were not consulted before the admission process. He suggested that the management should seek an opinion from the various departments before the admission process before the admission portal is opened.

Action Taken Report on the last meeting held on November 20, 2021

#### Agenda No. 2 Implementation of ERP

1. A Faculty Development Programme was conducted by MASTERSOFT on . the faculty members of the college were informed and trained on the use of the ERP.

#### Agenda No.4 and 6 Updating the College website and Creation of Policy Documents

1. Dr. Swarat Chaudhuri informed the house that Fr. Roshan Baa had prepared a draft of approx 150 pages related to the different policy matters.
2. Dr. Fr. Pradeep Robert Kujur s.j. informed the house that the College had finalised the Faculty Manual for the Staff appointed on management Posts.
3. Dr. Raman Kumar Das said that there should be no difference in pay and perks for staff appointed on management Posts in comparison with those appointed on substantive posts.
4. Dr. Fr. Pradeep Robert Kujur s.j. informed the house that no discrimination shall be made between staff appointed on substantive posts and management posts.
5. Prof. B K Sinha said that the affected teachers should be informed about the terms and conditions of their appointment.



6. Dr. Sanjay Kumar suggested that all information related to staff appointed on management posts should be free from any ambiguity.

#### Agenda No. 5 Creation of team for the extension of Autonomy

1. Dr. Fr. Nabor Lakra s.j. Principal informed the house that a new team for extension of autonomy had been constituted under Fr. Ajay Minj s.j. Vice Principal.
2. Fr. Ajay Minj s.j. Vice Principal informed the house that institutional details and report related to RUSA had been completed and uploaded. However the process of applying for the extension of Autonomy had not been started.

#### Agenda No. 7 Any other matter

1. Appointment of Counsellor – Dr. Fr. Nabor Lakra s.j. Principal informed the house that the matter was still pending.
2. Office of the Deans be made functional –
  - (i) Dr. Fr. Nabor Lakra s.j. Principal informed the house that there was no space for the creation of separate office space for the Deans.
  - (ii) Prof. B K Sinha suggested that the person appointed as Dean be given a letter stating the mandate of the position and also be provided with a dedicated staff.
  - (iii) Dr. Sanjay Kumar stated that the mandate of the DSW was clear but not for the Deans of Faculty. All academic work should be routed through the office of the Deans to the Principal.
  - (iv) Dr. Swarat Chaudhuri informed the house that the college has failed twice to conduct Academic Audit and Feed Analysis due to the non-functional nature of the office of the Deans.

#### AGENDA for 22.12.2021

##### Approval of SSR for NAAC

- (i) Dr. Swarat Chaudhuri informed the house that the IIQA had been submitted.
- (ii) Prof. B K Sinha mentioned the lackadaisical nature of record keeping in the college.

- (iii) There was need to appoint trained HR personnel and create a separate office section for documentation. All important policy documents should be uploaded on the college website.

Policy Documents

The house unanimously resolved that the draft policy documents prepared by Fr. Roshan Baa need to be re-written before being uploaded.

Any other matter

- (i) Dr. Swarat Chaudhuri informed the house that the AQAR for 2020-21 needs to be uploaded before 31.12.2021.
- (ii) A new IQAC team needs to be constituted to prepare the AQAR before the NAAC Peer Team visit.
- (iii) Dr. Marcus Barla, DSW, suggested that there should be some means of monitoring the online classes.
- (iv) Dr. Sanjay Kumar requested the CE to finalise the criteria for mid-sem exams in the current IQAC meeting.
- (v) Prof. B K Sinha, CE, said that the decision to conduct online mid-sem exams had been taken in the meeting of the Examination Committee. He would consult with the Heads on the mode of exam and thereafter share the details. He had already shared some preliminary information regarding the options for continuous internal assessment by way of presentations, assignments, online test, projects etc.
- (vi) Dr. Sanjay Kumar said that the exam department should have complete clarity on the matter. He also expressed his dissent on the decision to ask the departments to conduct online mid-sem examinations.

Dr. Swarat Chaudhuri

(Coordinator)

Dr. Fr. Nabor Lakra s.j. Principal

(Chairman)