



Salesian College  
Sonada & Siliguri

## MINUTES OF THE IQAC MEETING

**February 10, 2020**  
**Conference Hall, Salesian College, Siliguri**

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Attendance record has been kept separately.

The meeting started with prayer and opening note by Fr. (Prof.) Dr. George Thadathil, Principal. The following agendas were taken up in the meeting:

1. Minutes and matters arising from the Minutes
2. Reports from last 6 months – by VPs/Deans, Co-Ordinators, HoDs, Financial Administration/Construction Committee
3. Theme: Focus/Thrust area of the Semester
4. Seminars and other major events of the Semester
5. Observation(s) by new Members (if any)
6. Varia

### **1. Minutes and matters arising from the Minutes**

Mr. Johny Joseph, representative from the college office, raised the issue of non-submission of all the records in hard copy to the college office. They are not notified about all the events but are referred as a depository of all the records. Fr. Thadathil said that the office should remain as a central spot to ask for. Mr. Patrick Johnson commented that Coordinators' office can work together and keep all the records intact. He also said that the ERP system can be integrated with this process.

Mr. Barun Roy informed that now we have <http://salesiancollege.ac.in/> as our new website. Fr. Thadathil congratulated everybody on that note. Mr. Roy suggested that every department should have their individual sub-websites there. Mr. Vaibhav Agarwal, the alumni representative, commented that the past years' question papers, both from the University and internal college examinations, can be uploaded in the website. Mr. Roy said that the students' help centre can cater to that need.

## **2. Reports from last 6 months – by VPs/Deans, Co-Ordinators, HoDs, Financial Administration/Construction Committee**

The following reports of the activities of last 6 months were presented and are attached:

- Academic report of Sonada campus by Dr. Terence Mukhia, Dean, SCS.
- Academic and co-curricular reports of Commerce and Management by Mr. Patrick Johnson, Dean, Commerce and Management, SCSC.
- Academic audit and reports of Postgraduate departments by Dr. Gunjeet Arora Mehta, Dean, Post Graduate studies, SCSC.
- Academic and co-curricular reports of Arts and Humanities departments by Mr. Peter Lepcha, Dean, Arts and Humanities, SCSC.
- Academic and co-curricular reports of department of Education by Ms. Ganga Parajuli Tirkey, HoD, Education.
- Academic and co-curricular reports of department of Social Welfare by Fr. George Chempakathinal, HoD, Social Welfare.
- Academic and co-curricular reports of Science departments by Mr. Dhiro-datta Subba, Dean, Sciences, SCSC.
- Co-curricular reports of Sonada campus by Ms. Shraddha Pradhan, Campus Coordinator, SCS.
- Accounts reports by Mr. Anirban Ghosh, Campus Coordinator, Internal audit, SCSC.

A request from Mr. Anirban Ghosh was placed before the house to prepare and submit a budget before every college/departmental activity, irrespective of collection or non-collection of money from the students. He said that this practice should be there to carry out internal audit and also for future reference. Fr. Jagjivan Tirkey, Bursar, SCS, added that every report of an event should contain an outline of the expenditure amount.

Fr. George Chempakathinal, Bursar, SCSC, suggested that we can allocate a combined budget for cocurriculars, the surplus from which will help students to participate in different national and international events. Mr. Patrick Johnson reminded the fact that the students of Management and the students of Social welfare are already charged with this amount. Fr. Thadathil and Dr. Minakshi Chakraborty, representative of external educator, focused on the robustness of the internal procedure to select the deserving students.

## **3. Theme: Focus/Thrust area of the Semester**

AQAR UPDATION: Fr. Thadathil informed the house that since we obtained our NAAC grade on March 20, 2019, the portal for AQAR upload will open for us probably by April 2020. So we need to be ready with the data by that time. The University examination days for the 3<sup>rd</sup> Yr students can be used for this purpose. He also suggested that every department should bifurcate every activity of theirs into respective criterion labels to suit the need. Then a committee hierarchy should send that for final uploading. Mr. Subhajit Paul, HoD, Mathematics, opposed the idea by saying that that'd lead to inconsistent interpretations of questions in different criteria. He emphasised on the current system of asking and retrieving the data by the criterion secretaries from the departments. Fr. Thadathil finally agreed to that provided the commitment needed to be shown by the criterion secretaries. Ms. Ganga Parajuli Tirkey raised the confusing concern about the academic session for which the AQAR needs to be uploaded. This is supposed to be of 2018-1019. Mr. Peter Lepcha said that the confusion must be clarified

before uploading by the NAAC help desk. He again expressed the concern of merging the data from the two campuses and the need of acting of two campuses in collaboration. Fr. Thadathil commented that if the collation of the data can be done before SPRD (Strategic Planning and Resource Development) meeting to be held on 28 - 30 April, 2020 at Sonada, then that would be a good occasion to have a final approval of the data.

Fr. Thadathil then asked the house what could the next thrust area in line with the vision and mission of the college. Mr. Lepcha commented on that that last session we had taken up the thrust area of student research and inter-disciplinary pollination and that should be continued at least till the month of June. Next concern in this regard was how to concretise the idea of student research for every department. As many of the departments like Sociology, Geography, Social work, Education, Commerce already have some kind of field work or internships embedded into their syllabus. Mr. Patrick Johnson replied to that that the department of Management studies already have paper-presentations in the undergraduate section whereas the department of commerce has the Entrepreneurship development cell.

Mr. Eugene Gurung, representative from the industry, asked whether there is any industry-academia collaboration. Mr. Anirban Ghosh proposed that the land we have in our campus can be given to some corporates in lease which will be beneficial for both the parties. Mr. Gurung, replied that this endeavour has not worked well in past with non-technical schools. Mr. Dhirodatta Subba said to that we have departments of BBA and BCA which may allure the industry to invest. Fr. Thadathil commented that this proposal and discussion may continue at some other time with more faculty dedicated for this process.

The next thrust area taken up by Fr. Thadathil was to strengthen the digital teaching mode. He suggested whether we can integrate the new college website in this process. He further informed that there is a Malaysian company who are into building STEM subject teaching resources for teachers and there is a provision to tie up with them. They are ready organise a workshop if they get 12-16 respondents from the college. That will also go along the line of the exercise of FORTE. Mr. Lepcha expressed the concern that the faculty fraternity in the college is sharing lot of e-material with the students but those efforts are not recorded. He asked for a system which can keep a log of these transactions so that it boosts our digital teaching side. Mr. Barun Roy reacted to that saying that this can be integrated in the website. Mr. Agarwal added that Google provides with a free API which can help in this process. Mr. Subba also warned about the copyright issue of any shared e-material. Dr. Chakroborty supported the idea about integrating college website in this process. Fr. Thadathil also suggested to have a look at online courses offered by MIT. Mr. Agarwal suggested to have collaboration with some digital libraries. Mr. Eugene Gurung suggested to have an intranet site which can address the issue of students logins and distributions of the online courses through digital libraries.

#### **4. Seminars and other major events of the Semester**

- Symposium by Peanazzi Literary and Cultural Society on February 12, 2020.
- Inter-disciplinary research method workshop on February 22, 2020, SCSC.
- Two day national seminar on Trends In Science & Technology (TIST) 2020 on 28 - 29 February, 2020 at SCSC.
- National conference on World Literature on March 21, 2020.

- Comphymathix on April 18, 2020 at SCSC.
- Training by Don Bosco Association for Universities. The edition for Asian continent will be hosted in Don Bosco University from 24 - 27 April, 2020.
- Strategic Planning and Resource Development (SPRD) – 28 - 30 April, 2020, at SCS.
- International seminar on Religious Practices of Himalayas from May 15 - 17, 2020, jointly organised with Hong Kong University, St. Anthony's College, Shillong. Venue: St. Anthony's College, Shillong.

**5. Observation(s) by new Members (if any)** Both of Dr. Minakshi Chakraborty and Mr. Eugene Gurung said that they will be able to participate more in this meetings in coming days.

The meeting ended with a note by Fr. (Dr.) Matthew Pullingathil, Rector, SCSC.



*Minuted by:* Subhajit Paul, HoD, Mathematics, SCSC.

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