

Salesian College Siliguri

Minutes of the IQAC meeting

Date: 05-11-2019

Time: 10 am – 1 pm

Venue: AV Hall

The meeting started with prayer and opening note by Fr (Prof) George Thadathil, Principal.

The following agendas were taken up in the meeting.

- Reminders and announcements – Fr. Aju Kurian, Vice Principal, Siliguri campus.
- ‘Putting the Meeting in perspective, 7 Point Criteria and portal based AQAR Filling’ – Mr Peter Lepcha, Dean, Arts/Humanities
- ‘Third Cycle Analysis: Areas to Improve’ – Mr Subhajit Paul, HoD, Mathematics
- ‘ERP and 7 Point Criteria Interface & Integration: Challenges and Opportunities – Action Plan’ – Ms Yadika Prasad, Campus Co-ordinator, IT and Mr Subhajit Bose, Assistant Professor, CSA
- New Faculty Induction to the 7 Point Criteria Facilitation – Mr Peter Lepcha
- 7 Point Criteria Group-wise Meeting
- Reporting Back to the AV Hall – Team Leader/Secretary of each Criteria report
- Observations by the IQAC, Co-Ordinator - Fr (Dr) Mathew Pulingathil SDB

Reminders and announcements:

- Fr. Vice Principal congratulated everyone for the successful organisation of three days INNOVISION events, followed by the program of Rector Major’s visit.
- Examination
 - There are difficulties due to CBCS and non-CBCS selection / semester examination happening together
 - Faculties unable to attend exam duties must inform the exam office in advance for the arrangement of substitution/s.
 - Students should be in the college 30 minutes ahead of scheduled start time to find lecture halls, question papers and answer booklets.
 - Use of mobile phones by invigilating faculties inside the exam hall strictly forbidden as it causes distraction to the students
 - It is to be ensured that all questions needed for the next day exam are verified beforehand

- Answer scripts to be evaluated immediately so that the results are available by 15/11/2019 to be distributed on 16/11/2019.
- CII marks need to be checked by Vice Principal before being released to University on 20/11/2019.
- University practical exam dates to be communicated to students – the range of dates has already been announced by the University
- Varia
 - Subject allocation for next semester to be done by departments as soon as possible
 - Start preparation of the college magazine SPARKLE, so it could be given to students on the Graduation day.
 - MIL for third years to be taken up seriously. Department of English can be contacted for help.
 - Requisition for books to be given to Fr. Babu Joseph
 - Requisition for any other items to Fr. Bursar through Fr. Vice Principal
 - From 13/11/2019, college timing for Day session will from 8:20 am (reporting) to 2:30 pm.
 - More than 60 events have taken place this semester so far; but the office of the Vice Principal has printed reports of only 10 events. One copy of the report should be with the Vice Principal's office and another copy with the respective Deans.
 - For NAAC, all photographs should be geotagged. For College website reports that is not necessary.
- Evaluation of INNOVISION 2019
 - There has been a lot of improvement in terms of participation by students as well as faculties (about 70%), and even other institutions
 - Background display / pictures during performance should be properly controlled
 - Because of the dome structure of the Kilian Hall, too much echoing has caused blurry effects on sounds, especially for music events
 - Long term planning for such big events is necessary so participating institutions get the information well ahead in time

Putting the meeting in perspective:

- Mr. Peter Lepcha informed that meeting has been called to give new faculties some introduction to the NAAC accreditation process and to familiarise them with our performance in the third cycle audit which took place in the month of May. He then mentioned that it has been our practice to upload AQAR on 14th November every year. This time, however, it was suggested to postpone it by a month by Fr. Principal as some more time is needed for data collection, and that everyone had been busy due to many events happening one after another, as well as change of faculties have taken place.

NAAC Third Cycle Analysis:

- From the Peer team visit report, Mr. Subhajit Paul, Head, department of Mathematics, presented a thorough analysis report, Criteria wise and within each criteria, score value wise. Our strong areas and our weak areas were clearly understandable to all. However, there were some anomalies as the description written in the peer team report and the corresponding scores given by them did not correlate.
- As an example, we scored less in the area of study tours/field trips because the NAAC team considered them only if they were part of the University Syllabus. So, Fr. Principal suggested that since a number of our faculties are members of various boards of studies at the University, we should be proposing this change to the University.
- Departments need to collect scholarships data i.e., number of students getting scholarships.
- In the area of research, Fr. Principal asked faculties to consult with Fr. Tomy Augustine regarding the STRIDE initiative.

ERP:

Miss. Yadika Prasad, faculty CSA & IT coordinator, made a quick run-through of the provisions for entering faculty activities data in the ERP. She mentioned that attendance data and marks/ scores of students in various tests/ exams are directly to be pulled from ERP. Hence the onus is on every faculty to input such data well in time so the report card generated will have correct information for students.

She mentioned that the current input forms are mapped to APIs, but she will be giving another provision for mapping them to the respective NAAC criteria.

She also mentioned that Mentoring module is underway and will be available soon.

It was suggested that the new faculties be given some training in the use of ERP.

It was also suggested that since NAAC requires geotagged pictures, a separate folder be kept in ERP to keep them, though they will not be visible publicly. Folders would be needed to keep other related records. Since the volume of data is going to be large, it is not advisable to keep in ERP itself, but keep them in a separate file server from where data could be pulled as & when necessary for upload to NAAC server.

New Faculty Induction to the 7 Point Criteria

- Mr. Peter Lepcha mentioned the allocation of new faculties to seven criteria groups

7 Point Criteria Group-wise Meeting

- The seven criteria groups dispersed to respective designated places for discussion. In each group presidents/ secretaries familiarised the new members about the format in which data collection is done and what data needs to be collected, and in some groups responsibilities were also assigned to members for data collections.

Reporting Back to the AV Hall

- After the group wise activity everyone gathered at the AV Hall where team leaders/ secretaries briefed about what took place during the group exercise. Every group now will create their own WhatsApp group to communicate further among their members in view of the data collection for the AQAR report.

Observations by the IQAC, Co-Ordinator

- Fr. (Dr.) Mathew Pulingathil, Rector and IQAC co-ordinator summed up the observations, especially the analysis of Peer Team report. He started by appreciating the effort and leadership shown by the IQAC team in coordinating the huge activity leading up to the third cycle audit in which our college achieved the A grade once again.
- He mentioned that some element of subjectivity is always there in evaluation as every team will have differences of opinions. He emphasised that we should follow the process in spirit and be truthful because it is more important than documentation. He also mentioned that accommodating the differently abled should be our effort as that will show the extent of our commitment to serving the humanity.
- Fr. Rector mentioned about another very important point – that of keeping the unified chronicle of all activities/ events that are taking place in the institution, in some way that any required information can be readily pulled out when needed. To this Fr. Principal suggested that Deans should keep the journals of all departmental activities under their supervision.
- Fr. Rector invited everyone for his Golden Jubilee celebration on 12/11/2019. On this occasion, Fr. Principal announced that the new book by Fr. Trophy D’Souza will be released.

Minuted by:

Mr Dhirodatta Subba

Dean, Sciences

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