

Salesian College Siliguri

Minutes of the Meeting

29 August 2018

The Meeting of the Heads of the Departments, Campus Co-ordinators, IT support Faculty, College Management and Fr (Dr) Nirmol Gomes, President of the Governing Body was convened at Conference Hall on 29 August 2018. The meeting began with a prayer led by Fr Nirmol Gomes. The following agenda were taken up for discussion:

1. Announcement by President of GB: Fr (Dr) Nirmol Gomes announced to the house that Governing Body has decided to go for NAAC accreditation third cycle in the month of November 2018. He requested the house to gear up and do the necessary for the Peer Team visit. After the announcement he excused himself for another meeting.
2. Action Plan for the Peer Team Visit: Fr (Prof) George Thadathil, Principal, Salesian College appraised the house with the details of the last GB Meeting concerning the NAAC visit and said that Fr (Dr) George Chempakathinal will spearhead the process in Siliguri campus. He brought up the pressing concern about reports, documents etc demanded by Vice Principal are not reaching his office in the given time. The IQAC Secretary, expressed the concern about the space needed for the IQAC Office and to that the Principal responded by saying that his Office in Siliguri campus can be used for IQAC purposes henceforth.

As an immediate action plan, the house unanimously decided to set aside two computers, one printer and one scanner for IQAC Office. Fr TL Joseph, Bursar took up the responsibility to get ready the office as desired. Two IT support Faculty namely Ms Yadika Prasad and Mr Subhajit Bose together with Ms Priyamrita Chatterjee will facilitate the process of digitalisation (PDF creation of the evidences, reports etc) under the leadership of Fr (Dr) George Chempakathinal and Mr Peter Lepcha. Dr SC Das and Fr (Dr) Mathew Pulingathil were requested to verify the documents before the upload. Addressing to the need of the hour and to expedite the preparations for NAAC Peer Team Visit, Fr Principal asked the faculty to dedicate an hour daily for works related to IQAC till 10 September 2018.

The deadline given by the Principal for the digitalisation of all the reports was 10 September 2018. All the members agreed to the proposal to get the work done as proposed. Fr (Dr) George Chempakathinal and Mr Peter Lepcha proposed for an urgent meeting of Criteria Group Leaders and Secretaries on 30 August 2018.

The Meeting came to a close at 02:30 pm.

Minuted by Peter Lepcha
29 August 2018