



# Salesian College

## SONADA & SILIGURI

NAAC Accredited 'A' Grade (3<sup>rd</sup> Cycle) & twice UGC certified College with Potential for Excellence (CPE)

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### Meeting Notice

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*The 2nd IQAC meeting of the academic year 2021-22 has been arranged to be held on 13/12/2021 at 2 p.m. in the Marengo Hall of Siliguri Campus to consider the following agenda. Members are requested to kindly make it convenient to attend the meeting.*

**Agenda:**

1. *Invocation.*
2. *To confirm the proceedings of the 1st IQAC meeting for the academic year 2021-22 held on 10/07/21.*
3. *To review the performances of the odd semester for the academic year 2021-22 on the academic, technical, financial, and administrative fronts.*
4. *To plan for the upcoming even semester for the academic year 2021-22.*
5. *To review the submission process of AQAR 2019-20.*
6. *To frame the submission process of AQAR 2020-21.*
7. *To update the reports of events and activities in the ERP.*
8. *To record the research activities undertaken by the faculty members.*
9. *Misc.*

**In communication to:**

- *Rev Fr Rector/Principal, Salesian College, Sonada & Siliguri.*
- *Rev Fr Vice Principals.*
- *Dr Minakshi Chakraborty (Principal, Kalipada Ghosh Tarai Mahabidyalaya).*
- *Mr Eugene Gurung (Industry Representative).*
- *All members of IQAC.*
- *The Deans of the faculties.*
- *The campus coordinators.*
- *The criterion leaders & secretaries.*
- *The members of the Tech team.*
- *Mr Jonny Joseph (Representative of the administrative staff)*
- *The student representative(s).*

**Sd/-**

**S C Das,**  
*Convenor as IQAC Coordinator,*  
*Salesian College, Siliguri Campus.*

**Date: 03/12/21**

## IQAC Meeting Minutes

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**Facilitator: Dr. S.C. Das (IQAC Co-ordinator, Siliguri Campus)**

**Minute Keeper: Mr. Subhajit Bose**

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*The 2nd meeting of IQAC took place on 13<sup>th</sup> December, 2021 starting at 02:00 p.m in the Marengo Hall of Siliguri Campus as per the official notice circulated to all the participating members on 3<sup>rd</sup> December, 2021.*

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### Invocation

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*The Meeting began with a prayer by Fr (Prof) George Thadathil, Chairperson (IQAC), Principal / Rector of Salesian College.*

*Soon after the prayer, Fr. Principal delivered an opening note on the following:*

- The unsettled and in between kind of time wherein the core sector of teaching-learning have not suffered in the entire duration of the pandemic in College.*
- The records that have been created both in the ERP and on the College website which anyone from anywhere in the World can search.*
- Students and their parents, the stakeholders of this educational venture have thought that Teaching-Learning activity is happening in College and therefore have come with greater eagerness to the Campus.*
- The activity of sitting together in the meeting to his mind had brought a formal component because it was reviewing for the various sectors and at the same time it was also an occasion to brainstorm so in that sense it was also an informal activity. Although, there was an agenda but participants were not conditioned in terms of speaking their mind out or their thoughts on the table in the little time that was there in the meeting.*
- Organizational growth when it is organic happens in a little haphazard way or in a little intermeshed way.*
- The imagery that came to his mind was the roots of a tree. He questioned, what's the planning by which the roots are growing around by which even the mighty Oak, or the Seeder or the Pine is holding itself, what kind of planning went into the way in which the roots trespassed one another or intersected one another, networked and then went deeper, wider. That's the kind of imagery that came to his mind in terms of organic growth because according to him there are many management books, and there are many management styles and there are many instructions given to how leaders ought to be and how organizations should go from one step to other but in each context in each set up if everyone's heart is involved and if everyone's commitment is involved and if everyone's perception is involved then there has to be this criss-cross which is out of the book kind of existence and it is with that, that he invited all of us to enter into the meeting.*

- *College's objective is to connect deeper with students, to help them to collaborate with the College and among themselves and to create in whatever way - whether it is a workshop that they are organizing or the micro planning of the next classroom activity if they were creating connections or they were entering into greater collaborations.*
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**To confirm the proceedings of the 1st IQAC meeting for the academic year 2021-22 held on 10/07/21**

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*The proceedings of the 1st IQAC meeting held on 10/7/2021 was read out by Mr. Dhirendra Newar and the same was confirmed by the participants.*

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**To review the performances of the odd semester for the academic year 2021-22 on the academic, technical, financial, and administrative fronts.**

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*Mr. Peter Lepcha*

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*Mr. Peter Lepcha representing Arts and Humanities delivered a review which is as follows:*

- *As Classes resumed in normal mode from 16<sup>th</sup> of November, students are coming on a regular basis.*
- *Masters admission is about to close.*
- *Under-graduate admission closed on the 6<sup>th</sup> of December.*
- *MA in Psychology, Education and English are the three Departments that have their presence in the Campus.*
- *For the first time in PG Departments, Fr. Principal initiated seating of the three departments on Saturdays. Two or three students from each department are taken for their own sharing session of any topic that they like.*
- *In terms of academics, continuous internal assessments are conducted through Moodle - LMS. That is, every month faculty members individually give out certain questions in the Moodle. Students respond to that in the Moodle itself.*
- *There was an Examination Committee meeting yesterday because University informed that the Examination will be conducted in online mode and for that students are being prepared to write online examination. It was also decided in the meeting that Internal Examination will be in Offline mode, that is, in the Classroom mode because students might have to write that kind of examination in the near future.*

*Mr. Dhirodatta Subba*

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*Mr. Dhirodatta Subba representing Science delivered a review which is as follows:*

- During this one and half year of online classes, in the beginning attendance was good but towards the end it really became very poor.*
- As classes resumed in offline mode, attendance has improved with 95% or more. Students are happy to be back in the Campus and to be able to do lot of activities in the Department as well as outside the Department.*
- Science Deanery report submitted to Vice-Principal of Science covers everything including seminars, webinars attended by Faculty and students.*
- Some progress took place in establishing connection with one of the Alumnus of IIT Kanpur, Mr. Amar Lama. Mr. Lama has been regularly in touch with - Fr. Principal, him, Ms. Sonali Rai. Mr. Amar Lama has a lot of friends in the industry so he plans to help and make impact among the students of this area, Darjeeling and Sikkim as he is from Darjeeling. He wants to make Salesian College as a Centre of his work so there are plans ahead. There was one common sort of a conversation with faculty as well as students in the Science Deanery and he is preparing a plan to train the trainers starting with the Science Deanery and he is going to come over to other Deaneries also because he is not only a graduate of IIT Kanpur but he has also studied in IIM Kolkata. So, at the moment he is a Philanthropist and he is attached with many different Companies. He is into the marketing of many Companies and he plans to help the Institution especially the student community of this region. So, the plans are in progress and phase by phase it will be coming in the coming year.*
- In terms of technological progress, from the coming year College will be getting leased line. The leased line was supposed to be available from the current year but there was some kind of technical delay from Airtel to whom documents have been given to start their leased line in the Campus. Airtel will set up their receiver in the College building and once that has been done, Internet connectivity will be better.*

*Mr. Anirban Ghosh*

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*Mr. Anirban Ghosh delivered a review which is as follows:*

- Regarding Finance, during the lockdown it was a bit difficult to spend in any activities though College did continue in the Campus with lesser number of students and once College resumed there has been a flood of activities in fact and the expenses have shortened in terms of co-curricular but within the budgets and Fr. Bursar has been very supportive.*
- Fr. Bursar runs through the Budget with him as well and within the limits and of course within the format that they have created because the process is very simple. A budget is given to them before hand which is looked into and then passed and then it goes to Fr. Bursar which afterwards after the program is over, the expenses, the bills are submitted to Fr. Bursar through him, so the process is very streamlined so that there are no issues later on during the Audit period and that has been followed so far.*

- *Regarding the construction & repair and maintenance work, it has been regularly going and Father has been looking after it and with that regard they are having a regular Finance Committee as well as Purchase Committee meeting throughout the lockdown period.*

*Dr. Terence Mukhia*

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*Dr. Terence Mukhi, the IQAC Co-ordinator from Salesian College, Sonada delivered a review which is as follows:*

- *In SONADA, they have worked this far together to make quality the defining element of higher education through a combination of self and external quality evaluation, promotion and sustenance initiatives which is the vision of NAAC.*
- *Co-operating with NAAC respecting its five mission statements which defines its engagement and endeavour for quality education in higher education institution.*
- *They highly regard the accreditation framework based on five core values of NAAC contributing to National development, fostering global competencies among students, inculcating a value system among students, formatting the use of technology and quest for excellence.*
- *Their academic activities including co-curricular were in these areas besides their own core values. A total of 27 standing committees this year alone till date beginning from 8<sup>th</sup> January till 16<sup>th</sup> November, 2021 itself speak of the paradigm shift in HEIs and a craze for quality achievement.*
- *So as burning and shining flames they tried their best to co-operate and go ahead and in the Deanery of Arts and Humanities itself within the past six months at least 678 lectures were taken which is under record. A total of about 1400 lectures were taken in their Deanery alone.*
- *One unique feature of Salesian College, Sonada during the past one year was things have been systematized and for that he thanked Mr. Dharendra Newar Sir and the tech team there. So, they have fallen into a system and now even if they want to be out of it they don't have a chance to be outside because unless and until they fall inside that system and go along with it, something will be left out and also that will be spotted right from top and from the bottom also. So that kind of system has been introduced by Mr. Dharendra Newar Sir in collaboration with the Tech Team. So that has enabled them to maintain records in a systematic way and they have once a week follow-up meeting by the HODs. Fortnightly by the respective Deans and at the end of the month by the IQAC Co-ordinator. So, month-wise they have all the data intact of all the Teaching - Learning activities, co-curricular activities and all sorts of community activities that they conduct either by the College or by other institutions in relation to College. So, now things are in place.*
- *Recently they had a review of 7-Point Criteria team and the last review was on 11<sup>th</sup>. When they were going through the work they found that their team members have done an excellent job because they have collected the data and they have also kept all the supporting documents, everything as Mr. Dharendra*

Newar Sir had suggested them. So, once again he thanked Mr. Dharendra Newar Sir in a special way.

- *IQAC meetings in Salesian College, Sonada took place on a monthly basis. At the end of every month they had a meeting and in those meetings they were not only following up AQAR work but also a special kind of Academic auditing was done for which HODs had been supplied with pre-defined formatted Sheets in the form of Excel sheets which again was created by Mr. Dharendra Newar Sir and when they submitted that on a fortnightly basis and at the end of the month, report of the Academic activity of the entire month got created. So, it was very easy for the Vice - Principal and also for the Deans to follow up.*

*Mr. Patrick Johnson*

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*Mr. Patrick Johnson delivered a review which is as follows:*

- *Starting with the Academic activities of the morning session under his Deanery, he stated that they have four programs. From the Management Studies side they have Bachelor of Business Administration and they are offering 3 specializations in Resource Management, Marketing and Finance. Next Semester, the current batch of students will be going for their Internship as well as their Dissertation.*
- *With regard to B. Voc (Bachelor in Vocational Studies - Tourism and Hospitality Management) they have 4 students in the 3<sup>rd</sup> year (5<sup>th</sup> Semester) and these students have been interning for almost one month in Yaksha Hotels. As their job requires shift changes so they are not having their classes for last one month. They are continuously working in rotation there in almost all the aspects - Front Office, House - Keeping, Service and Kitchen etc.*
- *In B. Com. Honours they have about 120 admissions and in B. Com Programme about 50 students. Though they have 110 seats in Programme, they always limit intake capacity to 50. With the growing Infrastructural capability, they hope to cover the entire 110 seats in B.Com Programme.*
- *With regard to faculty strength he mentioned that there are 17 faculty including himself in the morning session, 8 in Management Studies Department and 9 in Commerce Department. With regard to student strength in his Deanery, he specified that it is approximately 50% of the total student strength in the Campus.*
- *With regard to Events he mentioned that not many Events took place this Semester because offline classes began in the month of September. Most of the Events that took place were Online but right now they are focusing on the Management Fest, Calibre that will take place on the 28<sup>th</sup> of this Month and they are expecting to organize Conoscenza in the next Semester. It is supposed to be in the month of January but the date has not yet been finalized as University Examination might take place in the month of January for which the dates have not yet come from University. Again with the rest of the College, their Deanery's Internal Examination will take place in the month of January.*

*Mr. Johnny Joseph*

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*Mr. Johnny Joseph delivered a review which is as follows:*

- *With regard to Office, he informed us that admissions for 2021 - 22 have been completed except for Masters and data for 635 students of only UG have been sent to University. Till date 35 students have taken admission in PG which sums up to 670.*
- *The registration work for UG students is going on and the College office had told Deaneries or Co-ordinators to inform students so that their registration gets completed by the 16<sup>th</sup> of this month. Mr. Robin Rai in College Office does this and he has told faculty members that they have to complete it by today to create an urgency.*
- *With regard to student registration, he informed us that when students open the portal they find that registration number has not been allotted to them so they have to enter their name and mobile number, upload mark sheets, photo and if they have already given SC/ST/OBC certificates in the College Office then that option automatically comes on the Portal where they have to upload the corresponding certificate. In this regard, College Office was facing a problem and the problem was, many of the students don't have SC/ST certificates although they belong to SC/ST. So, the College Office informed us that for the moment students can upload any other certificate in place of SC/ST/OBC certificate so that the form gets accepted. Thereafter, correction can be done later. So the College Office is trying to give maximum student support. That's one of the areas where the College Office puts in a lot of effort.*

*Mr. Rupam Majumder*  
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*Mr. Rupam Majumder as an Examination Co-ordinator delivered a review which is as follows:*

- *He informed us that after students had submitted their answer scripts it was found out that they have committed various mistakes. One such mistake was writing College Roll numbers instead of University Roll number. So if they repeat the same mistakes in University answer scripts then it will be difficult for University to evaluating their answer scripts. Taking all these matter into consideration, the Examination Department came with up a solution which will be decided on Saturday by the Deanery and Vice-Principal's Office.*

*Mrs. Ganga Parajuli*  
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*Mrs. Ganga Parajuli delivered a review which is as follows:*

- *She mentioned about the different activities undertaken by faculty members towards observing the various programmes with the students, so far.*
- *When College reopens in January after vacation there will be Ethnic Day which is also a club Event.*
- *There are 8 Clubs in the College and club activities do take place.*
- *There will be Taverna Trophy in February followed by Model United Nations.*

- *Finally she mentioned that at the Co-ordinators level they are trying their level best to give to the students the fullest of opportunities so that they can develop in best way possible.*

*Ms. Shraddha Pradhan*

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*Ms. Shraddha Pradhan delivered a review which is as follows:*

- *She mentioned that in SONADA Campus, different activities and Events were going, like as always but what they were focusing currently is in preparing their students mentally.*
  - *Soon after the Pandemic, she felt that not only the Co-ordinators, not only the Deans, not only at the Management level but all of us in academic community were trying our level best to help our students not only in co - curricular aspect, not only in academic aspect but as a whole and for that purpose only every department were organizing Webinars, Seminars etc.*
  - *Recently in SONADA they had Notice Board preparation competition.*
  - *Sports week is going on in SONADA and yesterday they had inter-departmental cricket tournament.*
  - *She mentioned that they are trying their level best not only as Co-ordinators but as a whole teaching community to help students to get that emotional and mental support, to help them to become mentally strong individual. So at the end of the year they are not only getting some kind of a grade or percentage or some kind of good result but they can say they are becoming good individuals who are conscious enough to take a decision by themselves.*
  - *She finally mentioned that with the help of Fr. Principal, their Vice - Principal, Bursar, Deans they are not only trying to help the intellectual development or spiritual or emotional development but they are concentrating on all round development of students which is something she felt was very important.*
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**To plan for the upcoming even semester for the academic year 2021-22**

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*With regard to the above Fr. Principal told to have a brain storming session among the faculty members.*

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**To review the submission process of AQAR 2019-20**

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*With regard to the above, Mr. Subhajit Bose informed that the AQAR of 2019 - 2020 has still not been approved as it was shown in the NAAC Portal. So, he had a talk with one of the representatives of NAAC who had informed him that is under process and it will take some time for the approval to come.*


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**To frame the submission process of AQAR 2020-21**

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With regard to the above Mr. Subhajit Bose issued a notice from the office of IQAC wherein the submission process was detailed. Given below is a screenshot of the notice.



**Salesian College**  
**SONADA & SILIGURI**

NAAC Accredited 'A' Grade (3<sup>rd</sup> Cycle) & twice UGC certified College with  
Potential for Excellence (CPE)

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AQAR 2020 - 2021 Submission Process  
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- ❖ IQAC member compositions have been prepared and inserted at the end of this document.
- ❖ Each Criterion has been assigned those many members as is required, on the basis of the number of Metrics [Qualitative (Ql) and Quantitative (Qn)] in that particular Criterion. Criteria Leaders and Secretaries will decide and let the IQAC office know by coming week which team member will work on which Metric. The link for the same is given below:  
  
<https://docs.google.com/spreadsheets/d/1pMS0hASxAC2vni5VIsR1hmq34vSZCF5L9WwAD-I9y4w/edit?usp=sharing>
- ❖ Separate Google Sheets have been prepared for SONADA & SILIGURI Campus and is uploaded under the IQAC section of the ERP. Faculty members will log in to the respective ERP profile and enter data.
- ❖ The IQAC team will initially meet with all members on 21/12/2021 (Tuesday) to observe how much work has been done and conduct discussions on it.
- ❖ The final meeting for AQAR submission will take place on 15/01/2022 (Saturday).
- ❖ Based on the outcome of the meeting on 15/01/2022 (Saturday), if another meeting will take place or not, will be decided then.
- ❖ For any queries or assistance, members can approach the IQAC Office after 01:20 p.m. on working days.

The above notice was shared with everyone on the “Salesian College Official” WhatsApp group. Similarly, member compositions for each Criterion were also shared on the same WhatsApp group. The screenshot of that is given below.

IQAC Member Composition 2020 - 2021

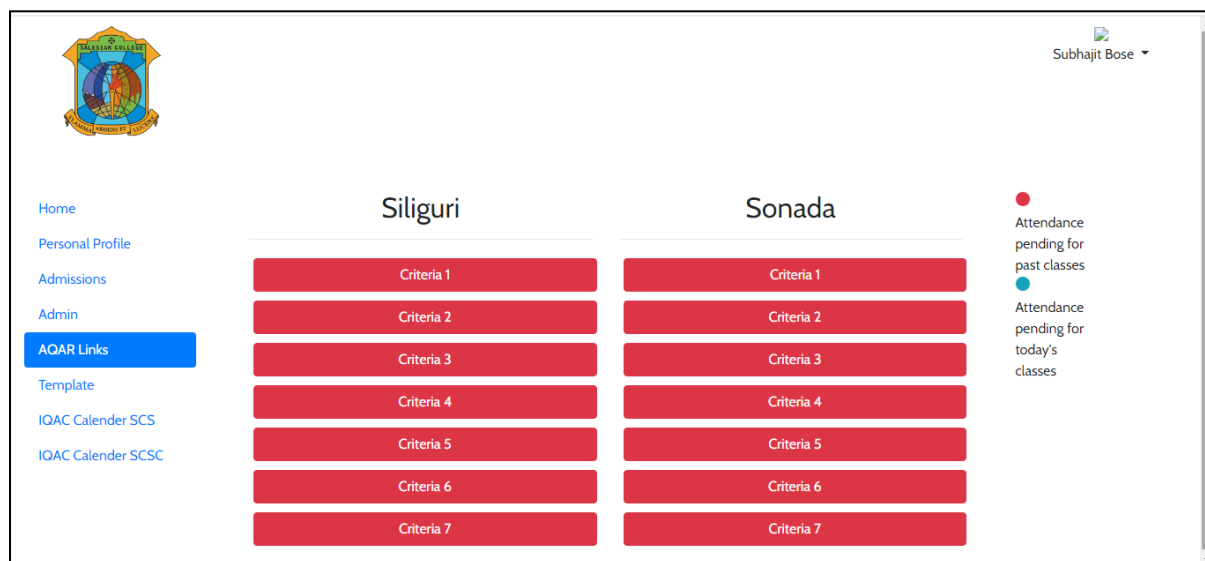
Criteria	Team Leader	Secretary	Members
<u>Criterion - I</u> Curricular Aspects	Mr Surendra Kumar Saha	Mr Subhajit Paul	Fr. CM Paul Mr Abhijit Dey Ms Priyanka Shaw Mr Pinak Dey Mr Jeetendra Sah Mr Hindol Chakraborty Ms Arunima Bhowmick Mr Robin Rai (College Office)
<u>Criterion - II</u> Teaching, Learning and Evaluation	Ms Ganga Parajuli	Ms Ranita Chakraborty	Ms Priya Topno Ms Chimme Tamang Ms Pratishtha Dewan Mr Murari Agarwal Ms Pratibha Soni Mr Sumit Pradhan Mr Samuel Tamang Mr Sharmista Pradhan Ms Shradha Sharma Mr Brian Gomes Ms Bhabya Chandra Khati Mr Robin Rai (College Office)
<u>Criterion - III</u> Research, Innovations and Extension	Dr Prajwal Chettri	Ms Snigdha Roy	Lt Risha Chettri Sharma Dr Bikash Sarma Dr Bipul Chettri Dr Biswajit Das Dr Digvijay Kharga Dr Bhawana Khati Dr Paramita Datta Mr Anik Sarkar Mr Johnny Joseph (College Office)

Criteria	Team Leader	Secretary	Members
<u>Criterion - IV</u> Infrastructure and Learning Resources	Mr Dhiroddatta Subba	Mr Ravi Bhushan Singh	Fr. (Dr.) Saju P.T Ms Yadika Prasad Mr Patrick Johnson Ms Sunita Sherpa Mr Dipesh Patrick Ms Nawaneeta Subba Ms Sapna Gurung (Librarian) Mr Manoj Tirkey (Accounts)
<u>Criterion - V</u> Student Support and Progression	Dr Dipankar Rudra	Mr Wilson Bara	Fr (Dr) Babu Joseph Ms Gunjan Agarwal Mr Dipanker Rai Ms Tanisha Kansal Mr Bickey Sharma Ms Rubina Chhetri Ms Ranu Sherpa Mr Debdut Sengupta Ms Sonali Rai Mr Johnny Joseph (College Office)
<u>Criterion - VI</u> Governance, Leadership and Management	Mr Anirban Ghosh	Ms Manisha Pradhan	Mr Peter Lepcha Mr Tanay Bhadra CS Chandan Gupta Ms Srijana Sinha Mr Sangam Ghatani Ms Chunku Lepcha Dr Gouri Dey Ms Rini Bhadra Ms Nikita Chettri Ms Shilpita Gine Mr Phu Tshering Sherpa MD Irfan E Azam Mr Manoj Tirkey (Accounts)
<u>Criterion - VII</u> Institutional Values and Best Practices	Ms Debarati Deb	Ms Priscella Ghimiray	Mr Prasenjit Bhowmick Mr Bikramjit Chandra Mr Rupam Majumder Ms Sujata Sinha Ms Chingzong Helena Lepcha Ms Monika Rana Mr Rajeev Dutraj Ms Richayanti Peters Lepcha Mr Malcolm Joshua Lepcha Mr Johnny Joseph (College Office)

  
Fr. (Prof.) George Thadathil SDB  
Chairperson

  
Prof. S. C. Das  
Co-ordinator SCSC

*Apart from the above ones, he showed faculty members how they are going to access the Criterion wise Google Sheet for entering data and uploading proofs of the same. Given below is a screenshot of the same.*



*He explained that the Criterion - wise Google Sheet has been created separately for SONADA & Siliguri Campus to avoid clash in data entry. Consequently, once data gets completed data from both Google Sheets will be merged together before being uploaded on the NAAC Portal.*

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### To update the reports of events and activities in the ERP

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*Regarding this Mr. Dharendra Narayan Newar, explained how to use the IQAC tracker software to update reports of events and activities in the ERP.*

### To record the research activities undertaken by the faculty members

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*Regarding this Dr. S.C. Das, IQAC Co-ordinator, Siliguri Campus explained how research related activities needs to be carried out.*

### Observation by External Member

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*Dr Minakshi Chakraborty Principal, Kalipada Ghosh Tarai Mahavidyalaya (Expert from Educational field) finally gave her observations which are outlined below:*

- *She appreciated the quality of the College by saying that the College is making improvement very fast and it is due to the systematic management of all the teachers, the priests and the students.*
- *She questioned, how did we all feel when the students come to College after such a long gap of 1 and half years as in her College she observed most of the students were very happy in the Online mode.*

- *In Online mode of Class in her College, attendance was very poor. She enquired whether we faced the same situation in our College.*
- *With regard to admission, she said that there is a big hike in admissions this time as this year many students couldn't go outside the city, Siliguri. Many of them have been absorbed in the Institutions that we have here. So, in all the Colleges there is a big rush this time.*
- *With regard to Infrastructure, she appreciated the Infrastructure of our College and having said that she expressed her concern on the limited Infrastructure of her College as she feels that it is inadequate to accommodate all students of her College.*
- *She also noticed that especially in the last one and half years, students got attached to their smartphones and it became all the more because of the Online Mode and that smartphones have become their best friend. So she felt that teachers, facilitators and the administration needs to do some kind of balancing as students don't mind having nothing nothing the whole day but they will be happy to use their smartphones the whole day if they get free Internet.*
- *She expressed that in her College, many of her teachers have complained that this year the standard of some of the students is very poor because they don't know the basics.*
- *She finally said that she always came here to find out how exactly we all are functioning regarding the AQAR because the systematic management that our College does and the team that functions in our College is excellent and of course she would like to get a few tips from us regarding how to do their AQAR in the correct fashion.*

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### **Closing of the meeting**

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*The meeting ended at 05:30 pm with a vote of thanks by Dr. S.C. Das, IQAC Co-ordinator, Siliguri Campus.*

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