

Salesian College  
Sonada & Siliguri

## Minutes of the IQAC Meeting

on

March 16, 2021

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A meeting with the members of the Internal Quality Assurance Cell (IQAC) of Salesian College, Sonada & Siliguri, was called by Fr (Prof) George Thadathil, Chairman, IQAC and Principal, Salesian College, Sonada & Siliguri, on March 16, 2021. The meeting started at 11:00 am at the AV Hall in the Siliguri campus. Fr Principal started off the meeting by setting up the agendas:

1. Starting of IQAC offices on both campuses on an everyday basis;
2. Proposed and executed action plans from last ETOP meet on January 16, 2021;
3. Documentation process for the IQAC office;
4. AQAR preparedness report;
5. Cross-referencing the AQAR or SSR data with UGC portal and NIRF;

### 1. Starting of IQAC offices

Dr Terrence Mukhia, Coordinator, IQAC, Salesian College Sonada & Siliguri, described the process of preparing the SSR as a process of academic auditing. It is a faculty driven model of ongoing self-reflection, collaboration, team work and peer feedback. He mainly focused on two kinds of academic auditing:

- Peer review of faculty appraisal, where each faculty submits a self-appraisal based on teaching learning and which can also include API for recruitment and promotion;
- Peer team review of department appraisal, where each department submits a self-study report based on teaching, learning and aiming at continuous quality improvement and the SSR will be reviewed by the peer team.

### 2. Proposed and executed action plans from last ETOP

Ms Srijana Sinha, Asst Prof, Dept of Geography, and Ms Monika Rana, Asst Prof, Dept of English, presented the action plans and the Concerted Commitment of Centres (CCC) chart as suggested by Fr Principal, also in response and reference to what were vouched by different departments in the ETOP training workshop held on January 16, 2021. The very objective of preparing this chart is to track, check and monitor the various activities that have been carried out in the various departments of the

college. The chart really gives a bird eye view of the entire activities that have been carried out. It can work as a reference point for the both departments and the IQAC. Also, its expandable with additional information and replicable for the upcoming semesters as well.

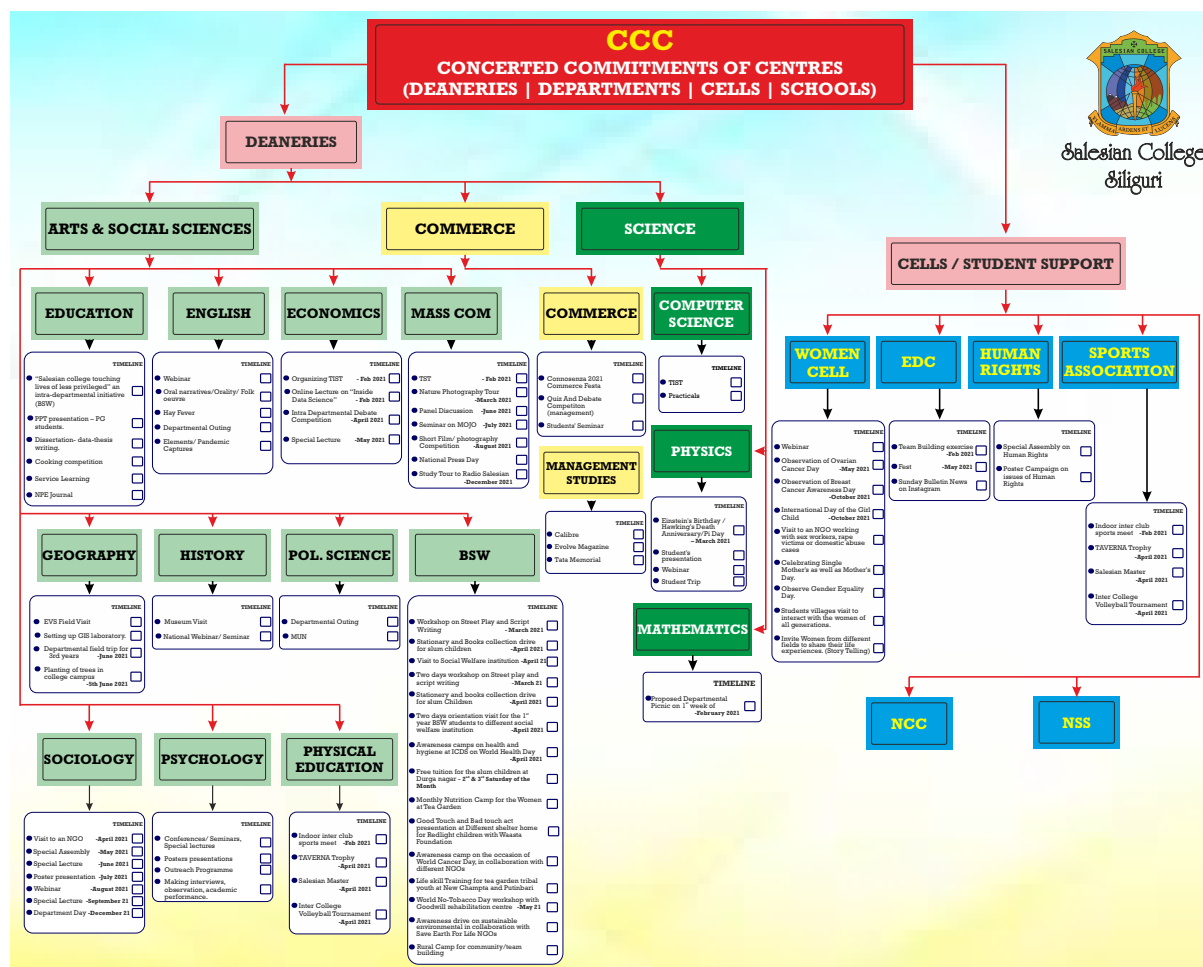


Figure 1: CCC chart

### 3. Documentation process for the IQAC office

Mr Dhirendra Newar, Secretary, IQAC, Salesian College, Sonada, presented a roadmap about putting up a system where one can monitor each and every activity that is being conducted. He proposed about framing IQAC policies for it's everyday running in the following way:

(a) Any activity, event, seminar, webinar to be organized by any department/club/cell, must send a *Standard Notice* prior to 1 week from the day of the event to following 3 authorities:

- Event Coordinator,
- Campus Coordinator,
- IQAC office.

(b) After the completion of the event, the department/club/cell must prepare the *IQAC document*. Proforma of which consists of:

- Summary cover page (quantitative),
- Full report (qualitative – minimum 500 Words),
- Geo-tagged photographs,
- Attendance record with participants' signature with date(s),

and submit the final document to the IQAC office for validation/verification process.

- (c) In case of any discrepancy and necessary requirements of the documentation, the IQAC office will get back to the department/club/cell for further changes with the feedback to maintain the quality and standardization of the full report.
- (d) After the final validation of the full document, the IQAC Coordinator and Secretary will approve the complete documents and retain soft and hard copies in the following IQAC databases:
  - IQAC office,
  - IQAC Google Drive,
  - IQAC Website (within the college website).

*All the above processes should be operated via the college ERP, whenever possible.*
- (e) Every month end, the NAAC criterion leaders must submit the updated monthly AQAR to the IQAC office.

He also proposed a review mechanism by the IQAC for the above steps:

- (a) At the end of the month, the IQAC will proceed for reconciliation of the IQAC calendar with the actual activities organized by the respective departments/cells/clubs.
- (b) In case of any discrepancies, the IQAC will get back to the concerned departments/cells/clubs to find the reason for the miss out.
- (c) Every end of the month, the IQAC will conduct a review meeting with all the NAAC criteria members, departments, club and cell members of the institution, for better implementation and improving further quality of the IQAC and sharing of the complete IQAC monthly report.

#### 4. AQAR preparedness report

Mr Subhajit Bose, a core member of IQAC reported all the discrepancies and the missing points in the google sheets he prepared for the AQAR purpose.

#### 5. Cross-referencing the AQAR/SSR data with UGC portal and NIRF

Mr Tanay Bhadra, Asst Prof, Dept of Computer Science & Applications, presented the procedures for the cross-referencing the AQAR or SSR data with UGC portal and NIRF. He informed the house that the University Activity Monitoring Portal (UAMP) of UGC serves as a one point stop for events/activities undertaken by HEI's from time to time. This portal facilitates universities to upload details of various events/activities undertaken by them. They have come up with a 10-point quality mandate comprising the following points:

- (a) *Deeksharambh*;
- (b) LOCF (Learning Outcome based Curriculum Framework for Undergraduate Education);
- (c) *Jeevan Kaushal*;
- (d) Social and industry connect;
- (e) CARE (Consortium for Academic Research and Ethics);
- (f) STRIDE (Scheme for Trans-Disciplinary Research for India's Developing Economy);
- (g) *Satat* Framework for Eco-Friendly and Sustainable Campus Development;
- (h) *Mulya Pravah*;
- (i) Evaluation reforms in HEI's;
- (j) *Guru Dakshata*;
- (k) *Paramarsh*.

In response to that, Fr Aju Kurian, IQAC Coordinator, Siliguri campus, said that these 10 criteria will require much recording and reporting of the events to be uploaded to their portal. For example, reporting of the Independence Day celebration, fit India campaign etc. He also emphasises on the completion of academic audit, synchronisation of data from both campuses to ERP, etc. to have some weightage among the institutions signed up under the UGC.

The meeting adjourned at 1:30 pm.

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*Minuted by,*

Sunita Sherpa,

*and supplemented by,*

Subhajit Paul,

Asst. Secretary, IQAC,

Salesian College, Siliguri.

Dated, March 22, 2021.