



Salesian College
Sonada & Siliguri

MINUTES OF THE IQAC MEETING

Held in blended mode

March 23, 2021

The meeting, chaired by Fr George Thadathil, Chairman, IQAC, and Principal, Salesian College, Sonada & Siliguri and moderated by Dr Terence Mukhia, Coordinator, IQAC, Salesian College, Sonada & Siliguri, started at 02:30 pm. To meet the extant CoVid-19 protocols, the meeting was held in blended mode, where a few participants were present physically at the AV Hall, SCSC, and the rest participated virtually via the Google meet link <https://meet.google.com/spf-houv-kqi>. The agenda of the meeting were listed as follows:

1. Minutes of previous meeting;
2. Approval of IQAC procedures;
3. Cross-referencing the college data with other (newly introduced) portals;
4. AQAR submission approval;
5. Review of previous Semester and plan for upcoming session;
6. Varia.

Fr Principal started the meeting with opening prayer and invited Dr Mukhia to run the meeting according to the agenda. The following minutes are arranged likewise:

1. Minutes of the previous meeting

Mr. Subhajit Paul, Asst. Secretary, IQAC, Salesian College, Siliguri (SCSC) read out the minutes of the last meeting held on July 29, 2020.

2. Approval of IQAC procedures

Dr Mukhia informed the house about existing loopholes in the submission and collection process of the data on the events organised in the college. He also informed that Mr Dharendra Newar, Secretary, IQAC, Salesian College, Sonada (SCS), has come up with a robust process to overcome that problem. He then invited Mr Newar to present his work to the house.

Mr Newar, in his presentation, described 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.

He had prepared a spreadsheet to automate the monitoring process of this entire mechanism.

In response to his presentation, Ms Yadika Prasad, member of Tech Team, SCSC, commented that a separate layer of approval by IQAC process should be added after the proposal of the event by the concerned department/cell. She also assured that she will try to re-design the ERP to fit the proposed mechanism. Mr Subhajit Paul asked whether the entire process can be mapped into ERP; to which Mr Dhirodatta Subba, Head, Tech Team and Dept. of Computer Science & Applications, SCSC, responded that such level of automation is not plausible right away. Mr Patrick Johnson, Dean, Commerce & Management Studies, SCSC, added that the proforma presented by Mr Newar should be more flexible to fit the existing practices in the Siliguri campus.

Dr Mukhia asked the house to voice their opinions about starting the above-proposed mechanism as a standard process to be followed by every department/club/cell of the college. With responses affirmative majorly, it was then approved.

3. Cross-referencing the college data with other portals

Dr Mukhia invited Fr Aju Kurian, Coordinator of IQAC, SCSC, to talk about cross-referencing the college data with other newly introduced portals by the Government.

Fr Aju started by thanking all the spearheads for the ongoing AQAR data collection and feeding process. He informed the house about a few more portals that the college need to feed the data into, some of them are newly introduced. He mentioned the following portals:

I. UNIVERSITY ACTIVITY MONITORING PORTAL (UAMP)

Elaborating, he informed that this portal facilitates universities to upload details of various events/activities undertaken by them. He also explained the 10-point quality mandate they have come up with comprising the following points:

- (a) *Deeksharambh*:
Student induction and orientation programmes, already in practice in the college;
- (b) Learning Outcome based Curriculum Framework for Undergraduate Education (LOCF):
College is planning to introduce outcome based learnings in near future;
- (c) *Jeevan Kaushal*:
Personality development, skill enhancement, and value education courses are already in practice in the college. We need to frame the syllabi and design the curriculum for them to embellish the objectives mentioned under this point;
- (d) Social and industry connect:
The list of industry tie-ups and social activities carried out in college should feature here;
- (e) Consortium for Academic Research and Ethics (CARE);
- (f) Scheme for Trans-Disciplinary Research for India's Developing Economy (STRIDE);
- (g) *Satat* Framework for Eco-Friendly and Sustainable Campus Development:
Task force already formed for this criterion;
- (h) *Mulya Pravah*:
Student mentoring and support, an existing practice in college;
- (i) *Guru Dakshata*:
Faculty induction and orientation programme;
- (j) *Paramarsh*:
Providing assistance to neighbouring colleges for NAAC accreditation process.

II. NATIONAL INSTITUTE RANKING FRAMEWORK (NIRF)

III. ANNUAL QUALITY ASSURANCE REPORT (AQAR)

IV. Fit India Campaign:

Need to produce weekly, monthly, and yearly reports on college sports activities.

He requested everyone to also submit signed hard copies of the reports of the events to IQAC office. He also informed that all portals are synchronised and a proper mechanism in the data collection and updation process must be in practice going forward.

4. AQAR submission approval

Mr Subhajit Bose, core member of IQAC, reported all the discrepancies and the missing points in the Part B of the AQAR portal. The respective criterion leaders promised to coordinate with him to fill up the blank columns and remove the discrepancies on an urgent basis. The Part A of the questionnaire was still not filled up yet, in response to which Fr Principal asked, Dr Terence Mukhia, Mr Dharendra Newar, Mr Peter Lepcha, Secretary, IQAC, SCSC, and Fr Aju Kurian, to assume the responsibility.

5. Review of previous Semester and plan for upcoming session

Dr Mukhia, in his review of the ongoing AQAR preparation process, said that more collaboration and synchronisation have been observed between the two campuses compared to earlier occasions.

He informed that in the coming semester,

- an ‘Outcome based teaching learning workshop’ is to be held in Sonada campus and
- the approved IQAC procedure will be in action.

For time constraints, Dr Mukhia asked the team leaders & secretaries of different criteria to send their plans for the upcoming session to Mr Dharendra Newar.

6. Varia

Mr Eugene Gurung, member of IQAC as Industry representative, appreciated the efforts shown by the college. He was elated to notice the quantum jump of the institution in the right direction in last few years. He suggested to collate the entire college data into one place and then prepare a proper channel to distribute the same to concerned offices. According to him, the raw data could be fed into the IQAC mechanism and an interlinking mechanism should be setup to synchronise the same with the existing college ERP.

Dr Minakshi Chakraborty, member of IQAC as external educator, appreciated especially the proposed documentation process and said that this could be an example for the other colleges to look up to. She also apologised for missing the fourth agenda due to her office hours.

Dr Satyendra Chandra Das, retired Professor and guest faculty in the Dept of Physics, appreciated everyone and particularly the IQAC procedure presented by Mr Newar.

Fr Principal, in his closing remarks, thanked everyone for their efforts. In response to Dr Chakraborty, he uttered about the workshop to be held in SCS on 25 – 27 March and the plan for implementing the much talked IQAC procedure. Responding to Mr Gurung and everyone who showed concerns about implementing another mechanism on top of the existing practices, he assured that this proposed IQAC procedure is like a master time-table on the desk of the Principal. It will only be for the IQAC office bearers to be concerned with and nobody else.

He thanked everyone to participate in the meeting and especially Mr Gurung, Dr Chakraborty, and Prof Das for their enthusiastic certification on the college practices.

The meeting adjourned at 5:00 pm.

Minuted by,

Subhajit Paul,
Asst. Secretary, IQAC,
Salesian College, Siliguri.

Dated, May 16, 2021.

Sd/-

Fr George Thadathil,
Chairman, IQAC and Principal,
Salesian College, Sonada & Siliguri.