

Meeting of the IQAC St Joseph's College, Darjeeling, Monday, July 02, 2018

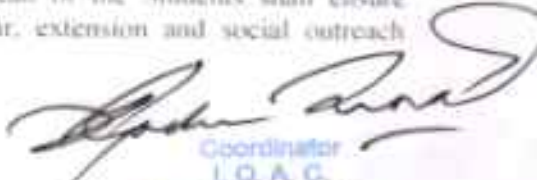
A meeting of the IQAC St Joseph's college, Darjeeling was held in the office of the IQAC of the college on Monday, July 02, 2018 to discuss the following agenda:

1. Progress of Work Assigned in the Previous Meeting
2. Report on the Status of the College Journal
3. Proposal for Weather Observatory
4. Relocation of Science Block
5. Extension and Social Outreach Programmes

Members Present:

- Dr. Padam Nepal (Co-ordinator)
 - Fr Dr Donatus Kujur SJ (Principal)
 - Dr. Dorjay Lama (VP Administrative)
 - Fr (Dr.) K. J. Joseph (VP Academic)
 - Dr. Radha Sharma (Dean)
 - Dr. Diwakar Thapa (TCS)
 - Dr. Sujey K. Ghoshal
 - Dr. Anupam Mukherjee
 - Mr. Sourojit Roy
 - Sri Abhijit Lahari
 - Dr. Kiran Pradhan
 - Dr. Dhiraj Brahman
 - Ms. Alhina Subba
 - Dr. Balram Uprety
 - Dr. Anirudra Gurung
 - Dr. Panchali Sengupta
 - Mr. Debargya Goswami (Joint Co-ordinator)
 - Student Representative
 - PTA Representative
 - Stakeholder/Community Representative
- (Handwritten signatures and initials are present next to the names, including 'Padam Nepal', 'K. J. Joseph', 'Anupam Mukherjee', 'Surojit Roy', 'Abhijit Lahari', 'Kiran Pradhan', 'Dhiraj Brahman', 'Alhina Subba', 'Balram Uprety', 'Anirudra Gurung', 'Panchali Sengupta', 'Debargya Goswami', 'Student Representative', 'PTA Representative', and 'Stakeholder/Community Representative'. There is also a large signature 'Jug Choudhury' at the bottom right of the list.)*

1. **Progress of Work Assigned in the Previous Meeting:** Each circle presented its report. It was resolved that the work of the circles continue to ensure the qualitative transformation in teaching learning and evaluation system of the college.
2. **Report on the Status of the College Journal:** Footnote, proposed college journal could not be materialized as the application for the RNI number was processed several times but the institution failed to obtain the number for reasons unknown.
3. **Proposal for Weather Observatory:** Principal apprised the House that Dr. Anupam Mukherjee initiated the process of a Weather station in the college with the Meteorological Department and the same would be installed in the college very soon.
4. **Relocation of Science Block:** The IQAC was informed by the Principal that the college was in need of additional classrooms and a new building was being constructed, partly funded by the RUSA. He further stressed that on completion, it would be a Science Block housing Science Departments, along with a Conference Hall, a multipurpose Hall, Research centre, etc.
5. **Extension and Social Outreach Programmes:** Appreciating the involvement of our students in the outreach and extension programmes, it was resolved that the Dean of the Students shall ensure maximum participation of our students in curricular, co-curricular, extension and social outreach programmes.


 Coordinator
 I. Q. A. C.
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Meeting of the IQAC St. Joseph's College, Darjeeling, held on April 13, 2018 at 1030 hours, venue: conference hall

A meeting of the IQAC St. Joseph's college, Darjeeling was held in the office of the IQAC of the college on on April 13, 2018 at 1030 hours, venue: conference hall to discuss the following agenda:

1. Creation of Quality Circles within the IQAC
2. Action Plan for 2017-2018
3. ISO Quality Certification

Members Present:

- Dr. Padam Nepal (Co-ordinator)
- Fr. Dr. Doratus Kujur SJ (Principal)
- Dr. Dorjay Lama (VP Administrative)
- Fr. (Dr.) K. J. Joseph (VP Academic)
- Dr. Radha Sharma (Dean)
- Dr. Diwakar Thapa (TCS)
- Dr. Srujoy K. Ghoshal
- Dr. Anupam Mukherjee
- Mr. Soumit Roy
- Sri Abhijit Lahiri
- Dr. Kiran Pradhan
- Dr. Dhiraj Brahma
- Ms. Albinia Subba
- Dr. Balram Uprety
- Dr. Anindra Gurung
- Dr. Panchali Sengupta
- Mr. Debargya Goswami (Joint Co-ordinator)
- Student Representative
- PTA Representative
- Stakeholder/Community Representative (ACUMVI)

1. CREATION OF QUALITY CIRCLES

The IQAC, St. Joseph's College, North Point, Darjeeling has created quality circles within it to monitor and enhance quality in respective quality circles. They are as follows.

Seminar/Workshop Circle

- Dr. Padam Nepal,
- Dr. Panchali Sengupta (Circle Head),
- Dr. Kiran Pradhan,
- Mr. Soumit Roy,
- Dr. Anindra Gurung,
- Sri Abhijit Lahiri

Stakeholders Evaluation Circle

- Fr. Dr. Doratus Kujur,
- Dr. Padam Nepal,
- Dr. Dorjay Lama (Circle Head),
- Dr. Diwakar Thapa,

Meeting of the IQAC St Joseph's College, Darjeeling, Friday,
December 21, 2018

A meeting of the IQAC St Joseph's college, Darjeeling was held in the office of the IQAC of the college on Friday, December 21, 2018 to discuss the following agenda:

1. Annual Progress Report (IQAC):
2. AOB:

Resolutions:

1. **Annual Progress Report (IQAC):** The Objectives of the IQAC laid down in the beginning of the session was presented by the coordinator IQAC with the Action Taken Report during the period. It was observed that most of the objectives laid down in the Action Plan were met. The IQAC resolved that by the end of the session in 2019, the IQAC will prepare a detailed report with the outcome on the objectives as a part of the preparation of the AQAR.
2. **AOB:**
 - a. **Conference on Intellectual Property Rights:** Under AOB, the coordinator proposed that a Conference on the Intellectual Property Rights shall be organized in the college. The coordinator requested the members of the IQAC to coordinate with Research Cell and organize the same in the interest of the faculty members and the students. It was resolved that the Conference shall be organized jointly organized by the IQAC and the Research cell of the College.
 - b. **Workshop on Research Ethics:** The Coordinator of the IQAC also informed the House that there is a need to have an intensive workshop on Research Ethics as a majority of the College faculties are engaged in scientific research. After due deliberation, it was resolved that the college collaborates with the local partners and organizes an intensive course on research ethics at the earliest.


Coordinator
IQAC

1. 
2. Pauchali Sengupta
3. Radha Sharma
4. Donatus Kujur
5. C. Pragasam
6. 

Coordinator
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- Fr. (Dr.) K. J. Joseph,
- Dr. Radha Sharma

ICT Enabled Teaching-Learning Circle

- Dr. Divakar Thapa,
- Dr. Dhiraj Brahmaan (Circle Head),
- Ms. Albina Subba,
- Dr. Balram Uprety,
- Mr. Debargya Goswami,
- Dr. Sujoy Kanti Ghoshal

Outreach/Extension Programmes Circle

- Dr. Padam Nepal,
- Dr. Dorjay Lama ,
- Fr. (Dr.) K. J. Joseph ,
- Dr. Radha Sharma (Circle Head),
- Fr. Dr. Donatus Kujur,
- Dr. Divakar Thapa

Faculty Development Circle

- Dr. Dorjay Lama,
- Dr. Anupam Mukherjee (Circle Head),
- Sri Abhijit Lahiri,
- Dr. Dhiraj Brahmaan,
- Dr. Sujoy Kanti Ghoshal,
- Dr. Panchali Sengupta

CBCS Implementation Circle

- Fr. Dr. Donatus Kujur,
- Dr. Padam Nepal,
- Dr. Dorjay Lama ,
- Fr. (Dr.) K. J. Joseph ,
- Dr. Radha Sharma,
- Sri Abhijit Lahiri,
- Dr. Kiran Pradhan (Circle Head),
- Dr. Divakar Thapa

Overall Quality Enhancement Circle

- All Members Dr. Padam Nepal (Circle Head)

2. THE PROPOSED ACTION PLAN OF THE IQAC FOR 2017-2018

Sl. No	ACTIVITY	EXPECTED OUTCOME
1.	Making all necessary arrangements for effective ICT Based teaching-Learning	By the end of the year, all departments have used the Smart Interactive Devices for teaching, making use of PPTs, Lecture Videos, etc.
2.	Faculty Development Initiatives through Workshops, Seminars (in Collaboration with Research Cells, Refresher/Orientation Courses), and completion of CAS works (In Collaboration with Staff Welfare Committee)	At least One Workshop/Seminar in each faculty Teachers whose CAS is due have completed requisite Refresher/orientation Courses All CAS cases are completed for the year

3.	Improve Extension & Outreach Programmes with students	That a maximum number of students have participated in outreach and extension programmes
4.	Invited lectures in each Department (in Collaboration with Research Cell)	That the students are exposed to newer and recent areas in their disciplines that would enhance their qualitative learning of the subjects
5.	Evaluation of Infrastructure and Teaching Learning and Evaluation system by all stakeholders (All criteria prescribed by NAAC) and as recommended by Cycle 2 Peer Recommendation No. 9	The results of such evaluation are expected to contribute towards improvement of infrastructure and teaching learning system
6.	Creation of CBCS Monitoring Team within IQAC	Smooth inclusion of CBCS into the existing teaching learning and evaluation process
7.	Planning for the Introduction of New PG Courses (NAAC Peer Team Cycle 2 Recommendation No. 4)	Prepare the College towards the introduction of Post Graduate Courses in subjects with high demand for PG and ensure easy access to Higher education to the community
8.	Formalization of Student mentoring System (NAAC Peer Team Cycle 2 Recommendation No. 6)	That the students are able to benefit in an informal beyond the classroom environment sharing their problems
9.	Ensuring Computer facility with connectivity to all Departments (NAAC Peer Team Cycle 2 Recommendation No. 7)	That all departments are computer equipped and reduces the use of papers in inter-departmental communications
10.	Initiate the Process for the Submission of Self Study Report towards Cycle III of NAAC Evaluation	Substantial part of the Report is prepared by the end of Academic session 2018-2019

ACTIVITY AND OUTCOME SCHEDULE 2018-2019

SL.NO.	ACTIVITY	DATE/TIME	EXPECTED OUTCOME
1.	ICT Based Teaching & Smart Classes	Academic Session 2018-2019	Improved Teaching- Learning system
2.	Invited Lectures (At least one in Each Major Department) in collaboration with Research Cell	Spread through the Academic Session 2018- 2019.	Exposure to recent trends in the subjects for students
3.	Workshops (Attempt for at least ONE in each of Arts, Science & Commerce Faculties) in Collaboration with Research Cell	Spread through the academic session 2018- 2019	Teaching staff develops expertise on subject
4.	Seminars (Attempt for at least ONE in each of Arts, Science & Commerce Faculties) in Collaboration with Research Cell	Spread through the academic session 2018- 2019	Teaching staff exposed to newer areas of research

5.	Outreach & Extension Programmes for Students	Spread through the academic session 2018- 2019	Students know the community better
6.	Faculty Development Initiatives (Refresher Courses/CAS)	Academic Session 2018-2019 (preferred time: Winter Break if courses are available then)	That all members of faculty have completed their requisite number of courses, without hampering the teaching learning program
7.	CBCS Implementation	Throughout the Session 2018-2019	Smooth adoption of the CBCS system
8.	Stakeholder Evaluation of Teaching- Learning and Quality Enhancement	End of the academic session 2018-2019	Contribute towards future planning and improvement
9.	Maintenance of Activity Log	Throughout the year	Substantial part of the Report is prepared by the end of Academic session 2018-2019

3. ISO QUALITY CERTIFICATION

The coordinator informed the house that the Principal is pleased to inform that ISO Quality Certification as quality audit mechanism has been processed for the institution through Integral Certification (P) Ltd.



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