

Minutes of the meeting of the IQAC, held on 30. 9. 2019 at College Conference Hall at 1300 Hours

A meeting of the IQAC held on 30. 9. 2019 at College Conference Hall at 1300 Hours along with the coordinating members of the various committees assigned to complete draft Report on Seven (7) Criteria of NAAC Evaluation. The following members were present:

Sl No	Committee	Coordinator of Committee	Signature
1	Curricular Aspects	Mr. Ashish Chettri	<i>Ashish Chettri</i>
2	Teaching Learning and Evaluation	Mr. Saratan Sanbighrah	<i>Saratan Sanbighrah</i>
3	Research, Innovations and Extension	Dr. Aniradha Gurung	<i>Aniradha Gurung</i>
4	Infrastructure and Learning Resources	Mr. Soumik Dutta	<i>Soumik Dutta</i>
5	Student Support and Progression	Dr. Diwakar Thapa	<i>Diwakar Thapa</i>
6	Governance, Leadership and Management	Dr. Rupa Bhaumick	<i>Rupa Bhaumick</i>
7	Institutional Values and Best Practices	Ms. Samanta Pariyar	<i>Samanta Pariyar</i>
8	Library	Dr. Debasish Pradhan	<i>Debasish Pradhan</i>
9	Compilation Team	Fr. Dr. Domatus Kujur, SJ	<i>Domatus Kujur</i>
10	Compilation Team	Dr. Dorjay Lama	<i>Dorjay Lama</i>
11	Compilation Team	Dr. Dhiraj Brahmin	<i>Dhiraj Brahmin</i>
12	Compilation Team	Fr. C Pragasan	<i>C Pragasan</i>
13	Compilation Team	Mr. Jayanta Laha	<i>Jayanta Laha</i>
14	Compilation Team	Mr. Praveen Mukhia Titimus	<i>Praveen Mukhia Titimus</i>
15	Compilation Team	Mr. Samir Sharma	<i>Samir Sharma</i>
16	Compilation Team	Dr. Panchali Sengupta	<i>Panchali Sengupta</i>
17	Compilation Team	Dr. Padam Nepal	<i>Padam Nepal</i>
18	Other IQAC members	Debargya Goswami	<i>Debargya Goswami</i>
19	Other IQAC members	Fr. K. J. Joseph	<i>K. J. Joseph</i>
20	Other IQAC members	Dr Radha Sharma	<i>Radha Sharma</i>
21	Other IQAC members	Dr. Sujoy K Ghosal	<i>Sujoy K Ghosal</i>
22	Other IQAC members	Dr. Anapam Mukherjee	<i>Anapam Mukherjee</i>
23	Other IQAC members	Dr. Sourojit Roy	<i>Sourojit Roy</i>
24	Other IQAC members	Dr. Balram Uprety	<i>Balram Uprety</i>
25	Other IQAC members	Dr. Kiran Pradhan	<i>Kiran Pradhan</i>
26	Other IQAC members	Mr. Abhijit Lahiri	<i>Abhijit Lahiri</i>
27	Other IQAC members	Ms. Albina Subba	<i>Albina Subba</i>

Discussion:

1. Criterion Five and Criterion 7 were largely incomplete. The coordinators of the two criterion committees were requested to rework on the data and submit the completed report to Dr. Panchali Sengupta
2. All the coordinators of the different criterion committees were requested to submit their reports in hard and soft copies to Dr.Panchali Sengupta for review.

Panchali Sengupta

Coordinator
I. Q. A. C.
St. Joseph's College
P.O. North Point
Darjeeling-734104, W.B.

Meeting of the IQAC held on Wednesday, 18. 9. 2019

A meeting of the IQAC along with all the staff members of the College was held on 18. 9. 2019 at College Conference Hall at 1300 Hours to discuss the following agenda:

1. Creation of Seven (7) Criteria Committees to Prepare Criterion Reports for SSR
2. AOB

Resolutions:

1. **Creation of Seven (7) Criteria Committees to Prepare Criterion Reports for SSR:**
The House after due deliberations formed the following committees to work on the different criterion of the NAAC SSR. The following were the committees constituted:

COMMITTEE MEMBERS


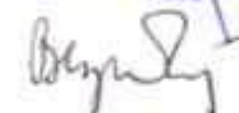
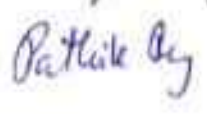


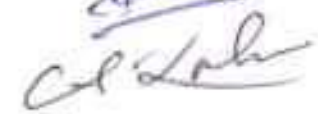

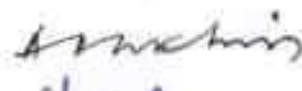
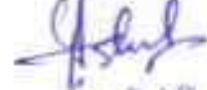
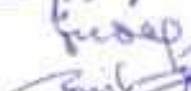



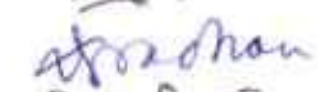
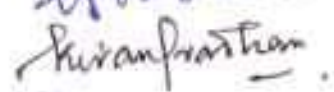
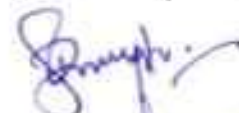


SL. NO.	CRITERIA	NAME OF VOLUNTEERS
1	Curricular Aspects	1. Mr. Ashish Chettri (Eng): Coordinator 2. Dr. Yogesh Partha 3. Mr. Bishal Rai 4. Dr. Sumita Rai 5. Ms. Antara Sharma 6. Dr. Upakar Rai 7. Fr. Xavier Binay K. 8. Mr. Abhijeet Chettri
2	Teaching Learning and Evaluation	1. Mr. Sanatan Sanbigrahi: Coordinator 2. Mr. Balram Sapkota 3. Dr. Rakesh Tiwari 4. Dr. Manjula Rai 5. Dr. Radha Sharma 6. Mr. Prasarita mangar 7. Ms. Sandhya Lama 8. Mr. Ugen Dikpa
3	Research, Innovations and Extension	1. Dr. Anindra Gurung: Coordinator <i>Subhojit</i> 2. Mr. Debargya Goswami 3. Dr. Sourojit Roy 4. Dr. Pathik Roy <i>DR Roy</i> 5. Dr. Nishika Jarsee <i>DR Jarsee</i> 6. Dr. Devika Lama 7. Mr. Yugal Lahar
4	Infrastructure and Learning Resources	1. Mr. Soumik Dutta: Coordinator 2. Mr. Abhijit Lahiri 3. Mr. Satyaki Mitra 4. Mr. Phani Bhuvan Mondal

		5. Ms. Sharon Gyamtsho
		6. Mr. Prayit Titus Mukhia
		7. Mr. Privat Rai
		8. Ms. Rosemary Pradhan
5.	Student Support and Progression	1. Dr. Diwakar Thapa: Coordinator 2. Dr. Kiran Pradhan <i>Kiran Pradhan</i> 3. Ms. Albina Subba 4. Mr. Bhupal Chetri 5. Ms. Meenakshi Pradhan 6. Mr. Surya Rai 7. Mr. Reewaz Gurung 8. Mr. Himangshu Joshi

Sl. No.	CRITERIA	NAME OF VOLUNTEERS
6	Governance, Leadership and Management	1. Dr. Rupa Bhauwick: Coordinator 2. Dr. N. K. Pradhan 3. Dr. Anupam Mukherjee 4. Dr. Sujoy K Ghosal <i>Sujoy K Ghosal</i> 5. Fr. C. L. Kurur 6. Dr. Rajendra Pradhan 7. Fr. Dr. K. J. Joseph 8. Ms. Barkha Rai 9. Ms. Komal Gurung 10. Mr. Sailesh Chetri
7	Institutional Values and Best Practices	1. Ms. Sumanta Pariyar: Coordinator 2. Ms. Sashima Gurung Ghose 3. Fr. Dr. K. L. George 4. Dr. Balram Uprety 5. Dr. Bireswar Bera 6. Mr. Vikram Rai 7. Ms. Pranita Mukhia 8. Ms. Emerencia Xalvo
8	Compilation Team	1. Fr. Dr. Donatus Kurur, SJ 2. Dr. Dorjay Latha 3. Dr. Dhiraaj Brahmin 4. Fr. C. Pragasam 5. Mr. Jayanta Laha 6. Mr. Praveen Mukhia Titmus 7. Mr. Samir Sharma 8. Dr. Sanchali Sengupta: Joint Coordinator 9. Dr. Padam Nepal: Coordinator
9	Library	Coordinator: Dr. Debnish Pradhan <i>Debnish Pradhan</i>

1. AOB: Principal requested the Coordinators of the committees to complete the process of compilation of the Report of each criteria and present the same at the meeting to be held on the 25th of September, 2019.

Signature of staff members present:

- | | |
|--------------------------|---|
| 1. Fr. Sr. Donatus Kujur |  |
| 2. Balram Upadhy |  |
| 3. Pankaj Ray |  |
| 4. Debarghya Goswami |  |
| 5. Albina Subba |  |
| 6. Abhijit Lahari |  |
| 7. Dhruv Brahaman |  |
| 8. Anupam Mukherjee |  |
| 9. Srijit Kanti Ghoshal |  |
| 10. Sourojit Ray |  |
| 11. Anindra Buningy |  |
| 12. Pooja Malika Titum |  |
| 13. JAYANTA LOHA |  |
| 14. DEBASISH PRADHAN |  |
| 15. KIRAN PRADHAN |  |
| 16. PANCHALI SENGUPTA |  |
| 17. K.J. Joseph |  |
| 18. K.L. George |  |

- | | | |
|-----|----------------------|---|
| 19. | C. Pragasam |  |
| 20. | Radha Sharma |  |
| 21. | Soumik Dutta |  |
| 23. | Devi S. Lona |  |
| 24. | Emerencia Xalro |  |
| 25. | Upakar Rai |  |
| 26. | Disakan Shye |  |
| 27. | Yogesh Pantha |  |
| 28. | Head Councils (Std). |  |

IQAC WORKSHOP ON NEW SYSTEM OF SSR WRITING AND
UPLOADING

WEDNESDAY, SEPTEMBER 4, 2019

VENUE: CONFERENCE HALL TIME: 1300 HOURS.

The following members were present:

NAME

SIGNATURE

1. Dr Padam Nepal

2. Dr Dorjay Lama

- ABSENT

3. Dr Diwakar Thapa

4. Dr Panchali Sengupta

5. Dr Kiran Pradhan

6. Mr. Debargya Goswami

7. Dr Anupam Mukherjee

8. Dr Sourojit Roy

ABSENT

9. Dr Anirudra Gurung

10. Dr Dhiraj Brahmin

11. Dr Balram Uprety

12. Mr Abhijit Lahiri

13. Dr. Sujoy Kanti Ghosal

14. Fr. Dr. Donatus Kujur, SJ — ABSENT

15. Fr. K.J. Joseph, SJ

16. Dr Radha Sharma — ABSENT.

17. Ms. Albina Subba

Albina Subba .

18. Fr. C. Pragkasan, SJ

19. Fr. Binay Xavier, SJ

20. Fr. P. Tirkey, SJ.

21. Prof. Jayanta Laha

22. Prof. P. Mukhia

23. Fr. C.L. Kujur, SJ.

24. SHYAMSON LEPCHA
(STUDENT)

Shyamson Lepcha

Convener 04/9/19

IQAC

St Joseph's College

Coordinator
I. Q. A. C.
St. Joseph's College
P.O. North Point
Darjeeling-734104, W.B.

MINUTES OF THE IQAC MEETING HELD ON THE 4th OF SEPTEMBER, 2019.

Mr. Peter Lepcha introduced the members/house to the new methodology of assessment/evaluation for NBAAC. The purpose of Mr. Lepcha's presentation was to share the NBAAC journey of Salesian College, Siliguri. Highlights of his presentation are as follows → How Salesian achieved its evaluation:

- ① Record Keeping.
- ② Activities - Curricular & extra-curricular ones.
- ③ Extension Activities.
- ④ Community Radio.
- ⑤ Tribal Philosophy → Introduction
- ⑥ Inmery & B Com.
- ⑦ D B Tech.
- ⑧ Morning assembly
- ⑨ Value Education.

- ④ Criteria Seven is essential → No metrics can be opted out.
- * Photographic representation and geo-tagging are also important.
- ⑤ Record-keeping → weak area.
- * Outline plan → Key Area.

ON THE DAY OF THE VISIT

- * Importance of Cultural Programmes on the day of visit.
- ⑥ - Writing of report must follow standard methodology.
- * In the departmental presentation → important to have something unique.
- ⑦ Important to keep the IT team around.
- ⑧
- ** The summary of the presentation by Dr. Terence Murchia
- ① Need to prepare a positive mindset toward NROC.
- * It is important that we try to cater to as many metrics as possible.

④ The college needs to devise the outcome of each course offered to students.

The college also needs to prepare student attributes - called Graduate Attribute.

* The importance of remedial class was also underlined.

* Importance of publication in SCOPUS or UGC-listed journal was underlined.

For departments:

- ① Records of events/lectures organised.
 - ② Record of minutes (meeting).
 - ③ Vision and mission of the department.
 - ④ ~~None~~
 - ⑤ Record of the financial assistance given to the faculty members by the institution.
 - ⑥ For any event, number of participants and the amount spent are very important.
- * Any amount spent must be certified by a C.A.

Minutes of the meeting of IQAC, St. Joseph's College Darjeeling held on 6th May 2019:

Following members of the committee were present in the meeting:

1. Principal Father Dr. Donatus Kujur
2. Dr. Dorjay Lama (Vice Principal-Admin)
3. Fr. Dr. K. J. Joseph (Vice Principal-Academic)
4. Dr. Padam Nepal (Co-ordinator, IQAC)
5. Dr. Kiran Pradhan
6. Dr. Sujoy Kanti Ghoshal
7. Dr. Sourajit Roy
8. Mr. Abhijit Lahiri
9. Ms. Albina Subba
10. Dr. Anupam Mukherjee
11. Dr. Radha Sharma
12. Mr. Debarghya Goswami

(Handwritten signatures and initials next to the list members)

Dr. Padam Nepal requested father principal to chair over the meeting.

In the Chair: Rev. Fr. Dr. Donatus Kujur, SJ, Principal

Minutes of the last meeting

- The meeting began with a short prayer led by Fr. Principal, the Chairperson of the meeting.
- Dr. Nepal read out the minutes of the last meeting. Dr. Sourajit Roy proposed to pass it and it was passed in the meeting after Dr. Kiran Pradhan seconded the proposal.

Progress of Work assigned by the last meeting:

- Dr. Ghoshal informed the house that he has already collected the documents from all departments, as he was assigned to do in the last meeting and will submit it shortly.
- Dr. Nepal conveyed that Dr Panchali Sengupta has prepared the format already which she was requested to do in the last meeting.
- Dr. Roy assured the house that he has collected the documents related with special lectures arranged in last academic year from all departments.
- Mr. Goswami informed the house that most of the departmental and committee's annual report have already been collected and few will be collected as soon as possible.

Preparation for NAAC Third Cycle

- It was decided in the meeting that a meeting of all teaching and non teaching staff will be held on 14th May 2019 at 2 PM in conference hall to discuss the strategies regarding upcoming NAAC evaluation and also to discuss the evaluation of the college recently done by the office of the Provincial, North Bengal Jesuits.
- Dr. Nepal has pointed out that for NAAC accreditation it is now mandatory for all teachers to prepare a PPT copy of class teaching material and to upload it in the college website. It is also mandatory to video record at least one class of each teachers and to upload those in college website as well. It is desirable to upload the same in YouTube also. The logistics required to do the same were discussed in the house.

Upcoming admissions and problems related to teaching-learning

- As the number of papers are going to increase in the 3rd semester course of the ongoing CBCS programme, and also new students are going to get admission in 1st semester, so it was proposed that preparation for the rearrangements of class rooms, preparation of class routine and to reviewing the strength of teaching staff in each department has to be revisited before the new admission in order to take necessary action.

AOB

- In AOB Dr. Nepal informed the house that the names of DPI nominees of 14 teaching staff whose promotions are due have already reached the college. The teachers were requested to submit their documents by 13th May 2019.
- It was suggested by Dr. Kiran Pradhan that to minimize the possible error, from now onwards, the college may prepare the format of fixation in the college itself and may send it to DPI office.



Coordinator
I. Q. A. C.
St. Joseph's College
P.O. North Point
Darjeeling-734104, W.B.

MINUTES OF THE IQAC MEETING
THURSDAY, FEBRUARY 14, 2019

VENUE: CONFERENCE HALL TIME: 1300 HOURS.

A meeting of the IQAC st Joseph's College, North Point, Darjeeling was held on Thursday, February 14, 2019 at the Conference Hall of the College at 1300 Hours.

Agenda:

1. Preparation for SSR for the Third Cycle of the NAAC
2. AOB

The following members were present:

1. Dr Padam Nepal
2. Dr Dorjay Lama
3. Dr Diwakar Thapa
4. Dr Panchali Sengupta
5. Dr Kiran Pradhan
6. Mr. Debargya Goswami
7. Dr Anupam Mukherjee
8. Dr Sourojit Roy
9. Dr Anirudra Gurung
10. Dr Dhiraj Brahmin
11. Dr Balram Uprety
12. Mr Abhijit Lahiri
13. Dr. Sujoy Kanti Ghosal



The following members abstained the meeting:

1. Fr. Dr. Donatus Kujur, SJ
2. Fr. K J Joseph, SJ
3. Dr Radha Sharma
4. Ms. Albina Subba

In the Chair: Dr. Panchali Sengupta, Dean, Faculty of Arts

1. The Convener of the IQAC welcome the members, and invited Dr Panchali Sengupta to Chair the meeting.

1. Agenda 1: Preparation for SSR for the Third Cycle of the NAAC

After due deliberation, the following issues were resolved thus:

- First, the IQAC entrusted the responsibility of collecting the data pertaining to the first and second year Honours students (name, phone number, email ID and AADHAR

number of students) to Dr Sujoy Kanti Ghosal of the Department of Economics. It was further resolved that Dr Ghosal would prepare a format and circulate it among the Heads and ensure that the said data would be collected and submitted by the end of February to the IQAC.

- Second, the IQAC also resolved that the duty of converting the NAAC data sheet from pdf to Excel format be entrusted to Dr Panchali Sengupta. It was further resolved that she would hand over the format by Wednesday, February 20, 2019, which would then be given to the HODs and office for data entry.
- Third, the meeting also resolved to entrust to Dr Debargya Goswami the responsibility of collecting annual reports of all departments, clubs and committees. The reports are to be collected latest by the end of February 2019.
- Fourth, Dr Sourojit Roy was entrusted to collect and compile the list of special lectures held during 2018-2019.
- The meeting resolved that the Vice Principal (Administration) will call for a meeting of the IQAC with all the HoDs as soon as possible.

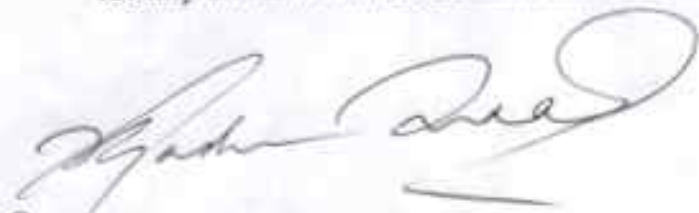
Agenda 2: AOB

Under AOB, the following were discussed:

Delineation of the duties of various offices

The IQAC felt that the proper functioning of the different offices and committees were not taking place precisely because of the ignorance of the specific duties and responsibilities of various offices. Referring to the decentralized scheme of college administration that was specified in the SSR of the second cycle, the need to have an awareness session on the decentralized administration to the teachers and the non teaching staff. To this end, the IQAC resolved the following:

- That Dr Panchali Pengupta revises the flow chart on decentralized administration in view of the creation of three new dean offices.
- That the presentation on the decentralization and duties and responsibilities of each of these offices shall be made during the joint meeting of the Teaching and non-teaching staff.
- The IQAC also felt the need for a separate meeting on the issue of moving towards autonomy. The meeting shall make a **SWOT** analysis of the college in this context to identify the issues that need immediate attention before venturing towards autonomy.



Convener

IQAC

St Joseph's Collge

Coordinator
I. Q. A. C.
St. Joseph's College
P.O. North Point
Cuttack-754104, W.B.

MINUTES OF THE IQAC MEETING
THURSDAY, FEBRUARY 14, 2019

VENUE: CONFERENCE HALL TIME: 1300 HOURS.

A meeting of the IQAC at Joseph College, North Point, Darjeeling was held on Thursday, February 14, 2019 at the Conference Hall of the College at 1300 Hours.

Agenda:

1. Preparation for SSR for the Third Cycle of the NAAC
2. AOB

The following Members were present:

Sl. No.	Name	Signature
1.	PADAM NEPAL	
2.	FR. DONATUS KUJUR	
3.	FR. K. J. JOSE	
4.	DR. DORJAY LAMA	
5.	DR. RADHA SHARMA	
6.	DR. DIWAKAR THAPA	
7.	DR. PANCHALI SENGUPTA	
8.	DR. KIRAN PRADHAN	
9.	MR. DEBARGYA GOSWAMI	
10.	DR. ANUPAM MUKHERJEE	
11.	MR. SOUROJIT ROY	
12.	DR. ANIRUDRA GURUNG	
13.	DR. DHIRAJ BRAHMAN	
14.	MR. ABHIJIT LAHIRI	
15.	DR. BALRAM UPRETY	
16.	MS. AIBINA SUBBA	
17.	DR. SUJOY K. GHOSAL	

DR. DHIRA

DEBARGYA GOSWAMI

SHYAMSON LEPCHA
(STUDENT)



