



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported Star Scheme by DBT

Internal Quality Assurance Cell

IQAC MEETING MINUTES 2019-2020

St. Aloysius College, 1, Ahilya Bai Marg, Pentinaka Chowk, Sadar, Jabalpur, Madhaya Pradesh, INDIA 482001

Phone no- +917612620738

E-mail- info@staloyuscollege.ac.in

Date ___/___/___

MEETING - 1

Saathi

IQAC WORKING COMMITTEE MEETING

IQAC working committee meeting was held on 1st August 2019. The agenda of the meeting were:

- 1) Opening prayer
- 2) Briefing about the duties.
- 3) IQAC Newsletter (August Edition)
- 4) Uploading of data
- 5) Checklist for uploading documents.
- 6) Vote of thanks.
- 7) Concluding prayer.

Members Present:

- Dr. Komal Rawat
- Dr. Nidhi Khurana
- Dr. Reeta Chouhan
- Mrs. Roshni Choubey
- Dr. Tuhina Johri
- Dr. Juhi Sharma
- Dr. Sutapa Roy
- Dr. Hephzibah B John
- Dr. Dayashankar Gautam
- Mrs. Saroj Junghare
- Dr. Smarika Lawrence
- Dr. Ashu Jain
- Mrs. Sukvinder K Walia
- Mrs. Rashmi A Patras

Komal

Reeta

Tuhina

Juhi

Sutapa

Hephzibah

Smarika

Ashu

Sukvinder

IQAC WORKING COMMITTEE MEETING MINUTES

The first working committee meeting for the session 2019-20 was held on 1st August 2019 in the conference room at 11:30 am to 1:00 pm. The agenda of the meeting were as follows:

- Opening prayer
- Briefing about the duties
- IQAC Newsletter (August Edition)
- Uploading of data.
- Checklist for uploading documents.
- Vote of thanks
- Concluding prayer.

The meeting started with the opening prayer by Hephzibah B. John followed by the welcoming of the members by Mrs. Sibby Samuel, IQAC Coordinator.

- Briefing about the duties - The members were made aware of the duties that needs to be executed by them during the session 2019-20. The main points that were discussed under this head are as follows -
 - 1) The feedback of the orientation course for the first year students have been taken and analysed.
 - 2) The notice for the submission of Project / Research paper for session 2018 - 19 to be circulated at the earliest.
 - 3) The feedback form exclusively on Teaching and learning to be prepared by the third week of August and the feedback to be taken in the month of September by the class teachers.

Date _____

→ TSAC Newsletter (August Edition) - It was decided that the Newsletter for the month of August to be completed by 9th August 2019 and released on 15th August.

→ Uploading of Data - The discussion included the following points:

- 1) Every department and society will be provided with an user id and password so that they can upload the data in the centralised data server.
- 2) Data to be uploaded yearwise.
- 3) TSAC members will be able to access the departmental and society data and can edit, upload, download and share it.
- 4) All the data related to events to be uploaded by the departments and society in website, Facebook and Twitter. These updates whether uploaded to be checked by the working members.

→ Checklist for uploading documents -

- 1) The first checklist to be prepared criteria wise on the basis of AQAR along with the criteria incharge.
- 2) A format for data collection to be prepared and sent to the departments in the month of January.
- 3) Procedure of registration and demonstration for the uploading of subject matter in E-PG Pathshala and Swayam to be demonstrated to the teachers by Mrs. Shukhvinder Walia and Dr. Tubina Johri.
- 4) Recording of lecture and its uploading to be demonstrated.
- 5) Format for academic calendar and teaching plan to be prepared.

Date ___/___/___

The meeting concluded with a vote of thanks by Dr. Sutapa Roy, IQAC Secretary which was followed by a concluding prayer by Mrs. Shukvinder Walia.

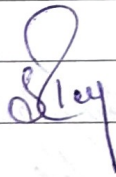


Dr. Fr. G. Vazhan Arasu
(Principal / IQAC Chairman)

Dr. Siby Samuel
(IQAC Coordinator)



Dr. Sutapa Roy
(IQAC Secretary)



Date ___/___/___

MEETING - 2

Saathi

NAAC CRITERIA I MINUTES OF MEETING


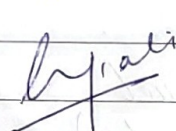

Internal Meeting :

Date - 13th August, 2019

Time : 10:00 - 10:40 am

Venue - IQAC Cell

Members present :

- 1) Mrs. Siby Samuel - 
(IQAC Coordinator)
- 2) Dr. Rupali Ahluwalia - 
(In-Charge, Criteria - I)
- 3) Mrs. Komal Rawat (member) - 

Agenda :

- Criteria - I : Data Template and OIF
- Any other matter with the permission of the chair.
- Vote of thanks.

Minutes :

- 1) The meeting started with a prayer given by Mrs. Siby Samuel which was followed by the first point of the agenda.
- 2) A discussion was held on the need and requirements of criteria I as per the new guidelines of the SSR. Mrs. Siby Samuel suggested to bifurcate the minutes of BOS on the parameters of employability, entrepreneurship and skill developments (EES).

- 3) Dr. Mrs. Rupali Ahluwalia stressed on the functionality of existing MOUs and asked to have at least one working MOU by the department upto November 2019. It was also discussed that there should be minimum two activities based on EES (such as seminars, workshops and conferences) to be reported by January 2020. She also suggested to implement the CBCS system in UG courses.
- 4) Dr. Rupali Ahluwalia emphasized to redesign and reframe the value added courses based on transferable and life skills. She asked the clubs and societies to take charge of certain add-on courses related to cross cutting issues which later will be brought in to the marksheet of students.
- 5) Mrs. Siby Samuel recommended to rework on the internship and field project.
- 6) A discussion was also held on the structured feedback. Dr. R. Ahluwalia presented the standard format of feedback and recommended to make it online to fulfill the national as well as global needs. Departments are requested to prepare an action taken report on the basis of feedback collected from the stakeholders.
- 7) Meeting concluded by words of gratitude given by Dr. R. Ahluwalia and a concluding prayer by Mrs. Komal Rawat.

Dr. Fr. G. Vazhan Arasu
(Principal / IQAC Chairman)

Dr. Siby Samuel
(IQAC Coordinator)

Date ___/___/___

NAAC CRITERIA-II MINUTES OF MEETING

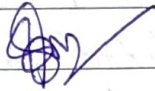
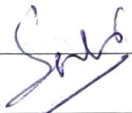


Internal Meeting :

Date - 27th August 2019

Time : 1:00 - 1:40 pm

Venue - IQAC Cell

Members present :

- 1) Dr. Siby Samuel - 
(IQAC Coordinator)
- 2) Dr. Sonali Nigam - 
(In-Charge, Criteria-II)
- 3) Dr. Reeta Chouban (member) - 
- 4) Mrs. Roshni Choubey (member) - 

Agenda :

- Opening prayer
- Discussion on five year plan.
- Discussion on IQAR
- Vote of thanks.

Minutes :

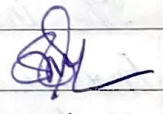
- 1) Opening prayer - The meeting started with the opening prayer conducted by Dr. Reeta Chouban.
- 2) Discussion on Criteria II (Teaching, Learning and Evaluation)
Dr. S. Samuel, IQAC Coordinator gave a detailed input on the seven key indicators of criteria II. Strategy was framed in order to collect information regarding the

key indicators from various sources. There was a thorough discussion on online student satisfaction survey (SSS), preparation of data templates regarding students information and present examination system.

- 3) Discussion on five year plan - Each key indicator was discussed in detail. List of requirements to be collected from the departments was prepared and formats were designed to collect the information.
- 4) Discussion on AQAR - Discussion on uploading of documents as per the key indicators was carried out.
- 5) E-resources content were discussed and planning was carried out to increase the quality and quantity of e-resources in Learning Management System (LMS).
- 6) Thorough discussion was done to plan out how to conduct online student satisfaction survey.
- 7) The performance of feedback on teaching, learning and evaluation was discussed to redesign.



Dr. Fr. G. Varhan Arasu
(Principal / IQAC Chairman)



Dr. Siby Samuel
(IQAC Coordinator)

NAAC CRITERIA - III MINUTES OF MEETING



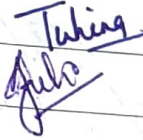
Internal Meeting :

Date - 31st August 2019

Time : 10:00 - 10:40 am

Venue - IQAC Cell

Members present :

- 1) Dr. Siby Samuel - 
(IQAC Coordinator)
- 2) Dr. Pearly Jacob - 
(In-charge, Criteria - III)
- 3) Dr. Tubina Johsi (member) -
- 4) Dr. Tubi Sharma (member) - 

Agenda and discussion -

- 1) The institution provides seed money to its teachers for research-
 - a) Formulation of policies for research promotion.
 - b) Find out ways to get seed money.
- 2) Teachers awarded National/International fellowship for advanced studies / research during the year
 - a) Giving presentation regarding details of National/International fellowship
 - b) Informing about National/International fellowship time to time, regular announcement regarding the same
- 3) Resource Mobilization for research
 - a) Form a committee for the same to list the funding agency for all discipline
 - b) Find out all the possible institute national or international interested for the same.

- 4) Number of ongoing research projects per teacher funded by government and non-government agencies during the years.
- a) Develop greenhouse chamber by various science departments.
- b) Fabrication facility by Physics department.
- 5) Workshop will be conducted on Intellectual Property Rights (IPR) and Industry - Academia Innovative practices during the year - Workshop will be conducted under IPR for 5 days 2hrs/day.
- 6) Awards for innovation won by Institution/teachers/research scholars/students during the year - Incentives for the award (1500/-) for which policy should be formulated.
- 7) Seed money for incubation start-up has to be generated for which - Rs.10/- can be charged from students at the time of admission and alumni can also contribute.
- 8) Research Publication & Awards - Inter & intra departmental citation to increase h-index, motivate students to present research work in seminars & conferences, master students should write research/review article before completing degree.
- 9) Encourage citation using software like research gate, LinkedIn, Google scholar.
- 10) Faculty participation in seminar/conferences & Symposia - poster/paper presentation should have college logo and college id, MOU and consultancy should be promoted & related document should be collected.
- 11) Consultancy from each department should be promoted & policy should be determined. College website will have a page regarding services available, charges, analysis etc.; Business labs can be established; statistical database.
- 12) Every club should plan activities quarterly.
- 13) Research facilities available should be promoted online & offline both. Results of projects should be displayed on website for promotion of research facilities.
- 14) Industry - academia meeting should be conducted in college.

Dr. E. G. Vazhan Arasu
(Principal/IBAC Chairman)

Dr. Siby Samuel
(IBAC Coordinator)

Date ___/___/___

NAAC CRITERIA - IV MINUTES OF MEETING



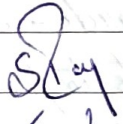
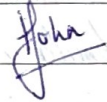
Internal Meeting :

Date - 17th August 2019

Time : 12:45 - 1:45 pm

Venue - IQAC Cell

Members present :

- 1) Dr. Siby Samuel - 
(IQAC Coordinator)
- 2) Dr. Meeta Darbari - 
(In-charge, Criteria - IV)
- 3) Dr. Sutapa Roy (member) - 
- 4) Dr. Hephzibah B. John (member) - 

Agenda :

- RAF - Quality Indicator framework (QIF)
- RAF - Data Templates/ Documents - Quantitative metrics (Q_m)
- Check - list preparation.

Minutes :

Meeting started with the overall explanation of the data template of criteria - IV. All the members were allotted duties for collecting data related to the criteria. Check list of the required documents was prepared. The meeting ended with the following proposals :

- 1) Preparation of budget and allocation of funds in all

Date ___/___/___

sectors (IT, Library, Infrastructure).

- 2) Collection of rare books to be increased and recorded.
- 3) Remote access of usage of In-libnet, Detnet and Nation.
- 4) Details to be collected for enhancement of use of digital library and other e-resources.
- 5) More focus on the usage of the central library.
- 6) To have a media centre and studio for recording of lectures and uploading to be done.
- 7) Connections to be established with E-PG Pathshala, Swayam portal and other national and international networks.
- 8) Audited reports should be prepared for library books and journals purchased.



Dr. Fr. G. Varhan Arasu
(Principal / IQAC Chairman)



Dr. Siby Samuel
(IQAC Coordinator)

Date ___/___/___

Saath

NAAC CRITERIA - V MINUTES OF MEETING

Internal Meeting:

Date - 17th August 2019

Time : 10:00 - 10:40 am

Venue - IQAC Cell

Members present:

- 1) Dr. Siby Samuel -
(IQAC Coordinator) ✓
- 2) Dr. Mandira Kar -
(In-charge, Criteria - V) ✓
- 3) Dr. Dayashankar Gautam (member) - ✓
- 4) Mrs. Saxoj Tungbarc (member) - ✓

Mandira

Agenda:

- Criteria V
- as per RAF format the following questions were discussed.

Minutes:

- 1) Question: 5.1.1 & 5.1.2
Challenge: document of government and college level scholarship / details in proper format.
- details of sanctioned letters - name and number of application with sanctioned amount to be documented and uploaded for both government and college scholarship in two different letters with following format can be kept. (one for college scholarship and other for govt.)

scholarship).

Format :

STUDENT NAME WITH CONTACT	CLASS	CATEGORY	AMOUNT	A/C No.

Which will be certified by the college authority.

2) Question : 5.1.3

Challenge : Enhancement and development schemes.

- There are various ways in which capability enhancement and development schemes can be implemented.
- Suggested that a crash-course for different competitive exams can be held through external agency.
- Participation and outcome shall be better.
- Career counselling by placement cell and professional counselor if needed.
- soft skills by Rotary club.
- Remedial classes by remedial committee.
- Language lab by dept. of English.
- Bridge course by all departments.
- Yoga by Science and religion club.
- Personal counselling by Dr. Kiran Mishra.
- an official letter with acceptance/MOV should be made between personal and respective society or department or faculty in case of an external agency.

3) Question : 5.1.4

Challenge : student benefitted.

Numbers of students from above (5.1.3) can be obtained.

4) Question : 5.1.5.

Challenge : Vocational Educational Training.

- Suggested that the following departments such as Hindi, English, Zoology, Biotechnology, Computer Science and others

can do the needful.

5) Question: 5.1.6

Challenges: 1) Redressal of student grievance
2) Sexual harassment
3) Ragging case.

- Grievance redressal - Dr. Anjali D'souza and committee with atleast one student member shall be constituted.
- Every month meeting should be held and redressal if needed should be given within 7 days and redressal recorded.
- Minutes of meeting recorded and sent to IQAC every month.
- For 2 & 3 (sexual harassment & anti-ragging) Dr. Elena Philip and Dr. Vishwas Patel and Dr. Kallol Das with committee with atleast one student member shall be constituted.
- Quarterly meeting should be held and solution should be provided in a week.
- In case of complaint immediate meeting to be held and solution should be documented.
- Minutes of meeting recorded and sent to IQAC.

6) Question: 5.2.1

Challenge: placement records.

- systematic process should be adopted by the placement cell, heads, class teachers, assisting teachers and subject teachers of passing out batch, working as a group.

7) Question: 5.2.2

Challenge: Student progression

- The above group excluding the placement cell (5.2.1) will help in gathering student information also.

8) Question: 5.2.3

Challenge: a record of examination qualified.

- The departments to track students and keep and upload supporting documents.

9) Questions: 5.3.1 & 5.3.3

Challenges: sports/cultural certificates to uploaded.

- Sports committee in-charge Mr. Harish Dubey and cultural activity in-charge Dr. Caroline Saini to do the need-ful.

10) Questions: 5.4.2 & 5.4.3

Challenge: data and documents regarding alumni contribution, annual audited statement of account and audited statement of alumni association.

- Alumni committee consisting of Dr. Elena Philip, Mrs. Rashmi Patras and Dr. Hephribah John and teacher alumni/SAC to do the need-ful.

- Minutes of meeting to be documented and uploaded.



Dr. Fr. G. Varhan Arasu
(Principal, IQAC Chairman)



Dr. Siby Samuel
(IQAC Coordinator)

Date ___ / ___ / ___

Saath

NAAC CRITERIA - VI MINUTES OF MEETING


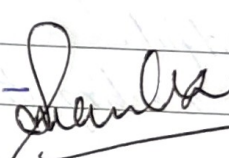
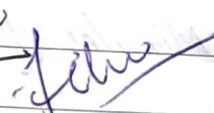
Internal Meeting:

Date - 20th August 2019

Time: 1:00 - 2:30 pm

Venue - IQAC Cell

Members present:

- 1) Dr. Siby Samuel - (IQAC Coordinator) 
- 2) Dr. Nilanjana Pathak - (In-charge, Criteria-VI)
- 3) Dr. Smarika Lawrence (member) - 
- 4) Dr. Ashu Jain (member) - 

Agenda:

- RAF - Quality indicator framework (QIE)
- RAF - Data templates/ Documents - Quantitative metrics (QnM)
- Check list preparation

Minutes:

Meeting started with the overall explanation of the data template of criteria VI. All the members were allotted duties for collecting data related to the criteria. Check list of the required documents was prepared. The meeting ended with the following proposals:

- 1) Internal and external quality assessment twice a year is proposed.

- 2) Self appraisal form for non-teaching staff.
- 3) Academic audit twice a year is proposed.
- 4) Frequency of IQAC newsletter should be increased from 3 to 4 issues per year.
- 5) Professional Development program compulsorily be organized by all the departments for teaching and non-teaching staff.



Dr. Fx. G. Varhan Arasu
(Principal / IQAC Chairman)



Dr. Siby Samuel
(IQAC, Coordinator)


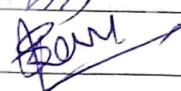
Date ___ / ___ / ___

NAAC CRITERIA - VII
MINUTES OF MEETING

Internal Meeting :

Date - 31st August 2019 Time - 12:00 - 1:30 pm
Venue - IQAC Cell

Members present :

- 1) Dr. Siby Samuel - 
(IQAC Coordinator, In-charge Criteria-VII)
- 2) Mrs. Sukvinder K. Walia (member) - 
- 3) Mrs. Rashmi A. Patras (member) -

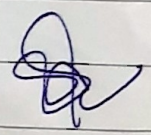
Agenda :

Review and plan of action for the year 2019-20

Minutes :

- 1) Opening prayer by Mrs. Sukvinder K. Walia
- 2) A brief understanding & data requirement of criteria VII was given by Dr. Siby Samuel. She briefed about the updations & the data which is now required.
- 3) In-dept study of each of the question in line to the data to be furnished in the data template was done by all the members.
- 4) Questions were charted out for which the data is required by the various departments.

Dr. Fr. G. Vazhan Arasu
(Principal/IQAC Chairman)


Dr. Siby Samuel
(IQAC Coordinator)

Date ___/___/___

MEETING - 3

NAAC CRITERIA - I

MINUTES OF MEETING WITH FR. PRINCIPAL

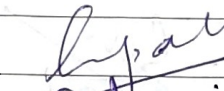
Internal Meeting :


Date : 04th September 2019

Time : 10:30 - 10:40 am

Venue : Principal's office

Members present :

1) Dr. Rupali Ahluwalia - 

2) Mrs. Komal Rawat - 

Minutes :

- 1) Departments will take charge of Add-on courses/ Value added courses.
- 2) Programme outcome, Programme specific outcome and Course outcome of all programs to be uploaded in the college website.





Dr. Fr. G. Vazhan Arasu
(Principal / IQAC Chairman)

Dr. Siby Samuel
(IQAC Coordinator)

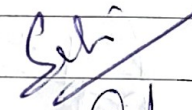
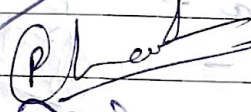

NAAC CRITERIA - II

MINUTES OF MEETING WITH FR. PRINCIPAL

Internal Meeting:

Date: 13th September 2019 Time: 11:30 - 12:00 pm
Venue: Principal's office

Members present:

- 1) Dr. Sonali Nigam - 
- 2) Dr. Reeta Chouhan - 
- 3) Mrs. Roshni Choubey - 

Minutes:

- 1) Bridge classes to be conducted before the commencement of regular classes for each subject.
- 2) Subject wise assessment of learning level after conducting bridge classes shall be carried out by means of class test.
- 3) Students shall be categorized as advanced and slow learners as per their 12th result and performance in the bridge class test.
- 4) One to one interaction among student and teachers for enhancing the mentor - mentee relation.
- 5) Discussion regarding the ^{conduction of workshop} workshop to be conducted for student centric methodology. It was discussed that the faculty members must adopt different methodologies for teaching and learning and should be documented on regular basis in daily diary.
- 6) Yearly teaching plan should be prepared well in advance and followed accordingly.
- 7) Feedback form on teaching and learning was discussed.

Date ___/___/___

and was decided that at the year end faculty wise feedback to be taken and analysed.

Dr. Fr. G. Vazhan Arasu
(Principal/ IQAC Chairman)

Dr. Siby Samuel
(IQAC Coordinator)

Date ___/___/___

NAAC CRITERIA - III MINUTES OF MEETING WITH FR. PRINCIPAL

Internal Meeting :

Date : 10th September 2019 Time : 10:00 am

Venue : Principal's office.

Members present :

- 1) Dr. Pearly Jacob - My
- 2) Dr. Tubina Johri - Tubina
- 3) Dr. Jubi Sharma - Jubi

Minutes :

- 1) For increasing authenticity in research work it was suggested to request for software to monitor plagiarism. Father principal suggested Mrs. Premalata Swamy (Librarian) ^{to be informed} for the procurement of plagiarism software.
- 2) For using ^{central instrumentation lab} CIL instruments and to generate funds, committee suggested to give details on the college website. Fr. Principal asked Dr. Jubi Sharma to coordinate with Science departments to prepare a list of various facilities and upload on website.
- 3) To undertake new MOU, Fr. Principal said to motivate HOD to take steps for functional MOUs.
- 4) To increase the number of research guides, Fr. Principal said to encourage the PG departments to apply to become research centers.
- 5) Fr. Principal asked criterion - III incharge, Dr. Pearly Jacob to prepare IPR workshop proposal and send to ICSSR for sponsorship for next year. Fr. Principal

said to mobilise the HODs and prospective faculties who can undertake projects / fellowships etc. from various agencies, focus on getting awards etc. for various heads, locate and disseminate information for various research fellow-ship / awards / for extension activities.

- 6) Fr. Principal refuted the suggestion of charging Rs 10 from students at the time of admission. He also said that alumni contribution should be for the infrastructure and scholarship. He suggested that startups and incubation cell should help the students provide an ecosystem for the incubation for the students.
- 7) Fr. Principal further added that criterion-III committee to work on various sources available for projects and awards specially from non-government organisation.



Dr. Fr. G. Vaxhan Arasu
(Principal / IQAC Chairman)



Dr. Siby Samuel
(IQAC Coordinator)

NAAC CRITERIA - IV
MINUTES OF MEETING WITH FR. PRINCIPAL


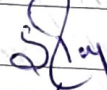
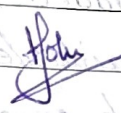
Internal Meeting :

Date : 4th September 2019

Time : 10:00 - 10:20 am

Venue : Principal's Office

Members present :

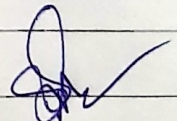
- 1) Dr. Meeta Darbari - 
- 2) Dr. Sutapa Roy - 
- 3) Dr. Hephzibah B. John - 

Minutes :

- 1) The student to computer ratio will be increased when the new building will be established as it will have a well furnished computer lab. which will cater to the need.
- 2) It was decided that initially recording of lectures can be done in the conference room and later a media center with proper recording facilities can be developed.
- 3) The last page of the library log book register will be uploaded.
- 4) The number of users accessing e-library, e-notes and question bank will be taken into account.
- 5) The departments will be asked to collect rare books related to their subject and keep them in the library of reference.



Dr. Fr. Vaxhan Arasu
(Principal / IQAC Chairman)



Dr. Siby Samuel
(IQAC Coordinator)

Date ___/___/___

NAAC CRITERIA - V
MINUTES OF MEETING WITH FR. PRINCIPAL

Internal Meeting :

Date : 6th September 2019

Time : 10:00 - 10:20 am

Venue : Principal's Office.

Members present :

- 1) Dr. Mandira Kar -
- 2) Dr. Dayashankar Gautam -
- 3) Mrs. Saroj Junghare -

Mandira
Gautam

Minutes :

The meeting with the principal was in accordance with the IQAC criteria V committee. The suggestions given by the committee were by far accepted as such however in some areas Principal suggested the following -

1) Student Support :-

Question - Average percentage of student benefitted by scholar-ships and freeships provided by the government during the last five years. → All government letters to be uploaded.

2) Vocational Education and Training :-

Question - Average percentage of students benefitted by vocational education and training during the last five years. → All departments will give data. →

It was suggested that the passing batch of UG to be divided equally between all faculty members of the college and process as suggested by the committee.

3) Alumni Engagement :-

Date ___/___/___

The requisite data will be provided in the IQAC cell.

Dr. Fr. G. Vazhan Arasu
(Principal / IQAC Chairman)

Dr. Siby Samuel
(IQAC Coordinator)

Date ___ / ___ / ___

NAAC CRITERIA - VI

MINUTES OF MEETING WITH FR. PRINCIPAL

Internal Meeting :

Date : 9th September 2019

Time : 11:30am - 12:30pm

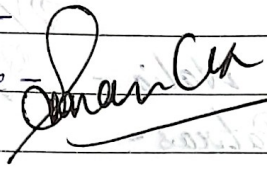
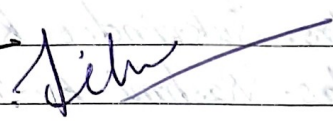
Venue : Principals office.

Members present :

1) Dr. Neelanjana Pathak -

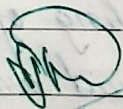
2) Dr. Smarika Lawrance -

3) Dr. Ashu Jain -

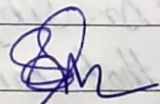



Minutes :

- 1) The minute started with the queries related to ^{the} criteria. Fr. Principal guided the committee on the requirements of the criteria.
- 2) Annual e-governance report of our college shall be prepared by the external committee.
- 3) On the basis of analysis and study of the college administration thoroughly, a descriptive case study on participative management will be prepared.
- 4) Performance appraisal for non-teaching staff shall be prepared. Duty allotted to the members.
- 5) For Internal and External audit, a committee will be formed consisting of internal and external members.



Dr. Fr. G. Varhan Arasu
(Principal / IQAC Chairman)



Dr. Siby Samuel
(IQAC Coordinator)

NAAC 'CRITERIA - VII
MINUTES OF MEETING WITH FR. PRINCIPAL

Internal meeting:

Date: 10th Sept 2019

Time: 10:10 am - 11:15 am

Venue: Principal's office

Members present:


- 1) Dr. Siby Samuel - ✓
- 2) Mrs. Sukrinder K. Walia - ✓
- 3) Mrs. Rashmi A. Patras -


Minutes:

- 1) The meeting was undertaken by the Principal with the members of the criteria - VII.
- 2) A general review was given by Mrs. Siby Samuel about the criteria and the plan of action that would be undertaken for this year.
- 3) Discussion on Women empowerment and on activities done for the empowering of women was undertaken, to which it was suggested by the Principal that awareness programmes related to women empowerment, self-defence programs, health and hygiene awareness programs and literacy programs which are done only to benefit the women to be included in this section.
- 4) Dr. Siby Samuel gave a general briefing of the activities that can be added in the solid and liquid waste management. The Principal also suggested specific activities to be incorporated in the solid and liquid waste management he suggested that green chemistry can be incorporated

in liquid waste management and also suggested that in detail the activities should be written. He also suggested to state that the used paper is send directly to the company for reuse.

- 5) Discussion on the fund allotted and expenditure on waste management was done to which it was told by the Principal that details of the fund to be written in specification. The facilities which are made available for the physically disabled student in the college was also the point of discussion in the meeting.


Dr. Fr. G. Vaxhan Arasu
(Principal / IQAC Chairman)


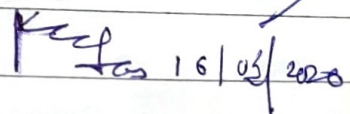

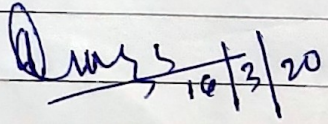
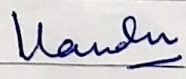
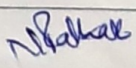

Dr. Siby Samuel
(IQAC Coordinator)

INTERNAL MEETING WITH CRITERION INCHARGES



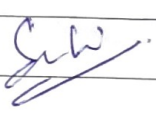
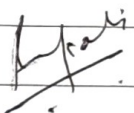
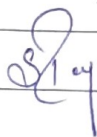
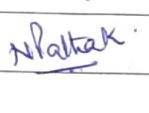
A meeting with criterion incharges was held on 16th March 2020 at 11:30 am. The agenda of the were as follows :-

- 1) Opening prayer.
- 2) Minutes of previous meeting.
- 3) Feedback on Academic calendar.
- 4) Feedback on Various Skill Development courses organised.
- 5) Report of activities undertaken by various clubs and societies.
- 6) Appraisal of work done in respective criteria w.r.t. to AQAR & SSR (QIF, Data template)
- 7) Measures taken to manage E-waste.
- 8) Measures taken to manage solid & liquid waste.
- 9) Concluding remarks by Principal.

Members Present:-

- 1) Dr. Fr. G. Varhan Arasu (Principal/IQAC chairman) 
- 2) Dr. Kallod Das (Vice-Principal) -  16/03/2020
- 3) Dr. Mitā Darbari - 
- 4) Dr. Anjali D'souza -  16/3/20
- 5) Dr. Mandira Kax -  16/03/2020
- 6) Dr. Neelanjana Pathak - 

Date ___/___/___

- 7) Dr. Siby Samuel - 
- 8) Dr. Pearly Jacob - 
- 9) Dr. Sonali Nigam - 
- 10) Dr. Rupali Ahluwalia - 
- 11) Dr. Sutapa Roy - 
- 12) Dr. Neelanjana Pathak - 

MINUTES OF MEETING

The meeting started at 11:30 am with the opening prayer by Dr. Mandira Kar followed by the welcoming of the members by Dr. Siby Samuel, IQAC Coordinator. The minutes of the previous meeting was read by Dr. Sutapa Roy.

Dr. Siby Samuel stated that the AQAR is the lifestyle of the college. Since all the criteria are inter-linked, therefore the criterion in charges should have a common thought process and develop strategies for quality enhancement. She also added that the AQAR is to be supplemented by SSR.

1. Dr. Mita Darbari briefed the members about the activities that have been conducted by the departments as per the academic calendar submitted by the various departments during the commencement of the session 2019-2020. She added that only those activities which are feasible should be mentioned in the calendar.

The Principal informed the members that the academic calendar should exclusively include academic activities like guest lectures, bridge classes, remedial classes etc. and a separate calendar for extracurricular activities should be prepared.

Dr. Kallol Das suggested that the students for the bridge classes should be first identified by taking feedback and then the classes should to be conducted in accordance. The Principal added that special classes should be conducted for students belonging to Hindi medium and he also said that the last two periods in the time-table should be dedicated for such classes.

The Principal asked Dr. Rupali Ahulwalia to see to it that the bridge classes, remedial classes, course completion dates etc. are incorporated in the academic calendar.

2. Dr. Rupali Ahulwalia informed the members that 20 skill development courses were conducted in session 2019-2020. She gave an overview of the details of all the courses run by the various departments along with the feedbacks taken from the students who were enrolled for these courses.

Dr. Anjali D'souza suggested that the Chemistry department can collaborate with the Physics department for the conduction of certificate course on "Characterization Techniques in Material Sciences".

The Principal suggested that a consolidated time-table which will include the certificate course should be prepared and that it should be made mandatory for the students to take up one certificate course. He also added that the number of such courses to be increased. Dr. Anjali D'souza said that looking into

the workload of the students the feasibility of taking up of number of courses by each student should be worked out.

Dr. Rupali Ahulwalia updated the members about the course audit followed by Bajaj Finser which includes scientific methodologies and is an ideal course audit for add-on courses.

Dr. Siby Samuel said that brochures for various add-on courses have to be prepared as they need to be uploaded.

3. Dr. Neelanjana Pathak, updated the members about the activities that were conducted by the various clubs and societies in the session 2019-2020 under the following categories: Education, Charity, Health and Hygiene, Rural transformation, Women Empowerment, Community service, Environment and Gender equality.

4. The discussions on all the criterions undertaken are as follows:

CRITERION-I

- Dr. Rupali Ahulwalia (Criteria-I in charge) emphasised that the hand-written departmental BOS minutes have to be uploaded and that the BOS register should have page numbers.
- She further informed that the cumulative % of revision of curriculum for the 5 years will be more than 20%.
- The Principal suggested that for cross cutting issues, special lectures on women scientists and also certain topics from science like green chemistry can be incorporated into the curriculum. He further added that these needs be mentioned in the departmental minutes every year.
- In view of the percentage of students undertaking project/ internship it was pointed out by Dr. Anjali D'souza that due to the annual system in the undergraduate courses this number has decreased as the projects/ internships have been omitted from the final year syllabus. She suggested that in the final year, the students can take up a project/internship in one subject while for the other two subjects quarterly and half yearly exams can be conducted.
- It was suggested by Dr. Kallol Das that in the final year the students can do project/internship instead of an add-on- course.
- After a detailed discussion it was decided by the Principal that for the final year students there will be four modes for the assessment of various subjects i.e. assignment for two subjects, field project in one subject and internship in one subject. He further added that the internship can be done during the summer vacation. He also emphasised that each student has to take up add- on

course in every academic session. He further suggested that every Saturday instead of theory classes, various add-on courses, certificate courses and cultural activities can be conducted.

- Dr. Mita Darbari suggested that the Dean, HODs and class teacher along with each student can decide the modes for each subject.
- Dr. Rupali Ahulwalia informed the members that a presentation on the feedback system will be conducted for the faculty members.

CRITERION-II

Dr. Sonali Nigam drew attention of the members towards the low admissions in science and commerce both at UG and PG levels in the present academic session. It was suggested by the Principal to discuss the matter with the admission committee and find out measures to deal with this problem.

CRITERION-III

- Dr. Pearly Jacob informed the members that the policy for promotion of research of the institution has been prepared and will be discussed with the Principal. She also added that a workshop on IPR has been prepared.
- She gave an overview of the various projects applied, research papers, books edited, conferences attended, awards, MOUs etc. She informed the members that the incubation cell has 19 start-ups ready to be launched and one has already been set-up.
- She emphasised that the focus should be on publications, setting up of research centres, corporate trainings and consultancy.
- The Principal suggested to device steps to incorporate collaborative activities like faculty exchange, student exchange and research.

CRITERION-IV

- Dr. Mita Darbari informed the members about the IT infrastructure, equipments/ instruments, books/ journals, e-resources that have been added in the present session 2019-20.
- Principal suggested the HODs have to be motivated to order for books. He further added that a studio will be set up in St. Aloysius' Institute of Technology which can be used for video recording of lectures by the faculty members.
- Dr. Siby Samuel made a suggestion that smart classes can be introduced.

CRITERION-V

- To keep an account of the progression and placement of students, it was suggested by Dr. Mandira Kar that all the faculties involved in teaching in the final year to divide the students

among themselves and through whatsApp get the id cards and appointment letters of the students. The whole process to be monitored by the class teacher.

- Dr. Rupali Ahulwalia informed the members that for the commerce group a database has been created in which the data are fed after contacting the students.
- It was suggested by the Principal, that the final year students for session 2019-20 to be distributed among the faculty members subject wise. He also added that during final examination the email id and contact number of students to be taken and the changes to be made in the database. It was informed that the latest contact numbers of students are being taken at the office level as well.

CRITERION-VI

- An overview on Governance, Leadership and Management for the present session was given by Dr. Neelanjana Pathak.
- The following points were suggested- stress management course for the faculty to be conducted, Tally and letter writing training for office staff and self- appraisal form to be filled by the non-teaching staff.
- It was suggested by the Principal that a strategy has to be designed for the conduction of professional development programs for the faculty members. He also emphasised that it will be made compulsory for the faculty members.

CRITERION-VII

- Dr. Siby Samuel updated the members about the Institutional values and best practice for the session 2019-20. She informed that the environmental audit has to be done from this session onwards.
- The Principal informed the members that a full-time placement officer and counsellor will be appointed. He also added that the new campus will be installed with solar system and water harvesting system.
- It was suggested by the Principal that sensor-based energy conservation technique can be implemented for the classrooms and washrooms and that project work based on this can be given to the students.
- The Principal asked the members to look into the institutional distinctiveness.

5. The proposals for e-waste and solid/liquid waste management were given by Dr. Mita Darbari and Dr. Anjali D'souza respectively.

Dr. Anjali D'souza proposed that seed balls or seed cards can be prepared from non- usable papers. She suggested waste water recycling can be done by connecting the water sink outlet pipe to the flush tanks. For hazardous chemical management, it was suggested that the waste water containing the acid can be treated and then disposed off.

After a detailed discussion on waste management the Principal asked the members to go ahead with the proposals.

6. The Principal Dr. Fr. G. Vazhan Arasu asked the criterion in charges to look into the points that were discussed and to prepare a action plan for each criterion which will be further discussed with the HODs in the next internal IQAC meeting.

The meeting concluded at 2:15 pm with a concluding prayer by Dr. Pearly Jacob.

Dr. Fr. G. Vazhan Arasu
(Principal/ IQAC Chairman)




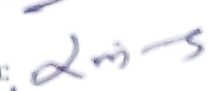
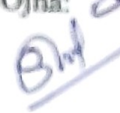
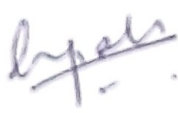


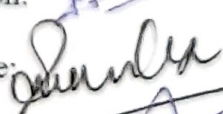
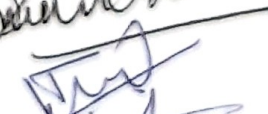

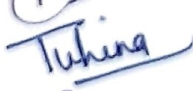




Dr. Siby Samuel
(IQAC Coordinator)


Dr. Sutapa Roy
(IQAC Secretary)

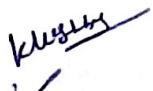
MEETING - 5


INTERNAL MEETING WITH CRITERION INCHARGES AND HEADS OF DEPARTMENTS.


The IQAC meeting of St. Aloysius' College was held on 20th March 2020 started at 11:30 am in conference hall. The members present in the meeting are as follows:


1. Dr. Fr. G. Vazhan Arasu: 
2. Dr. Kallol Das: 
3. Dr. Mandira Kar: 
4. Dr. Ramendra Prasad Ojha: 
5. Dr. Shikha Bansal: 
6. Dr. Neelanjana Pathak:
7. Dr. Roopali Ahluwalia: 
8. Dr. Pearly Jacob: 
9. Dr. Manju M. Solomon: 
10. Dr. Smarika Lawrence: 
11. Dr. Pramod Chaitanya: 
12. Dr. Reeta Chouhan: 
13. Dr. Tuhina Johri: 
14. Dr. Laxmikant Pandey: 
15. Dr. Priyanka Sinha: 
16. Dr. Sonali Nigam: 
17. Dr. Tarvinder K. Kainth: 

19. Mrs. Sukhvinder K. Walia 

20. Mrs. Khushbu Gupta: 

21. Dr. Ashu Jain: 

22. Dr. Siby Samuel: 

23. Dr. Komal Rawat: 

The following matters were discussed during the meeting:

1. The IQAC Coordinator Dr. Siby Samuel highlighted the requirement of Criteria-I. She asked the members to revise the curriculum on the basis of three parameters: employability, entrepreneurship and skill development and this revision should be categorized year wise.
2. She also notified to integrate cross cutting issues into curriculum.
3. A discussion was held on incorporating all the students for field projects and internships.
4. The Principal suggested to have field project in first year, student project in second year and internship in third year. The grades can be shown in the mark sheet in first and second year and marks will be given in the third year. The above system will be implemented for upcoming first year students.
5. The Principal also asked to have centralized examination for first- and second-year students. For the existing students it was suggested to do all three things in final year.
6. A discussion was held on implementation of teaching plan and should be uploaded on website.
7. The Principal asked to prepare the academic calendar including the academic activities such as guest lectures, workshops and unit wise completion description.

8. Keeping the demand in view of implementation of value-added courses, it was suggested to have at least 50 value added courses and same will be approved in BOS. The Principal suggested to focus more on practical aspects of value-added courses rather than theoretical aspects.
9. The Principal asked to have all the extracurricular activities and value-added courses on Saturday. The feedback has to be taken from all the four stakeholder and same to be put before the BOS and action taken report has to be prepared.

Dr. Fr. G. Vazhan Arasu
(Principal/ IQAC Chairman)

Dr. Siby Samuel
(IQAC Coordinator)

Dr. Sutapa Roy
(IQAC Secretary)