



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 College Scheme by DBT.

Internal Quality Assurance Cell

IQAC

MEETING MINUTES

2020-2021



ST. ALOYSIUS COLLEGE, 1, AHILYA BAI MARG, PENTINAKA CHOWK, SADAR, CANTT,
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IBAC INTERNAL MEETING MINUTES

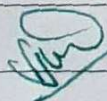
2020-21

The IBAC meeting of the Principal with criterion in-charges and the members was held on 10th September 2020 that commenced at 12:30 pm in the conference hall. The agenda of the meeting was as follows:

- 1) Opening prayer
- 2) Progress status of AQAR
- 3) Progress status of audit reports
- 4) Briefing of the SSR portal
- 5) Vote of Thanks.

The members present in the meeting are as follows:

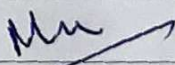
1. Dr. Fm. G. Vazhan Arasu



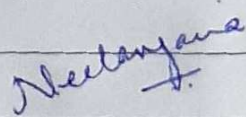
2. Dr. Meeta Darbani



3. Dr. Mandira Kar



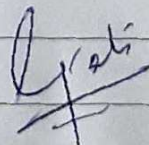
4. Dr. Nilanjana Pathak



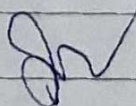
5. Dr. Pearly Jacob



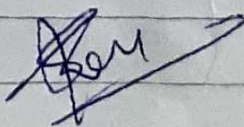
6. Dr. Rupali Abduwalia



7. Dr. Siby Samuel



8. Mrs. Sukhvinder K. Walia



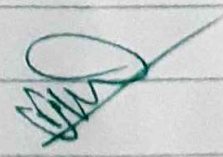
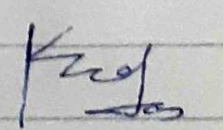
MINUTES OF MEETING OF THE INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC)

MONDAY, 8th FEBRUARY, 2021

The external IQAC meeting of St. Aloysius College was held on 8th February 2021, which started at 12:30 pm. The agenda of the meeting was as follows :-

1. Opening prayer
2. Welcoming of members
3. Minutes of previous meeting
4. Discussion on matter arising out of the previous meeting
5. Appraisal of IQAC portal and SSR portal
6. Criteria wise appraisal - (a) Documentation for session 2019-20 (b) Plan of action for ASAR 2020-21.
7. Initiative undertaken by the IQAC Cell-2020-21
8. Any other matter with the permission of chairman
9. Vote of thanks by the Coordinator.
10. Concluding prayer.

MEMBERS PRESENT :-

1. Head of Institution & Chairperson. 
Dr. Fr. G. Vazhan Arasu
2. Senior Administrative Officers 
(i) Dr. Kallol Das (Vice Principal)

(ii) Dr. Anjali D'souza (Controller of Exam.) Amz 3

3. Members from the St. Aloysius' College Society
Fr. Ben Anton Jose Amz
(Asst. Director, St. Aloysius' Institute of Technology,
Jabalpur)

4. Nominees from Local society, students and alumina

(i) Mr. Prakash Naik - ABS
(Retd. Chief Justice, High Court of Orissa)

(ii) Mr. Vishash Nagdev Amz
(Industrialist & Alumni)

(iii) Ms. Susmita Hazra Amz
(Student, M.A. Economics)

5. Nominees from Employers / Industrialists / Stakeholders

(i) Mr. Rajkumar Parmar - ABS
(Industrialist)

(ii) Mr. Rajiv Laghate Amz
(CEO, Janpad Panchayat)

(iii) Mr. Atmanand Dubey Amz
(Entrepreneur & Alumnus)

6. Criteria In-charges

(i) Dr. Mita Darbari Amz
(Dean, Physical Sciences)

- (ii) Dr. Mandira Kar Mandira
(Head, Department of Mathematics)
- (iii) Dr. Neelanjana Pathak Neelanjana
(Head, Department of English)
- (iv) Dr. Roopali Ahluwalia Roopali
(Head, Department of Commerce)
- (v) Dr. Pearly Jacob Pearly
(Head, Department of Management)
- (vi) Dr. Sonali Nigam Sonali
(Asst. Prof., Department of Botany)

7. Coordinator/Director of the IQAC
Dr. Siby Samuel Siby
(Head, Department of Computer Science)

8. Dr. Sutapa Roy Sutapa
(Secretary, IQAC)

MINUTES OF THE MEETING :-

- (1) The meeting started with an opening prayer by Dr. Kallol Das.
- (2) The IQAC Coordinator Dr. Siby Samuel welcomed the new members of the IQAC committee and briefed them about the purpose of the meeting.
- (3) The IQAC secretary Dr. Sutapa Roy read the minutes of the meeting held on 30th September 2019 which was proposed by Dr. Neelanjana

Pathak and seconded by Dr. Mita Darbari.

(4) Dr. Siby Samuel, IQAC Coordinator, appraised the members about the recommendations and the steps undertaken. She informed the members that one of the recommendations was to conduct activities based on the student feedbacks, which was taken into consideration and academic fests were conducted and managed by the students. The recommendation to conduct regional and foreign language course has been catered by conducting French language course by the Department of English. The Incubation Centre collaborated with the Jabalpur Incubation Center and Research & Development, JNKVV, Jabalpur in view of the recommendation to include Start-up and Business icons in the EO Cell and Incubation Centre. A MoU has been signed with "MUKTI FOUNDATION", Jabalpur to develop tie-ups with NGO which was one of the recommendations.

(5) The IQAC Coordinator Dr. Siby Samuel gave an overview of the objectives, mission and vision, quality policy, academic calendars, quality initiatives, IQAC meeting & ATR, code of conduct, IQAC newsletters, IQAC report, AQAR, best practices and institution distinctiveness. She informed the members that the web portal of SSR (Self Study Report) has been created for uploading of various documents required

SSR filing. The IQAC Chairperson, Dr. Fr. G. Vazhan. Arasu requested the members to go through the portal and give their suggestions and feedback to improve the portal.

(6) The criterion in-charges gave an overview of their respective criteria in terms of documentation for session 2019-20 and plan of action for AQAR 2020-21.

(i) Criterion - I : Dr. Roopali Ahluwalia, Criteria - I in-charge, gave a background of criterion - I to the new IQAC members. She also briefed the members about the action plan for session 2020-21. It was informed that software for curriculum feedback and departmental feedback has been developed. Value added center has been developed, which will look into the proper working of the courses offered by the various departments and will also work on bringing MoU's and experts from various domains to optimize the outcome of the value-added courses. The Principal, Dr. Fr. G. Vazhan Arasu informed the members that multifaceted components have been added in the value-added courses, which could not be provided by the syllabus because of its restrictions.

(ii) Criterion - II : Dr. Sonali Nigam, Criteria - II

in-charge, gave an overview of the documentations carried out for the session 2019-20. She informed the members about the proposals for session 2020-21 which included assessment of learning levels to identify weak and advanced learners, annual mentor report to be prepared and modification of lesson plan which would include - books used, methodology, date of completion, evaluation method and course outcome covered.

(iii) Criterion - III : The information of various activities conducted under criterion - III during session 2019-20 was given by the in-charge Dr. Pearly Jacob. She put forward certain areas of concerns pertaining to the criteria viz. international fellowship, projects, start-ups and corporate training, for suggestions by the members.

(iv) Criterion - IV : Dr. Mita Darbari criterion in-charge gave an overview of the key indicators of criteria - IV and also documentation for session 2020-21. She informed the members that the computer: student ratio and media center are the two areas of concerns. Dr. Kallol Das, Vice-Principal communicated to the members that there had been a phenomenal increase in the infrastructure during the session 2019-20 due to the online mode of teaching. He also added that year wise report needs to be prepared with geo-tagged photographs.

(v) Criterion - V : A brief outline of criterion V was given by the in-charge Dr. Mandira kar. She informed the members that the SSR for session 2019-20 and 2020-21 has been prepared. She also added that certain departments are planning to conduct online workshop for competitive exams in coordination with some external agencies with expertise. Since there is difficulty in gathering information of outgoing students, which is required for student progression, thus it was proposed that each teacher will be assigned a group of students for gathering of data. Dr. kar asked the members for suggestions as to how alumni can contribute in a better way, to which Fr. Principal suggested that feedback can be taken from the alumni on the same.

(vi) Criterion - VI : Dr. Neelanjana Pathak presented a short summary of criterion - VI to the newly appointed members. This was followed by the action plan 2020-21 which included - documenting welfare measures for teaching and non-teaching staff, quality assurance strategies and processes of IQAC to be uploaded on college website, performance appraisal form to be filled by non-teaching staff, training program for four H's for non-teaching staff, up skilling workshops

for entire staff, documenting strategies for mobilization of funds and the optimal utilization of resources etc.

(vii) Criterion - VII : Dr. Siby Samuel briefed the members about the activities conducted under criterion VII for the session 2019-20. The members were made aware of the action plan for session 2020-21, which included - health check-up camps, workshop on best out of waste, virtual training on self-defense, agreement with 8 BITS LTD for E-waste management, celebration of National and International commemorative events etc.

(7) Dr. Siby, IQAC Coordinator gave an overview of the quality initiatives taken up by the IQAC cell for the session 2020-21.

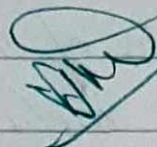
(8) The IQAC Chairperson Dr. Fr. G. Vaxhan Arasu acknowledge the IQAC coordinator, Criterion In-charges and members for undertaking various activities. He requested the in-charges to plan out activities to be conducted, strategies to be followed and to sustain the ongoing activities.

(9) Dr. Siby Samuel expressed her gratitude towards Dr. Fr. G. Vaxhan Arasu, IQAC Chairperson for his constant guidance and acting as a catalyst. She also extended her appreciation towards the Vice-Principal, Controller of Examination

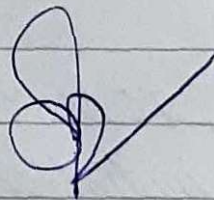
and Criterion In-charges for their untiring efforts.

- (10) The meeting concluded with a prayer by Fr. Ben Anton Rose at 2:00 pm.

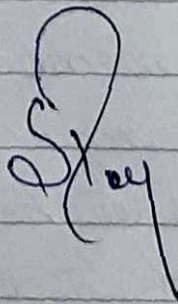
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Dr. Fr. G. Varhan Arasu
(Principal / IQAC Chairperson)



Dr. Siby Samuel
(IQAC Coordinator)



Dr. Sutapa Roy
(IQAC Secretary)