



**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.

**IQAC**

**Internal & External  
Meeting Minutes**

**2022-2023**



**1, Ahilya Bai Marg, Pentinaka Chowk, Sadar, Cantt, Jabalpur, Madhya Pradesh, INDIA  
482001**



**+917612620738**



**[info@staloyuscollege.ac.in](mailto:info@staloyuscollege.ac.in)**

**CRITERIA-I**  
**2022-23**  
**MINUTES**

**1. Internal Meeting**

Date: 17th September, 2022

Venue: Commerce Department

**Members present:**

- Dr. Mrs. Rupali Ahluwalia
- Dr. Tarvinder Kaur Ghai
- Dr. Pooja Gupta
- Dr. Komal Rawat

*Rupali*  
Tarvinder ..

*P. Gupta*  
*K. Rawat*

**Agenda:**

- Opening prayer.
- Benchmarking of Course Syllabi for addressing Local/Regional/National/ Global Needs
- Any other matter with the permission of the Chair
- Vote of Thanks

**Minutes:**

- The meeting started with a prayer by Dr. Komal Rawat.
- There was discussion about local/regional/national/global curriculum needs. Dr. Rupali Ahluwalia emphasized the necessity of comparing course syllabi to Global demands. It was recommended to make sure the curriculum developed and implemented by the various departments addresses the global demands of the community by providing need-based, skill-based, and innovative programs to encourage the pursuit of higher education with a commitment to society. All programs must have clearly articulated and stated Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (Cos). They should also be disseminated by making them available through a separate tab on the school's website and including them in the program's curriculum documents.
- She also stressed the necessity to record curriculum modifications in the Board of Studies minutes based on various criteria such as skill enhancement, entrepreneurship, employability, and cross-cutting issues. The meeting ended with words of gratitude from Dr. Mrs. Rupali Ahluwalia and concluding prayers from Dr. Pooja Gupta.

  
\_\_\_\_\_

**Criteria II, IQAC**  
**ST. ALOYSIUS COLLEGE (AUTO.) JABALPUR**  
**MINUTES**

**Date:** 08/07/2022

**Day:** Saturday

**Venue:** Dept. of Botany

**Members Present :**

Dr. Sonali Nigam *S.N.*

Mrs. Roshni Choubey *R.Ch.*

Mrs. Shraddha Soni *S.S.*

Dr. Sarita Goel *S.G.*

**Agenda:**

Data compilation 2021-22

Planning for 2022-23

**Opening Prayer:**

The meeting started with a prayer by Mrs. Roshni Choubey.

**Discussion**

**Data compilation 2021-22**

- The In-charge of Criteria II, Dr. Sonali Nigam and the team members discussed the working pattern and problem faced in the previous session. As learning from the previous experiences, the strategies were prepared to compile the data for AQAR as well as SSR for the session 2021-22.
- The overall criteria were divided into three sections and each member was given one part for collection of data as follows: 2.1 to 2.3 to Roshni Choubey and 2.1.3 to Dr. Sarita Goel, 2.4 to 2.6 to Mrs. Shraddha Soni and 2.7 to Dr. Sarita Goel.
- The team members had thorough discussion on the best way to collect maximum information. In order to do this, certain formats were finalized along with Google forms for collecting data.

**Planning for 2022-23**

- **CO, PO and PSO** shall be prepared by all the departments as per the New Education Policy (NEP).
- It was planned to analyze the performances of students before and after conduct of Bridge classes (Pre-Diagnostic Test and Post Entrance Diagnostic Test) so that a progressive report could be obtained. For this purpose, all the subject teachers shall conduct the test and the class teacher shall generate the final result. The test could be organized in the form of quiz inclusive of all the subjects.
- It was planned to take **feedback on offline teaching** and learning from all the students of the college. For this Dr. Sarita Goel was given the duty to prepare a Google form asking the feedback from students. The class teachers shall be requested to assure the filling up of the forms.
- All the teachers shall be pursued to timely fill up the **digital teaching plan** and teacher's diary. The meeting ended with words of gratitude from Dr. Sonali Nigam and concluding prayers from Mrs. Shraddha Soni.

**Criteria-II Incharge**



# Minutes of Meeting

## Criteria 3

Date – 19<sup>th</sup> August 2022

Time-11:30am

### Agenda of the Meeting

1. Discussion on the format of AQAR
2. Workshop on IPR
3. Updation of data of 2020-21
4. Collection of Data of 2021-22

### Members Present

1. Dr. Tuhina Johri (In- Charge) *Tuhina*
2. Dr. Shraddha Shrivastava *Shraddha*
3. Mr. Enosh Phillips *Enosh*
4. Dr. Satyendra Jain *Satyendra*

Meeting started with short prayer by Enosh Phillips.

Dr. Tuhina Johri gave a brief detail of last year's work on the criteria and instruct what is to be required in this year.

Dr. Johri discussed the changed format of AQAR and explain all the things required to be done and also divided the work of compilation of data likewise, the data of Arts will be compiled by Dr. Satyendra Jain, Science will be compiled by Mr. Enosh Phillips and Commerce and Management will be compiled by Dr. Shraddha Shrivastava.

In the meeting it is discussed to organize the workshop on Intellectual Property Rights for the faculty and PG students in collaboration with DIC.

Dr. Johri has given instruction for the collection of data for the next year 2021-22. Mr. Enosh Phillips was told to prepare the google form and excel sheet and send to all the departments.

Recommendations: IIC (Institution Innovation Council)

**ATR:** IIC is an Initiative of Ministry of Education, New Delhi, established to enhance the culture of innovation in Higher Education Institutes of India. Innovations & IPR activities continuously conducted by the students and faculty members, St. Aloysius college (Autonomous), Jabalpur, has been awarded 3 stars (out of 5) in the rating list of IIC (Institution Innovation Council).

The meeting was ended with vote of thanks by Dr. Shraddha Shrivastava



**Criteria IV, IQAC**  
**Meeting Minutes**

**Date-** 8/10/22  
**Day-** Saturday  
**Time-** 12:00 noon

**Members:**

- Dr. Mita Darbari
- Dr. Sutapa Roy
- Mr. Nitin Swamy

*Mita*  
*Sutapa Roy*  
*Nitin Swamy*

**Agenda:**

Creating awareness about Plagiarism

**Discussion of Agenda:**

Dr. Mita Darbari, In- charge of Criterion IV brought into notice that the PG students should be made aware of the importance of Plagiarism as they are given to prepare various assignments and research paper reviews during their PG course. She further suggested that a lecture on Plagiarism could be conducted with the assistance of the library committee. The Criterion IV members unanimously decided to organize a lecture on Plagiarism.

The Meeting concluded at 12:45



# Minutes of the Criteria V Meeting

Date: 18/07/2022, Time: 1:00-2:15Pm, Venue: Conference Room

## Members present:

1. Dr. Reeta Chouhan
2. Dr. Nisha Pandey
3. Dr. Runa Paul
4. Dr. Daya Shankar Gautam

*Ph...*  
*Nisha Pandey*  
*Runa Paul*  
*Daya Shankar Gautam*

## Agenda

- Discussion on AQAR data filling by department
- Discussion on Placement Cells data
- Details of awards data filling

As per the instructions of the IQAC Incharge, a meeting of the above-mentioned members was held to discuss filling and compiling of Criteria V data. Following are the conclusions of the meeting:

### Discussion on AQAR data filling by department

The in-charge suggested that departmental incharges of Criteria V will be first briefed about the filling of the entries, and then they will be asked to brief their departmental members. It was also discussed that, in case of any queries, they can call the members of Criteria V for further clarification.

### Discussion on Placement Cells data

It was informed that some departmental placement reports are not in the given format. So it was discussed that the reminder email will be sent through Criteria V to every department to ensure that the respective columns are filled with appropriate data, which will help further in compiling the data.

### Details of Awards Data Filling

It was discussed about the status of the data compilation of cultural activities and sports at the institutional level, district level, state level, and national level. In this context, it was discussed that, though the department has sent the **intercollegiate level** competition report along with the above-mentioned report, it will not be included as per guidelines.

**Recommendations:** Additional efforts to be made for Career Guidance and Placement.

**Action taken:** The various department along with the Placement Cell are asked to organize programe for the same.

**Vote of Thanks:** The meeting ended with the vote of thanks proposed by Dr. Runa Paul.

*RD*

# Minutes of the Criteria V Meeting

Date: 18/07/2022, Time: 1:00-2:15Pm, Venue: Conference Room

## Members present:

1. Dr. Reeta Chouhan
2. Dr. Nisha Pandey
3. Dr. Runa Paul
4. Dr. Daya Shankar Gautam

*Reeta Chouhan*  
*Nisha Pandey*  
*Runa Paul*  
*Daya Shankar Gautam*

## Agenda

- Discussion on AQAR data filling by department
- Discussion on Placement Cells data
- Details of awards data filling

As per the instructions of the IQAC Incharge, a meeting of the above-mentioned members was held to discuss filling and compiling of Criteria V data. Following are the conclusions of the meeting:

### Discussion on AQAR data filling by department

The in-charge suggested that departmental incharges of Criteria V will be first briefed about the filling of the entries, and then they will be asked to brief their departmental members. It was also discussed that, in case of any queries, they can call the members of Criteria V for further clarification.

### Discussion on Placement Cells data

It was informed that some departmental placement reports are not in the given format. So it was discussed that the reminder email will be sent through Criteria V to every department to ensure that the respective columns are filled with appropriate data, which will help further in compiling the data.

### Details of Awards Data Filling

It was discussed about the status of the data compilation of cultural activities and sports at the institutional level, district level, state level, and national level. In this context, it was discussed that, though the department has sent the **intercollegiate level** competition report along with the above-mentioned report, it will not be included as per guidelines.

**Recommendations:** Additional efforts to be made for Career Guidance and Placement.

**Action taken:** The various department along with the Placement Cell are asked to organize programe for the same.

**Vote of Thanks:** The meeting ended with the vote of thanks proposed by Dr. Runa Paul.

*Runa Paul*

CRITERIA – VI (IQAC)

MINUTES OF MEETING

Date- 20/07/2022

Day- Wednesday

Time: 11:30 am

MEMBERS PRESENT-:

- Dr. Neelanjana Pathak.

- Dr. Smarika Lawrance.

- Dr. Ashu Jain.

- Dr. Rashmi Singh.

AGENDA -:

- Discussion on strategic plan for achieving long term, middle term and short term plan according to the matrix associated with performance indicator.

MINUTES -:

- Dr. Neelanjana Pathak (I.C.) asked the members to start document collection as soon as the activity is conducted by a particular department.
  - Discussion on course/ workshop/ Talks to be conducted for Teaching and Non Teaching Staff.
  - Discussion on action taken during the year.
  - Dr. Smarika Lawrence suggested to some DIY's for Non- Teaching and Students by selected students.
  - Dr. Ashu Jain suggested conducting an orientation session on Tax filling by commerce faculty for teaching and non teaching staff.
  - Dr. Rashmi Singh suggested collecting data centrally to facilitate easy and effective collection of the same.
  - The working committee members discussed to conduct Performance Appraisal for Teaching staff.
  - Members were instructed to go through the new format, how to begin, and ways to collect data for documentation. And then share their thoughts about it (in the next meeting.
- Dr. Smarika Lawrance proposed the vote of thanks.





# IQAC -Criteria 7 Institutional Values and Best Practices

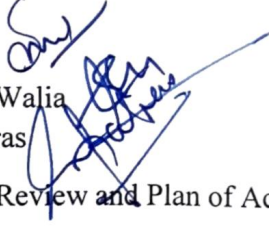
## Minutes of the Meeting (Session 2022-23)

**Date:-4th September 2022**

**Time:- 12 pm to 1:30 pm**

### Members Present

- Dr. Siby Samuel
- Mrs. Sukvinder K Walia
- Dr. Rashmi A Patras



**Agenda of the Meeting :** Review and Plan of Action for the year 2022-23

### Minutes of the Meeting

1. Opening prayer by Mrs. Sukvinder K Walia
2. A brief understanding and data requirement of criteria 7 was given by Mrs. SibySamule. She brief about the updations and 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 templetwas done by all the members.
4. Question were charted out for which the data is required by the various departments.
5. Mrs. Sukhvinder K Walia proposed the vote of thanks .



## Criteria-I Incharge

### 2. Internal Meeting

Date: 6th January, 2023

Venue: Commerce Department

#### Members present:

- Dr. Mrs. Rupali Ahluwalia
- Dr. Tarvinder Kaur Ghai
- Dr. Pooja Gupta
- Dr. Komal Rawat

*Rupali*  
Tarvinder

*P. Gupta*

*K. Rawat*

#### Agenda:

- Opening prayer.
- Discussion on the matter (s) arising out of the previous meeting.
- Reflection of Institutional Vision, Mission, and Objectives in PO, PSO
- Vote of Thanks and Concluding Prayer.

#### Minutes:

- The meeting started with a prayer given by Dr. Tarvinder Kaur Ghai.
- A discussion was held regarding how program outcomes and program-specific outcomes should match the institutional Vision, Mission, and objectives. Dr. Rupali Ahluwalia stressed the inclusion of vision and mission terminology in the learning outcomes of several faculties. She said that various faculties may select alternative terminology for their courses, and learning outcomes will be revised.
- Dr. Tarvinder Kaur Ghai advised that the course content be compared to those of reputable universities. Programme Educational Objectives (PEOs) are also expected to outline, support, and be in line with the institution's and the department's vision and missions. The meeting ended with a closing prayer by Dr. Pooja Gupta.

*P*

**Criteria II, IQAC  
ST. ALOYSIUS COLLEGE (AUTO.) JABALPUR  
MINUTES**

**Date:** 15.10.2022

**Day:** Saturday

**Venue:** Dept. of Botany

**Members Present**

Dr. Sonali Nigam

Mrs. Roshni Choubey

Mrs. Shraddha Soni

Dr. Sarita Goel

**Agenda:**

Attainment of CO,PO and PSO .

**Opening Prayer:**

The meeting started with a prayer by Mrs. Shraddha Soni.

**Discussions:**

**Review of previous meeting:**

The minutes of previous meeting were read by Dr. Sarita Goel. Feedback was given by the members on the work done during the tenure, Data compilation for session 2021-22 was successfully completed and new formats for session 2022-23 were approved and implemented.

The members have decided to collect the Course Outcomes (CO), Program Outcomes (PO) and Program Specific Outcomes (PSO) of all the subjects. For this Science stream was allotted to Mrs. Roshni Choubey, and Arts and Management was assigned to Mrs. Shraddha Soni and Commerce was assigned to Dr. Sarita Goel. The compiled CO, PO and PSO shall be uploaded on the college website. Also, strategic planning was carried out to map the Cos with respective POs.

It was decided to train the staff for statistically calculating the attainment level of students with respect to CO, PO and PSOs. The meeting ended with words of gratitude from Dr. Sonali Nigam and concluding prayers from Dr. Sarita Goel.



**Criteria-II Incharge**

## Minutes of Meeting

### Criteria 3

Date – 16<sup>th</sup> October 2022

Time-11:30am

#### Agenda of the Meeting

1. Compilation of Data
2. Awarding and Funding agency
3. Discussion on seed money

#### Members Present

1. Dr. Tuhina Johri (In- Charge) *Tuhina*
2. Dr. Shraddha Shrivastava *SS*
3. Mr. Enosh Phillips *EP*
4. Dr. Satyendra Jain *SJ*

Meeting started with short prayer by Enosh Phillips.

Dr. Tuhina Johri updated all the members about the work done, Ma'am told all the members to enquire about the various Awarding Agencies and funding agencies for major and minor projects in the faculty of arts and commerce, so that various faculty members can be applied for the same.

All the members informed that the consultancy is one of the field in which our criteria is lacking, we have to think for some positive and concrete steps to overcome it. Ma'am told that we have organize a workshop or seminar.

Discussion on Seed Money was done, to raise seed money strategic planning and execution should be done.

Recommendations : Proposal for National Seminar to ICSSR

#### ATR:

1. National Seminar on "New Education Policy 2020: A Powerful Tool to Re-establish Bharat as a VishwaGuru" sponsored by ICSSR, 27-28 January 2023.
2. National Seminar on " Kavya Rishi Dwara Kavi Pradeep or Neeraj ki Rachnao me Rashtravad evam Samajik Sarokar" sponsored by ICSSR, 17-18 March 2023.

Meeting ended with the Vote of Thanks by Dr. Shraddha Shrivastava



Criteria IV, IQAC  
Meeting Minutes

Date- 11/02/23  
Day- Saturday  
Time- 01:00 pm

Members:

- Dr. Mita Darbari
- Dr. Sutapa Roy
- Mr. Nitin Swamy

Agenda:

Recommendations for Infrastructure and Learning Resources

Discussion of Agenda:

As members of the Infrastructure and Learning Resources committee, we propose the following recommendations to enhance our institution's infrastructure and learning resources in alignment with the principles of academic excellence and innovation:

*Implementation of Smarter Classrooms:* We strongly recommend the integration of smarter classrooms across the campus. These classrooms should have interactive whiteboards, audio-visual aids, and digital resources. Faculty should receive training on effectively utilizing these tools to enhance teaching and learning.

*Refurbishment of Prerna Central Hall:* Recognizing the central role played by Prerna Hall in our institution's academic and cultural activities, we suggest a comprehensive refurbishment. The renovation should focus on creating a modern, versatile space that accommodates larger audiences and a wide range of events.

By implementing these recommendations, we aim to create an enriched learning environment that supports personalized education, fosters a sense of unity and pride, and promotes sustainability within our institution.

The Meeting concluded at 01:45 pm



# Minutes of the Criteria V Meeting

**Date:** 12/11/2022, **Time:** 12:30-1:30Pm, **Venue:** Conference Room

## Members present:

Dr. Reeta Chouhan

Dr. Nisha Pandey

Dr. Runa Paul

Dr. Daya Shankar Gautam

A meeting of the above-mentioned members of Criteria V team was held to discuss the following agenda:

## Agenda

- Review of Previous Meeting Minutes
- Capacity Building Programme Planning
- Discussion on Students Representation in Departmental Activities
- Any other issue

## Review of Previous Meeting Minutes:

The minutes of the previous meeting were read out by Dr. Daya Shankar Gautam then it was reviewed and approved without any amendments.

## Capacity Building Programme Planning:

Dr. Nisha Pandey provided an overview of the purpose and importance of capacity building programs within the context of Criteria V. She shared a presentation outlining the current status of capacity building initiatives and identified areas of improvement. The discussion emphasized the need for a comprehensive approach to capacity building programmes. She further presented a proposed timeline for the planning and implementation of capacity building programs.

## Discussion on Students Representation in Departmental Activities

The criteria members engaged in a detailed discussion regarding the objectives of the Students Representation in Departmental Activities. It was mentioned that the various forums have not systematically prepared the records of their activities. Therefore it was decided that all the departmental Heads will be asked to do the needful.

## Any other issue

Dr. Reeta Chouhan asked to prepare an additional document regarding the government and institution scholarship details signed by the beneficiaries.

**Recommendations:** Organizing special classes for competitive examinations.

**Action taken:** Efforts will be taken by the departments to organize special classes for various competitive examinations

**Vote of Thanks:** The meeting ended with the vote of thanks proposed by Dr. Nisha Pandey .



CRITERIA – VI (IQAC)





MINUTES OF MEETING

Date- 23/02/2023

Day- Thursday

Time: 01:30 am

MEMBERS PRESENT:-

- Dr. Neclanjana Pathak. 
- Dr. Smarika Lawrance. 
- Dr. Ashu Jain. 
- Dr. Rashmi Singh. 

AGENDA :-

- Discussion on Criteria VI question.

MINUTES :-

- Dr. Naelanjana Pathak (I.C.) discussed and checked the first draft of the questions for the session 2023-24.
- Committee members discussed their rough draft and noted the points for further requirement.
- Plans discussed to Conducting Academic Audit - all the departments to prepare and present their ppt.
- To conduct DIY programme for the students and faculty members.
- It was discussed to conduct a happiness quotient session for faculty members.

Dr. Rashmi Singh proposed the vote of thanks.



## IQAC -Criteria 7 Institutional Values and Best Practices

### Minutes of the Meeting (Session 2022-23)

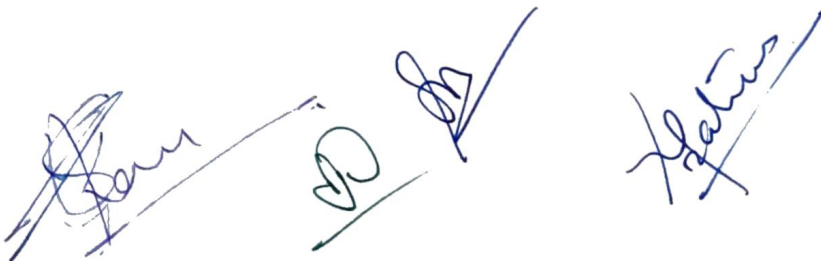
**Date:-17th December 2022**

**Time:- 10.10 am to 11:15 am**

**Agenda of the Meeting:** Discussions with respect to changes in the AQAR and Plan of Action for the year

#### Minutes of the Meeting

1. The meeting was undertaken by the Principal with the members of the criteria 7.
2. A general review was given by Dr. Siby Samuel about the criteria and the plan of the action that would be undertaken for this year.
3. The new format of the AQAR was shared and briefed by Dr. Siby Samuel, in relation to which the necessary following points were taken as part of major considerations:
  - Discussion on Women empowerment and on activities done for the empowering of women was done to which it was suggested by the principal that awareness programmes related to women empowerment, self-defenses programs, health and hygiene awareness programs and literacy programs which are done only to benefit the women to be included in this section.
  - It was discussed that as part of facilities for women health and safety - CCTV cameras in campus, girls common room, women safety counseling session, training programs for women safety, health and hygiene are to be incorporated.
  - It was discussed that separate cycle stand for women, can also be added for women safety.
  - Dr. Siby gave a general briefing of the activities that can be added in the solid and liquid waste management .As per principal's suggestion specific activities to green chemistry can be incorporated in liquid waste management and in detail the activities should be written. It was also suggested that the reuse of waste paper is another one element. The fund allotted and expenditure on waste management was done to which it was told by the principal that details of the fund to written in specification. The facilities which are made available for the physically disabled student in the college were also the point of discussion in the meeting.
4. It was also discussed that in regard to waste management, certain points from Labs protocols can be included.
5. Dr. Rashmi Patras was asked to write about the Green Initiative Policy and Policy for disabled friendly students.





## Criteria-I Incharge

### 3. Internal Meeting

Date: 22<sup>nd</sup> March, 2023

Venue: Commerce Department

#### Members present:

- Dr. Mrs. Rupali Ahluwalia
- Dr. Tarvinder Kaur Ghai
- Dr. Pooja Gupta
- Dr. Komal Rawat

*Rupali*  
Tarvinder

*Pooja*

*Komal*

#### Agenda:

- Opening prayer.
- Discussion on the matter (s) arising out of the previous meeting.
- Preparation of Supporting Documents for SSR
- Vote of Thanks and Concluding Prayer.

#### Minutes:

The meeting started with a prayer given by Dr. Tarvinder Kaur Ghai.

There was a discussion about keeping supporting documents for SSR. It was suggested that the records be kept in accordance with the new SSR criteria. A benchmarking of course syllabi, achievement of learning outcomes, incorporation of institutional vision, mission, and objectives, value-added course information, and field projects and internships must all be included in the supporting documentation.

Dr. Siby Samuel proposed an SSR portal for NAAC supporting documents.

It was also suggested to focus on national and global collaboration so that initiatives might be endorsed through connections. This will lead to additional functional Memorandums of Understanding with national and/or international institutions, other universities, and businesses. The meeting ended with a closing prayer by Dr. Komal Rawat.

*[Signature]*

**Criteria II, IQAC**  
**ST. ALOYSIUS COLLEGE (AUTO.) JABALPUR**  
**MINUTES**

**Date:** 03.12.2022

**Day:** Saturday

**Venue:** Dept. of Botany

**Members:** Dr. Sonali Nigam, Mrs. Roshni Choubey, Mrs. Shraddha Soni and Dr. Sarita Goel

**Agenda:**

**Submission of AQAR 2021-22**  
**Feedback on offline teaching and learning**

**Opening Prayer:**

The meeting started with a prayer by Mrs. Roshni Choubey.

**Review of previous meeting:**

The minutes of previous meeting were read by Mrs. Shraddha Soni. All the team members informed about the data collected and also problems faced. As discussed earlier, the bridge classes were successfully conducted and also the data was collected to do the further analysis.

**Submission of AQAR 2021-22**

Reforms as instructed by the IQAC coordinator were incorporated. The team members further discussed the working pattern of data compilation. Suggestions were asked by the team members to resolve the problems faced in the previous session.

**Feedback on offline teaching**

Class survey questions are survey questions asked in a questionnaire through online surveys to collect feedback from students about the class, and teachers.



# Minutes of Meeting

## Criteria 3





Date – 10<sup>th</sup> January 2023

Time-11:30am

### Agenda of the Meeting

1. Discussion on Benchmarking of NAAC
2. Report of Extension activity and ISR
3. Startups and Innovation

### Members Present

1. Dr. Tuhina Johri (In- Charge) 
2. Dr. Shraddha Shrivastava 
3. Mr. Enosh Phillips 
4. Dr. Satyendra Jain 

Meeting started with short prayer by Enosh Phillips.

Dr. Tuhina Johri explained about the benchmarking of NAAC and same is to proceed with different faculty members and department, it has been discussed that more focus would be given on major and minor project, consultancy.

Dr. Satyendra Jain was asked to prepare a report of the extension activity and Institutional social responsibility and attainment report also be taken from the concerned departments.

Dr. Tuhina Johri instructed that we have to organize a workshop on startups and Innovation in collaboration with ED Cell.

Recommendations : Conduct Webinar/ Workshops

### ATR:

- 7 days National Workshop on “Analytical Techniques” on 21-27 November 2022.
- National Webinar on “Cognizance of Intellectual Property Rights for Aspiring Minds” on 31 March 2023.

Meeting ended with the Vote of Thanks by Dr., Shraddha Shrivastava



## Report: IQAC Meeting - Criteria 4

**Date:** 05/07/2023

**Time:** 11:30am-12:00noon

**Attendees:**

- Dr. Siby Samuels (IQAC In-charge)
- Dr. Mita Darbari (Criterion IC Head)
- Dr. Sutapa Roy (Member)
- Mr. Nitin Swamy (Member)

**Agenda:**

1. Increasing Usage of INFLIBNET:
2. Analysis of Past 5 Years' Data:

**Discussion Points:**

### 1. Increasing Usage of INFLIBNET:

Dr. Samuels highlighted the need to enhance the visibility and utilization of INFLIBNET, a valuable resource for our institution. The following strategies were proposed:

**Departmental Outreach:** It was agreed that each member of the IQAC will be assigned specific departments to reach out to. This will involve awareness campaigns to familiarize students and faculty with INFLIBNET'S features. The following plan is proposed:

Dr. Sutapa Roy	Art, Commerce, Management
Mr. Nitin Swamy	Science, Education

### 2. Analysis of Past 5 Years' Data:

Dr. Darbari emphasized the importance of compiling and analysing data from the past five years to gain insights into trends and areas for improvement with respect to criterion IV.



# Minutes of the Criteria V Meeting

Date: 10/04/2023, Time: 12:00-1:30Pm, Venue: Conference Room

## Members present:

Dr. Reeta Chouhan

Dr. Nisha Pandey

Dr. Runa Paul

Dr. Daya Shankar Gautam

## Agenda

1. Review of Previous meeting
2. Discussion on Engaging Alumni for Financial and Non-Financial Support.
3. Discussion on Communication and Outreach:
4. Any other matter with permission from the chair.

## Review of Previous meeting

The meeting started with a short prayer. It was followed by the reading and approval of the minutes of previous meeting by Dr. Runa Paul.

## Discussion on Engaging Alumni for Financial and Non-Financial Support

A discussion on engaging alumni for activities and seeking financial and non-financial support have done. Members shared insights into their respective faculties' current efforts in engaging alumni. Highlighted initiatives included alumni reunions, newsletters, and social media groups.

**Financial Support from Alumni:** Strategies to solicit financial support from alumni were discussed, including establishing endowments, scholarships, and fundraising campaigns. The importance of showcasing the impact of donations on the institution was emphasized by Dr. Reeta Chouhan.

**Non-Financial Support:** Dr. Nisha Pandey highlighted the value of non-financial support from alumni, such as mentorship programs, guest lectures, and career guidance. Suggestions were made to create a platform for alumni to share their expertise.

## Communication and Outreach

Dr. Daya Shankar Gautam discussed the need for an updated alumni database to facilitate communication and engagement efforts. Strategies for effective communication with alumni, including regular newsletters, alumni events, and personalized messages, were discussed. The use of social media and online platforms for engagement was also emphasized.

## Any other matter with permission from the chair

Dr. Runa Paul stressed the importance of seeking feedback from alumni regarding their expectations and preferences for engagement. Each member is tasked with assessing the current alumni engagement efforts within their respective departments and identifying areas for improvement. Members will work on a proposal for non-financial support programs involving alumni, including mentorship and guest lecture opportunities.

**Recommendations:** Departments to engage alumni for financial and non-financial support.

**Action taken:** Various departments are asked to engage alumni as resource person in various activities like guest lectures, Workshops etc. Alumni association has also received financial support from the alumni. Members will work on a proposal for non-financial support programs involving alumni, including mentorship and guest lecture opportunities.

**Vote of Thanks:** The meeting ended with the vote of thanks proposed by Dr. Reeta Chouhan.



CRITERIA - VI (IQAC)

MINUTES OF MEETING

Date- 19/06/2023

Day- Monday

Time: 01:00 am

MEMBERS PRESENT:-

- Dr. Neelanjana Pathak.

- Dr. Smarika Lawrance.

- Dr. Ashu Jain.

- Dr. Rashmi Singh.

AGENDA :-

- Discussion on Recommendation and Action taken under Criteria VI.

MINUTES :-

Dr. Neelanjana Pathak (I.C.) explained about the plan of action for new AQAR data collection.

Session to be conducted on mental wellness of class three and four employees to decrease their work related stress.

Action Taken - The same was conducted successfully

Committee Recommendations for Criteria VI – 6.5

1. Financial literacy workshop and use of e payment gateways for non-teaching staff
2. Session on time management for teaching and non teaching staff

Action Taken - Both the sessions was conducted.

Committee Recommendations for Criteria VI – 6.1

Training program on sanitizer and liquid soap making

Action Taken – Training session conducted.

Committee proposed the activities to be conducted should meet with the parameters of sustainable goals under Criteria VI – 6.3

ATR – Same has been informed to IQAC.

Dr. Ashu Jain proposed the vote of thanks.



**IQAC -Criteria 7 Institutional Values and Best Practices**  
**Minutes of the Meeting (Session 2022-23)**

**Date:- 11th January 2023**

**Time:- 12 pm to 1:30 pm**

**Members Present**

- Dr. Siby Samuel
- Mrs. Sukvinder K. Walia
- Dr. Rashmi A. Patras
- Ms. Megha Tiwari

**Agenda of the Meeting :** Discussion on The two best practices and institutional distinctiveness

**Minutes of the Meeting**

1. Opening prayer by Mrs. Sukvinder K. Walia.
2. Discussion on the Two best practices and Institutional Distinctiveness. - In light to the last year theme of the college it was decided that
  - SAC – Techies- Collaborative Learning will be the first best practice and
  - Institutional Backing in Sportsmanship - Unleashing the best Athletes was decided as the second best practice.
3. In regard to the distinctiveness of the college as academics is our backbone, therefore “St. Aloysius Whole Person Learning: Connecting Academic excellence is the Institutions of Values” will our Institutional Distinctiveness.
4. With regard to the three decided parameters it was further decided that, data collection will be done within a span of two weeks and then the final draft to be presented by first week of February.
5. Vote of thanks was given by Ms. Megha Tiwari.




## MINUTES OF MEETING OF THE INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC) MONDAY, 12<sup>th</sup> SEPTEMBER 2022

The external IQAC meeting of St. Aloysius college was held on 12<sup>th</sup> September 2022, which started at 12:00 pm. The agenda of the meeting was as follows:-

1. Opening Prayers
2. Welcoming of members
3. Minutes of previous meeting
4. Discussion on matters arising out of previous meeting.
5. Progress status of AQAR.
6. Submission of final report.
7. Vote of thanks by the coordinator.
8. Concluding prayer.

### MEMBERS PRESENT:-

1. Head of Institution and Chairperson  
Dr. Fr. G. Vazhan Arasu 
2. Senior Administrative Officers
  - i) Dr. Kallol Das (Vice Principal Discipline) <sup>frp</sup>
  - ii) Dr. Anjali D'Souza (Vice Principal Academics) <sup>frp</sup>
3. Member from the St. Aloysius College Society  
Dr. Fr. Dans George.



(Director, St. Aloysius Institute of Technology, Jabalpur).

4. Nominees from local society

i) Ms. Prakash Naik  
(Retd. Chief Justice, High Court of Orissa)

ii) Ms. Vishash Nagdev  
(Industrialist and Alumni)

iii) Ms. Sushmita Hazra  
(Student, M.A., Economics)

5. Nominees from Employers / Industrialists / stakeholders

i) Mr. Rajkumar Parmar (Industrialist)

ii) Dr. Anisal Asaiya (Scientist, TFR, Jabalpur)

iii) Mr. Atmanand Dubey (Entrepreneur and Alumnus)

6. Criteria In-Charges

i) Dr. Mrs. Mita Dasbari (Controller of Exam) Mita

ii) Dr. Mrs. Neelanjana Pattnaik Pattnaik

iii) Dr. Mrs. Roopali Ahluwalia

iv) Dr. Puhina Joshi Tukang

v) Dr. Mrs. Sonali Nigam SN

vi) Dr. Mrs. Reeta Chauhan. Reeta

7. Coordinator / Director of the IQAC  
Dr. Mrs. Siby Samuel

The following matters were discussed in the meeting -

### CRITERIA - I

Dr. Roopali Ahluwalia (Criteria I incharge) informed the members that AQAR format is compiled. Further supporting documents and links of additional information are being worked upon. She proposed to submit the final report till 10<sup>th</sup> of January 2022.

### CRITERIA - II

Dr. Sonali Nigam (Criteria II in-charge) updated the members about the process of attainment of programme outcome and course outcome (POCO). Result Analysis Compilation work is in progress. She proposed to submit final report till 10<sup>th</sup> of January 2022.

### CRITERIA - III

Dr. Puhina Johri (Criteria III in-charge) appraise that the data collection work is completed and presently working to submit the final report till 10<sup>th</sup> of January 2022. Further she discussed two questions about seed money and consultancy.

### CRITERIA - IV

Dr. Meeta Darbari (Criteria IV incharge) informed all the members that except few photographs of classrooms and data pertaining to audit

report everything is completed. And she proposed to submit final report till 10th of January 2022.

#### CRITERIA - V

Dr. Reta Chauhan (Criteria V incharge) updated the members that they are trying to fetch more data for progression and placement. Apart from that data was presented and proves were ready to upload. She proposed to complete it till 10th of January 2022.

#### CRITERIA - VI

Dr. Neelanjana Patrak (Criteria VI incharge) informed all the members that the data collection work is completed and final compilation work is in progress. She proposed to submit the final report till 5th of January 2022. She asked the working committee members to constantly remain in touch and get the doubts resolved time to time.

#### CRITERIA - VII

Dr. Siby Samuel (Criteria VII incharge) apprise the members that eighty percent of data collection work is completed. Further she informed that compilation work is in progress. She proposed to submit the final report till 5th of January 2022.


## PRINCIPAL'S REMARK -


Principal Dr. Fr. G. Vazhan Arasu insisted that criteria incharges should sit and formulate scheme and proper means to collect data. He also instructed the criteria incharges to make a plan of action and delegate it to the department, to plan out activities on the basis of data requirement. He also said that there should be a proper collaboration and networking between members of criteria, since AQAR quantitative and qualitative matrices are interrelated.

The meeting concluded with a prayer by Dr. Anjali D. Souza.



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

Dr. Siby Samuel  
(IQAC Coordinator) 

Dr. Rashmi Singh  
(Secretary, IQAC) 





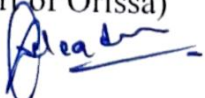
**Minutes of the meeting of Internal Quality Assurance Committee**  
**Tuesday, 31<sup>st</sup> January 2023**

The IQAC meeting of St. Aloysius (Autonomous) College was held on Tuesday, 31<sup>st</sup> January 2023 which started at 12.00 pm.

The agenda of the meeting was as follows:-

1. Opening prayer
2. Welcoming members
3. Minutes of the previous meeting
4. Discussion on matter arising out of the previous meeting
5. Academic calendar (2022-23)
6. Internship /Value added courses
7. Semester CBCS Pattern for UG and Examination Reforms
8. Entrepreneur cell and Incubation Cell
9. Appraisal of activities undertaken under Institutional Social Responsibility
10. Research and Patents
11. New Benchmark score set by NAAC and our observations
12. Discussion on the Criteria (if any)
13. Any other matter by the permission of the Chairman
14. Vote of thanks
15. Concluding prayer

**Members:-**

- 1. Head of the Institution & Chairperson**  
Dr. Fr. G. Vazhan Arasu  
(Principal) 
- 2. Senior Administrative Officers**
  - a) Dr. Kallol Das  
(Vice Principal- Discipline) 
  - b) Dr. Mrs. Anjali Dsouza  
(Vice Principal-Academics) 
- 3. Member from the St. Aloysius College Society**  
Dr. Fr. Davis George  
(Director, St. Aloysius Institute of Technology, Jabalpur)
- 4. Nominees from local Society, Students and Alumni**
  - (a) Mr. Prakash Naik  
(Retd. Chief Justice, High Court of Orissa) 
  - (b) Mr. Vishash Nagdev  
(Industrialist and Alumnus) 

(c) Ms. Vini Sharma M.A. (Pol. Sc.)

Vini Sharma

**5. Nominees from Employers /Industrialists/Stakeholders**

(a) Mr. Rajkumar Parmar  
(Industrialist)

(b) Dr. Aviral Asaiya,  
Scientist, TFRI, Jabalpur (Employer and Parent)

A. J. Asaiya

(c) Mr. Atmanand Dubey  
(Entrepreneur and Alumnus)

Atmanand Dubey

**6. Criteria In-charges**

a) Dr. Mrs. Mita Darbari  
(Controller of Exam)

Mita Darbari

b) Dr. Mrs. Neelanjana Pathak  
(Head, Dept. of English)

c) Dr. Mrs. Roopali Ahluwalia  
(Head, Dept. of Commerce)

Roopali Ahluwalia

d) Dr. Mrs. Tuhina Johri  
(Head, Dept. of Political Science)

Tuhina Johri

e) Dr. Mrs. Sonali Nigam  
(Head, Dept. of Botany)

f) Dr. Mrs. Reena Chauhan  
(Head, Dept. of Economics)

Reena Chauhan

**7. Coordinator/Director of the IQAC**

Dr. Mrs Siby Samuel

(Head, Dept. of Computer Science)

Siby Samuel

Date: \_\_\_\_\_  
Page: \_\_\_\_\_

## Minutes of the Meeting.

1. Dr. Kalraj Das initiated the meeting with an opening prayer.
2. The members of the IQAC committee were greeted by Dr. Siby Samuel who also extended a warm welcome to the new members: Dr. Aviral Rai Scientist, TFERI, Jabalpur (Employer and Parent), Dr. Tuhina John, Dr. Reeta Chouhan and Ms. Vini Sharma student-nominee.
3. Then Dr. Siby Samuel presented the minutes from the prior meeting that took place on Sept 22 2022. Dr. Neelanjana Patra proposed the minutes and was seconded by Dr. Sonali Nigam.
4. Referring to the minutes, principal inquired with the criteria-in-charges about the execution of the previously initiated plans. The in-charges informed that they had carried out the various outlined actions.
5. Then Dr. Siby Samuel provided an overview of the Academic Calendar, detailing activities across all departments. The activities were

Segmented into four categories: Experiential learning, enrichment programs, Add-on courses and academic extensions inclusive of various curricular activities.

6. Dr. Rupali Ahluwalia provided an overview of the value-added courses implemented by the departments. She highlighted the departments that have established Memorandum of Understanding with various institutions and organizations for Internship and detailed vocational courses introduced for the session. She then solicited suggestions from the members regarding potential internship opportunities.
7. Dr. Meel Darbari presented a comprehensive overview of the Semester CRCS pattern for undergraduate examinations, detailing the evaluation and grading system in alignment with the NEP 2020 guidelines.
8. Dr. Kallol Das briefed on the activities under EO cell and



Date \_\_\_\_\_  
Page \_\_\_\_\_

incubation center and reportedly informed that a faculty member has been awarded a patent. He further mentioned the college's ongoing application process for MSME registration. Additionally, he outlined various initiatives organized under Entrepreneurship Development Cell and Design Innovation Centre, including the value-added courses conducted by DIC.

9. Dr. Tuhine Johni detailed a range of activities centered around health, hygiene, environmental conservation, charitable endeavor, literacy programs, women empowerment, all undertaken as part of the institution's social responsibilities.
10. Dr. Anjali D'Souza provided insight into the accomplishment and initiative of the Research and Development Cell. She highlighted that seven papers were published in Scopus, one patent was granted, one authored book and four edited books were

published. She also noted the institutions' recognition under the PROMISING band category by ARIIA (Atal Rankings of Institutions on Innovation Achievement). Other notable activities included webinar on Intellectual Property Rights (IPR) and acknowledgment for best paper publications and projects.

11. Then the committee was introduced to the updated benchmark score established by NAAC. The principal highlighted that the modifications in the accreditation standards have raised the benchmark score, presenting a rigorous challenge for academic institutions.

The principal sought suggestions from the committee members and the following recommendations were made:

1. Ms Vini Sharma emphasized the importance of raising awareness about complimentary courses offered by international institutions, such as Harvard University, on subjects

Date: \_\_\_\_\_  
Page: \_\_\_\_\_

like content creation and travel entrepreneurship. To promote these opportunities and enhance self-employment projects, she proposed organizing online guest lectures.

2. Dr. Aviral Asaiya suggested introducing courses related to Vermicomposting, bio-fertilizers and waste management in collaboration with the Tropical Forest Research Institute (TFRI). He further recommended facilitating regular student visits to the TFRI campus for hands-on experience.
3. Mr. Atmanand Dubey highlighted the value of sharing alumni experiences with current students through guest lectures, enabling them to grasp the benefits of additional courses. He underscored further adding the placement team to maintain active communication with alumni; both for potential business collaborations and to invite them for guest lectures.
4. Justice Prakash Malik advised the institution to gather feedback from

Students regarding add-on and certificate courses to assess their effectiveness. He proposed organizing exhibitions to display student innovation and achievement.


Additionally, he recommended a fund raising initiative where students contribute a nominal amount, with the collected funds being used to distribute educational materials to the college's adopted villages. He also stressed the importance of evaluating the success rate of programs and updating the curriculum accordingly, including considering the inclusion of courses on artificial intelligence and machine learning.


5. Mr. Vishash Nagdev advocated for an increase in industrial visits and participation in exhibitions, especially those organized by Premier institutions like IIM and Delhi University. Such engagements, he said would foster creativity and innovation among students. He further emphasized the significance of practical exposure through industrial visits and live demonstrations at exhibitions.

Date: \_\_\_\_\_  
Page: \_\_\_\_\_

Further Principal recommended leveraging the ~~do~~ alumni network on LinkedIn for potential collaboration. He underscored the importance of engaging with researchers from diverse academic institutions to foster knowledge exchange. Additionally, he advocated for an increased emphasis on project based learning and research initiatives. To elevate the research quality, he proposed organizing workshops aimed at enhancing the faculty's proficiency in drafting high-caliber research papers.

The session was concluded at 2:15 pm. with Dr. Siby Samuel extending a vote of thanks to all attendees.

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

  
Dr. Siby Samuel  
(IQAC Coordinator)