IQAC Meeting 2024-25

Date Saturday, 6 July 2024
Time 12:00 noon
Venue Conference Hall

A meeting of the Internal Quality Assurance Cell of St. Aloysius' College was held on Saturday, 6 July 2024 at 12:00 noon in the Conference Hall. The following agenda was discussed.

Agenda

1. Opening prayer
2. Welcoming of members
3. Minutes of the previous meeting
4. Report of the criteria in-charges on the preparation of the SSR at the departmental level
5. Plan for the final preparation and submission of the SSR

Members Present

No.	Name	Position
1	Dr. Fr. J. Ben Anton Rose	Principal and Chairperson
2	Dr. Kallol Das	Vice Principal (Discipline)
3	Dr. Mrs. Anjali Dsouza	Vice Principal (Academics)
4	Dr. Mrs. Mita Darbari	Controller of Examination; In-charge, Criterion IV
5	Dr. Mrs. Neelanjana Pathak	Head, Dept. of English; In-charge, Criterion VI
6	Dr. Mrs. Roopali Ahluwalia	Head, Dept. of Commerce; In-charge, Criterion I
7	Dr. Mrs. Tuhina Johri	Head, Dept. of Political Science; In-charge, Criterion III
8	Dr. Mrs. Sonali Nigam	Head, Dept. of Botany; In-charge, Criterion II
9	Dr. Mrs. Reeta Chauhan	Head, Dept. of Economics; In-charge, Criterion V
10	Dr. Mrs. Siby Samuel	Head, Dept. of Computer Science; IQAC Co-ordinator; In-charge, Criterion VII

Proceedings

The meeting began with a prayer by Dr. Neelanjana Pathak and a welcome by Dr. Siby Samuel, IQAC Co-ordinator, who said that 2024-25 is the year of submission of the SSR and that the meeting would confirm the departmental preparation and plan the final stage.

The minutes of the previous meeting (18 May 2024) were read out by Dr. Sutapa Roy, proposed by Dr. Tuhina Johri, seconded by Dr. Sonali Nigam, and confirmed.

Criterion I – Dr. Roopali Ahluwalia

Every department has completed its file of course, programme and programme specific outcomes under NEP 2020. The Board of Studies minutes, value-added courses, internships and curriculum feedback are filed department-wise with an index.

Criterion II – Dr. Sonali Nigam

The outcomes were compiled. The five-year data, student feedback analysis and bridge and remedial class records are checked; the 2023-24 tables will be locked after the results are added.

Criterion III – Dr. Tuhina Johri

Research papers, chapters, books and patents of 2019-2023 are collected from all departments with proof. Mr. Enosh Philips has prepared the MoU activity report, and has completed a case study on an extension activity.

Criterion IV – Dr. Mita Darbari

Metrics 4.1.2, 4.2.2, 4.3.2 and 4.4.1 are calculated from the audit reports of four years. The infrastructure is arranged year-wise with captioned photographs; final figures follow the Audit Report of 2023-24.

Criterion V – Dr. Reena Chauhan

Departments have submitted their activity reports for metrics 5.1.2 and 5.3.3. The lists of graduates, progression, placement and career guidance records and competitive examination certificates are verified.

Criterion VI – Dr. Neelanjana Pathak

The policies, organogram, NEP document and e-governance papers and Metrics 6.3 and 6.4 are included, and the qualitative answers have been reviewed twice.

Criterion VII – Dr. Siby Samuel

1. Informed about Values, best practices and distinctiveness, the code of conduct and constitutional values programmes; the best practices SPARSH and Nurturing Students towards Self-Actualisation; and the SAIL distinctiveness.

Plan for Final Preparation

1. Internal review of each criterion with the heads of departments by the second half of July 2024.
2. Review by the Principal and the Vice Principal in the first half of August, checking that figures agree across criteria.
3. Final IQAC meeting on 31 August 2024, and submission of the SSR to NAAC in September 2024.

Remarks of the Principal

The Principal thanked the in-charges and the heads of departments and asked that every statement in the SSR be backed by an indexed document. The meeting ended with a vote of thanks.

Dr. Mrs. Siby Samuel IQAC Co-ordinator

Dr. Fr. J. Ben Anton Rose Principal and Chairperson, IQAC

IQAC Meeting 2024-25

Date Saturday, 31 August 2024
Time 12:00 noon
Venue Conference Hall

A meeting of the Internal Quality Assurance Cell of St. Aloysius' College was held on Saturday, 31 August 2024 at 12:00 noon in the Conference Hall. The following agenda was discussed.

Agenda

1. Opening prayer
2. Welcoming of members
3. Minutes of the previous meeting
4. Final verification of the SSR, criterion by criterion, by the respective in-charges
5. Approval and submission of the SSR to NAAC

Members Present

No.	Name	Position
1	Dr. Fr. J. Ben Anton Rose	Principal and Chairperson
2	Dr. Kallol Das	Vice Principal (Discipline)
3	Dr. Mrs. Mita Darbari	Controller of Examination; In-charge, Criterion IV
4	Dr. Mrs. Neelanjana Pathak	Head, Dept. of English; In-charge, Criterion VI
5	Dr. Mrs. Roopali Ahluwalia	Head, Dept. of Commerce; In-charge, Criterion I
6	Dr. Mrs. Tuhina Johri	Head, Dept. of Political Science; In-charge, Criterion III
7	Dr. Mrs. Sonali Nigam	Head, Dept. of Botany; In-charge, Criterion II
8	Dr. Mrs. Reena Chauhan	Head, Dept. of Economics; In-charge, Criterion V
9	Dr. Mrs. Siby Samuel	Head, Dept. of Computer Science; IQAC Co-ordinator; In-charge, Criterion VII

Proceedings

The meeting began with a prayer by Dr. Tuhina Johri and a welcome by Dr. Siby Samuel, IQAC Co-ordinator, who said that this was the final meeting before the submission of the SSR. She placed on record the contribution of Dr. Anjali Dsouza on her retirement in August 2024.

The minutes of the previous meeting (6 July 2024) were read out, proposed by Dr. Neelanjana Pathak, seconded by Dr. Mita Darbari, and confirmed.

Final Verification by the Criteria In-charges

1. **Criterion I – Dr. Roopali Ahluwalia:** outcome files of all departments are complete; the Board of Studies minutes, value-added courses and internship lists are indexed.
2. **Criterion II – Dr. Sonali Nigam:** the five-year student and teacher tables are locked and the 2023-24 results added; feedback analysis and remedial class records are attached.
3. **Criterion III – Dr. Tuhina Johri:** research lists, patents, MoU report and extension case studies are final with proofs, and uploaded on the website tabs.
4. **Criterion IV – Dr. Mita Darbari:** the Audit Report of 2023-24 has been received and the figures of metrics 4.1.2, 4.2.2, 4.3.2 and 4.4.1 are final and agree with the infrastructure.
5. **Criterion V – Dr. Reena Chauhan:** graduate lists, activity reports, progression, placement and competitive examination records are complete without duplication.
6. **Criterion VI – Dr. Neelanjana Pathak:** metrics 6.3 and 6.4, policies, organogram and e-governance papers are final; the index of 6.5.2 is ready.
7. **Criterion VII – Dr. Siby Samuel:** the evidence for gender equity, audits (with action taken), energy and water (with geo-tagged photographs and bills) is final. The diversity and assistive technology policies were approved by the Principal, and the two best practices and the SAIL distinctiveness are final.

Approval and Submission of the SSR

The Principal approved the final SSR with the indexed documents of all seven criteria. The Principal and the Co-ordinator will submit it on the NAAC portal in September 2024, a copy will be kept in the IQAC office, and each in-charge will answer NAAC queries on their criterion.

Remarks of the Principal

The Principal thanked the in-charges, the heads of departments and the staff for the year's work. The meeting ended with a vote of thanks.

Dr. Mrs. Siby Samuel IQAC Co-ordinator

Dr. Fr. J. Ben Anton Rose Principal and Chairperson, IQAC