

MINUTES OF THE IQAC MEETING HELD ON NOVEMBER 20,2021

An in person / online meeting of IQAC was held on November 20, 2021 was held in the Conference hall to discuss the following agenda:

1. Confirmation of the minutes of the last meeting held on June 22,2021
2. Implementation of ERP
3. Status of SSR for NAAC
4. Updating the College website
5. Creation of team for the extension of Autonomy
6. Creation of Policy Documents
7. Any other matter

The following members were present :

Dr. Fr. Nabor Lakra s.j. Principal
Dr. Fr. Pradeep Robert Kujur s.j. Vice Principal
Dr. Fr. Ajay Minj s.j. Vice Principal
Dr. Fr. Roshan Baa s.j. Bursar
Shri Binay Sarawgi
Dr. Swarat Chaudhuri – Coordinator
Dr. Sanjay Kumar – Dean Science (online mode)
Dr. Sanjay Kumar Ghosh – Dean Commerce
Dr. Kamal Kumar Bose – Dean Humanities
Dr. Marcus Barla – DSW (online mode)
Dr. Bharti Raipat (online mode)
Dr. Ajay Kumar Shrivastava
Prof. B K Sinha – CE
Dr. Raman Kumar Das
Dr. N V A Rao
Dr. Achal Sinha
Dr. Rajeev Shrivastava
Fr. Florence Purty s.j.
Shri Gautam Rudra
Fr. Edwin Dungdung s.j. – Assistant CE

Minutes of the meeting

The Chairman, Dr. Fr. Nabor Lakra s.j. Principal, welcomed the members.

1. The minutes of the last meeting held on June 22,2021 were read out by the Coordinator and were accepted with minor changes.

Action Taken Report on the last meeting held on June 22,2021

Agenda no 5 of previous meeting – Institutional Social Responsibility

- (i) Dr. Fr. Nabor Lakra s.j. Principal, informed the house that Dry rations were given to the members of the non-teaching staff during the Covid period as part of the institution's responsibility toward the community.
- (ii) He also informed the house that the College had extended financial help to the Society of Jesus, Ranchi Province , which was carrying out dedicated programmes to help the needy during the pandemic.
- (iii) Dr. Fr. Pradeep Robert Kujur s.j. informed the house that the College had decided to waive the fees of those students who had lost either or both parents in the pandemic.
- (iv) Dr. Fr. Pradeep Robert Kujur s.j. also informed the house that students whose families had suffered economically due to Covid 19 have been permitted to pay the fees in instalments.
- (v) Dr. Sanjay Kumar suggested that a list of beneficiaries be prepared and submitted to IQAC.
- (vi) Dr. Fr. Nabor Lakra s.j. Principal informed the house that the College has not raised the fees for any programme due to Covid 19.
- (vii) Dr. Fr. Nabor Lakra s.j. Principal suggested that each department should take the initiative to conduct outreach programmes.

Agenda no 7 previous meeting – Admission Policy

- (i) Dr. Fr. Pradeep Robert Kujur s.j. informed the house that the College has decided the following:
 - (a) There will be no admission test.
 - (b) Selection will be done on the basis of aggregate through the ERP. It shall be a three step process – declaration of selection list – verification of certificates – followed by admission
 - (c) Dr. Sanjay Kumar pointed out a lacuna in the process. Admissions in the department of Physics had been done on the basis of aggregate whereas focus should have been on the marks obtained in Physics and Mathematics. There is a need to prepare the selection list on the basis of marks obtained in allied subjects.

Agenda no 8 previous meeting – Relocation of Exam Department

- (i) Dr. Fr. Nabor Lakra s.j. Principal, informed the house that there is a shortage of space in the constructed area of the college. Some facelift had been done to the existing area and more improvements are in the offing.

- (ii) Dr. Fr. Pradeep Robert Kujur s.j. informed the house that the management is trying to identify a suitable location for the Exam Department.
- (iii) The PG library has been formally declared as a library to the NTCE so that space cannot be allotted to the Exam Department. Efforts are on to alleviate the problems faced by the various administrative offices of the college.

Discussions on the agenda for meeting of IQAC held on November 20, 2021

2. Implementation of ERP

- (i) The coordinator informed the house that ERP MASTERSOFT has been partially yet successfully implemented (95%). Semester I students (newly admitted) have access to the portal.
- (ii) ERP handlers have requested the college to assign a faculty member to run the different functions of the ERP.
- (iii) There is a need to conduct a Faculty Development Programme in the use of ERP
- (iv) A three member team from Nagpur will be arriving on 29.11.2021 to interact and assist the teachers in the use of ERP.
- (v) The Principal that he will soon be appointing a person to run the different functions of the ERP.
- (vi) Dr. NVA Rao suggested appointing a person specifically for the purpose.
- (vii) Prof. B K Sinha suggested that the second Vice-Principal Fr. Ajay Minj s.j. be made in-charge to coordinate the FDP for the ERP.

3. Status of SSR for NAAC

- (i) Dr. Kamal Kumar Bose suggested that a faculty Training programme be held for record-keeping.
- (ii) The coordinator asked the house to resolve that each department record at least 10 lectures to upload on the college LMS.

4.&6. Updating the College website & Creation of Policy Documents

- (i) Dr. Achal Sinha informed the house about the various policy documents that need to be prepared and uploaded on the college website.
- (ii) Dr. Fr. Pradeep Robert Kujur s.j. informed the house that two documents – Faculty Manual and Service Rules for Management Staff – are almost ready.

5. Creation of team for the extension of Autonomy

- (i) Dr. Fr. Nabor Lakra s.j. Principal, informed the house that a new team will be formed very soon to apply for autonomy.
- (ii) Dr. NVA Rao informed the house that the college had admitted students for the last autonomous year. There is an urgent need to apply for NAAC assessment and accreditation and autonomy by December 2021.

7. Any other matter

- (i) Dr. Swarat Chaudhuri mentioned the importance of the office of the Deans and requested the Principal to make the office functional.
- (ii) Dr. Marcus Barla – DSW suggested that the college appoint a counsellor to attend to the need of students.
- (iii) Dr. Fr. Pradeep Robert Kujur s.j. informed the house that there used to be a counsellor earlier but the post was abolished . The post, however, will be revived in due course of time.
- (iv) Dr. NVA Rao suggested appointing different counsellors for academic and psychological needs.

The meeting ended with a vote of thanks by the Chairman.

Dr. Swarat Chaudhuri
Coordinator, IQAC

Dr. Fr. Nabor Lakra s.j. Principal
Chairman