

Minutes of the IQAC meeting held on 30th July 2021 online.

The Meeting was attended by Prof. John Varghese (Chair), Dr. Chinkhanlun Guite (Bursar), Dr. Ashutosh Dayal Mathur, Dr. Karen Gabriel, Dr. Pankaj Mishra, Ms. Simmi Puri, Dr. Aditya Pratap Deo (Coordinator)

1. Dr. Aditya Pratap Deo (Coordinator) listed out the various documents pertaining to the meeting – agenda, minutes of the meeting held on 10th December 2020, Action Taken Report, Note on Proposal for Soft Skills Training for Students, Reports on preparation for NAAC Criteria by Criteria Sub-Committees – that were given to all members of the IQAC.
2. The minutes of the last meeting were confirmed: the confirmation was proposed by Dr. Pankaj Mishra and seconded by Dr. Karen Gabriel.
3. Dr. Rene Saksena was welcomed as Convenor of Criterion Student Progression.
4. The Coordinator read out the minutes in order to elicit responses under the agenda item Matters Arising.
5. Dr. Mishra and Dr. A. D. Mathur raised the issue of the modality of running the Mentorship Programme, especially in relation to whether it should be Department specific or uniform the College. The latter was of the view that a general framework for all would ensure that there were no wide variations; and the former pointed out that the individual styles of teachers should be given scope.
6. Dr. Deo wondered if Mr. Mukarji could be invited to present the Soft Skills proposal submitted by him to the students and the staff so that responses could be collected to modify it as per requirement. Dr. Karen Gabriel suggested that since the English Department already runs a course on Soft Skills, it would be good to coordinate the Soft Skills initiative of the IQAC with it.
7. Going further with the items on the agenda, Dr. Deo informed the Committee that a 3-day online Academic and Administrative Audit (external) was successfully conducted by the Xavier Board of Higher Education in India (XBHEI). He thanked the Principal, Ms. Felicita, Ms. Joanna and all the members of the college community who participated for their support and participation.
8. The Principal, Prof. John Varghese, thanked Dr. Deo, the IQAC Team and all those who participated for the successful conduct of the audit process, and the XBHEI and its experts for doing the audit.
9. In relation to the activities of the Campus Placement Cell (CPC) in relation to NAAC requirements, members recommended to the Principal that (a) a separate office may be found for the CPC (b) secretarial help be provided (c) a second Staff Adviser be appointed and (c) contact with alumni office be strengthened, all of these to make the process of documentation more formal and official, and to facilitate alumni support for the CPC's activities. In a discussion between Dr. Deo and Dr. Mathur, it seemed that it would be a good practice to ask all students to communicate placement information to CPC.
10. The members recommended to the Principal that documentation for Society activities be increased and systematized for NAAC purposes in the following way: (a) one

Executive Council Member to look after recording and documentation (b) creation of E-log to record all activities promptly and regularly, tied to society corner on website (c) archiving poster/flyer, attendance sheet, photos/videos, screenshots, etc. on the website (d) creation and archiving of Action Taken/impact Reports where applicable

11. Dr. Mathur pointed out that all society activities, including those on social media, should be directed through the College/portal. Dr. Chinkhanlun Guite suggested that it could be recommended that the College consider a dedicated data server, under the IRC, to handle the vast amount data that will have to be dealt with once documentation of society activities in the above manner (point 11) starts. Ms. Simmi Puri pointed out that we needed to do software development to get a Content Management System with separate logins for each society for this purpose. Dr. Guite agreed with the same and further suggested that we tie up the process of submission of documentation to financial clearance for societies to make it effective. Ms. Puri advised that until such time as these systems were up, an excel sheet vetted by the Staff Adviser might serve the purpose of recording and documenting society activities.
12. The members approved the process of CAS/MPS promotions and requested the Principal to forward the recommendations of the promotion committees to the Governing Body for action.
13. To a question by Dr. Mishra and Dr. Mathur about whether the IQAC needs to approve cases of promotion to professorship, the Principal clarified that it was a separate category of promotions and need not be taken up at this point.
14. On the discussion on mentoring, it was agreed to propose to the Principal the implementation of a mentoring system, with the following features: (a) each department be asked to create a system (b) all students to be divided between faculty for mentoring (c) not more than 20 students to a teacher, to be met one at a time (d) to meet students twice every semester (e) maintain diary. These recommendations were made after the Coordinator's consultations with the auditors of XBHEI and the departments through the Criterion Sub-committee.
15. Various other issues were raised about the mentoring system. Dr. Mathur wondered whether we were clear about what was to be covered under mentoring and Dr. Guite suggested that we work towards providing rooms to teachers for mentoring. Dr. Gabriel raised the following issues in relation to mentoring: (a) the question of ethics in relation to recording details of mentoring and making it available for scrutiny (b) nature of counseling (c) the assignment of mentees to mentors (d) need for further discussion. It was agreed that we needed a concept paper on this which could be discussed further.
16. Dr. Deo proposed that the following in relation to Departmental activities also be implemented to fulfill NAAC requirements: (a) ascertain level of student competence at the beginning and take remedial action for needy student (b) take feedback on syllabus (c) Take feedback on teaching-learning (d) appoint Quality Assurance Member (e) Internal assessment: grievance and reform (Student-Teacher Committees).

17. In their response to this point members suggested that (a) mentoring could be a kind of remedial action for students who might need additional teaching support (Dr. Guite) (b) the nature and logistics (in terms of workload) of remedial action be considered carefully to make it effective (Dr. Mathur) (c) feedback on teaching-learning needs also to be thought through (d) the School of Languages be considered as a possible place where some additional support to students may be available (d) feedback in the SFC be considered for the issue of feedback on syllabus and teaching-learning (Dr. Gabriel) (e) the question of grievances and reforms related to internal assessment are a sensitive matter and need to be considered carefully (Dr. Gabriel) (f) some kind of early assessment of levels of students competence could be undertaken (Dr. Gabriel) (g) an institution-wide rather than department specific framework for these things (Dr. Mathur) (h) seeking feedback on all these points from the Departments
18. It was decided that Dr. Mathur, Dr. Gabriel and Dr. Guite will prepare a concept note on mentoring and Departmental activities for discussion by the Departments, IQAC and then the Principal.
19. Work was allotted to relevant Sub-Committees to prepare draft for (a) Code of Ethics (7.1.10) (b) IT/ Optional (Infrastructure and Learning Resources, 4.3.1, covering Cyber Security, Wi-fi, Social Media usage?), E-Governance (Governance, Leadership and Management, 6.2.3) (c) Green Campus Policy (Institutional Values and Best Practices, 7.1.7) (d) Admission Policy (Teaching-Learning and Evaluation, 2.1.2) (Admission Policy, Letters from Authority) (e) Maintenance and Use of Infra Structure, Academic and Physical (Infrastructure and Learning Resources, System and Procedures for Maintenance and Utilization of Physical, academic and support facilities, 4.4.2)(f) Financial Support to Teacher (Research, Innovation and Extension, 3.1.1, 3.1.2, Promotion of Research, Seed Money, Financial Support to Teachers, 6.3.2) (g) Mobilization of Fund-collection, spending (Governance, Leadership and Management, 6.4.3) (h) Brochure for support to specially-abled students (Institutional Values and Best Practices, 7.1.5)
20. The members recommended that a Green Audit be done as soon as possible.
21. Dr. Guite was of the opinion that for the Best Practices section, we should consider the Morning Assembly as a unique custom of College. Similarly, that the College is giving benefits to College employees of the same kind that the permanent, UGC employees get, can also be presented as best practices.
22. On the question of Best Practices, Dr. Mathur asked if the report of the auditors could be accessed to see what kinds of best practices have been cited by all the departments. Dr. Gabriel wondered if the large number of scholarships being given by us could also be considered. Dr. Deo suggested that we could propose the best practices mentioned by Dr. Guite for both the AQAR 2020-21 and the SSR.
23. It was felt that the IQAC could recommend to the Principal that the process for cases for Professorship could be expedited so that the College could benefit from this for NAAC assessment. Dr. Guite assured the members that these cases were being pursued with full vigour.

Dr. Aditya Pratap Deo

Coordinator, IQAC, 9th March 2022