

HISLOP COLLEGE

“Internal Quality Assurance Cell (IQAC) MEETING-Session 20-21”

Attendance Sheet

The following members of the Internal Quality Assurance Cell (IQAC) were present for the meeting in the NAAC Cell / Conference Room.


Names	Signature					
	02/12	11/12	12/12	15/12	25/12	26/12
1. Dr. Pratik E. P. Michael – (IQAC – Coordinator)						
2. Dr. Mrs. Mousumi Bhowal						
3. Dr. Mrs. Jigisha Naidu						
4. Dr. Mrs. Malti Panga						
5. Dr. Hariom Puniyani						
6. Dr. Mrs. Dini Menon						
7. Dr. Mrs. Mashita Pise						
8. Dr. Ashish Jha						
9. Dr. Subhajit Halder						
10. Ms. Parama Majumdar						
11. Dr. Mrs. Sonal Paliwal						
12.						

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael
DATE & TIME: Wednesday, December 2, 2020 at 2.30 p.m.
MEETING TITLE: AQAR 2019-20
VENUE: AV Room

AGENDA:

S.No	Description	Discussion	Person(s) Incharge
1.	AQAR 2019-20 and SSR	Discussion on submission of AQAR 2019-20 (4 th cycle) and submission of SSR	All criterion in-charge
2.	Modifications in AAA for AQAR for 2019-20	<ul style="list-style-type: none">• Questions in SSR that are not repeated in AQAR, to be included in AAA 2019-20• New AAA columns or additional information sought with respect to SSR• Criterion wise submission of modified AAA	Criterion in-charges (Submission by mail)
3.	Comparative study of AQAR – SSR	SSR to be studied thoroughly, criterion-wise	All criterion in-charge
4.	Compilation of new AAA as per the inputs	Compilation for the Departments Compilation for the Cells Compilation for the Office Compilation for the IQAC Team	- Dr Dini Menon - Dr Jigisha Naidu - Dr Shubhajit Halder - Dr Sonal Paliwal
5.	Time line for AQAR Compilation and Submission	Compilation of Revised AAA - Dec. 7, 2020 Dispatch of AAA to the Departments - Dec. 12, 2020 18 Dec. Departmental AAA Submission by - Dec. 24, 2020, Jan. 09, 2020 Compilation of Departmental Inputs - Jan. 13 to 20, 2021 18-22 FINAL SUBMISSION - Jan. 26, 2021 18, 29	
6.	Preparation for next NAAC Cycle	<ul style="list-style-type: none">• Suggestions to the department on which points to be highlighted, based on the analysis of the submitted AAA• Mock NAAC evaluation by external evaluators	


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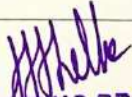


IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael
DATE & TIME: Wednesday, December 11 & 12, 2020 at 2.30 p.m.
MEETING TITLE: Criterion wise Proof reading of AAA for SSR
VENUE: NAAC Cell

AGENDA:

S.No.	Description	Discussion	Person(s) Incharge
1.	AAA for SSR	Discussion on overall process submission of SSR	All criterion in-charge
2.	Comparative study of AQAR – SSR	SSR thoroughly read and discussed, criterion-wise	All criterion in-charge
3.	Proof Reading CRITERION I	<ul style="list-style-type: none">• New questions to be included that are not New AAA columns or additional information sought with respect to SSR• Modification of DVV columns• Suggestions on analysis of feedback from stake holders	Dr Malati Panga Dr Sonal Paliwal
4.	Proof Reading CRITERION II	<ul style="list-style-type: none">• Discussion on 2.6.2 Attainment of outcomes• DVV and questions of QIF discussed	Dr Mousumi Bhowal Ms Parama Majumdar
5.	Proof Reading CRITERION III	<ul style="list-style-type: none">• Modifications suggested in questions to be included in SSR• Modification of DVV columns	Dr. Dini Menon & Dr. M. Pise
6.	Proof Reading CRITERION IV	<ul style="list-style-type: none">• Modification of DVV columns• Discussion on Library data inclusion	Dr Hariom Punyani & Dr Sonal Paliwal
7.	Proof Reading CRITERION V	<ul style="list-style-type: none">• Modifications to questions pertaining to Student Scholarship and Progressions with respect to SSR DVV	Dr M. Pise & Dr. J. Naidu
8.	Proof Reading CRITERION VI	<ul style="list-style-type: none">• Discussions on policy documents required	Dr. A.Jha & Dr. S. Halder
9.	Proof Reading CRITERION VII	<ul style="list-style-type: none">• Discussions regarding best practices	Dr Pratik Michael & Dr Jigisha Naidu


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IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael
 DATE & TIME: Friday, January 15, 2021 at 12.00noon.
 MEETING TITLE: AISHE proforma 2020-21
 VENUE: NAAC cell
 AGENDA: Allocation of work regarding AISHE

S.No	Description	Person(s) responsible	Duration for completion of task
1.	AISHE PROFORMA : Part - I Teachers' Information Format Previous year data to be verified for each department w.r.t. <ul style="list-style-type: none"> • List of teachers • AADHAR Information • Name of employee to be exactly as per AADHAR 	- Dr Jigisha Naidu	January 19, 2021
2.	AISHE PROFORMA : Part - II Data Capture Format BLOCK-WISE WORK DISTRIBUTION <ul style="list-style-type: none"> • 2A : College Details • 2B : Programmes • 2C : Staff Information • 2D : Student Enrolment Details • 2E : Results (Summer 2020) • 2F : Financial Information • 2G : Infrastructure • 2H : Scholarship & Accreditation 	- Dr P Michael - Dr M Bhowal & Dr Mashita Pise - Dr P Michael & Dr Jigisha Naidu - Ms. P Majumdar, Dr S Paliwal & Mr. Ashish Shah - Dr A Jha, Dr S Haldar - Dr A Jha & Mr Sujeev Abraham - Mr. H Punyani - Dr Dini Menon & Dr Jigisha Naidu	January 19, 2021
3.	DEADLINES <ul style="list-style-type: none"> • Initial Data Submission • Data Review • Online Submission 		January 19, 2021 January 20 & 21, 2021 January 22, 2021

4.	BIRAC-Bio-entrepreneurship programme for Departments of Life science in collaboration with ED Cell	Dr MashitaPise (for communication with BIRAC)	Tentative date: January 28, 2021
5.	Discussion on the organisation of International Conference on Emotions in collaboration with Sri Lankan council	In collaboration with WSDC – Dr NeetuCharles Brochure - Dr Jigisha Naidu	Tentative date: February 16, 2021
6.	Discussion on the organisation of International Conference in collaboration with NAAC Bangalore	Brochure & Registration form - Dr SonalPaliwal	Tentative date: March 1 st week



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IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael
DATE & TIME: Thursday, February 25, 2021 at 2.00 p.m.
MEETING TITLE: Organisation of National e-Conference in collaboration with NAAC
Bangalore
VENUE: NAAC Cell

AGENDA:

S.No	Description	Person(s) responsible	Duration for completion of task
1.	<ul style="list-style-type: none">• Organisation of National e-Conference on "Quality Higher Education : Blackboard to Techboard in Post-COVID Scenario"	- IQAC Core team to rope in more staff	March 10, 2021
2.	ALLOCATION OF DUTIES <ul style="list-style-type: none">• Conducting the Programme and Opening Slides• Introduction of the Speakers• Report• Feedback• Formation of Groups for communication• Registration & Feedback e-Forms• Vote of Thanks• Live streaming on YouTube	- Ms P Majumdar - Dr Jigisha Naidu & Dr Mashita Pise - Dr M Bhowal & Dr M Panga - Dr Dini Menon - Mr. H Punyani - Dr Jigisha Naidu - Dr M Panga - Dr S Chacko -	
3.	DEADLINES <ul style="list-style-type: none">• Registration Forms• Group Formation• E-mail links		March 1, 2021 Upto March 9, 2021 March 10, 2021 morning


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IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael
 DATE & TIME: Wednesday, June 26, 2021 at 12.00 noon.
 MEETING TITLE: AQAR 2020-21 and Preparations for the Assessment Year
 VENUE: NAAC Cell

AGENDA:

S.No	Description	Person(s) responsible	Timeline
1.	Discussion on feedback of the NAAC workshop. Further, criteria-wise discussion impending	All criterion in-charge	Next scheduled meeting of IQAC core team
2.	Modifications in AAA to suit new AQAR for 2020-21 <ul style="list-style-type: none"> • Criterion incharge to check all the key indicators and the data entry formats before drafting the new AAA • Criterion wise submission of modified AAA • Compilation of criterion-wise modifications into a new format 	Criterion in-charges (Submission by mail) Dr Jigisha Naidu & Ms. Parama Majumdar (Compilation)	- July 3, 2021 - from July 6, 2021
3.	Dispatch of AAA to the Departments, Cells and Admin Office	Through IQAC mail	- July 9, 2021
4.	Submission of AAAs	From Departments Cells and Admin Office	- July 24, 2021
5.	Compilation of data for each criterion	All criterion in-charge	- July 26, 2021 to July 30, 2021
6.	Submission of criterion-wise compiled data on the NAAC Portal	All criterion in-charge	- July 31, 2021
7.	Preparation for SSR Compilation <ul style="list-style-type: none"> • Pre Compilation Departmental Audit • Post Compilation Departmental & Administrative Audit • Orientation of Staff & other stake holders 	- IQAC Team - External Resource Persons + IQAC Team - Principal, IQAC Team, IQAC Co-ordinators from other colleges who have faced the 4 th accreditation cycle under the modified format	- Work to commence from August 30, 2021

	<p>Adjunct matters considered</p> <ul style="list-style-type: none"> • Google forms to access specific student information • UNESCO dates of relevance to be celebrated • Availability of funding sources for college development to be assessed • Modifications to IQAC Calendar 	<p>Created by specific criterion in-charge to interact with the concerned nodal teacher in-charge.</p> <p>Dr Sonal Paliwal to document such dates</p> <p>Dr Hariom Punyani & Dr Ashish Jha</p> <p>Dr Pratik Michael, Dr Mousumi Bhowal & Dr Jigisha Naidu</p>	
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Nagpur

IQAC: Plan of Action with Objectives and Outcomes

Session 2020-21

Session	Plan of Action with Objectives	Outcome
2020-21	To plan and organise activities towards quality Sustenance	To ensure sustenance of quality of the institutional Human resource as well as Students, regular student webinars, conferences, workshops were organized under the aegis of IQAC. 28 Conferences, Seminars, Workshops on quality were conducted, which also included National E-Conference on 'Quality Education: Blackboard to Tech-board in the Post COVID Scenario' in collaboration with NAAC Bangalore, Virtual Student Induction Programme attended by 569 students.
2020-21	Implementation of new Undergraduate and Post Graduate courses	To step up the identity of the college as a higher learning centre and meet the demands of the students three new courses; BCA, M. Sc. Mathematics, M. Sc. Physics were applied for to the university Academic preparedness was ensured in collaboration with the departments. An academic and infrastructural audit was conducted by the university to ensure the readiness for induction of the students for the next academic session. Preparation in terms of teaching plan, academic calendar, and evaluation scheme was also carried out jointly by the IQAC and departments.
2020-21	To plan and execute co-curricular and extracurricular activities on virtual platform	The pandemic situation did not deter the institute from organising programmes towards overall development of students. Various events and activities were planned and conducted with special emphasis of Physical & Mental Health, Soft skill development, Life skills, Human values, professional ethics, team building skills, institutional social responsibility, etc. through programmes like Abhivyakti, Naitik Muiya hamari penchraan, Grassroot innovation

		and entrepreneurship, Understanding gender: looking beyond He/She, Unknot yourself before you tie the knot and Cyber security to name a few.
2020-21	To extend the reach of the college beyond the regional boundaries	Seizing opportunity from the challenge that the pandemic presented, the departments expanded the scope of the activities to the national level. These activities enabled the students to interact with national level resource persons as well as participants. This helped the students to keep informed of the latest trends in their respective fields. Programmes like Women's Day-The Science Way, Socio Economic development & Human Rights, Master's Paradigm, Psychogalaxy, Chem-Mystery, Statistica, etc.
2020-21	To instil Environment consciousness for Students & Staff	Certificate course on Allied Agricultural Skills and workshop on beekeeping and other environmental sensitization programmes help students develop a deeper understanding of and engagement with environmental issues. They contribute to environmental projects of the college such as maintaining the botanical garden, the famous annual Flower Show of the college and in spreading environmental consciousness among school students through competitive events under the banner of "PAPILION"- (Butterfly in French. QR coding of the tree species of the campus was undertaken as a student project. The students were also involved in community projects such as tree plantation drives and the Ambazari Bird Survey 2021. The college organized various competitions in the National Intercollegiate Online Festival on Wildlife from 2 to 8 October, 2020. A lecture series was held by the Environment Cell to commemorate the World Environment Day, the World Bee Day and the International Day for Biological Diversity.


IQAC CO-ORDINATOR
 Hislop College,
 Nagpur

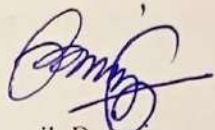
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NOTICE

29.08.19

All members of the Internal Quality Assurance Cell (IQAC) are requested to attend a meeting on **Friday, 30th August, 2019** at **11.00 am** in the NAAC Cell.




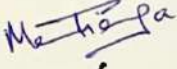



Principal


Dr. Prantik Banerjee
IQAC Coordinator

**IQAC MEETING
HISLOP COLLEGE
NOTICE**

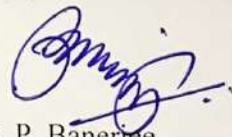
29.08.2019

The following members of the Internal Quality Assurance Cell (IQAC) are requested to attend a meeting in the NAAC Cell on Friday, 30th August, 2019 at 11am.

1. Dr. Mousumi Bhowal 
2. Dr. Jigisha Naidu 
3. Dr. Hariom Puniyani 
4. Dr. Pratik Michael 
5. Dr. Dini Menon 
6. Dr. Mashita Pise 
7. Dr. Ashish Jha 
8. Dr. Subhojit Haldar 
9. Dr. Malti Panga 
10. Ms. Parama Majumdar 
11. Dr. Sonal Paliwal 


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Dr. P. Banerjee

IQAC Coordinator

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Prantik Banerjee
DATE & TIME: Friday, August 30, 2019 at 2.30 p.m.
MEETING TITLE: Autonomy : Visit of the External Committee
VENUE: NAAC Cell

AGENDA:

S.No	Description	Discussion	Person(s) Incharge
1.	Autonomy	Discussion on Autonomy proposal and Visit of the External Committee	All criterion in-charge
2.	Departmental Visits	Departments to be instructed for the required Files as per the discussions	All criterion in-charge
3.	Compilation of Files for the Summary to be Presented	Compilation of Curriculums Compilation of Examination Patters & Credit Distribution Scheme Compilation for the Departments Compilation for the Cells Compilation for the Office Compilation for the IQAC Team	- Dr M Bhowal - Dr J Shiwalkar - Dr Dini Menon - Dr Jigisha Naidu - Dr Shubhajit Halдар - Dr Sonal Paliwal


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Hislop College, Nagpur
Internal Quality Assurance Committee (IQAC)

The Following are the changes in the Internal Quality Assurance Committee (IQAC)

1. Dr. Prashant Shelke, Principal & Chairperson

Shelke

2. Prof. Jayant Agrawal, Secretary, Hislop Education Society

Jayant Agrawal

3. Dr. Pratik E. P. Michael, Vice Principal & IQAC Director

Pratik Michael



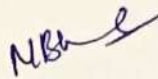

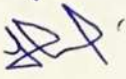

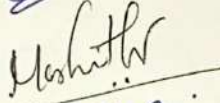
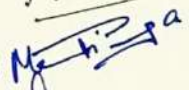



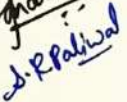
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"Internal Quality Assurance Cell (IQAC) MEETING"

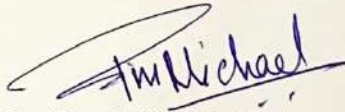
NOTICE

23.01.2020

The following members of the Internal Quality Assurance Cell (IQAC) are requested to attend a meeting in the NAAC Cell on Tuesday, 28th January, 2020 at 12:30 pm.

- 1) Dr. Mrs. Mousumi Bhowal 
- 2) Dr. Mrs. Jigisha Naidu 
- 3) Dr. Hariom Puniyani 
- 4) Dr. Mrs. Dini Menon 
- 5) Dr. Mrs. Mashita Pise 
- 6) Dr. Mrs. Malti Panga 
- 7) Dr. Ashish Jha 
- 8) Dr. Subhajit Halder 
- 9) Ms. Parama Majumdar 
- 10) Dr. Mrs. Sonal Paliwal 


Dr. Prashant Shelke,
OFFICIATING PRINCIPAL
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Dr. Pratik E. P. Michael
IQAC Coordinator

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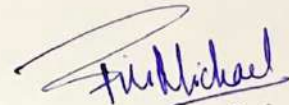
“Internal Quality Assurance Cell (IQAC) MEETING”

Date: 28th January, 2020

Venue: Conference Room

AGENDA

1. Welcome of the members
2. Follow up and Inputs of previous allotted work (Status, dates, activities, etc.)
3. Clarity for following Assessment Manual and Preparation of SSR
4. Presentation of Revised Accreditation Framework, Dr. Mrs. M. Bhowal
5. Discussion on revisions.
6. Strategic plan of action for implementation of measures and improving processes as per the new guidelines
7. Allotment of work (New format)
8. Any other matters arising.



Dr. Pratik E. P. Michael
IQAC Coordinator


IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael
DATE & TIME: Tuesday, January 28, 2020 at 12.00 noon.
MEETING TITLE: Criterion-wise discussion on data compilation
VENUE: NAAC Cell

AGENDA:

S.No	Description	Discussion	Person In-Charge
1.	Inputs on previously allotted work	All criterion in-charge	
2.	Criterion I	Documents to be kept ready: Teaching Plan Academic Calendar BoS membership letter Sanction letters	Dr Malati Panga & Dr Sonal Paliwal
3.	Criterion II	Admission details: PG Admission bifurcation to be mentioned – CAP & College level data to be kept ready	Dr M Bhowal & Ms. P Majumdar
4.	Distinction of Value added and Certificate Courses	Value Added: INTERNAL – without duration barrier Certificate/Diploma: EXTERNAL/ COLLABORATIVE – time bound (min. 30 hrs.)	All criterion in-charge
5.	Student Satisfaction Survey	Weblink to be created for previous SSS on IQAC	Dr Jigisha Naidu
6.	Data for AQAR	Criterion wise assortment of data to be sought from departments	All criterion incharge
7.	Application for NIRF Ranking	Matter under consideration	

Next meeting on January 30, 2020 12.30 p.m.



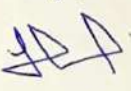


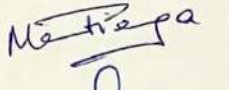

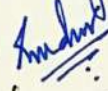
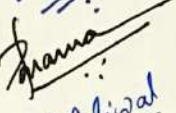
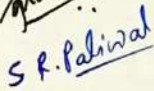

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"Internal Quality Assurance Cell (IQAC) MEETING"

Attendance Sheet

The following members of the Internal Quality Assurance Cell (IQAC) were present in the meeting in the Conference Room on Thursday, 30th January, 2020.

- 1) Dr. Mrs. Mousumi Bhowal 
- 2) Dr. Mrs. Jigisha Naidu 
- 3) Dr. Hariom Puniyani 
- 4) Dr. Mrs. Dini Menon 
- 5) Dr. Mrs. Mashita Pise 
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Dr. Prashant Shelke
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Dr. Pratik E. P. Michael
IQAC Coordinator

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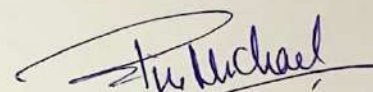
"Internal Quality Assurance Cell (IQAC) MEETING"

Date: 30th January, 2020

Venue: Conference Room

AGENDA

1. Information regarding revisions.
2. Presentation of Revised Accreditation Framework (Category – IV, V, VI, VII)
3. Discussion on revisions.
4. Clarity for following Assessment Manual and Preparation of SSR.
5. Strategic plan of action for implementation of measures and improving processes as per the new guidelines
6. Any other matters arising.



Dr. Pratik E. P. Michael
IQAC Coordinator

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael
DATE & TIME: Thursday, January 30, 2020 at 12.30 pm.
MEETING TITLE: Criterion-wise discussion on data compilation - II
VENUE: NAAC Cell

AGENDA:

S.No	Description	Discussion	Person In-Charge
1.	Inputs on previously allotted work	All criterion in-charge	
2.	Criterion IV	Acquired account details from the admin Revive stalk verification Department as well as central Recheck the list of E books and E journals . Facility of e-content to be consolidated into a list	Mr. H Punyani & Dr Sonal Paliwal
3.	Criterion V	Capacity building programs like bridge and remedial course to be included . List of all those students who are benefited by guidance to be maintained Written grievances for section 5.1.4 List of placements, on and off campus to be consolidated for student progression details Student progression from UG to PG to be considered under higher education	Dr Mashita Pise & Dr Jigisha Naidu
4.	Criterion VI	List of committees and departmental heads to be maintained for section 6.1.1. List of internal and external audits conducted by the college like AAA, UB, and LEC to be included for section 6.5.1 Courses for support staff like courses on Official Marathi, Computers to be thought for the next session	Dr Ashish Jha & Dr Shubhajit Halder
5.	Criterion VII	Under steps taken for environmental cognizance, a data for number of tube lakes replaced by LED and installation of solar panels in the hostel building for 7.1.2 Permission for use of scribes in the exam section and use of library drop box for the aid	Dr Pratik Michael & Dr Jigisha Naidu

		<p>of Divyang under section 7.1.3</p> <p>Correspondence for installation of traffic lights at Hislop College square to be acquired for section 7.1.4</p> <p>Report of Environment Cell under 7.1.7</p>	
6.	Data Compilation	<p>Every criterion incharge to prepare specific formats for Department, Office and Cells .</p> <p>Instructions and examples for filling up the format to be included.</p> <p>Criterion wise contact numbers to be included in case of any doubts from the Department .</p> <p>All supporting documents to be submitted along with the format</p>	All criterion Incharge

Next meeting on February 1, 2020 12.30 p.m.

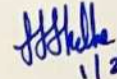

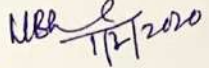
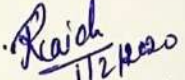
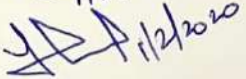
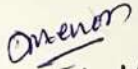
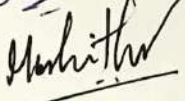


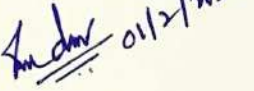
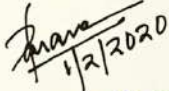
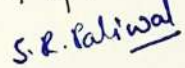

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HISLOP COLLEGE

"Internal Quality Assurance Cell (IQAC) MEETING"

Attendance Sheet

The following members of the Internal Quality Assurance Cell (IQAC) were present in the meeting in the Conference Room on Saturday, 01st February, 2020.

- 1) Dr. Prashant Shelke – Officiating Principal –  1/2/2020
- 2) Dr. Pratik E. P. Michael – IQAC Coordinator – 
- 3) Dr. Mrs. Mousumi Bhowal –  1/2/2020
- 4) Dr. Mrs. Jigisha Naidu –  1/2/2020
- 5) Dr. Hariom Puniyani –  1/2/2020
- 6) Dr. Mrs. Dini Menon – 
- 7) Dr. Mrs. Mashita Pise – 
- 8) Dr. Mrs. Malti Panga – 
- 9) Dr. Ashish Jha – 
- 10) Dr. Subhajit Haldar –  01/2/2020
- 11) Ms. Parama Majumdar –  1/2/2020
- 12) Dr. Mrs. Sonal Paliwal –  S.R. Paliwal
- 13) Mr. Sujiv Abraham –  01.02.2020

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Prashant Shelke
DATE & TIME: Saturday, February 1, 2020 at 12.30 pm.
MEETING TITLE: Revisions in AQAR and the Action Plan
VENUE: Conference Room

AGENDA:

S.No	Description	Discussion	Person In-Charge
1.	PowerPoint Presentation	Constitution of IQAC, Agenda and Action plan for the road ahead	Dr P Michael
2.	Teachers' Code of Conduct	Code of Conduct as per the UGC Guidelines to be uploaded on the website	
3.	Scholarship Schemes	Sponsorship schemes to be named <ul style="list-style-type: none">- Rev. Stefan Hislop Christian Student Scholarship Scheme- Hislop Employees Scholarship Scheme- Khelo Hislop Badho Hislop for Sports Scholarships- Other Departmental scholarships	
4.	PO, PSO and CO	5 to 7 points of PO, PSO and CO for each programme and course to be uploaded on the website IQAC section	All departments to be notified

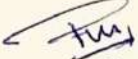




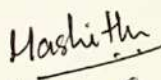
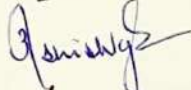




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IQAC MEETING
HISLOP COLLEGE

NOTICE

20.02.2020

The following members of the Internal Quality Assurance Cell (IQAC) are requested to attend a meeting in the NAAC Cell on Monday, 26th February, 2020 at 12.30 pm.

1. Dr. Pratik Michael 
2. Dr. Mousumi Bhowal 
3. Dr. Malti Panga 
4. Dr. Hariom Puniyani 
5. Dr. Dini Menon 
6. Dr. Mashita Pise 
7. Dr. Ashish Jha 
8. Dr. Subhojit Haldar 
9. Ms. Parama Majumdar 
10. Dr. Jigisha Naidu 


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IQAC Coordinator

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael
DATE & TIME: Wednesday, February 26, 2020 at 12.30 pm.
MEETING TITLE: Compilation of AAA
VENUE: NAAC Cell

AGENDA:

S.No	Description	Discussion	Person In-Charge
1.	Review of Status	AAA received from 18 departments, 4 cells and administrative office	
2.	Criterion-wise Compilation	Deadline : March 2, 2020 Fresh formats of AAA and Check list for compilation of documents to be readied Final Compilation in AQAR Format : March 5, 2020	Dr Jigisha Naidu
3.	Discussion on the point of Revenue Generation	Highlighting self-sustenance under institutional distinctiveness . Inclusion of any other source of revenue for infrastructure development	Dr Mashita Pise & Dr Jigisha Naidu
4.	Student satisfaction survey	Long term goal: Preparation of student groups for the data to be sent. At least 10% students to be included in the group (for 6000 students 10% = 600) Out of 600 students in the group majority to be distributed among 22 departments of UG	


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IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael
 DATE & TIME: Wednesday, April 22, 2020 at 3.00 p.m.
 MEETING TITLE: NHERC-MIS Data upload & AQAR Review
 VENUE: Tele-conference (Work from home, due to Covid-19 Lockdown)

AGENDA:

S.No	Description	Person(s) responsible	Duration for completion of task
8.	Discussion on feedback of AAA collected for AQAR 2018-19	All criterion in-charge	
9.	Further modifications in AAA to suit AQAR for 2019-20 <ul style="list-style-type: none"> New AAA columns or additional information sought to be marked in red Criterion wise submission of modified AAA Compilation of criterion-wise modifications into a new format 	Criterion in-charges (Submission by mail) Dr Mashita Pise (Compilation)	- April 27, 2020 - May 1, 2020
10	Comparative study of AQAR – SSR <ul style="list-style-type: none"> SSR to be studied thoroughly, criterion-wise Question/ Information sought in SSR that is not a part of AQAR to be identified and highlighted in red. Criterion-wise submission & compilation of modifications 	Criterion in-charges (Submission by mail) Ms. P Majumdar (Compilation)	- May 3, 2020 - May 10, 2020
11	Conduction of Online Examinations during lockdown UNDER-GRADUATE <ul style="list-style-type: none"> Examination to be conducted at college level Selection of platform & suitable software to done A schedule to be drafted in consultation with the Examination Committee Examination to be of objective pattern POST-GRADUATE <ul style="list-style-type: none"> Examination to be conducted Department-wise but on a common schedule & pattern A schedule to be drafted in consultation with the Department Heads/ Directors Examination to be of subjective pattern 	Dr Shubhajit Haldar (In-charge of Undergraduate) Dr Ashish Jha (In-charge of Postgraduate)	- May 15, 2020 - 1 st week of May, 2020

12	Notification of Students <ul style="list-style-type: none"> Students to be notified for the examinations through SMS Examination schedule to be notified and displayed on the college website 	Dr Jigisha Naidu (in co-ordination with Mr. Ashish Shah)	In co-ordination with UG & PG schedules
13	Student Satisfaction Survey <ul style="list-style-type: none"> SSS data for 2019-20 to be collected as Google Forms Schedule to be made for collection of data and its analysis 	Dr Jigisha Naidu	- April 25, 2020
14	KRA Forms <ul style="list-style-type: none"> Staff KRA forms to be collected as Google forms The form to be drafted through IQAC email account and sent on Senior College Whatsapp group 	Dr M Bhowal (Drafting) Dr H Punyani (Posting)	- April 25, 2020 - April 25, 2020 Submission of filled in KRA by April 30, 2020
15	PBAS 2018-19 <ul style="list-style-type: none"> The new formats to be mailed to the staff members PBAS 2018-19 to be made in new format and submitted 	Dr Pratik Michael Dr Dini Menon	Submission of filled in PBAS by May 3, 2020
16	Website link for compiled learning resources <ul style="list-style-type: none"> Learning resources to be compiled subject-wise The provided links of learning resources to be segregated stream-wise and posted on the 'Learning Resources' tab of the College Website 	Dr H Punyani & Dr Sonal Palliwal (Compilation) Dr Jigisha Naidu (in co-ordination with Mr. Pravin Rotkar)	- April 25, 2020 - In co-ordination with the compilation
17	e-Shiksha Portal of the University <ul style="list-style-type: none"> Content to be compiled as a college 	Matter under consideration	


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IQAC: Plan of Action with Objectives and Outcomes

Session 2019-20

Session	Plan of Action with Objectives	Outcome
2019-20	Augmentation in the development of eResources	There was a continuous encouragement from IQAC regarding the upgradation of econtent and development of innovative pedagogic tools for wider dispersion of knowledge. This was followed by training programmes to provide the teachers with necessary skills. This enabled them to develop eresources which increased to more than 600 in number and were made available to the students on institutional web portal. MOOC modules were also developed under this initiative. Many of these eresources, developed inhouse were uploaded on the RTM Nagpur University portal as well.
2019-20	Endure the Undergraduate Student Research Projects	To develop the scientific temper and critical thinking among undergraduate students, where research projects are not a part of the curriculum, an initiative was taken through IQAC towards a self-sustained programme to continue the UG research projects. This resulted in the students participating and presenting at various conferences, research competitions, join institutions of national repute for higher studies and also publish research articles.
2019-20	Capacity building of the Staff	IQAC motivated and encouraged both teaching and administrative staff to undergo various capacity building programmes at institutional, regional, state and national level. This resulted in more than 100 staff members benefitting from a wide spectrum of programmes.
2019-20	Third Party Assessment, Audit & Evaluation of Place of Higher Learning and Research.	To conduct external research audit and to assess the performance of research centers. This process helped us to assess the quality of research work resulting in getting three years

		extension of affiliation under RTM Nagpur University.
2019-20	Enrichment of curriculum with addition of value-based courses and IndustryAcademia Interface	IQAC engaged with IGNOU to continue 6 skill-based courses, conducted 8 certificate courses to enhance student quality. IQAC through the Alumni Association and other MOUs provided with internship opportunities for the students to make them job ready.
2019-20	Environment Sustenance and Institutional Social Responsibility	The IQAC through its extension cells like Environment cell, HISAR, NSS, Rotaract, etc. took initiatives and organized various awareness drives, Street Plays, Guest lectures, Nature Trails, Study Tours, etc. towards a sustainable environment. The college also worked towards the inclusive growth of the local community through several hands-on training courses and support initiatives for farmers, sium dwelliers, rag pickers, etc.
2019-20	Developing Gender Champions	To develop sensitization, acceptance, respect, equality and empathy towards the society without any gender bias. IQAC and WSSC jointly organized various talks and programmes attended by more than 380 students. The activity is not limited only to the events but the students who are the 'Gender Champions' continue to play an important role on and beyond campus in creating awareness.
2019-20	Augmentation of Student Performance & Learning Outcomes	<ol style="list-style-type: none"> 1. Remedial Teaching and Bridge courses for struggling learners were conducted by the departments. 2. Seminars and video lectures were conducted for advanced learners 3. Boot camps for exam preparations 4. Classroom Programmes for various national level examinations were conducted. 5. The efforts taken in TLE were endorsed by 21 merit positions at university level, and 85 students clearing NET, SET, TOEFEL, GRE, CET etc.


IQAC CO-ORDINATOR
 Hislop College,
 Nagpur.

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IQAC Meeting

AGENDA: Preparation of a PowerPoint presentation to defend RUSA grant. Work allocation for each slide among the team members.

The following members were present for this meeting held on July 13, 2018, at 3.00 p.m.

1. Dr Prantik Banerjee

2. Dr Mousumi Bhowal

3. Dr Maloti Panga

4. Mr. Hariom Punyani

5. Dr Dini Menon

6. Dr Pratik Michael

7. Dr Mashita Pise

8. Dr Ashish Jha

9. Dr Shubhajit Halder

10. Ms. Parama Majumdar

11. Dr Jigisha Naidu

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Prantik Banerjee
DATE & TIME: Friday, July 13, 2018 at 3.00 p.m.
MEETING TITLE: RUSA Grant
SUBJECT: Proposal for Financial Assistance under RUSA Scheme
VENUE: NAAC Cell

AGENDA:

S.No	Description	Person(s) responsible	Duration for completion of task
1.	Preparation of a PowerPoint presentation to defend the grant proposal. Distribution of work was as follows; i. SLIDE I : College outline and guiding Principles ii. SLIDE II : Component-wise financial summary iii. SLIDE III : Infrastructural facilities iv. SLIDE IV : A. Academic, Administrative Details B. Research Details v. SLIDE V : Research projects undertaken by the college vi. SLIDE VI : Strategies for Curriculum Reforms and Evaluation System vii. SLIDE VII : Strategies for Improvement of Campus Placements viii. SLIDE VIII : Community Outreach Programmes	- Dr P Banerjee - Dr Jha & Dr Jigisha Naidu - Dr P Michael & Mr. H Punyani - Dr M Bhowal & Ms. P Majumdar - Dr Dini Menon & Dr Mashita Pise - Dr M Bhowal & Dr Mashita Pise - Dr M Bhowal & Ms. P Majumdar - Mr. H Punyani - Dr Jigisha Naidu	All slides to be mailed to the IQAC mail ID in the given format, by July 15, 2018



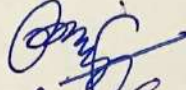
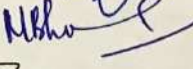


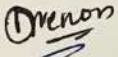

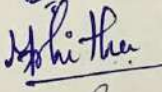
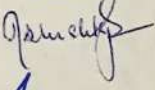

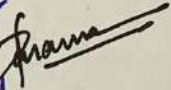


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IQAC Meeting

AGENDA: Drafting the AQAR for the session 2017-18

The following members were present for this meeting held on August 7, 2018, at 2.30 p.m.

1. Dr Prantik Banerjee 
2. Dr Mousumi Bhowal 
3. Dr Maloti Panga 
4. Mr. Hariom Punyani 
5. Dr Dini Menon 
6. Dr Pratik Michael 
7. Dr Mashita Pise 
8. Dr Ashish Jha 
9. Dr Shubhajit Halder 
10. Ms. Parama Majumdar 
11. Dr Jigisha Naidu 

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Prantik Banerjee
DATE & TIME: Tuesday, August 7, 2018 at 2.30 p.m.
MEETING TITLE: AQAR
SUBJECT: Submission of AQAR
VENUE: NAAC Cell

AGENDA:

S.No	Description	Person(s) responsible	Duration for completion of task
1.	TIMELINE FOR AQAR SUBMISSION <ul style="list-style-type: none">Altered proforma to be sent to the HeadsCompilation of DataReviewOnline Submission	Dr. Jigisha Naidu	August 8, 2018 September 24, 2018 October 3, 2018 October 4, 2018
2.	DISTRIBUTION OF WORK <ul style="list-style-type: none">Criterion I (A)Criterion I (B)Criterion IICriterion IIICriterion IVCriterion VCriterion VI	Dr Prantik Banerjee Dr. Mousumi Bhowal Ms. P Majumdar Dr. Mousumi Bhowal Ms. P Majumdar Dr. Dini Menon Dr. Mashita Pise Mr. H Punyani Dr P Michael Dr Mashita Pise Dr Jigisha Naidu Dr Ashish Jha	September 24, 2018

	<ul style="list-style-type: none"> • Criterion VII 	Dr Shubhajit Halder Dr Maloti Panga Dr Jigisha Naidu	
3.	Documentary proof of all the statistical & quantitative data claimed, to be procured and scanned copy of documents to be maintained year-wise	All criterion in-charges	Year-wise compilation
4.	Best Practices for the session 2017-18; curriculum innovations and enrichments to be highlighted <ul style="list-style-type: none"> - Curriculum Enrichment <ul style="list-style-type: none"> o IGNOU Certificate Courses o Courses under Jeevan Shiksha Abhiyan - Programmes under Heritage Status 	Dr Prantik Banerjee	September 24, 2018
5.	Proposed orientation session on modified AQAR	Dr Mousumi Bhowal	
6.	Student representatives from SQAC, to be called for one of the meetings	Dr Jigisha Naidu	




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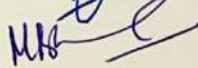
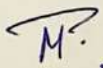

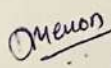
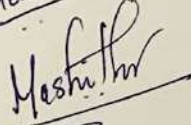
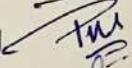
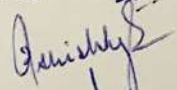

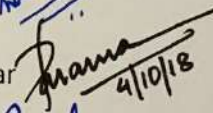
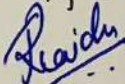
IQAC MEETING NOTICE

October 4, 2018

AGENDA: AQAR proforma; Status of work

A meeting to take a stock of the status of work on the AQAR data compilation to be held on October 4, 2018, Thursday, at 2.00 p.m. in the NAAC cell.

MEMBERS OF THE COMMITTEE:

1. Dr. Prantik Banerjee 
2. Dr. Mousumi Bhowal 
3. Dr. Maloti Panga 
4. Mr. Hariom Punyani 
5. Dr. Dini Menon 
6. Dr. Mashita Pise 
7. Dr. Prateik Michael 
8. Dr. Ashish Jha 
9. Dr. Shubhajit Halder 
10. Ms. Parama Majumdar 
4/10/18
11. Dr. Jigisha Naidu 

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Prantik Banerjee
 DATE & TIME: Thursday, October 4, 2018 at 2.00 p.m.
 MEETING TITLE: NHERC-MIS Data upload & AQAR Review
 SUBJECT: Online data upload on NHERC-MIS portal and Review of AQAR
 VENUE: NAAC Cell

AGENDA:

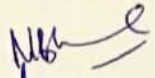
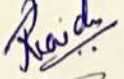


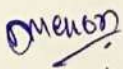
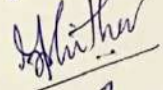
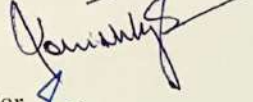


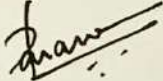
S.No	Description	Person(s) responsible	Duration for completion of task
1.	CRITERION-WISE REVIEW OF AQAR COMPILATION <ul style="list-style-type: none"> • Criterion I (A) – Done • Criterion I (B) Certain departments yet to send the compiled report • Criterion II – Done • Criterion III – Certain departments yet to send the compiled report • Criterion IV - Certain departments yet to send the compiled report • Criterion V - Library data to be sorting in process • Criterion VI Cross verification of data in process • Criterion VII – Compilation in process 	<ul style="list-style-type: none"> - Dr M Bhowal & Ms. P Majumdar - Dr. Dini Menon & Dr. Mashita Pise - Mr. H Punyani & Dr P Michael - Dr Mashita Pise & Dr Jigisha Naidu - Dr Ashish Jha & Dr Shubhajit Halder - Dr Maloti Panga & Dr Jigisha Naidu 	<p>October 11, 2018 (Submission by mail)</p> <p>October 12, 2018 (Online submission)</p>
2.	RUSA Proforma <ul style="list-style-type: none"> • Proforma linked to AISHE data forms • Accreditation details to be filled in • Data of last 5 years required 	Members of IQAC & Registrar	October 6, 2018 11.50 a.m.

[Signature]
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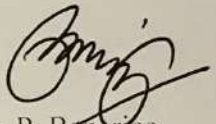
Attendance Sheet

The following members of the Internal Quality Assurance Cell (IQAC) were present in the meeting in the NAAC Cell on Monday, 26th November, 2018 at 12.30 pm.

1. Dr. Mousumi Bhowal 
2. Dr. Jigisha Naidu 
3. Dr. Pratik Michael 
4. Dr. Hariom Puniyani 
5. Dr. Dini Menon 
6. Dr. Mashita Pise 
7. Dr. Ashish Jha 
8. Dr. Subhojit Haldar 
9. Dr. Malti Panga 
10. Ms. Parama Majumdar 


PRINCIPAL

OFFICIATING PRINCIPAL
HISLOR COLLEGE
NARAYAN


Dr. P. Banerjee

IQAC Coordinator

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Prantik Banerjee
DATE & TIME: Monday, November 26, 2018; 12.30 p.m
MEETING TITLE: A. UB Peer Team Visit
B. Proposal for Autonomy
SUBJECT: Allotment of work
VENUE: Conference Room

AGENDA:

S.No	Description	Person/ Unit(s) of Action	Due date
<i>Visit of United Board (AIACHE) Peer Team</i>			
1	Visit of members of UB- AIACHE <ul style="list-style-type: none">○ Dr A Joseph Dorairaj Gandhi Gram University, Chennai○ Dr Marcus Boominathan Bishop Hebar College, Trichy Members to visit the departments, evaluate the files, assess and recommend the steps ahead for NAAC-2020.	All the departments	December 7, 2018; 9.00 a.m. onwards Detailed schedule to be notified shortly.
2	Presentation on criterion wise changes in NAAC assessment methodology	All the departments	December 8, 2018; 8.00 a.m.

Drafting the Proposal for Autonomy as per UGC Guidelines

1	<p>As per the UGC guidelines, the proposal proforma has 4 parts. The work related to PART IV was allocated as under</p> <ul style="list-style-type: none">i. Academic performance and previous year resultsii. Co-curricular and extension activitiesiii. Academic/extension/research achievements of the facultyiv. Quality and merit in the selection of students and teachersv. Adequacy of infrastructurevi. Quality of institutional managementvii. Financial resources provided by the Management/ State Government for the development of the College/ Instituteviii. Responsiveness of the administrative structureix. Motivation and involvement of faculty in the promotion of innovative reforms	<p>Dr M Bhowal, Dr H Yawalikar & Ms. P Majumdar</p> <p>Dr J Naidu & Dr L Menachery</p> <p>Dr M Pise & Dr S Bundale</p> <p>Dr P Michael & Dr H Punyani</p> <p>Dr P Michael & Dr H Punyani</p> <p>Dr A K Jha & Mr. S Abraham</p> <p>Dr A K Jha</p> <p>Dr M Panga & Dr S Halder</p>	<p>December 17, 2018</p>
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PRINCIPAL
HISLOP COLLEGE
NAGPUR





HISLOP COLLEGE

Nagpur

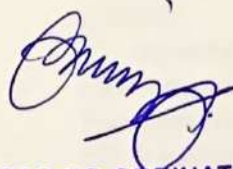
IQAC: Plan of Action with Objectives and Outcomes

Session 2018-19

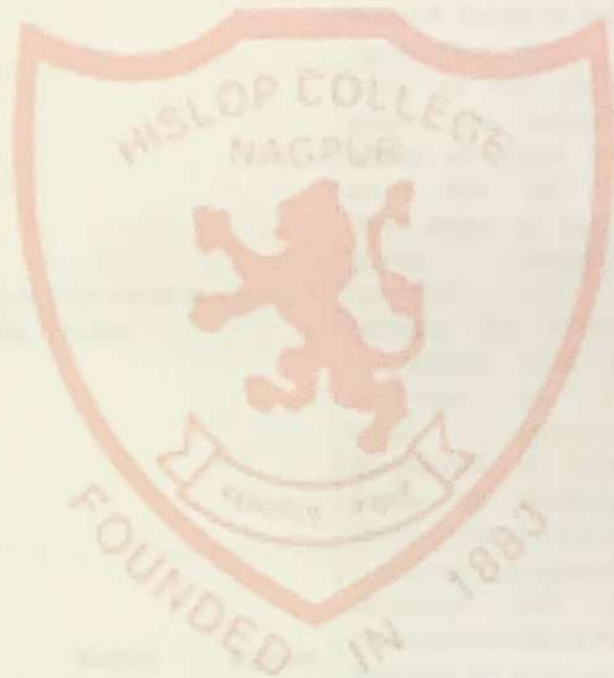
Session	Plan of Action with Objectives	Outcome
2018-19	Inculcation of Entrepreneurial Skills among students.	Under the supervision of IQAC, Entrepreneurship Development Cell inculcated entrepreneurial temperament amongst the students and expanded their horizon through two major events 1. Ready to Innovate'Worldwide forum organized an intercollegiate poster presentation competition for Non-Technical Institutions in Nagpur, on the topic 'Smart Campus' 2. 'Green wheels on air', A Radio Outreach Programme for Urban Mobility India Conference sponsored by the Ministry of Housing and Urban Affairs (MoHUA), GOI, and GIZ, Germany
2018-19	Third Party Assessment & Evaluation of the preparedness of the college for NAAC	IQAC invited representative members of United Board of Christian Higher Education in Asia to conduct external academic audit to assess college performance and preparation post NAAC 3rd cycle. This procedure helped in third party assessment and revaluation after 2.5 years of NAAC reaccreditation
2018-19	Development of e-Resources	IQAC motivated teachers for upgradation of content and development of innovative pedagogic tools for wider dispersion of knowledge. This enabled teachers to develop e-resources which were made available to the student on institutional web portal. MOOC modules were also developed under this initiative.
2018-19	Enrichment of curriculum with addition of value based courses	IQAC engaged with IGNOU to introduce courses focused on enhancement of employability and entrepreneurial skills. This led to the inception of 2 skill based courses. 1. Post Graduate Diploma in Animal Welfare (PGDAW) 2. Certificate Course in Bee-Keeping (CIB)

2018-19	Strengthening Research	<p>1. 03 faculty members were awarded with Ph.D. degrees during the session. With this the overall percentage of permanent faculty with Ph.D. became 80</p> <p>2. Department of Biotechnology established an international research collaboration with Skolkovo Institute of Research Technology, Russia</p> <p>3. 1 International, 1 National, 1 State and 32 College level workshops and seminars were conducted</p> <p>4. IQAC conducted workshop on IPK in collaboration with RGIPM, Nagpur for PG Research Centres</p> <p>5. Department of English was recognised as a Research Centre to become the ninth research centre of the college</p>
2018-19	Engendering environmental awareness & consciousness in society	<p>Going by the IQAC watchword of "Go green", the college organised the 15th edition of Flower Show which received a major foot fall from the whole city. IQAC strives to make the campus and its human resource, environmentally conscious, and sticking to this principle the Environment cell engaged in several field exercises engendering awareness on critical environmental issues</p> <p>1. Nirmalya Collection during Ganeshotsav at Futala Lake</p> <p>2. Butterfly Survey at Seminary Hills, Nagpur</p> <p>3. Wetland bird Survey at Ambazari Lake, Nagpur</p>
2018-19	Maximizing Student Support, Participation & Activities	<p>1. Internship programmes for Summer19 were conducted with 17 local companies</p> <p>2. Megaevent Athena Fest provided a platform to showcase the extracurricular talents of students</p> <p>3. Grand finale of Hislop Bicentennial Celebration with the release of commemorative stamp and souvenir.</p>
2018-19	Augmentation of Student Performance & Learning Outcomes	<p>1. Remedial Teaching and Bridge courses for struggling learners were conducted by the departments.</p> <p>2. Seminars and video lectures were conducted for advanced learners</p> <p>3. Boot camps for exam preparations</p> <p>4. Classroom Programmes for various national level examinations were conducted.</p> <p>5. The efforts taken in TIF were endorsed by 21 merit positions at university level, and several</p>

		students clearing NET, TOEFEL, GRE, CET etc.		SET,
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IQAC CO-ORDINATOR
Hislop College,
Nagpur.

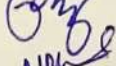
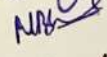


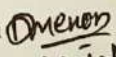
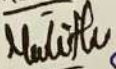
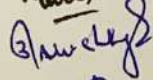
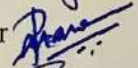

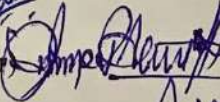
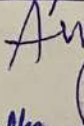

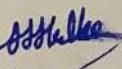





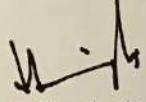
Date: 10/7/2017

Attendance

INTERNAL QUALITY ASSURANCE CELL

The Following IQAC members were present for a meeting scheduled on 11/07/2017 at 12:30 pm in the conference room in the presence of Dr. Sudipta Singh, Secretary, Hislop Education Society and Dr. Ms. Dipti Christian, Principal, Hislop College.

1. Dr. Prantik Banerjee 
2. Dr Mousumi Bhowal 
3. Dr. Mrs. Jigisha Naidu 
4. Mr Hariom Puniyani 
5. Dr Dini Menon 
6. Dr Mashita Pise 
7. Dr Ashish Jha 
8. Ms. Parama Majumdar 
9. Mr. Pratik Michael 
10. Mr. S. Abraham (Registrar) 
11. Dr. A. Anjanika 
12. Dr. Lata Deshmukh 
13. Dr. Preshat Shelke 
14. Dr. R.J. Andrew 
15. Dr. J. Shivelkar 
16. Mr. Subhrajit Haldar. 


Dr. Sudipta Singh, Secretary
Hislop Education Society


Dr. Ms. Dipti Christian
Principal
HISLOP COLLEGE
NAGPUR.

Date: 11/7/2017

Minutes of Meeting

INTERNAL QUALITY ASSURANCE CELL

A meeting of IQAC members and some senior college teachers was held in the presence of Dr. Sudipta Singh, Secretary, Hislop Education Society and Dr. Ms. Dipti Christian, Principal, Hislop College on 11/07/2017 at 12:30 pm in the conference room.

Objective: Planning for Bi-Centennial celebrations of the Founder Rev. Stephen Hislop to be organized in the month of September. Deliberations were made on Short Term & Long Term Plans for quality enhancement.

1. A tentative programme schedule for The Founder's Bi-Centennial Celebration was tabled for discussion and planning with Dr. Sudipta Singh.
2. He appreciated the ground work done and the magnitude of planning done by the committee for the week long celebration programme.
3. Broadly defined objectives and outcome of the various activities planned for the Bi-Centennial Celebration were discussed at the outset.
4. Being the birthday of Rev. Stephen Hislop, 8th September, 2017 was decided for the Inaugural Programme and 12th September, 2017 for the concluding programme.
5. The discussion started with the planning of 'Stephen Memorial Lecture Series' as a part of the Inaugural Programme.
6. It was suggested to have a Theme for the lecture series, can be synced with the Heritage theme and preferably an annual event.
7. The resource Persons to be checked for their availability for the Lecture series were:
 - Mr. Ashish Nandi
 - Ms. Romila Thapar
 - Mr. Prakash Amte
 - Mr. Rahul Dravid
 - Mr. Palagummi. Sainath
 - Mr. Kailash Sathyarthi (through Sanjana madam)

8. Sudipta sir proposed to organize a panel discussion on 'Challenges & Issues of Higher Education Scenario in Present context' by inviting the following:
 - Vice-Chancellor of Christ University, Bangalore
 - UGC Network Representative
 - NAAC Representative
 - Vice-Chancellor of RTM Nagpur University (to Preside)
 - 100-150 Academicians.
9. It was also proposed to organize an Academic Interface Conclave
 - For conceptual panel, CEOs from Industry to be invited
 - IT Industry (Persistent, HCL, TCS, Infosys)
 - Mr. Banwarilal/ Rajendra Purohit-Industry
10. It was decided to release the Commemorative stamp on this occasion. Mr. M. Anjankar was given responsibility of the same.
11. It was also decided that a souvenir will be released on this occasion. Things to be done for the souvenir are as follows:
 - Two committees to be formed one for fund raising and the other for the contents.
 - Dr. M. Anjankar & Dr. Jigisha Naidu were made in charge of the fund raising aspect.
 - An estimate of the expenses to be met in organizing this mega event & publication of the souvenir to be made by Mr. Sujeev Abraham & committee members before going ahead.(Provision for travel & accommodation for 10-12 guests, High tea for the concluding day & other Venue management requirements to be made)
 - Advertisement rates, Technical specifications of artworks to be finalized as per the estimate.
12. It was decided that Sunday, 10th September, 2017 to be kept for the Alumni Meet & Academic Industry Interface.
13. IQAC decided to meet the expenses met in organizing Academic Interface conclave.
14. Sudipta Sir was informed about the successful implementation of the Online Admission Process.

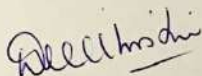
15. It was also told to him that the Proposal for CPE will be sent by the college as soon as the 13th Plan is implemented.
16. It is also planned to apply for the 'Star College' status in this session.
17. Sudipta sir took an insight about the admissions and result of all the courses. He emphasized on starting more add on courses for the students.
18. Discussion on Autonomy started with the idea of organizing series of orientation programmes by inviting experts in this field. It was decided to start planning and preparing now for autonomy after considering the following:
 - Feasibility study (advantages & drawbacks)
 - Study its implications on minority institutions who have got autonomy.
 - Study major steps, the Process & timelines for the same.
 - Visit Institutions to gain insight about the systems they follow & software's they use.
 - Study about the process of their curriculum designing as well as evaluation systems.
19. Deliberations on few inputs from the NAAC peer team report was done and it was decided that there would be a special meeting on 12th July, 2017 for assessment of problem areas, make them more proactive and action to be taken for quality enhancement. The following departments were called for meeting:
 - Library
 - Sports
 - Sociology & HISAR
 - Psychology
 - Physics & Electronics
 - Chemistry
 - Marathi
 - Hindi & Sanskrit
 - Commerce
20. Action plan of Hislop CAMP (Competitive & Aptitude Management Programme) was discussed. It is as follows:

- Need to have a centralized recordkeeping of all the students enrolled for the NET, SET, PET, IAS(UPSC/MPSC), DANICS, MBA-CAT, CET & CA-CPT.
- General topics to be taught at the centralized level and the specific subject topics to be taken care by the respective PG departments.
- Analysis of syllabus & trend of the types of Questions asked to done.
- Prepare the study material with reference to available material.

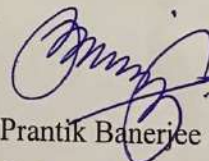
21. Enquiry about funding agencies was done. The following agencies were discussed:

- RUSA
- Azim Premji Founadtion
- Ministry of HRD
- Ministry of Women & Child Development
- Bill Gates Foundation
- Reliance Foundation (for HISAR)

22. Sudipta Sir motivated to pick up Inter-Disciplinary Research Projects to enhance the quality of research. He also wanted focus on developing Research Aptitude through various workshops to complement quality research.



Dr. Ms. Dipti Christian
PRINCIPAL
Principal
HISLOP COLLEGE
NAGPUR.



Dr. Prantik Banerjee
Director, IQAC
Hislop College,
Nagpur.

IQAC MEETING

HISLOP COLLEGE

NOTICE

13.07.2017

The following members of the Internal Quality Assurance Cell (IQAC) are requested to attend a meeting in the NAAC Cell on Friday, 14th July, 2017 at 12 pm.

1. Dr Mousumi Bhowal *M.B.*
2. Dr Jigisha Naidu *J. Naidu*
3. Dr. Pratik Michael *P. Michael*
4. Mr Hariom Puniyani *H. Puniyani*
5. Dr Dini Menon *D. Menon*
6. Dr Mashita Pise *M. Pise*
7. Dr Ashish Jha *A. Jha*
8. Dr. Subhojit Haldar *S. Haldar*
9. Ms. Parama Majumdar *P. Majumdar*

Principals
PRINCIPAL
PRINCIPAL
HISLOP COLLEGE
NAGPUR.

P. Banerjee
Dr. P. Banerjee
IQAC Coordinator

IQAC MEETING

Hislop College

Date: 14th July, 2017

Venue: IQAC Room

AGENDA

To plan and discuss one-day IQAC sponsored programme on Higher Education.

Theme: *CONCLAVE ON HIGHER EDUCATION IN INDIA: THE WAY FORWARD*

Points for discussion:

- ✓ 1. Share with the committee details about the programme already discussed with the Principal and Secretary.
- ✓ 2. Things that have been already done by the IQAC Coordinator in this regard. Contacted Dr. Ganesh Hegde, Deputy Advisor, NAAC Bangalore, and taken his consent.
- ✓ 3. Discuss what should be the nature and scope of the programme: one-day seminar/half-day conclave/ Round Table Meet
- ✓ 4. How do we best utilize Dr. Hegde's presence on the 9th Sep. Can we have an IQAC internal meeting with him on the new NAAC weightage system?
5. Invitation to IQAC Coordinators of colleges in Nagpur and other regions.
- ✓ 6. Invitation card rather than brochure may be prepared.
- ✓ 7. Concept note to be prepared by Dr. P. Banerjee
8. Discussion on the proposed session on industry-academia interface session.
9. Distribution of work
10. Invitation cards and their distribution
11. Registration of delegates: fee and certificates
12. Accommodation and hospitality
13. Physical arrangements: Shalom or Seminar Room?
14. Funding of the programme with IQAC
15. Bicentennial Mementoes

The minutes of the meeting is as follows

In the presence of Dr. Dipti Christian, Principal, IQAC Coordinator Dr. Prantik Banerjee and the other IQAC members, the meeting was held on 14th July 2017 i. e. Friday.

Following business was transacted during the meeting:

IQAC coordinator Dr. Prantik Banerjee explained about the planning of Bi-centennial celebration of Rev. Stephen Hislop from 8th September to 11th September 2017. Further he illustrated about the 'One day Conclave on Higher Education in India' which will be held on 10th September 2017.

For the conclave it was decided that there will be two sessions: Pre-lunch and post lunch. The pre-lunch will start by 11.00 am followed by open discussions session.

Dr. Prantik Banerjee also mentioned about the guest speakers for the conclave and took the responsibility to look after this part with the assistance of Dr. Pratik Michael.

It was decided that Dr. Ganesh Hegade, Deputy Advisor, NAAC will be the Guest of honor.

While speakers for the conclave will be from British Council, Mumbai, Rajeev Narula, TCS, Bangalore or Arvind Kumar, TCS, Nagpur.

It was decided that the participant for the conclave will be Principals and IQAC coordinators of different colleges.

The responsibility of to prepare the invites for participants and guest is given to Dr. Jigisha Naidu, which includes registration fees (Rs. 1000/- per person). Also discussed about the Receipt book and Certificates for the conclave.

Next agenda of the meeting was the formation of various Committees for smooth functioning of the conclave.

In such regard it was decided that the responsibility of Accommodation and Hospitality should be taken care by Mr. Hariom Puniyani.

It was decided that the arrangement of Mementoes and Logo for proceedings will look after by Dr. Pratik Michael.

Press release: Pre event and post event, Press conference with different media will look after by Dr. Jigisha Naidu.

Further it was decided that the other committees like Physical arrangement, Registration, Report writing will be framed by Principal and IQAC coordinator later.

It was further discussed that the schedule of the Alumni Meeting to discuss and plan the activity in Bi-centennial celebration will be decided by the Dr. Mosumi Bhowal and Dr. Prantik Banerjee with Alumni members.

Ricee Kshidi
PRINCIPAL
HISLOP COLLEGE
NAGPUR.

Hislop College

NOTICE

14.9.17

The following members are requested to attend an IQAC meeting on Thursday, 14th September, 2017 at 1.00 pm in the Conference Room:

1. Dr Mousumi Bhowal *M Bhowal*
2. Dr Jigisha Naidu *J Naidu*
3. Mr Hariom Puniyani *H Puniyani*
4. Dr. Dini Menon *D Menon*
5. Dr. Mashita Pise *M Pise*
6. Dr. Ashish Jha *A Jha*
7. Dr. Prateek Michael *P Michael*
8. Ms. Parama Majumdar *P Majumdar*
9. Dr. Subhojit Halder *S Halder*
10. Mr. Sujeev Abraham

D R Christian
Dr (Ms.) D.R. Christian
Principal
PRINCIPAL
HISLOP COLLEGE
NAGPUR.

P Banerjee
Dr P. Banerjee
IQAC Coordinator

IQAC: Minutes of Meeting VI

CHAIRPERSON: Dr Prantik Banerjee
 DATE & TIME: Thursday, September 14, 2017 at 1.00 p.m.
 MEETING TITLE: AQAR
 SUBJECT: Submission of AQAR & Students' Satisfaction Index
 VENUE: NAACCell

AGENDA:

S.No	Description	Person(s) responsible	Duration for completion of task
1.	QIF : STUDENT SATISFACTION SURVEY <ul style="list-style-type: none"> Standardization of the digital feedback system started in 2015-16 Formulation of a survey with only teaching-learning parameters Augmentation of student database Working on sample size selection Pilot survey with random sampling Data pooling and analysis 	Dr Jyoti Shivalkar Dr Rishi Agarwal (as convenors of students' mentoring cell and SQAC respectively)	For the session 2017-18
2.	TIMELINE FOR AQAR SUBMISSION <ul style="list-style-type: none"> Compilation of Data Review Online Submission 		September 25, 2017 October 3, 2017 October 4, 2017
3.	DISTRIBUTION OF WORK <ul style="list-style-type: none"> Criterion I (A) Criterion I (B) Criterion II Criterion III Criterion IV Criterion V Criterion VI Criterion VII 	Dr Prantik Banerjee Dr. Mousumi Bhowal Ms. P Majumdar Dr. Mousumi Bhowal Ms. P Majumdar Dr. Dini Menon Dr. Mashita Pise Mr. H Punyani Dr P Michael Dr Mashita Pise Dr Jigisha Naidu Dr Ashish Jha Dr Shubhajit Halder Dr Prantik Banerjee Dr Jigisha Naidu	September 25, 2017

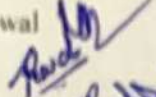
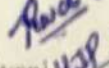
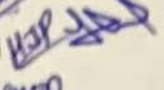
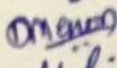
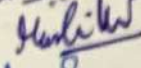


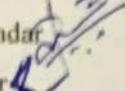
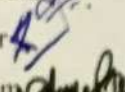
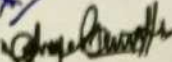
Dr. Ashish Jha
 PRINCIPAL
 HISLOP COLLEGE
 NAGPUR.

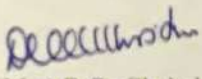
Hislop College

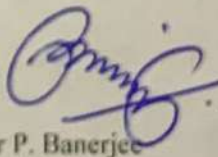
NOTICE

23.9.17

The following members are requested to attend an IQAC meeting on Monday, 25th September, 2017 at 2.00 pm in the Conference Room:

1. Dr Mousumi Bhowal 
2. Dr Jigisha Naidu 
3. Mr. Hariom Puniyani 
4. Dr. Dini Menon 
5. Dr. Mashita Pise 
6. Dr. Ashish Jha 
7. Dr. Pratik Michael 
8. Ms. Parama Majumdar 
9. Dr. Subhojit Halder 
10. Mr. Sujeev Abraham 


Dr (Mrs) P. R. Christian
PRINCIPAL
HISLOP COLLEGE
NAGPUR.


Dr P. Banerjee
IQAC Coordinator

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Dipti Christian
DATE & TIME: Monday, September 25, 2017 at 1.00 p.m.
MEETING TITLE: AQAR
SUBJECT: Review of AQAR Compilation
VENUE: Principal's Room

AGENDA:

S.No	Description	Person(s) responsible	Duration for completion of task
1.	CRITERION-WISE DISCUSSION <ul style="list-style-type: none">• Criterion I (A) – Done• Criterion I (B) Change in the number of courses to be specified for future reference• Criterion II – Done• Criterion III- Done• Criterion IV Library resources to be compiled Number of Computer systems acquired to be reconsidered Training for online admission and database for enrolled alumni to be included under section 4.5• Criterion V - Done• Criterion VI Cross verification of data for section 6.5, in process• Criterion VII - Done	Dr M Bhowal & Ms. P Majumdar Mr. H Punyani Dr P Michael Dr Ashish Jha Dr Shubhajit Halder	October 4, 2017
2.	RESOLUTIONS <ul style="list-style-type: none">• Students of NSS and NCC to be encouraged to participate in various competitions• Streamlining of the academic calendar• Promoting students to take part in athenaeum.	NCC and NSS in-charge teachers	During session 2017-18 and in the following session

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IQAC MEETING
HISLOP COLLEGE
NOTICE

15.02.2018

The following members of the Internal Quality Assurance Cell (IQAC) are requested to attend a meeting in the NAAC Cell on Friday, 16th February, 2018 at 2 pm.

1. Dr Mousumi Bhowal *MB*
2. Dr Jigisha Naidu *JN*
3. Dr. Pratik Michael *PM*
4. Mr Hariom Puniyani *HP*
5. Dr Dini Menon *DM*
6. Dr Mashita Pise *MP*
7. Dr Ashish Jha *AJ*
8. Dr. Subhojit Haldar *SH*
9. Ms. Parama Majumdar *PM*
15/2/18

Principal
PRINCIPAL
PRINCIPAL
HISLOP COLLEGE
VAGPUR.

Dr. P. Banerjee
Dr. P. Banerjee
IQAC Coordinator

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Prantik Banerjee
DATE & TIME: Friday, February 16, 2018 at 2.00 p.m.
MEETING TITLE: AISHE
SUBJECT: Submission of AISHE Proforma (Deadline March 4, 2018)
VENUE: NAAC Cell

AGENDA:

S.No	Description	Person(s) responsible	Duration for completion of task
1.	AISHE PROFORMA : Part - I Teachers' Information Format <ul style="list-style-type: none">Mandatory AADHAR InformationName of employee to be exactly as per AADHAR	- Dr Jigisha Naidu	February 23, 2018
2.	AISHE PROFORMA : Part - II Data Capture Format BLOCK-WISE WORK DISTRIBUTION <ul style="list-style-type: none">2A : College Details2B : Programmes2C : Staff Information2D : Student Enrolment Details2E : Results2F : Financial Information2G : Infrastructure2H : Scholarship & Accreditation	- Dr P Banerjee - Dr M Bhowal & Dr Mashita Pise - Dr P Michael & Dr Jigisha Naidu - Dr Dini Menon & Ms. P Majumdar - Dr Jha, Dr S Haldar & Mr. H Punyani - Dr P Banerjee - Mr. H Punyani - Dr Jigisha Naidu	February 23, 2018
3.	DEADLINES <ul style="list-style-type: none">Initial Data SubmissionData ReviewOnline Submission		February 23, 2018 February 26, 2018 February 27, 2018
4.	Discussion on AQAR Criterion II, Teaching Learning Evaluation		

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Hislop College

NOTICE

08.04.2018

The following members are requested to attend an IQAC meeting on Friday, 13th April, 2018 at 11 pm in the HRD Cell.

AGENDA:

1. Presentation of Action Taken & Compliance Report for the session 2017-18
2. Discussion on framing Action Plan for session 2018-19

1. Dr. Mousumi Bhowal

2. Dr. Jigisha Naidu

3. Mr. Hariom Puniyani

4. Dr. Dini Menon

5. Dr. Pratik Michael

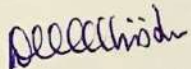
6. Dr. Mashita Pise

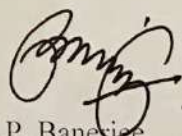
7. Dr. Ashish Jha

8. Dr. Subhojit Haldar

9. Ms. Parama Majumdar

10. Ms. Malati Panga


Dr (M. P.) Christian
PRINCIPAL
HISLOP COLLEGE
Principal AGPUR.


Dr P. Banerjee
IQAC Coordinator

IQAC: Minutes of Meeting

CHAIRPERSON:	Dr Prantik Banerjee
DATE & TIME:	Friday, April 13, 2018 at 11.00 p.m.
MEETING TITLE:	Action Plan
SUBJECT:	Compliance to the Action Plan 2017-18 & Action Plan 2018-19
VENUE:	HRD/T&P Cell

AGENDA

- Induction of new member, Dr Malati Panga on board
- The highlights of the session 2017-18 were read.
- **Pointers for Action Plan 2018-19**

CRITERION I

- New courses to be applied under Board of Lifelong Learning by Departments of Physics, Biochemistry, Botany/Commerce (in case of a sealing of 3 departments per college applying for the courses)
- UGC certified Heritage course to continue as Hislop Heritage Certificate Course

CRITERION II

- 21 merit positions in the Summer 2017 University examinations
- Requirement of Teacher performance indicators and systems to evaluate teaching – learning process.
- Requirement of a Learning Management System.
- The induction programme for the staff to be institutionalised
- Infrastructural facilities for the differently abled to be reinforced

CRITERION III

- 14 teachers have been awarded with doctoral degrees
- Proposal for NET/SET and PET coaching and guidance for students of PG final semester by the Competitive Examination Cell
- Official process to organise a Pre-Ph.D. course work at Hislop in the pipelines
- Executive summary of the Ph.D. thesis submitted from any research center at Hislop, to be published in the *Hislopia*

CRITERION IV

- A functional Learning Resource Centre and a training for acquaintance with latest systems of referencing is intended
- Play ground construction proposed to be completed during the session 2018-19

- Solar panelling in the girls' hostel building to be completed during 2018-19

CRITERION V

- It was observed with certain concern, that during the session 2017-18 the scholarship amount shrunk by about 1 lakh, in spite of external contributions
- Training & Placement cell to organize workshops for final year students of all streams. It was proposed that the cell extends the activities of WoW
- Entrepreneur Development cell has received great feedback from IIT Kharagpur and the activities to continue in the session 2017-18
- TCS has renewed their contract with Hislop and the student training to continue in the next session as well

CRITERION VI

- Teachers' Induction Programme to be institutionalised under HRD cell and extended to a 3-7 day programme.
- o The meeting concluded with instructions to each criterion in charge on formulation of specific road map for each key indicator.



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**Internal Quality Assurance Committee (IQAC)
Hislop College**

Meeting held on Friday, 20th April, 2018

Attendance Sheet

1. Dr (Ms.) Dipti Christian, Principal & Chairperson *Dipti Christian*
20.4.18
2. Dr. Sudipta Singh, Secretary, Hislop Education Society *S. Singh*
3. Dr. Prantik Banerjee (Vice Principal & IQAC Director) *Prantik Banerjee*
4. Dr Mousumi Bhowal *M. Bhowal*
5. Dr Jigisha Naidu *Jigisha Naidu*
20.4.18
6. Dr. Pratik Michael *Pratik Michael*
7. Mr Hariom Puniyani *H. Puniyani*
8. Dr Dini Menon *D. Menon*
9. Dr Mashita Pise *M. Pise*
10. Dr Ashish Jha *A. Jha*
11. Dr. Subhojit Haldar *S. Haldar*
12. Ms. Parama Majumdar *P. Majumdar*
13. Mr. S. Abraham (Registrar) *S. Abraham*
14. Dr. (Mrs.) Urmila Dabir, External Expert, Principal, Kewalramani College *U. Dabir*
15. Mr. Nikhil Tarkunde, Alumni President and Industry Representative *N. Tarkunde*
16. Mr. Jayant Ranade, Community representative *J. Ranade*
17. Student Representative

Date: 20th April, 2018
Time: 11:00 am



IQAC: Interaction with Hislop Management

CHAIRPERSON: Dr Sudipto Singh

DATE & TIME: Friday, April 20, 2018 at 11.00 p.m.

HIGHLIGHTS

- The highlights of the assignments taken up by IQAC during the session 2017-18 were discussed, the important ones being;
 - Annual submission of AQAR (2016-17)
 - Submission of annual Report of AISHE
 - Efficacious organization of Conclave on Higher Education, as a part of Bicentennial Founder's Day Celebrations
 - Introduction of 10 new courses under IGNOU and proposal for 5 new courses submitted
 - Submission of a proposal for University recognised Pre-Ph.D. course-work at Hislop
 - Proposal for courses on MOOC platform on Basic Biochemistry and Guidance on NET/SET
- It was suggested by the chair, that the IGNOU courses and the Study Centre be advertised and popularised further.
- The possibility of developing linkage with NGOs over a proposed certificate course of IGNOU on Apiary and Bee Keeping, was also discussed.
- The budgetary allocation for IQAC programmes for the session 2018-19 was considered and a programme-wise proposal along with a feasibility report was sought by the management for approval of the same.
- The management also suggested tendering of a 'concept paper' while proposing a programme
- The areas that require consolidation and strengthening were recognised as;
 - Research
 - e-learning platforms
 - Learning Management System with compiled ICT repositories from every department

- The IQAC team shared the concern of slack in the administrative staff and the need for identifying administrative team that can provide data required for various report submissions.
- The meeting concluded with words of encouragement and support from the management.

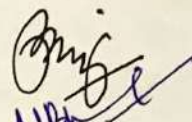
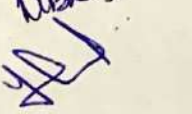
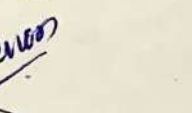
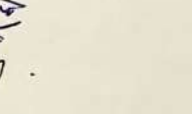
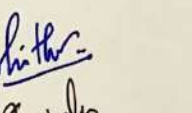
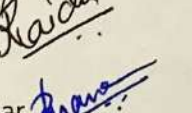
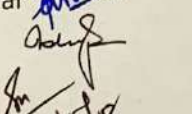
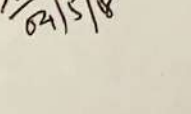


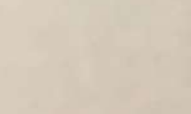

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Hislop IQAC

Attendance

The following members were present for the meeting of IQAC on May 4, 2018. The agenda of the meeting was criterion-wise discussion of the action plan for 2018-19.

1. Dr Prantik Banerjee 
2. Dr Mousumi Bhowal 
3. Mr. Hariom Punyani 
4. Dr Dini Menon 
5. Dr Pratik Michael 
6. Dr Malati Panga 
7. Dr Mashita Pise 
8. Dr Jigisha Naidu 
9. Ms. Parama Majumdar 
10. Dr. A. K. Jha 
11. Dr. S. Haldar 
02/5/18

IQAC: Minutes of Meeting

CHAIRPERSON: Dr Prantik Banerjee
 DATE & TIME: Thursday, May 4, 2018; 8.30 am
 MEETING TITLE: Criterion-wise Action Plan 2018-19
 SUBJECT: Preparation of Roadmap
 VENUE: NAAC Cell

AGENDA:

S.No	Description	Unit(s) of Action	Remarks
1.	<ul style="list-style-type: none"> • Criterion wise distribution of 1000 marks into the Qualitative and Quantitative metrics • Individual criterion wise cut-off to attain prequalifying 30% marks 	All members to read the detailed framework and consider the strengths and weaknesses	Before the next meeting
2	<p><i>CRITERION WISE EAR MARKED SUBJECTS TO BE WORKED ON DURING 2018-19</i></p> <ul style="list-style-type: none"> • CRITERION VII <ul style="list-style-type: none"> ○ Gender Equity ○ Environment Consciousness & Sustainability ○ Amenities for Differently Abled ○ Inclusion & Situatedness ○ Human values & professional ethics 	<p>WSDC</p> <p>Environment Cell</p> <p>Examination Section</p> <p>Office</p> <p>Rotaract, NSS, NCC</p> <p>HISAAR</p> <p>Department of Political Science, Human Rights & Equal Opportunity Cell</p>	<ul style="list-style-type: none"> - Number of students benefitting must go up - Data for power & resource efficiency - Photographs & Videos to be kept - Bus passes issued to students, Other student centric activities

<ul style="list-style-type: none"> • CRITERION VI <ul style="list-style-type: none"> ○ Capacity building and professional development trainings for teaching as well as non-teaching staff ○ e-Governance Report ○ Annual report of IQAC ○ Internal and External academic audit of departments ○ Financial support for conference registrations 	<p>HRD Cell</p> <p>Administrative office (Mr. Sujeev Abraham)</p> <p>IQAC team</p> <p>IQAC team</p> <p>Research Committee</p>	<ul style="list-style-type: none"> - To be drafted in accordance to the Annual CDC meeting - Along with external peer team - Committee to reserve the right of sanctioning an application seeking financial support Funds generated as revenue through the research centres may be used
<ul style="list-style-type: none"> • CRITERION III <ul style="list-style-type: none"> ○ Workshop/Seminar on IPR ○ Incentives to teachers awarded. ○ For the indicator 3.3.5 – Number of books/chapters published in edited volumes, conference proceedings etc. ○ Extension Activities 	<p>HRD Cell/ IQAC</p> <p>Research Committee</p> <p>Organising committee of the programmes</p> <p>NSS, NCC, Rotaract</p>	<ul style="list-style-type: none"> - Letters of recognition to be collected for records - The proceedings of the seminars and conferences organised under the Heritage Grant to be published - Flower Show, Swachh Bharat programmes to be included

<ul style="list-style-type: none"> ○ Industry linkage for students ○ Faculty exchange programme 	<p>HISCAAN, T&P Cell HRD cell</p>	
<ul style="list-style-type: none"> • CRITERION V <ul style="list-style-type: none"> ○ Students Support (Financial) 	<p>HISCAAN, Office</p>	<ul style="list-style-type: none"> - Number of Students receiving Sports concessions, Christian freeships etc. also to be considered
<ul style="list-style-type: none"> ○ Capacity Building Schemes <ul style="list-style-type: none"> - Personal Counselling - Career Counselling 	<p>SQAC & Mentoring Competitive Exam Cell</p>	
<ul style="list-style-type: none"> • CRITERION II <ul style="list-style-type: none"> ○ Exhaustive student records, compiled as per the given formats ○ Number of teachers using ICT (LMS, e- resources) ○ ICT tools and resources available ○ Continuous Evaluation System ○ Internal Assessment System ○ Teaching Innovations for slow and advanced learners 	<p>Office Departments Departments Examination Cell Departments Departments</p>	<ul style="list-style-type: none"> - Data to be collected yearly in the given formats - LMS to be developed - Departments to prepare video lectures which will be uploaded to LMS - To formulate rules for internal examination system - To be formulated as per individual syllabus requirements

4	<p>PLAN OF ACTION</p> <ul style="list-style-type: none"> • Criterion-wise guidelines for departments and cells • Administrative staff may be co-opted for criteria I, II & V • Orientation for Heads of all departments • Orientation on Outcome Based Education (OBE) • Orientation for the administrative staff on data collection formats • Development of a Learning Management System (LMS) • All the existing skill development programmes and the prospective programmes to be identified under vocational Education • Requirement of a strong student network • Link for entering a cell of interest may be a part of the admission website where the student can directly opt for it • Cumulative data of placements to be maintained • Alumni strength can be built by compulsory registrations of all PG final year students. 	<p>Criteria In-charge</p> <p>In-charge of Criteria I, II & V</p> <p>IQAC Team</p> <p>IQAC Team</p> <p>IQAC Team</p> <p>IQAC Team & Website committee</p> <p>SQAC & Student Mentoring</p> <p>Admission & Website Committee</p> <p>Training & Placement Cell</p> <p>PG Departments in co-ordination with HISCAAN</p>	
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Nagpur

IQAC: Plan of Action with Objectives and Outcomes

Session 2017-18

Session	Plan of Action with Objectives	Outcome
2017-18	Bicentennial Celebrations of the Founder, Rev. Stephen Hislop Objective: To dedicate the year to the memory of the founder, Rev. Stephen Hislop ; to showcase the theme of "Hislop, History and Heritage"	Inaugurated 3-day celebrations, 8-10 September, 2017 Increased members of Alumni Association (HISCAAN)
2017-18	To start Stephen Hislop Memorial Master Talk Series Objective: To expose the staff and students to the ideas and lectures of eminent people; To showcase the theme of "Hislop, History and Heritage"	Talk delivered by Prof Ashis Nandy Talk by Dr. Debhashish Nayak on "The story of Ahmedabad becoming India's first world heritage centre- Getting the city back to its people" Talk by Dr. Ganesh Devy on "Thinking about Thoughts"
2017-18	To organize a conference on Indian Higher education Objective: To deliberate on the current challenges faced by the Indian Higher Education	A Conclave on Higher Education was organized by IQAC.
2017-18	To organize heritage talks, lectures, workshops under the Heritage Status grant Objective: To spread awareness of the need to conserve our rich heritage To raise awareness among students of both opportunities and challenges surrounding the cultural heritage of the country To acquaint teachers with ways in which they can keep the heterogeneity of our culture alive	Successfully ran 2 UGC sponsored Certificate Courses in Heritage and Culture Studies. Held two Heritage rallies for students under the banner "Save Heritage". A Teachers' Training Programme ' Interpreting History through Archaeology by Undertaking the Glory of the Past' was organized in association with Archaeological Survey of India (ASI). A One Day Teachers' Training Programme 'Traditional Sports and Games: An Intangible Cultural Heritage' was held A one day workshop on ' Record Management and Modi Script Introduction' was held in collaboration with Government of Maharashtra Sanchalanalaya A UGC sponsored National Seminar on Natural

		Heritage and Biodiversity was organized A UGC sponsored National Conference on 'Indian Heritage in Chemistry' was organized in collaboration with IGNOU
2017-18	Enriching the curriculum by augmenting the number of add on courses Objective: To scale up knowledge and skills of students and to better their job opportunities.	Introduced 10 courses including 2 M.A run by IGNOU. Dept. of Botany is running 2 certificate courses under Jeevan Shiksha Abhiyan of Nagpur University for 2018-19 As part of National Program for Technology Enhanced Learning (NPTEL), 12 courses have been successfully conducted. Collaborated with IIT, Powai and conducted Spoken Tutorial Open Online Programme TCS Certified Campus to Corporate Classes and Finance and Accounting for Business Process Services conducted. Formalised NET SET classes in Humanities, Commerce and Life Sciences. The Skill Development Cell of the college has successfully run short term certificate courses in computer literacy, robotics, English Communication and Spoken Sanskrit. Value education programs are also being run by the college. Shakespeare Certificate course was conducted in the college.
2017-18	To improve students' academic performance and learner outcome Objective: To facilitate weak learners to improve and advanced learners to excel in the university exams	Remedial teaching and bridge course for weak learners to be continued Seminars and webinars for advanced level learners Boot camps for examination preparation Hislop College students got 22 University Merit positions in the year 2017-18.
2017-18	To offer a wide range of co- curricular activities for the students. Objectives: Broaden students' breadth of knowledge and horizons To stimulate their interest in learning To provide opportunities for experiential learning	Workshops held for students by various departments Visit to industrial sites by various departments Workshops for students held by various departments Intercollegiate programs such as Stastica and Psychogalaxy are organized annually for the students
2017-18	To offer a wide range of extra- curricular activities for the students. Objective: To teach students to assume various responsibilities such as team building, leadership, event management.	An intercollegiate cultural fest called AthenaFest is organized annually by the students and for the students. A slew of competitions such as "On the spot sketching and painting", "Lit- Masters", General and vocabulary quizzes, solo song, solo

	To promote skills of public speaking, dramatics, fine arts among students	dance, stand-up comedy competitions are held. Hisiopians reaped a rich haul of 77 prizes in various inter-collegiate (University, State and National level) competitions during the academic year 2017-18.
2017-18	Establish collaboration with industries and organizations	MoU with TCS renewed for another 3 yrs. Talks going on with HCL, Nagpur MoU with Holy Cross College, Agartala
2017-18	Start online admission for all courses	Hislop College was the first college in the university to have an online admission process for both undergraduate and postgraduate courses.
2017-18	Conduct faculty development programmes	A two day training program was held for the teachers of the college A talk on "Role of teachers in Higher Education" was organized for the teaching staff.
2017-18	Reinforce Go Green Drive on campus. Objective: To foster sensitivity towards environment to implement measures that make the campus more environment friendly.	Install solar energy for environment friendly campus. Solar panels are being installed. Tree plantation drives were held in the campus. An annual flower show, which is held in the college, attracts a large number of people. MNRE gave grants for energy audit of our campus conducted by Pune University.
2017-18	Increase student participation in College Magazine. Objective: To foster writing, editing and designing	The college Magazine The Hislopian- 2016-17 won the First Prize in the University for the second consecutive time.


IQAC CO-ORDINATOR
 Hislop College,
 Nagpur.

Hislop College

NOTICE

10.03.2017

The following members are requested to attend an **IQAC meeting** on **Tuesday, 14th March, 2017** at **11 a.m.** in the Principal's Office:

1. Dr Mousumi Bhowal *M Bhowal*
2. Dr Jigisha Naidu *Jigisha*
3. Mr Hariom Puniyani *HSP*
4. Dr Dini Menon *D Menon*
5. Dr Mashita Pise *Mashita...*
6. Dr Ashish Jha *Ashish Jha*
7. Ms. Parama Majumdar *Parama*
8. Mr. Subhojit Halder *Subhojit*
9. Mr. Amol Karnewar *Amol*

D.R. Christian

Dr (Ms.) D.R. Christian
PRINCIPAL
HISLOP COLLEGE
Principal
NAGPUR.

P. Banerjee

Dr P. Banerjee
IQAC Coordinator

IQAC: Minutes of Meeting - I

March 14, 2017

CHAIRPERSON: Dr. (Miss) Dipti Christian

SUBJECT: Preparation of Road Map for Development

AGENDA	DESCRIPTION	NODAL PERSON
Road Ahead	<ul style="list-style-type: none">○ Formulation of the modus operandi for the next NAAC in terms of the Academic and extra mural activities of the college○ Working on a perspective plan with reference to certain short term and long term goals○ IQAC coordinator to mail the draft of the perspective plan to the members for further brainstorming○ Members instructed to read the report of 3rd cycle of NAAC	Dr. P Banerjee
Academic calendar	<ul style="list-style-type: none">○ Format for the proposition of academic calendar of 2017-18 to be circulated to the departments○ A comparative report to the proposals made and compliance to be submitted at the end of the year○ An interactive session of the heads of all departments, to be facilitated by the HRD cell to discuss the year plan○ A tab on the number of programmes planned per session, to minimize the loss of teaching days	SCIENCE Dr.M. Bhowal & Ms. P. Majumdar COMMERCE Dr. J. Naidu & Mr. A. Karnewar ARTS Dr. D. Menon & Dr. M. Pise CELLS Dr. A.Jha & Dr. S. Halder
IQAC Newsletter	<ul style="list-style-type: none">○ The IQAC newsletter to be merged with the Hislop Times○ The changed format to be applicable from the session 2017-18○ The new format of the newsletter would now include an overview of the yearlong departmental and college achievements, as well as news, GRs or any circulars from UGC or decisions of IQAC etc.○ New format to acquire information from the departments to be drafted and sent	Dr. J. Shiwalkar (for preparing the formats) Dr. P. Banerjee

IQAC Round Table	<ul style="list-style-type: none"> ○ Facilitation of an interactive session with the IQAC coordinators of colleges that have undergone the 3rd cycle of NAAC ○ City colleges to be invited for this round table 	Dr. D. Christian Dr. P. Banerjee
Anticipation of Autonomy	<ul style="list-style-type: none"> ○ Foreseeing autonomy a system for autonomous academics and academic administration needs to be worked on ○ Interaction with autonomous institutes to understand the teething problems of the system ○ Interactions to be requested through AIACHE or with the autonomous technical institutions of the city 	
For the Next Meeting	<ul style="list-style-type: none"> ○ AQAR teams to be formed ○ Discussion on suggestions to the perspective plan 	


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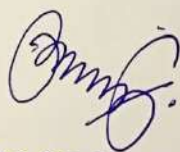
IQAC: Plan of Action with Objectives and Outcomes

Session 2016-17

Session	Plan of Action with Objectives	Outcome
2016-17	Organize a smooth visit of the NAAC peer team for assessment and reaccreditation in Third Cycle. Objective: To gear the staff for NAAC Third Cycle Reaccreditation in a systematic manner	The onsite visit of the team took place as per the visit schedule. The college was awarded A grade with 3.31 CGPA.
2016-17	Conduct mock peer team visit. Objective: To get an external audit team to examine and evaluate the preparations of the college in all aspects and to make improvements on the basis of their suggestions..	The college worked on the recommendations of the external peers and made efforts to fine tune the final presentation before NAAC peer team. .
2016-17	Hold meetings with stakeholders as part of the NAAC preparation. Objective: To review the inputs given by all stakeholders in the last 5 years and take stock of the action taken for implementation. To continue with the institutional policy of democratic participation by involving all stakeholders in its activities.	IQAC held 8 meetings with stakeholders including management, alumni, parents, students.
2016-17	Organize conferences, seminars/workshops Objective: To facilitate continuous knowledge up-gradation and foster research activities.	UGC sponsored National Seminar on World Heritage Day, "Role of Educational Institutions in the Conservation of National & Cultural Heritage, 18.4.17 61st All India English Teachers" Conference in collaboration with AESI, Cenacle.
2016-17	To strengthen continuous academic evaluation process. Objective: To improve academic performance of students in university exams	16 Merit Positions were bagged by Hislop Students in various University Examinations of Summer, 2015 including. The top 4 Merit positions in M.A. Hindi. 2 students shared the 2nd merit position & one 5th merit in M.A. Sociology. 2nd Merit in B.Com. 3 Merit

		positions in M.A English
2016-17	Introduce new add-on courses and enrich the curriculum Objective: To scale up knowledge and skills of students and provide them with better job opportunities	2 student batches successfully completed certificate course in Heritage and Cultural Studies. Applied to IGNOU, New Delhi for the college to be recognized as a centre for offering distance education programmes.
2016-17	To further expand the services and activities of Hislop Institute of Social Action & Research (HISAR), the College community service programme. Objective: To ensure that the Institution fulfils its social responsibility.	HISAR carried out a number of activities for the upliftment of sium dwellers in Bhandewadi, Nagpur incl. literacy drive, health camp, and I-day celebrations.
2016-17	Strengthen training and placement activity Objective: To provide more training to students on work skills and secure gainful employment	Several programmes including workshops, talks and career fair were held on campus. Nearly 100 students got selected in campus recruitment drives by companies like iCiCi, Concentrix, Infosys etc.
2016-17	Strengthen activities of Entrepreneurship Development Cell Objective: To instill entrepreneurial skills among graduates and guide them towards selfemployment	20 students with 2 teachers participated in the Global Entrepreneurship Summit, IIT Kharagpur, 3-5 Feb, 2017. Job oriented certificate course in allied agriculture.
2016-17	Foster Student research especially in PG Depts. Objective: Prepare a foundation for research in PG students to enable them to take up projects with research laboratories and institutions of higher learning.	Students won 1 st prize at all three stages of University Research Competition, „Avishkar-2017“. Master talk series on „Great Personalities in Literature“
2016-17	Reinforce student support with Vocational Guidance and Counseling Centre Objective: To ensure that maximum number of students benefit from counseling services on academic, personal, career, psycho-social matters.	The Vocational Guidance and Counseling Centre, Dept. of Psychology, offered free counseling to all College students. The Centre also provided IQ, Aptitude testing, and career guidance to students of a number of schools in the city.
2016-17	Increase the number of meetings between the Management and the college IQAC (quarterly) Objective: To strengthen management involvement in college policies and actualize mission and vision of the institution	IQAC held 4 meetings with the Management. IQAC report was presented in the LMC Meeting

2016-17	Carry out a research audit of the faculty/research scholars in order to find out the volume of research output. Objective: To motivate faculty to take up more research projects, to publish more, and to tap more funding agencies for grants.	The College Research Committee carried out research audit and updated information regarding the number of major and minor research projects, and the total grant sanctioned by various funding agencies.
2016-17	Start a mechanism for online student feedback on curricula and faculty. Objective: To ensure transparency and accountability and help improve teaching- learning processes.	Student feedback was taken but has not been posted on the college website as yet. This will be rectified in the next session. IQAC prepared a student feedback form with a 5-point gradation scale on various aspects related to college and its infrastructure, teaching staff, library, sports facility, etc.
2016 17	Reinforce faculty empowerment programmes.	2 Faculty Training Programs were conducted for orienting and training young faculty members including newly appointed teachers.
2016 17	Augment existing Staff Welfare Schemes	Hislop Credit Cooperative Society registered a phenomenal growth and have about total deposits worth 2 crore rupees. Teaching and administrative personnel were beneficiaries of loans.
2016-17	Multiply student financial aid for needy students by increasing the number as well as the amount of scholarships.	88 students received scholarships worth Rs.5000/- each under the HOPE student financial aid programme sponsored by alumni and staff. This amount is other than the regular govt. scholarships.
2016-17	Offer students a wide range of co-curricular activities to participate and learn skills	Student Quality Assurance Cell (SQAC) organized a oneday interactive workshop on 'You, Me & Hislop'
2016-17	Launch „Go Green“ Drive on campus Objective: To make campus and its surroundings clean and hygienic and promote environment consciousness among students.	Concrete steps were taken in this matter, like installation of garbage bins along the perimeter. Frequent collection and disposal of plastic and waste by the college community with the help of extension cells like Rotaract club, Environmental Cell, NSS.
2016-17	Increase student participation in College Magazine. Objective: To foster writing, editing and designing skills among students	'The Hislopian' college annual magazine won the Third Prize in the inter-college magazine competition of RTM Nagpur University.



IQAC CO-ORDINATOR
Hislop College,
Nagpur.