

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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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 *Hislopiya*

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

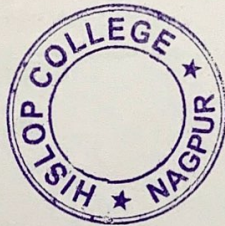
- Solar panelling in the girls' hostel building to be completed during 2018-19


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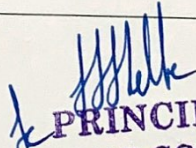
CHAIRPERSON: Dr Prantik Banerjee
 DATE & TIME: Tuesday, August 7, 2018 at 2.30 p.m.
 MEETING TITLE: AQAR
 SUBJECT: Submission of AQAR
 VENUE: NAAC Cell

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 Heads • Compilation of Data • Review • Online 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 II • Criterion III • Criterion IV • Criterion V • Criterion 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 Haldar 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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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: 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"> ○ 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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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 Haldar- 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.


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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	As per the UGC guidelines, the proposal proforma has 4 parts. The work related to PART IV was allocated as under		
	i. Academic performance and previous year results	Dr M Bhowal, Dr H Yawalikar & Ms. P Majumdar	
	ii. Co-curricular and extension activities	Dr J Naidu & Dr L Menachery	
	iii. Academic/extension/research achievements of the faculty	Dr M Pise & Dr S Bundale	
	iv. Quality and merit in the selection of students and teachers	Dr P Michael & Dr H Punyani	December 17, 2018
	v. Adequacy of infrastructure	Dr P Michael & Dr H Punyani	
	vi. Quality of institutional management		
	vii. Financial resources provided by the Management/ State Government for the development of the College/ Institute	Dr A K Jha & Mr. S Abraham	
	viii. Responsiveness of the administrative structure	Dr A K Jha	
ix. Motivation and involvement of faculty in the promotion of innovative reforms	Dr M Panga & Dr S Halder		


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