



Salesian College
Sonada | Siliguri

Minutes of the IQAC Meeting

Marengo Hall, SCSC

23 September 2023

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Foreword

The first Internal Quality Assurance Cell (IQAC) meeting of the academic year 2023-24 for the Salesian College (Autonomous) was called on Saturday, 23 September 2023. The meeting started at 9:45 am at the Marengo Hall in the Siliguri Campus (SCSC).

I Attendees in the meeting

- Fr (Dr) Babu Joseph, Principal, Salesian College (Autonomous), Sonada & Siliguri, and Chairperson, IQAC;
- Dr Terence Mukhia, Coordinator, IQAC;
- Mr Subhajit Bose, Asst Coordinator, IQAC;
- Mr Subhajit Paul, Dean of Studies, Sciences, and Secretary, IQAC;
- Mr Nikhil Pradhan, Joint Secretary, IQAC;

- Mr Peter Lepcha, Asst Prof, Dept of English, SCSC;
- Mr Dhirodatta Subba, Director, Collaboration and Expansion, SCSC;
- Ms Ganga Parajuli, Coordinator, Student Affairs;
- Ms Yadika Prasad, Salesian Software Development Cell;
- Mr Johnny Joseph, Office representative, SCSC;
- Ms Sapna Gurung, Librarian, SCSC;
- Mr Deep Pradhan, Librarian, SCS;
- Fr (Dr) Saju Puthuserry, Vice Principal, Arts, Humanities and Social Sciences, SCSC;
- Fr Nirmol Toppo, Vice Principal, Sonada Campus (SCS);
- Mr Manoresh Thapa, Asst Prof, Dept of Commerce, SCS;
- Mr Ravi Bhushan Singh, Dean, Arts & Humanities, SCSC;
- Ms Ranita Chakraborty, Dean, Social Sciences, SCSC;
- Mr Debdut Sengupta, Coordinator of Examinations (CBCS batch), SCSC;
- Mr Rajesh Agarwal, Industrialist, External Member, IQAC;
- Dr Shanti Chhetri, Educationist, External Member, IQAC;
- Mr Debajyoti Chakaborty, IQAC Office assistant, SCSC.

II Agenda

1. Invocation,
2. Approval of previous meeting minutes,
3. Review the performances of the even semester, 2023 on the following fronts
 - (a) Academic,
 - (b) Cocurricular,
 - (c) Examination.
4. AQAR format for autonomous colleges,
5. Annual departmental report,
6. Departmental data keeping,
7. Planning for upcoming odd semester,
8. Open floor,
9. Observation from external members,
10. Closing remarks.

The minutes have been recorded as the meeting proceeded.

Minutes of the Meeting

III Invocation

The meeting started at 9:45 am with a prayer by Fr (Dr) Babu Joseph, Principal, Salesian College (Autonomous), Sonada & Siliguri. In his opening note, he reminded the house that IQAC plays a pivotal role in the institution's overall quality while appreciating the previous efforts made by the cell and anticipating future endeavours. He mentioned that he envisages uplifting the college to an A+ grade within five years and an A++ in the coming decade. He then introduced the newly appointed external members:

1. (Retd) Prof Shanti Chhetri, Ex Vice Chancellor, Gourbanga University, appointed in the capacity of external educationist,
2. Mr Rajesh Agarwal, owner of Tea and Steel factories in North Bengal, appointed in the capacity of an industrialist.

He offered Khadas to the external members.

Dr Terence Mukhia, in his welcome address, invited creative ideas from all the house members. He then announced the new list of the IQAC members, as enclosed at the end of this document.

IV Approval of previous meeting minutes

Subhajit Paul read the minutes of the last IQAC meeting held on 11 March 2023 at Sonada Campus. He then proposed the minutes to the house, which Mr Peter Lepcha seconded.

V Review the performances of the even semester

1. Dr Mukhia presented concise reports on the Admission, Academic, Examination, and Co-curricular activities at the Sonada Campus during the last semester. All activities went as planned earlier.
2. Ms Ganga Parajuli, in her report, mentioned the following activities in the Siliguri Campus during the last academic session:
 - (a) 31 January 2023: Ethnic Day.
 - (b) The monthly endeavour of 'Elite Talk', an inter-deanery public speaking platform, ran smoothly.
 - (c) 'Inscape' did not take place in the last semester.
 - (d) Taverna Trophy, an inter-college basketball tournament, and Bishop Oresthes Memorial football tournament took place on 29 April 2023.
 - (e) Life Orientation Programme (LOP) took place for the outgoing batch of students from 2-5 May 2023.
 - (f) The Graduation Day Ceremony took place on 19 May 2023, followed by the Gratitude Day on 20 May 2023.
 - (g) Farewells took place for different Departments towards the end of May 2023.
3. Mr Debdu Sengupta presented a detailed report on the University examination of the



even semester. Thanking the management and the faculty members for cooperating with him in conducting the examinations smoothly, he based his talk on the following points:

- (a) The entire duration of the examination was around three months.
- (b) In the Department-wise study, he mentioned that the papers on Statistics GE, Business Mathematics, and English GE from the respective Deaneries of Sciences, Commerce & Vocational Studies, and Arts & Humanities have posed more significant problems to the students.
- (c) The upcoming University examination will tentatively start from 6 December 2023.
- (d) The college is trying to merge the days of the Selection test for the CBCS batch and the Second Formative Assessment for the new students for the smooth running of the academic activities.

VI AQAR format for Autonomous Colleges

Mr Subhajit Bose presented the differences between the AQAR format for Autonomous and Affiliated colleges. He commented that most of the changes appear in the first three criteria.

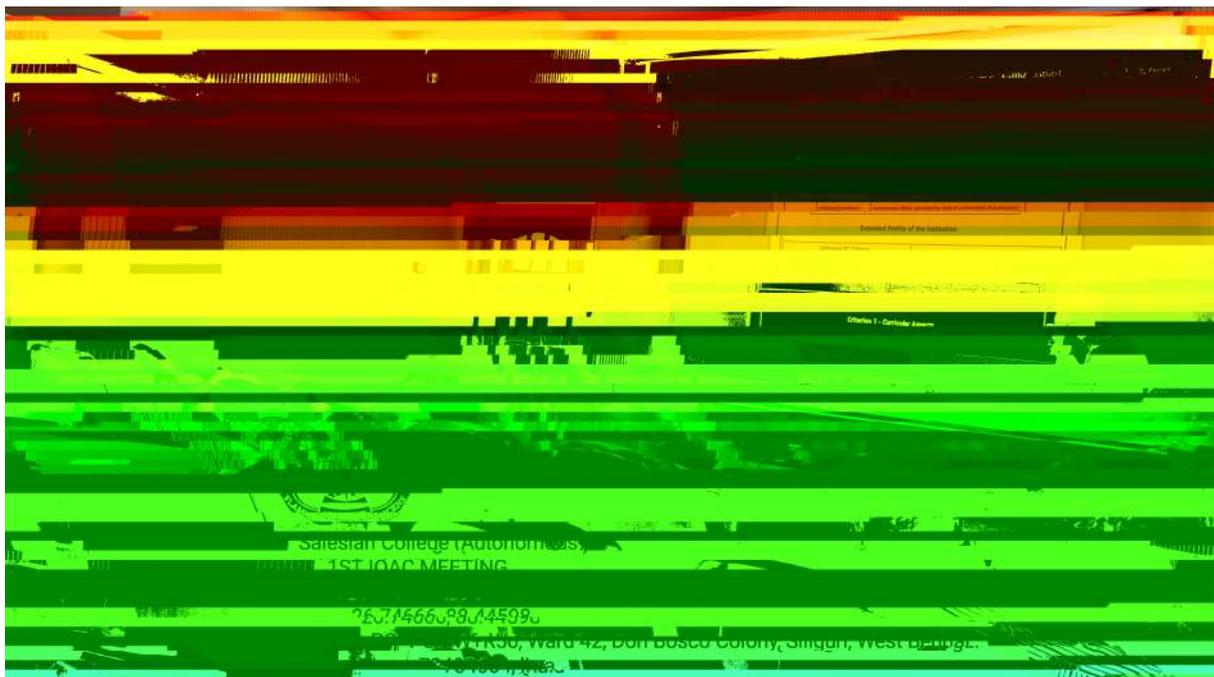
He then showed the data fill-up process in the ERP, which remains almost the same as the last year. However, he announced that his team has provided the links for the corresponding data folder and the master sheet against each metric.

VII Annual departmental report

Mr Bose proposed a departmental data-keeping format based on the annual report template passed by the house.

VIII Planning for the upcoming odd semester

This agenda was deferred due to the absence of some members.



IX Observations from external members

1. (Retd) Prof Shanti Chettri started his observations by thanking the management for the opportunity. He remembered Fr George Thadathil for his dynamic academic presence. He mentioned that in North Bengal, only a few colleges have acquired the 'A' grade from NAAC, Salesian College (SC) being one of them. Moreover, now it has become an Autonomous College, which sets the trend for the rest of the college. He suggested to start a few initiatives as the best practices in the college:
 - (a) Earn while you learn: this scheme will allow an ongoing student to provide service in the library or laboratory against some money. A certificate can also be issued to the student, mentioning the hours put in by the student.
 - (b) Scholarships for the meritorious / economically weaker students.
 - (c) Fix a weekly day as 'No motor vehicle day' on campus. This practice will help in the 'Green Audit' as well.
2. Mr Rajesh Agarwal emphasised mainly on three points in his observations:
 - (a) Students should be more industry-oriented. To achieve that, the college should push students for internships.
 - (b) Counsellors/Mentors should be available to the students.
 - (c) Research and Development should be fostered inside the campus.

X Closing remarks

Fr Principal started his closing remarks by thanking Mr Subhajit Bose and Mr Subhajit Paul for their complex works in the office of IQAC. He also mentioned that internships are promoted to the students of BBA and that the Dept has started a new course on 'Tourism & Hotel Management'. He added that 33 student interns are working in the library.

Dr Mukhia proposed the vote of thanks.

The meeting adjourned at 11:45 am.

Minuted by,

SUBHAJIT PAUL,
Secretary, IQAC,
Salesian College (Autonomous), Siliguri Campus.

Assisted by,

DEBAJYOTI CHAKRABORTY,
Office Assistant, IQAC,
Salesian College (Autonomous), Siliguri Campus.

Dated, 10 October 2023.

Sd/-

FR (DR) BABU JOSEPH,

Chairperson, IQAC, and Principal,
Salesian College (Autonomous), Sonada and Siliguri.
Dated, 10 October 2023.

Salesian College Sonada, Siliguri

IQAC 2023

Names	Designation	Signature
1. Dr. Fr. Babu Joseph	Chairperson	<i>Babu Joseph</i>
2. Dr Terence Mukhia	Coordinator	<i>Terence</i>
3. Mr. Subhajit Bose	Asst. Coordinator	<i>Subhajit Bose 23/09/23</i>
4. Mr. Subhajit Paul	Secretary	<i>Subhajit Paul 23/09/2023</i>
5. Nikhil Pradhan	Joint Secretary	<i>Nikhil Pradhan 23/09/23</i>
6. Fr. Dr. Tomy Augustine	Member (Controller of Exams NEP)	
7. Mr. Peter Lepcha	Member	<i>Peter Lepcha</i>
8. Patrick Johnson	Member (Deputy Controller of Exams (NEP)	
9. Dhiro Dutta Subba	Member	<i>Dhiro Dutta Subba 23/9/2023</i>
10. Anirban Ghosh	Member	
11. Ganga Parajuli	Member	<i>Ganga Parajuli 23/9/23</i>
12. Yadika Prasad	Member	<i>Yadika Prasad</i>
13. Johnny Joseph	Member	<i>Johnny Joseph</i>

14. Sapna Gulung	Member (Librarian, Siliguri)	<i>Sapna Gulung</i>
15. Deep Pradhan	Member (Librarian, Sonada)	<i>Deep Pradhan 23/9/23</i>
16. Fr. Dr. Saju	Member	

Names	Designation	Signature
17. Fr. CM Paul	Member	
18. Fr. Nirmal Toppo	Member	<i>Nirmal Toppo</i>
19. Fr. Pritam Barla	Member	
20. Shraddha Pradhan	Member	
21. Manoresh Thapa	Member	<i>Manoresh Thapa</i>
22. Pawan Rai	Member	
23. Uday Malla	Member	
24. Robert Lepcha	Member	
25. Ravi Bhushan Singh	Member	<i>Ravi Bhushan Singh</i>

26. Kanita Chakraborty	Member	<i>Kanita Chakraborty 23/9/23</i>
27. Yash Agarwal	Students' Representative (Siliguri)	
28. Niketan Niroula	Students' Representative (Sonada)	
29. Debdut Sengupta	Member (Exam CBCS)	<i>Debdut Sengupta</i>
30. Rajesh Agarwal	Industrialist	
31. Dr. Shanti Chettri	Educationalist	<i>Dr. Shanti Chettri</i>
32. Prof. Dr. Johnny Jose	External Peer Team Member Registrar, Assam Don Bosco University	

External Peer Team Member
Professor, Department of
Education, Assam Don Bosco
University

33. Prof. Dr. K.C. Kapoor

34. Sonada