



SALESIAN COLLEGE
(AUTONOMOUS) | SONADA
SILIGURI

Minutes of the IQAC Meeting

Marengo Hall, SCSC

22 March 2024

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Foreword

The second Internal Quality Assurance Cell (IQAC) meeting of the academic year 2023-24 for the Salesian College (Autonomous) was called on Friday, 22 March 2024, at 1:00 pm at the Marengo Hall in the Siliguri Campus (SCSC).

I Attendees in the meeting

1. Fr (Dr) Babu Joseph, Principal, Salesian College (Autonomous), Sonada & Siliguri, and Chairperson, IQAC;
2. Dr Terence Mukhia, Coordinator, IQAC;
3. Mr Subhajit Bose, Asst Coordinator, IQAC;
4. Mr Subhajit Paul, Dean of Studies, Sciences, and Secretary, IQAC;
5. Fr C M Paul, Vice Principal, Sciences, SCSC;

6. Fr (Dr) Saju Puthuserry, Vice Principal, Arts, Humanities and Social Sciences, SCSC;
7. Fr Nirmol Toppo, Vice Principal, Sonada Campus (SCS) (joined online);
8. Mr Anirban Ghosh, Dean, Commerce, Management & Vocational Studies;
9. Mr Ravi Bhushan Singh, Dean, Arts & Humanities, SCSC;
10. Mr Dhirodatta Subba, Director, Collaboration and Expansion, SCSC;
11. Ms Ganga Parajuli, Coordinator, Student Affairs, SCSC;
12. Mr Debdut Sengupta, Coordinator of Examinations (CBCS batch), SCSC;
13. Mr Bikramjit Chandra, Deputy Controller of Evaluations (NEP batch), SCSC;
14. Mr Johnny Joseph, Office representative, SCSC;
15. Mr Uday Mall, Dean, Commerce, Vocational Studies & Computer Applications, and Deputy Controller of Examination, SCS (joined online);
16. Ms Sradha Pradhan, Coordinator, Student Affairs, SCS (joined online);
17. Mr Manoresh Thapa, Asst Prof & Head, Dept of Commerce, SCS (joined online);
18. Mr Deep Pradhan, Asst Librarian, SCS (joined online);
19. Mr Yash Agarwal, Students Representative, SCSC;
20. Dr Shanti Chettri, Educationist, External Member, IQAC;
21. Mr Debajyoti Chakaborty, IT Coordinator / Lecturer, SCSC.
22. Mr Niladri Das, IQAC Office Assistant, SCSC.

II Agenda

1. Invocation;
2. Approval of previous meeting minutes;
3. Review the performances of the odd semester 2023: CBCS batch, and NEP batch;
4. AQAR of 2023 and Departmental data filing;
5. Open floor;
6. Observation from external members;
7. Closing remarks.

The minutes have been recorded as the meeting proceeded.

Minutes of the Meeting

III Invocation

The meeting started at 1:10 pm with a prayer by Fr (Dr) Babu Joseph, Principal, Salesian College (Autonomous), Sonada & Siliguri. In the opening note, he informed the house that Mr Debajyoti Chakraborty is now the Chief Coordinator of IT after the leaving of Ms Yadika Prasad. He emphasised speeding up the data collection process to be ready with timely responses for different accreditation agencies. He also invited ideas from the house to achieve the desired pace.

Dr Terence Mukhia, in his welcome address, briefed us about the recent development of the NAAC accreditation process. Instead of grade point-based marking, the agency is moving towards a binary system of accreditation: Accredited and Not Accredited. He also discussed introducing different proficiency levels among the accredited higher education institutions (HEIs) by the National Accreditation Council (NAC).

IV Approval of previous meeting minutes

Mr Subhajit Paul read the minutes of the last IQAC meeting on 23 September 2023. Fr Principal observed the mistake in the mention of ‘Tourism & Hotel Management’ in his closing remarks. The phrase is to be replaced by ‘Tourism & Hospitality Management’. After amending this correction, Mr Paul proposed the minutes to the house, which Mr Anirban Ghosh seconded.

V Review the performances of the odd semester 2023

1. Mr Debdut Sengupta presented a report on the Final Odd-Semester Examinations 2023, conducted by the University of North Bengal, taken by the students from the Siliguri Campus. There, he mentioned the following key points:

- In the **3rd Semester examination**, 520 out of 890 students passed without backlog. However, the remaining 370 students could not clear the semester (SNC), making the pass percentage 58.42.
- In the **5th Semester examination**, 495 out of 664 students passed without a backlog, whereas the remaining 370 students could not clear the semester (SNC), making the pass percentage 74.55.

His report contained department-wise sections on SGPA achieved by the students and the number of failed candidates in each paper. Upon presenting, he submitted the report to the IQAC.

2. Mr Bikramjit Chandra presented a report on the first examination for a complete semester conducted by the autonomous Salesian College. Some of the key pointers in his presentation were:

(a) In the **UG Examinations**:

- Students were blocked from appearing in the final Summative Assessment examination due to low attendance.
- 86% of students have passed if they appear in the examination for a course.
- 77% of students have passed if they appear in the examinations for the Core 5 courses: two Major, one Minor, one Skill Enhancement and one Multidisciplinary course.
- The minor courses have seen the most failures.
- 30% of the total population of students have received the SGPA scores.

(b) In the **PG Examinations**:

- 87% of students have passed if they appear in the examination for a course.
- 72% of the total population of students have received the SGPA scores.

His report then discussed the dates of the examinations, days required to complete the evaluation process, anonymity of the examinee to the examiner and passing and promotion criteria.

3. Mr Uday Mall presented a report on the Final Odd-Semester Examinations 2023, conducted by the University of North Bengal, taken by the students from the Sonada Campus. His report informed that

- In the **3rd Semester examination**, 82 out of 128 students passed without backlog, making the pass percentage 64.06.

- In the **5th Semester examination**, 104 out of 124 students passed without a backlog, making the pass percentage 83.87.
4. Dr Mukhia observed that the results should work as a ‘wake-up call’ for the departments. He urged the heads of the departments to conduct meetings and find solutions to improve the scenario.

VI AQAR of 2023 and Departmental data filing

Mr Subhajit Bose explained the data-feeding process for the upcoming AQAR of 2023-24. The central points in his speech were:

1. IQAC, in discussion with the college management, will assign the senior faculty members to write the responses for the qualitative metrics.
2. IQAC will assign the faculty members to feed the required data every month. The designated faculty must complete the job within the stipulated time; failing which, (s)he will be directed to Fr Principal to report.
3. By the 26th day of every month, the faculty members must finish the data-feeding process for that month.
4. The AQAR metrics will also be clubbed for each department to collect data. They will have to collect the same by June 2024.
5. A detailed guideline explaining the above processes will be issued from the IQAC office.

VII Open floor

1. In his observation, Fr Principal suggested that:
 - (a) The criteria groups can be brought back for an efficient workflow.



- (b) Faculty members must add the IQAC work completion report to their monthly work diaries.
 - (c) Groups can be created in the **Signal** app to avoid mixing personal communications through the **WhatsApp** app.
 - (d) More efficiency will be required to complete the AQAR as an Autonomous college.
 - (e) A brainstorming session can be arranged with members from both campuses.
2. Dr Mukhia informed the house that he would visit the Siliguri campus every second Saturday of each month to help with the ongoing process.

VIII Observations from external members

(Retd) Prof Shanti Chettri started his observations by thanking the management for the opportunity and iterated the following points:

1. He congratulated and appreciated the college for the mammoth effort in the right direction and reminded the house that the ratio of successful candidates is even worse for other colleges under the parent University.
2. He mentioned that the state government rushed the implementation of the National Education Policy (NEP) 2020 in 2023. On the other hand, Salesian College has shown a smooth transition towards it.
3. He urged the college to look for ways to increase admission to postgraduate courses. He also emphasised retaining faculty members and improving the library.

IX Closing remarks

Fr Principal, in his closing remarks, started by thanking the members of the office of IQAC. He uttered that CoVid has had a prolonged negative effect on the studying faculty of the students. He also mentioned about the future planning of the college in terms of infrastructure and faculty retention.

The meeting adjourned at 2:55 pm.

Minuted by,

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

Dated, 23 March 2024.



SALESIAN COLLEGE (AUTONOMOUS) | SONADA SILIGURI

NAAC Accredited 'A' Grade (3rd Cycle) & (twice) UGC certified College with Potential for Excellence (CPE)

2nd IQAC Meeting (22-03-2024)

Sl. No.	Name	Designation	Signature
1	Dr. Fr. Babu Joseph	Chairperson	
2	Dr. Terence Mukhia	Coordinator	
3	Mr. Subhajit Bose	Asst. Coordinator	
4	Mr. Subhajit Paul	Secretary	 22/03/24
5	Mr. Nikhil Pradhan	Joint Secretary	 22/3/24
6	Fr. Dr. Tomy Augustine	Member (Controller of Exams -NEP)	
7	Fr. Dr. Saju Puthuserry	Member	
8	Fr. C M Paul	Member	 22/3/24
9	Fr. Nirmal Toppo	Member	 22/3/24
10	Fr. Pritam Barla	Member	
11	Mr. Patrick Johnson	Member (Deputy Controller of Exams -NEP)	
12	Mr. Dhirodatta Subba	Member	
13	Mr. Anirban Ghosh	Member	
14	Ms. Ganga Parujuli	Member	 22/3/24
15	Mr. Johnny Joseph	Member	 22/3/24
16	Ms. Sapna Gurung	Member (Librarian, Siliguri)	
17	Mr. Deep Pradhan	Member (Librarian, Sonada)	
18	Mr. Peter Lepcha	Member	
19	Ms. Shraddha Pradhan	Member	
20	Mr. Manoresh Thapa	Member	
21	Mr. Pawan Rai	Member	
22	Mr. Uday Malla	Member	
23	Mr. Robert Lepcha	Member	
24	Mr. Ravi Bhushan Singh	Member	
25	Ms. Ranita Chakraborty	Member	 22/03/24
26	Mr. Yash Agarwal	Student' Representative (Siliguri)	
27	Mr Niketan Niroula	Student' Representative (Sonada)	
28	Mr. Debudut Sengupta	Member (Exam CBCS)	 22/03/24
29	Mr. Rajesh Agarwal	Industrialist	
30	Dr. Shanti Chhetry	Educationalist	 22/3/24
31	Prof. Dr. Johnny Jose	External Peer Team Member Registrar, Assam Don Bosco University	
32	Prof. Dr. K. C. Kapoor	External Peer Team Member Professor, Department of Education, Assam Don Bosco University	
33	Mr. Debajyoti Chakraborty	IT Coordinator	 22/03/24
34	Mr. Niladri Das	Office Assistant, IQAC	 22/3/24
35	Mr. Bikranjit Chandra	Deputy Controller of Evaluation	 22/3/24