

XAVIER'S UNIVERSITY, KOLKATA

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IQAC Coordinator



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2nd Meeting of IQAC will be held on 17.02.2021

Following are the Agenda of the meeting:

1. Confirmation of the 1st IQAC minutes of the meeting held on 13.07.2017 and Matter arising out of the meeting.
2. Ratification of the Action Taken Report of 1st Academic Audit Conducted on 7th to 9th November, 2019.
3. Present status of Internal Quality Assurance Cell and its activities.
4. Roadmap to NAAC preparation.
5. Conducting an Internal Academic and Administrative Audit by IQAC.
6. A report on Admissions – 2020-21, 2021-22.
7. A Report by the Controller of Examinations of the Examinations held, and results published so far.
8. Formation of various committees and their functioning.
9. A Report on various events, workshops etc. organized by Departments/Schools.
10. Financial Position of the University.
11. Plan for the future; Academics and Infrastructure.
12. Some of the salient Good Practices.
13. Establishment of the Alumni Association, SXUKAA.
14. Research Publications and Incentive Schemes.
15. Ph.D. Courses: A report by Ph.D. Coordinator.
16. Any other matter with the permission of the Chair.

Minutes of the Meeting

The Minutes of the 2nd IQAC meeting held on February 17th, 2021 at 3p.m. in the Vice-Chancellor's Conference Hall.

Agenda 1: *Confirmation of the 1st IQAC minutes of the meeting held on 13.07.2017 and Matter arising out of the meeting*

It is resolved in the meeting that the 1st Minutes of the meeting of IQAC held on 13.07.2017 are approved.

Agenda 2: *Ratification of the Action Taken Report of 1st Academic Audit Conducted on 7th to 9th November, 2019*

It was discussed and ratified the Action Taken Report of 1st Academic Audit conducted on 7th to 9th November, 2019.

Agenda 3: *Present status of Internal Quality Assurance Cell and its activities*

IQAC Coordinator informed the members about the Internal Working Committee of IQAC and presented its reports/activities conducted so far to the members present in the meeting. Among many activities, IQAC Coordinator also mentioned in its reports of the Academic Audit that was conducted during 7th November 2019 – 9th November 2019, along with an Action Taken Report of the same.

[See the Annexure 1 and 2]

Agenda 4: *Roadmap to NAAC preparation.*

IQAC Coordinator presented a tentative Roadmap to NAAC preparation.

[Please find annexure 3]

Agenda 5: *Conducting an Internal Academic and Administrative Audit by IQAC.*

IQAC Coordinator informed the members about an Internal Academic and Administrative Audit to be conducted during February 24th, 2021- February 27th, 2021, and as per the Honourable Vice-Chancellor's advice, the following Committee was constituted for the Academic and Administrative Audit.

Internal (Academic and Administrative) Audit Committee

The final list of the members of internal (Academic and Administrative) Audit Committee (2020-2021) of St. Xavier's University, Kolkata:

Sl. No	Name	Designation	Category
1.	Rev.Dr.S. Ignacimuthu, S.J.	Director, Xavier Research Foundation, St. Xavier's College, Palayamkottai Former Principal, Loyola College, Chennai Former Vice Chancellor, University of Madras Mobile no.: 9840337667 Email id: imuthusj@gmail.com	Chairperson
2.	Prof. Mamata Ray	Vice-Chairman (Academic) West Bengal State Council of Higher Education Mobile no.: 9830038035/6290244566 Email id: vccademic.wbsche@gmail.com	Member
3.	Prof. Dhruba Ranjan Dandapat	Prof. Dept. of Commerce, University of Calcutta Mobile no.: 9831083791 Email id: dhrubacal@yahoo.co.in	Member
4.	Fr. Dr. Xavier Vedam	General Secretary, AIACHE Mobile no.: 9787001209 Email id: vedamvx@gmail.com	Member
5.	Dr. Agnelo Menezes	Former Principal, St. Xavier's College, Mumbai Mobile no.: 9220439704 Email id: agnelo.menezes@xaviers.edu	Member
6.	Dr. Kanika Chatterjee	Prof., Dept of Commerce, University of Calcutta Mobile no.: 9830142143 Email id: konikac27@gmail.com	Member
7.	Dr. Manik Chakraborty	(Rtd.) Professor of Law & Director UGC Academic Staff College, University of Burdwan Mobile no.: 9433203586 Email id: drmanikbu@gmail.com	Member

Agenda 6: A report on Admissions – 2020-21, 2021-22

The Registrar presented its admission status for the session 2020-2021, as well as planning and preparation for the Admission 2021-2021.

Agenda 7: A Report by the Controller of Examinations of the Examinations held, and results published so far.

Controller of Examinations presented its reports of the Examinations and evaluation conducted online in this Covid Phase.

Agenda 8: Formation of various committees and their functioning.

IQAC Coordinator informed the members present about all the committees constituted from July 2020.

IQAC WORKING COMMITTEE

Sl. No.	Name	Designation	Category
1.	Prof. Ashis Mitra	Registrar	Advisor
2.	Dr. Indra Kanta Maitra	Controller of Examinations	Advisor
3.	Dr. Achyut Chetan	Associate Professor	Advisor
4.	Dr. Tanushree Biswas	IQAC Co-ordinator	Convenor
5.	Dr. Tuhin Utsab Paul	Assistant Professor	Member
6.	Dr. Somak Sen	Assistant Professor	Member
7.	Prof. Krishna Roy	Assistant Professor	Member
8.	Prof. Sovik Mukherjee	Assistant Professor	Member

Agenda 9: A Report on various events, workshops etc. organized by Departments/Schools.

The Departments/Schools presented its annual Department/School reports along with all the events, workshops etc conducted by them.

Agenda 10: Financial Position of the University.

In the absence of Finance Officer in the meeting, The IQAC Coordinator mentioned about the Financial Position of the University, and informed the members present that the Finance Office shall present its reports to the Audit members in the upcoming the Academic and Administrative Audit (February 24th, 2021- February 27th 2021)

Agenda 11: Plan for the future; Academics and Infrastructure.

IQAC Coordinator presented to the members the plan for the future of The University.

- ❖ Administrative Building
- ❖ Two additional Hostel building for boys and girls

- ❖ An Auditorium with 2500 seating capacity
- ❖ A Management Development Programmes Block (MDP Block)
- ❖ Faculty and Staff quarters
- ❖ Solar plants on the terraces of the Hostel Blocks and the Administrative Building

Agenda 12: Some of the salient Good Practices.

Some of the Salient Good Practices were mentioned by the IQAC Coordinator stressing upon institutional distinctiveness of the University:

- A participatory and collaborative system of governance in which all stakeholders are involved.
- The University has decentralized administration and delegated responsibilities to staff.
- Formation of various committees and cells to share in administration.
- Participation of stakeholders in decision making through their representation in various bodies and regular meetings with them.
- Quest for excellence – emphasis on quality education.
- Evaluation of teachers, courses, and infrastructure by the students. Feedback system
- Process of upgradation of syllabus based upon the feedbacks
- Regular updating of students' attendance on the University website.
- Foundation course on Interreligious studies, and personality development
- Inculcating essence of research through projects and dissertation.
- Fostering and rewarding research.
- Promoting use of technologies.
- Acknowledging students' achievements in academic as well as co-curricular activities. Constant deliberation and improvements of our rules and regulations.

Agenda 13: Establishment of the Alumni Association, SXUKAA.

IQAC Coordinator informed the members about the newly constituted Alumni Association:

The Alumni Association of St.Xavier's University, Kolkata namely "St. Xavier's University Kolkata Alumni Association (SXUKAA)" has now been officially registered with the registrar of societies since 3rd January 2020. SXUKAA has also become a member of the federation of Jesuit Alumni Association of India (FOJAAL) and as such also of World Union of Jesuit Alumni (WUJA)

Agenda 14: Research Publications and Incentive Schemes.

To promote and Research Culture, University introduced a Research Publications and Incentive Schemes:

The details were mentioned in the Annual report by Vice-Chancellor in the Second Convocation 6th February 2021

Faculty Support Scheme for Facilitation of Research and Publications has been adopted from January 2020. As per this scheme, the teachers of the University shall be induced towards publications of quality and research -oriented books and articles. They shall also receive travel grants to present papers in national and international seminars where their paper are accepted.

Agenda 15: Ph.D. Courses: A report by Ph.D. Coordinator.

The Ph. D. Coordinator presented its reports on the various newly Ph.D. Courses introduced in our University and their status so far.

Agenda 16: Any other matter with the permission of the Chair.

The IQAC meeting ended with the Vote of Thanks by the Chairperson to all the members present.

Tanushree Biswas
18/2/2021

Dr. Tanushree Biswas
Coordinator, — IQAC
Assistant Professor, SXUK