

St. Xavier's University, Kolkata

Internal Quality Assurance Cell (IQAC)

Action Taken Report of the meeting

Held on 13th July 2019

Action Taken Report-2019

The 1st IQAC meeting was held on July 13, 2019, at 03:00PM in the Vice-Chancellor's Conference Hall.

The action taken based on the first meeting is as follows:

Agenda: 2 Awareness programme for IQAC

Internal Quality Assurance Cell (IQAC) of St. Xavier's University, Kolkata organised various awareness programmes in terms of faculty development programmes, faculty orientation programmes, sensitization for counselling programmes, and frequently interactive sessions on learning outcomes (LO), course outcomes (CO), programme outcomes (PO), and mapping, awareness programme on gender issues in collaboration with the Department of Arts and Social Studies, based on the idea of improving quality culture among the staff members and overall holistic development of the university.

Agenda: 3 and 4 Suggestion for the preparation of AQAR 2017-18 and 18-19 respectively

Under the close supervision of the IQAC Coordinator, the Internal Quality Assurance Cell prepared the annual reports of the university for the sessions 2017-18 and 2018-19, respectively, as per the then prescribed format of the NAAC Annual Quality Assurance Report (AQAR) under the close supervision of the IQAC Coordinator and furnished the same to the authorities.

Agenda: 5 Suggestion for future course of actions

SUGGESTIONS	ACTIONS WERE TAKEN
To build a organise and robust methodology of documentation and internal communication	IQAC has taken initiatives in terms of organising meetings with the authorities and management more than once on the said topics. Initiatives were taken to organise and strengthen documentation and internal communication methodologies.

To strive for a paperless documentation process, to the extent possible, in the university with the help of ERP	To strengthen the ERP system, IQAC had a talk with the management and the concerned person. The process is ongoing.
To collaborate with other senior academicians and universities regarding quality related process like mentoring, guiding, preparing AQAR, SSR an such other activities	Process is in progress.
To organise workshop, seminar, faculty development programme as per NAAC guidelines such as, on gender sensitization, environment awareness programme etc.	Following NAAC guidelines, IQAC regularly organises faculty development programmes, faculty orientation programmes, gender sensitization programmes, and other such activities throughout the year.

Agenda: 6 Any other matter with the permission of the chair

- Based on the suggestion, the members of the IQAC reorganised for the next term of the period.
- An Academic Audit was conducted on November 7th to November 9th, 2019. The committee comprised of Prof. S.Peppin Soosai, Academic Dean, XSRM, Xavier University, Bhubaneswar, Prof. Arindom Banik, Director, International Management Institute, Kolkata, Dr. Kanika Chatterjee, Professor, Department of Commerce, University of Calcutta, and Dr. Rajib Dasgupta, Professor, Department of Commerce, University of Calcutta, visited and verified the documents contained in all academic sections and submitted their report based on their observations.

Agenda: 7 Date of next meeting

- The date of the next IQAC meeting has been finalised. It will take place on 17.02.2021

Tbiswas

 Dr. Tanushree Biswas
 IQAC Coordinator (Acting)
 Assistant Professor, Xavier Business School
 St. Xavier's University, Kolkata