

ST. XAVIER'S UNIVERSITY, KOLKATA

Dr. Tanushree Biswas  
IQAC Coordinator (Acting)



Action Area: III B, New Town  
Kolk   kolkata -700 160, India  
Phone: (033) 6624-9811  
E-mail: [iqacoffice@sxuk.edu.in](mailto:iqacoffice@sxuk.edu.in)  
Website: [www.sxuk.edu.in](http://www.sxuk.edu.in)

Ref. No.: SXUK/IQAC-1/19

Date: 10.07.2019

Dear Sir/Madam

The 1<sup>st</sup> meeting of the IQAC will be held on 13.07.2019, Saturday, at 3.00 p.m. in VC Conference Hall of St. Xavier's University to deliberate upon the items of the agenda mentioned below. Your presence is highly appreciated.

Thanking you

Yours truly

Tanushree Biswas  
Acting Coordinator, IQAC

#### **AGENDA**

1. Words of Welcome
2. Awareness Programme for IQAC
3. Preparation of AQAR (2017-18)
4. Suggestions for the preparation of AQAR (2018-19)
5. Suggestions for future courses of action
6. Any other matter with the permission of the Chair
7. Date of Next Meeting

### ***Minutes of the Meeting***

The Minutes of the 1<sup>st</sup> IQAC meeting held on July 13<sup>th</sup>, 2019 at 3p.m. in the Vice-Chancellor's Conference Hall.

#### **Agenda 1: Words of Welcome**

The Chairperson (Vice-Chancellor) officially welcomed the following dignitaries to be part of the IQAC Working Committee (as per NAAC guidelines) for 2019-2021.

<b><u>MEMBERS OF THE IQAC WORKING COMMITTEE (2019-21)</u></b>			
<b>Sl.No</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>POSITION</b>
1.	Rev. Dr. J. Felix Raj, S.J.	Vice-Chancellor	Chairperson
2.	Rev. Dr. Sebasti L. Raj, S.J.	Pro-Vice-Chancellor	Member
3.	Prof. Ashis Mitra	Registrar	Member
4.	Rev. Dr. Soosai Nayagam, S.J.	Dean, Arts & Social Studies	Member
5.	Dr. Somak Maitra	Dean, Commerce & Management	Member
6.	Dr. Soma Sur	Dean, Xavier Business School	Member
7.	Dr. Debasis Poddar	Dean, Xavier Law School	Member
8.	Dr. Niraj Kumar	Ph.D. Programme Co-ordinator	Member
9.	Dr. Manodip Ray Chaudhuri	Faculty	Member
10.	Dr. Manali Bhattacharyya	Faculty	Member
11.	Mr. Snehasis Sur	Alumni	Member
12.	Mr. Bharat Baid	Alumni	Member
13.	Mr. Jayanta Roy	Industrialist	Member
14.	Mr. Aditya Agarwal	Industrialist	Member
15.	Mr. Satyabrata Mukherjee	Parent	Member
16.	Mr. Ayush Chowdhary	Student, Xavier Business School	Member
17.	Ms. Sweata Loreto Gomes	Student, Arts & Social Studies	Member
18.	Ms. Kirtika Agarwal	Student, Commerce & Management	Member
19.	Dr. Sudipti Banerjee	Permanent Invitee	Member
20.	Dr. Tanushree Biswas	Acting Coordinator, IQAC	Secretary

#### **Agenda 2: Awareness Programme for IQAC**

Chairperson gave an introduction of IQAC and an idea about its functionality. Dr. Sudipti Banerjee, Permanent Invitee, explained in detail about the IQAC, its role and importance, through a PowerPoint presentation before all the members in attendance. He explained the role of the IQAC Coordinator and of the entire institution in building up a culture of quality among the students and staff members of the University. He also suggested the departments to organise seminars, workshops, conferences, symposia and the like in collaboration with IQAC as per the NAAC guidelines.

**Agenda 3: Preparation of AQAR (2017-18)**

The Coordinator presented a draft of the AQAR Report (2017-18) and informed that few copies of the same had been sent across to a few senior academic administrative officers for more valuable inputs and suggestions. The members welcomed the move and hoped IQAC would further promote the objective, vision and mission of the Institution, i.e., to enhance the progressive and qualitative performance of Academic, Administrative and Financial tasks. It was decided that the Coordinator will update the data and the final report, which is to be uploaded to the website at the earliest.

**Agenda 4: Suggestion for the preparation of AQAR (2018-19)**

The members suggested that IQAC should prepare a self-reviewed progress report or Annual Quality Assurance Report (AQAR 2018-19) depicting the results achieved, based on the Action Plan for the period 1<sup>st</sup> June 2018 to 31<sup>st</sup> July 2019 as per NAAC format.

**Agenda 5: Suggestion for Future Courses of Action**

Members suggested the following to ensure the formation and sustainability of quality culture throughout the Institution:

- ❖ To build and organise a robust methodology of documentation and internal communication.
- ❖ To strive for a paperless documentation process, to the extent possible, in the University with the help of ERP.
- ❖ To collaborate with other Senior Academicians and Universities regarding quality-related processes like Mentoring /Guiding, preparing AQAR, SSR and other such activities.
- ❖ To organise workshops, seminars, Faculty Development Programmes (FDPs) as per NAAC guidelines, such as, on gender sensitization, environment awareness programme etc.

**Agenda 6: Any other matter with the permission of the Chair**

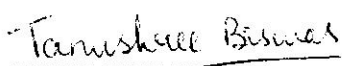
- ❖ The members suggested to include the Controller of Examinations and the Finance Officer to be Invitee Members of IQAC.
- ❖ The Chairperson (Vice-Chancellor) informed that an Academic Audit (AA) is being planned by the Institution, which would be the first step towards NAAC accreditation.

- ❖ It was discussed and suggested that Dean of Commerce & Management and Ph.D. Programme Coordinator would help in the administrative and academic documentation of IQAC.

**Agenda 7: Date of next meeting**

It was decided that the date of the next meeting would be in the next quarter (Oct-Dec 2019).

The meeting ended with vote of thanks from the Chair.

  
..... 10/7/19

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

  
.....

Rev. Fr. Dr. J. Felix Raj  
Chairperson, IQAC  
Vice-Chancellor  
St. Xavier's University, Kolkata