



**IQAC**

**St. Joseph's College**



**Darjeeling – 734104, W.B. India**

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Accredited by NAAC with B<sup>+</sup> Grade (2.62) 3<sup>rd</sup> Cycle

### **MINUTES OF IQAC MEETING**

**IQAC, St. Joseph's College**

**North Point, Darjeeling – 734104**

**04.05.2023**

As per the Notice dated 26<sup>th</sup> April, 2023 issued by the IQAC Coordinator, a meeting of the IQAC of St. Joseph's College was held in the Conference Hall of the College to discuss the following agenda:

1. CAS of teachers
2. Submission of AQAR
3. A.O.B.

The following resolutions were adopted unanimously by the House:

1. The minutes of the previous meeting was read by the Coordinator and was confirmed by the House.
2. The coordinator informed that 6 applications from the teachers have been submitted for the processing of CAS viz. Dr. Bireswar Bera, Dept. of Zoology (Stage 3 to 4), Dr. Pathik Roy, Dept. of English (Stage 3 to 4), Dr. Chiranjilal Kujur, Dept. of Mathematics (Stage 3 to 4), Mr. Satyaki Mitra, Dept. of of Commerce (Stage 3 to 4), Dr. Debarghya Goshwami, Dept. of of Physics (Stage 2 to 3) and Mr. Balaram Sapkota, Dept. of Nepali (Stage 1 to 2). The coordinator shall pursue the matter to the respective departments.
3. The Coordinator informed the IQAC members that all the documents had been successfully in the College website for smooth access. However, some documents still could not be uploaded due to some technical reasons because of which submission of AQAR could not be done.

In AOB the following resolutions were adopted:

- The IQAC Coordinator apprised the House of the need to create standardized questionnaires for the purpose of receiving feedback from the following stakeholders – students, teachers, alumni, non-teaching staff and parents.
- The House also resolved to create a standard reporting format for all the events to be held in the College so as to standardize the documentation in view of SSR preparation and AQAR preparation.
- The House also resolved to modify the format of the Principal's Annual Report along with the Departmental reports so as to standardize the documentation in view of SSR preparation and AQAR preparation. A revised format was shown and approved by the IQAC Coordinator.



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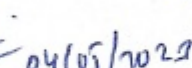

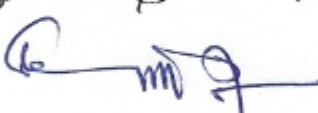





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Further, it was also proposed that the various Clubs and Committees may also use a similar format for reporting of the various activities and events.

- The House resolved to officially communicate to all the teaching faculty of the college regarding the Vidwaan Profile. The IQAC Coordinator informed the House that all the user ID and password of the staff have been created and was also shared (officially) to the faculty. A follow-up in this regard will be made by the IQAC Coordinator before the next meeting of the IQAC as to how many faculty members have updated their individual profile.


Following members were present in the meeting:

1. Anindra Gurung 
2. Bishal Rai  04/05/2022
3. Shiranjilal Kujur 
4. Sani Sana
5. 
6. Jayantida 
7. 
8. 
- 9) Rupak Tiwar 
- 10) ANUPAM MUKHERJEE 

  
Coordinator, IQAC

Coordinator  
I. Q. A. C.

St. Joseph's College  
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Chairperson, IQAC