

IQAC MEETING

Agenda-NAAC Steering Committee Meeting

Date: 07/10/2021

Time: 12:45 to 2:15 pm

Place- College premise. K2

Minutes:

The NAAC Coordinator, Dr. Sudeshna Mitra, highlighted the important points and changes to be noted by the Committee members and distributed the work of each criterion amongst members.

1. 5 core values that have to be focused upon: Contributing to National Development, Fostering Global Competencies amongst Students, Inculcating a Value System among Students, Promoting the Use of Technology and Quest for Excellence.
2. There have been some important shifts in the Assessment and Accreditation in the present format:
 - a shift from qualitative to quantitative metrics
 - increasing use of ICT
 - objectification of metrics of evaluation
 - boosting benchmarking as quality improvement tool
 - introducing System Generated Scores (SGS) with combination of online evaluation (about 70%) and peer judgement (about 30%)
 - third party evaluation of data
 - enhanced participation of students and alumna
3. The **seven Criteria** to serve as basis for assessment of HEIs are: 1. Curricular Aspects (100) 2. Teaching-Learning and Evaluation (350) 3. Research, Innovations and Extension (110) 4. Infrastructure and Learning Resources (100) 5. Student Support and Progression (140) 6. Governance, Leadership and Management(100) 7. Institutional Values and Best Practices (100). [Figures in brackets indicate weightages. Total- 1000]
 - See Pages 10 to 21 of NAAC Manual for description of each criteria
 - Table 2 Distribution of weightages across Key Indicators (KIs)- Pages 25-26
4. Bethune College to be treated as Affiliated UG College
5. Institutional Information for Quality Assessment (IIQA) should be submitted during the last six months of the validity period. **Validity period:** from:3.3.2015 to: 2.3.2020 (2nd Cycle)
6. Mandatory uploading of information on All India Survey on Higher Education (AISHE): Submitted till session 2019-20
7. **The assessment process** will be carried out in three stages. It will comprise three main components, viz., Self Study Report (SSR), Student Satisfaction Survey and the Peer Team Report.
8. The SSR has a total of 93 Metrics for UG Affiliated Colleges covering the seven Criteria. The SSR has two kinds of Metrics: one, those requiring quantifiable facts and figures as data which have been indicated as 'quantitative metrics' (QnM); and two, those metrics requiring descriptive responses and are accordingly named 'qualitative metrics' (QIM). The Quantitative Metrics (QnM) add up to about 70% and the remaining about 30% are Qualitative Metrics (QIM).
 - Table 1 depicts the distribution of Key Indicators (KIs) and Metrics across them.
9. SSR has to be ready and uploaded within 45 days of uploading IIQA

10. **Optional Metrics** : Members were also intimated that certain metrics are optional.

Rules for opting out: a) Maximum weightage of metrics that can be opted out shouldn't exceed 30 (up to 3%).

b) Metrics with maximum of total 10 weightage per criteria can only be opted out.

c) All metrics in Criteria 1, 2 & 7 are essential. None of the metrics in these Criteria can be opted out.

d) Metrics identified as optional can only be opted out (list of optional metrics are stated in Appendices 3 of Autonomous and Affiliated College Manual).

e) Qualitative metrics cannot be opted out.

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- The calculation of Cumulative Grade Point Average (CGPA) of Higher Education Institutions (HEIs) will be done excluding the metrics as opted out .HEIs willing to opt out the non applicable metrics need to exercise the same, prior to final submission of SSR to NAAC.
 - In case of HEIs who exercise to opt for the weightage of $\leq 3\%$ of Non Applicable Metrics, the total score will vary accordingly
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11. Important deadlines: **Submission of Dummy SSR: 18 November, 2021**

Uploading of IIQA: 1st week of February, 2022

Uploading of SSR: 1st week of March, 2022*

*If IIQA is approved

12. Distribution of Responsibility: **Separate Sheet Attached****

13. The next meeting of the NAAC Steering Committee shall be held on **25.10.2021**, before which Committee members are requested to:

- acquaint themselves and their team members with the criterion that they are assigned to work on and make a note of all such metrics of their criterion that they find any problem in or have any clarification to seek.
- At least one meeting should be held for each criterion before the meeting.
- Those working on Criteria 3,4,5 and 6 may identify the metric that they decide to opt out of, **if any**.

****NAAC Steering Committee responsibilities/ distribution of Work**

Criterion 1: Curricular Aspects: Weightage 100

In- Charge: Prof. Pratap C. Ray, Dr. Anushila Hazra Bhattacharya & Dr. Ajoy Kumar Biswas
Teachers in the Team: Neelanjana Basu, Dr. Saptarshi Mondal, Dr. Rupa Pal, Dr. Debprasad Pal, Sanjukta Roy

Criterion 2: Teaching, Learning, Evaluation: Weightage 350

In Charge: Dr. Kamal Kanti Som, Dr. Sudeshna Mitra & Dr. Satarupa Bandyopadhyay
Teachers in the Team: Dr. Sourav Ganguly, Dr. Sutapa Dutta, Dr. Srirupa Banerjee, Saswati Ray, Dr. Ishani Choudhury, Dr. Debatri Ghosh , Krishanu Naskar.

Criterion 3: Research, Innovation & Extension: Weightage 110

In- Charge: Dr. Amita Kar, Dr. Dipayan Chattopadhyay, Dr. Samiran Ghosh.
Teachers in the Team: Dr. Dipanwita C Bhattacharya, Dr. Debadeepa Banerjee, Dr. Dipyaman Pal, Dr. Moumita Dutta, Dr. Anwesha Khan, Seemanti Chatterjee.

Criterion 4: Infrastructure & Learning Resources: Weightage 100

In-Charge: Dr. Amita Kar, Dr. Gautam Goswami & Sm. Anjali Maisal.*

Teachers in the Team: Dr. Bimal Dirghangi, Dr. Sulakshana Karmakar, Dr. Mandira Mitra, Dr. Seemanti Ghosh, Dr. Gopa Bhounik

*All SACT to perform duty assigned by the Librarian

Criterion 5: Student Support & Progression: Weightage 140

In- Charge: Dr. Satarupa Bandyopadhyay, Dr. Mohua Chatterjee & Dr. Smita Ray.

Teachers in the Team: Dr. Sujan Chandra, Dr. Supriti Paul, Dr. Anindita Datta, Nivedita Chakraborty, Dipanwita Barua, Barnali Mondal.

Criterion 6: Governance, Leadership & Management: Weightage 100

In- Charge: Dr. Narayan Banerjee, Dr. Gautam Goswami & Sanjukta Roy

Teachers in the Team: Dr. Chhandam Chakraborty, Dr. Ranjana Sharma, Dr. Saswati Laha, Arpita Dey, Dr. Rakhi Paul, Saheli Dey

Criterion 7: Institutional Values & Best Practices: Weightage 100

In- Charge: Sumanta Mukhopadhyay & Dr. Piyali Gupta

Teachers in the Team: Dr. Amrita Bagchi, Dr. Suchandra Choudhury, Dr. Sritama Mukherjee, Abhishek Dey & Titi Mukherjee

- **Executive Summary:** Advisor: Principal: Prof. Dr. Krishna Roy
In- Charge: Dr. Piyali Gupta*
- **Profile of the Institution:** Advisor: Dr. Kamal Kanti Som
In- Charge: Dr. Narayan Banerjee, Dr. Sudeshna Mitra*
- **Website of the College (Uploading of NAAC related docs):** Advisor: Dr. Sudeshna Mitra
In- Charge: Dr. Saswati Laha ; Members: Website Committee
- **Library:** In- Charge: Dr. Anjali Maisal ; Members: Library Committee

Members Present:

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| 1. Dr. Krishna Roy, Principal | 8. Dr. Anushila Hazra Bhattacharya |
| 2. Dr. Amita Kar, TCS | 9. Dr. Narayan Banerjee |
| 3. Dr. Kamal Kanti Som, IQAC Coordinator | 10. Dr. Anjali Maisal |
| 4. Dr. Sudeshna Mitra, NAAC Coordinator | 11. Dr. Mohua Chatterjee |
| 5. Dr. Dipayan Chattopadhyay | 12. Sri Sumanta Mukhopadhyay |
| 6. Dr. Goutam Goswami | 13. Dr. Smita Ray |
| 7. Dr. Ajoy Kumar Biswas | 14. Dr. Piyali Gupta |
| | 15. Smt Sanjukta Roy |

Principal

Principal
Bethune College, Kolkata
Govt. of West Bengal

IQAC Coordinator
Coordinator

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