



ST ANTHONY'S COLLEGE
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Co-ordinator of IQAC

REF No : SAC/HGL/153/07 – 02 dated 15 June 2007

Minutes of the 2nd IQAC review meeting held on the 15th June, 2007.

A welcome speech was given by the Chair-The Co-ordinator
There were 11 (eleven) members present.

1. Detail of the plans of the Institute for the period May, 2006 – July, 2007 was reviewed.
2. A written policy for the library committee was suggested, which should be made available to all.
3. A suggestion to initiate the students' book bank at the earliest was given.
4. Extending the working hours of the library especially the reference section.
5. An evaluation mechanism on the usage of the library to be instituted.
6. Suggestions to open up library Consultation services to outside research scholars of the teaching fraternity.
7. Preparation of the report of the IQAC for the period October 2006 to July 2007 must be done on the same format as done in the past year.
8. An orientation program for the Staff to be familiar with the basic use of Linux operating system and preparation of Power Point presentation, Word documents, Spread sheets, websites to download reading resources & materials. The **25th June, 2007 between 3:30 to 4:30 PM** have been suggested for the programme.
9. A brain storming session with all the teaching faculty to be held on the **22nd June, 2007 at 1:30 PM** in the conference hall.
10. Two more nominations to the IQAC committee to be inducted- One member from the Library and the other from the SDS to replace Dr. Basil Koikara.
11. A Standard Operating Procedure (SOP) to be instituted within the College in order to respond to Natural Disasters, Fire Outbreaks, Theft, etc. This standard operating procedure can be extended and applied beginning with IQAC in "conducting & scheduling of meetings".
12. It was also resolved that the meeting of the IQAC will be scheduled monthly and the next meeting will be on the **2nd July, 2007 at 3:30PM** in the same venue.

The meeting concluded with a vote of thanks to all the members from the Chair.

Fr. I. Warpakma
Principal

Dr. H. G. Lyngdoh
Co-ordinator, IQAC



Co-ordinator of IQAC

REF No : SAC/HGL/153/07 – 03 dated 02 July 2007

Minutes of the 3rd IQAC monthly meeting held on the 2nd July 2007.

The Chair- The Coordinator gave a welcome speech

There were 14 (fourteen) members present.

Minutes of the last meeting was read before all the members in which the 12 points were passed with a slight modification on point 11 where the term SOP to be instituted within the College for every activity or organization, not only for disasters, etc.

The agenda for this meeting was the Review of the reports submitted from the different departments. The following suggestions were made:-

1. A deadline was set for the departments to submit their reports and for the IQAC to compile at the earliest.
2. It was also decided that a set date for submission of the final (compiled report) on or before the 10th August 2007.
3. A compiled draft report must be made available to all the members before the next review meeting of the IQAC scheduled for Monday the 9th July 2007 at 3:30 PM.
4. It was also decided that the report prepared by the IQAC would be presented before the Advisory Committee to be convened after the 9th July 2007.
5. Any suggestions reported from the departments which were included in the AQAR report are to be presented before the IQAC
6. It was also suggested that the Advisory IQAC committee must meet once in 3(three) months, while the full IQAC bench meets every month as decided in the last meeting.

Besides the above agenda, other matters were also discussed that includes the following:

1. It was reminded that the role of the IQAC needs to be defined as per the guidelines given in the manual to define the system of functioning of the IQAC.
2. It was also decided that the agenda for the Advisory Committee must include the compiled draft report before it is to be sent, Counseling for the students regarding their further studies, jobs, etc., and to draft a Standard Operational Procedure for all College Activities.
3. With regard to the counseling for students a day is proposed to make departments have such counseling career programmes that must be made aware for all the 3 years degree students., taking the assistance of the Placement Coordinator as and when needed.
4. As part of the SOP, it was decided that the coordinator and some members of the IQAC may discuss with the Principal to initiate a Disaster Management Team that may involve the NCC, NSS, Rangers, Guides, etc by also including an Advisor and for this one of the member of the IQAC can be proposed.
5. To enable proper functioning of the IQAC, a work out plan for the whole year, i.e. the Calendar is proposed with the induction of 2 to 3 members of the IQAC as members to chalk out the work.
6. It was also decided that as part of the assessment, the IQAC would like to convey its concern to all that drastic action need to be urgently taken up with regards to the Canteen of the college, the grievance cell of the college and the MI room and First Aid facilities; which the members feel is of great concern before the next NAAC team inspection arrives.

The meeting concluded with a vote of thanks to all the members from the Chair.



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Co-ordinator of IQAC

REF No : SAC/HGL/153/07 – 04 dated 09 July 2007

Minutes of the 4th **IQAC** monthly meeting held on the 9th July 2007.

The Chair – The Principal

There were 13 (Thirteen) members present.

Minutes of the last meeting were read before all the members in which were then passed.

The agenda for this meeting was the Review of the draft copy reports and Career Counselling. The following suggestions were made:-

1. The present AQAR will be made prepared for the period : **June 2006 to July 2007**
2. The final draft of the AQAR for the period June 2006 to July 2007 will be made available to the Advisory Committee, which is likely to be convened on the **24th July, 2007**.
3. It is suggested and noted that since in most of the departments aim for the 100% results, which however for some certain reasons, it was not so, the members felt that students who failed or having low aptitude for academics need urgent attention like counseling & guidance so that they can be provided a platform for personal growth. It was felt that the IQAC will recommend to the various departments to take action and early necessary measures.
4. For Career Counseling, it was suggested that a recommendation to all respective departments need to identify Educational Institutions for further studies and also the Organizations that can provide gainful employment to students of the college. The department may provide these information & discuss any such matter with the Placement Coordinator as well. A full day Career Deposition may be organized & held within.
5. The Disaster Management team need to be constituted in consultation between the Principal, the Coordinator and the Assistant Coordinator which must consist of a Coordinator from within the Institute and an Advisor.
6. It was also felt that parameters are to be laid down internally by the Institute to measure quality & excellence. Indicators of quality need to be recognized so that specific actions can be taken to enhance & sustain quality.
7. Another orientation program will be organized for the Staff to be familiar with the basic use of Linux operating system with preparation & utilization of Multi- Media like Power Point presentation, on the **18th July, 2007 (Wednesday) between 3:30 to 4:30 PM**.

Fr. I. Warpakma
Principal

Dr. H. G. Lyngdoh
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Co-ordinator of IQAC

REF No : SAC/HGL/153/07 – 06 dated 12th November 2007

Minutes of the 6th IQAC monthly meeting held on the 12th November, 2007.

Principal in the Chair

1. IQAC report plan to be presented on a staff meeting on the 19th November, 2007
2. Quality education focused by having early classes especially for the Arts & Commerce streams particularly the 2nd & 3rd year students. It was also felt to enable the students to have about 15 to 20 days of break only.
3. Clear concrete lines of action need to be highlighted to achieve the different targets of the departments. The following was that: -
 - a. The draft annual report needs to be completed by the end of April for the year so as to enable the members & the departments to review their reports on time before sending.
 - b. 100% result to be targeted for the 2nd & 3rd Years and about 90-95% for the 1st Year.
 - c. Remedial measures for the weaker students by the 1st month of the academic year itself.
 - d. To identify the groups of students by the respective departments on aspects of performance e.g. Major students not doing well in their general papers.
 - e. Identify the performance of weaker students departmentally from the aspects of the students background in the subject matter.
4. Value based education encouraged to students in SILOAM
5. Departments are encouraged to conduct Guest Lectures from time to time
6. Special students exchange programme will be encouraged by attending certain courses like photography, media, computer literacy course, etc.

The meeting concluded with a vote of thanks.

Fr. I. Warpakma
Principal

Dr. H. G. Lyngdoh
Co-ordinator, IQAC
