



Co-ordinator of IQAC

REF No : SAC/HGL/160/17 – 01 dated 3 1<sup>st</sup> July 2017

Minutes of the IQAC meeting held on the 31<sup>st</sup> July 2017

Time: 2:30 PM

Venue: Conference Hall, St. Anthony's College, Shillong

- Members present 13. Members informed were Dr. David Nongrum, Dr. Basav Roychoudhury, Dr. S R Joshi, Prof F Lamare, Prof L Bang and Mr. S B Nongdhar
- The Principal welcome all the members present followed by a short prayer by Fr. Joby.
- The coordinator read the minutes of the last meeting held on the 1<sup>st</sup> July 2016 and, after a small clarification it was duly passed.
- The Under graduate NEHU results of 2017 was highlighted along with Rank holders of 147 and a note of congratulations was expressed by the members.
- NAAC assessment Cycle 4 Recommendations was highlighted and discussed point by point. Members expressed to the Principal of exploring job oriented PG courses affiliating to other universities if there is a feasibility. Promotion of Research and consultancy is in progress awaiting the intimation of UGC NERO Principal also informed the Twinning projects granted by DST as Major Project to Dr. Rupak Nath and Dr, M A Laskar. Library services digitised and upgraded under RUSA on the 1<sup>st</sup> August 2017. Members felt to study the recommendations of the ICT based teaching learning process which members felt that the college has fulfilled the criteria. Members felt to explore teaching learning by virtual teaching with other institutions or resources available. Besides the hostel facilities given to students. Continuation to departments and faculties for participation in seminars, workshops and conferences be encouraged. With regards to Day care centre members felt to delegate to the Women cell of the college to initiate and work out all modalities for the same. Improvement in organisational efficiency be further enhanced in all aspects.
- NAAC Cycle 4 process to begin immediately. LOI be submitted by July 2018. Members felt to continue the services of Prof F Lamare as the Coordinator for Cycle 4. However, members felt the need to select a team of 4 Professors to assist the Coordinator so as to avoid any duplication, conflict, **COMPREHENSIVE: Coverage of data, COHERENT: Presentation of facts, EFFECTIVE: Impact created**, and uniformity in the manner of recording in preparing the SSR. Members decided to elect Prof T Challam/Daman Lyngdoh, Prof A L Warjri and Prof Santu Saikia/ Aavek Lyngdoh as members of the team. Members also felt the need to select another team to Proofread the SSR before the final SSR and this team will include Prof S K Pradhan, Prof N C Bharali and Prof David Marbaniang.
- Information of DBT Star scheme withdrawn, a review meeting to be convened and Accounts and UC outcome be evaluated.
- Chemistry laboratory renovation, Reception room and support staff room completed and functional.
- Progress of RUSA and DIC status reported DIC to explore preparation of modules of coaching classes for SSC and other competitive exams preferable at the beginning of each semester be formulated.
- Events held from the last few months of the year was reported and reviewed.
- Events like workshops, seminars and lectures to be held during the year were also reported and members express their support for the efforts of the departments and wishing them success.
- Under Varia- The Principal reported the irresponsibilities taken by few teachers in conduct of classes and coverage of syllabus. The members felt the concern and express their support to

- the Principal in intimating the concern teachers and give stern and polite view to such teachers individually for the effective growth of the college.
- Member from the Examination cell express their view of requesting one teacher representative from Byndihati Extension campus to coordinate with exam cell initially so as to enable smooth functioning of the exams both in the campus and its extension campus. ERP to be revamped. Strict Instructions guidelines be adhered to by invigilators especially the new members like use of mobile and maintenance of exam decorum. For this it needs to be highlighted in the general staff meet.
  - Members also felt to lighten the burden to faculties of Music department with regards to functions and activities in the college.
  - Members also felt that the management to explore best practices in providing certain contract period of the services of retired teachers so as to prevent abrupt effect on the departments where sudden changes take place.
  - The meeting ended with a vote of thanks from the chair and a prayer by the Principal.

Rev. Br. Albert L Dkhar, SDB  
Principal

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

