

Internal Quality Assurance Cell (IQAC) MEETING

Date: 06-03-2021

Venue: Online - Over Zoom; Time: 6.00 pm

Minutes**Agenda:**

1. Opening Prayer
2. Welcome
3. Programmes and events during the previous 3 months
4. Briefing on NAAC Assessment and Accreditation preparation
5. Updates on Library matters
6. Information on college demonstration farm cum agro forestry
7. Action taken on previous meeting's suggestions/recommendations
8. Suggestions/Recommendations
9. Concluding remarks

1. The meeting was chaired by the Assistant Co-ordinator, IQAC. Rev. Fr. Joby Joseph SDB, Rector, offered the opening prayer.
2. After the prayer, Rev. Br. Albert L Dkhar, SDB, Principal cum Chairperson IQAC, welcomed all members in attendance.

3. Programmes and events during the previous 3 months:

The Assistant Co-ordinator, IQAC briefed on the various programmes and events that were carried out under the aegis of IQAC during the past three months.

- A workshop on "Preparation for NAAC Assessment and Accreditation" for the faculty and staff of Ri-Bhoi College Nongpoh, was held on the 8th & 9th December 2020.
- A two-day webinar on "Intellectual Property Rights (IPR) and its Applications" was organized by the IQAC, in collaboration with the Department of Zoology, on the 11th & 12th December 2020.
- A workshop on "Documentation, Data Collection and Data Configuration" was organised for the Department Quality Assurance Cell (DQAC) on the 17th December 2020.
- A workshop on "Preparation for NAAC Assessment and Accreditation" for the staff of Balawan College, Umsning; St. Anthony's Extension College, Byndihati and St. Francis D'Assisi College, Siejlieh, Nongstoin was held on the 28th & 29th January 2021.
- The Covid Management Committee was constituted and made operational.

- Permission has been received from NEHU for the commencement of PG Courses in Education and Political Science and starting of UG courses in Education.
- The process of filing for the National Institutional Ranking Framework (NIRF) has been completed.
- The preparation for NAAC Assessment and Accreditation is on-going.

4. Briefing on NAAC Assessment and Accreditation preparation:

The Co-ordinator, NAAC, apprised the members on the progress made so far in the preparation for the cycle-4 assessment and accreditation by NAAC. He clarified doubts expressed by some members and noted the suggestions given. He also highlighted the timelines for completing the process of preparation for the assessment and accreditation.

5. Updates on Library matters:

The Co-ordinator, Library Committee, shared updates on matters related to the Library, particularly pertaining to the finalization of the Library Policy, access to e-resources consortiums, signing of MOUs with Institutions for sharing academic resources and arrangements for purchase of e-books. She also noted suggestions given by the members.

6. Information on demonstration farm and agro-forestry programme:

Rev. Fr. Arcadius Puwein SDB, briefed the house on the latest developments in the demonstration farm cum agro-forestry programme in Mawthai village, Ribhoi District. He gave information on plantation of various types of trees and cash crops and the efforts to establish linkage with the Meghalaya Basin Development Authority (MBDA). He also highlighted the needs and plans for fencing of the campus to prevent destruction of crops and plantations.

7. Action taken report on suggestions and recommendations:

The Assistant Co-ordinator IQAC presented the action taken report on the suggestions and recommendations of the previous meeting.

Recommendations/Suggestions	Action taken/Status
i. Conduct short-term course on fish rearing.	The department of Fishery Science has started the process of conducting an add-on course on fish rearing.
ii. Upscale integrated farming and animal husbandry in the college demonstration farm.	The process to increase plantation, fencing of the compound and linkage with the Meghalaya Basin Development Authority (MBDA) has started.
iii. Explore possibilities for training/coaching for competitive/ public exams.	Modalities for coaching for SSC and Banking exams are being worked on and the programme is expected to take shape soon.

iv. Maintain proper data-base for students who passed out from the college.	An In-house Enterprise Resource Planning (ERP) software has been developed and is being used for this purpose.
v. Organise workshop/webinar on NEP 2020.	IQAC organized an online workshop on NEP2020 on 12 th March 2021, in collaboration with department of Value Education, facilitated by Prof. K.C. Kapoor, Assam Don Bosco University.
vi. Conduct survey on how students access online classes.	One survey was carried out last year and another one is being planned.

8. Suggestions/recommendations:

The members put forth the following suggestions/recommendations for the coming months:

- i. Research papers, thesis and articles of faculty should be made available in the Library.
- ii. In order to encourage young scholars and professors, the proceedings of seminars, webinars etc., having similar themes can be put together and published in a book, with a proper ISBN number.
- iii. Broaden the availability of publications published by the college.
- iv. Organise a workshop on what "Quality" actually means for higher educational institutions (example: in terms of IQAC, what does Quality means).
- v. Encourage students to participate more on college activities.

9. Concluding remarks:

Rev. Fr. Joby Joseph SDB, Rector, gave the concluding remarks and ended the meeting with a prayer.

Rev. Br. Albert L Dkhar, Ph.D
Principal cum Chairman

Mr. G. Kharumnuid
Co-ordinator, IQAC

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Co-ordinator
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IQAC MEETING: 09-07-2021

(Online mode)

Minutes**Agenda**

1. Prayer
2. Welcome
3. Passing of minutes of previous meeting
4. Action taken report on recommendations and information on programmes/events
5. Update on Cycle – 4 Assessment and Accreditation
6. Quality Initiatives – in line with Strategic Plan and Self Study Report (NAAC)
7. Varia
8. Concluding remarks

The Co-ordinator, IQAC, chaired the meeting. The Principal cum Chairman IQAC offered the opening prayer followed by words of welcome from the Rector. The chairman then gave time to the members to comment or seek clarification on the minutes of the previous meeting that had been sent to the members by e-mail. The minutes were then passed as presented.

1. Action Taken Report and Overview of Programmes/Events:

The Assistant Co-ordinator, IQAC, then presented to the house the Action Taken Report on a few suggestions that were brought forth in the previous meeting which include:

- i. Conducting a short-term course on fish rearing.
- ii. Up-scaling the integrated farming and animal husbandry in the college demonstration farm at Mawthei village.
- iii. Exploring possibilities for coaching classes to prepare our students for public/competitive exams.
- iv. Maintenance of proper data base of students who graduate from the college.
- v. Conducting a workshop/webinar on the National Education Policy 2020.

He also briefed the house on a number of other programmes that was organized during the course of the months, which include:

Webinar /Workshop on:

- “National Education Policy and its Implications on Higher Education” on 7th April 2021 by Prof. K.C. Kapoor, Head of Department, Education, Assam Don Bosco University.
- “Behavioural Adaptation during Pandemic Covid-19” (Non-teaching staff) on 7th April 2021 by Mr. Sunny Mawlong, Managing Director, Hundredfold Academy, Shillong.
- “Living in Hope” on 24th April and 1st May 2021 by Rev. Fr. George Palamattam SDB, Psy.D
- “Getting out of Addiction” on 8th May 2021 by Rev. Dr. P.J. James SDB.
- “Becoming a better version Me” on 15th May 2021 by Anita Susan Binze, Freelance Educator and Speaker, Bengaluru.
- “Upfront during Covid times – Reach-out and Responsibility” on 12th June 2021 by Smt. Isawanda Laloo IAS, Deputy Commissioner, East Khasi Hills District.
- “Covid Care and Vaccination” on 5th June 2021 by Dr. Shomi Raman MD, Pediatrician, Children’s Hospital, Shillong.
- “Honesty in one’s duties even at Covid times” on 19th June 2021 by Nganyui Zimik, Deputy Commissioner, IRS, GOI.
- “Balancing between Social Distancing and Social Commitment: role of Heads of Departments and In-charges” on 25th June 2021 by Dr. Jonas Richard A, Professor and HoD Research and Social Work Department and Director, Lifeskills Education, Kristu Jayanti College, Bengaluru.
- “Learning with dreams for a Global arena” on 26th June 2021 by Ms. Angshumita Deka, Consultant, KPMC, Copenhagen.
- “Gender Equity in College Campuses” on 29th June 2021 by Smt. Ivyreen Warjri, Asst. Director, Good Governance Cell, MATI, Shillong.
- “Being Smart while Online” on 3rd July 2021 by Mr. Arjun Chetri, Asst. Director (IT) NEPA.

He offered a congratulatory note to the departments of Zoology and Fishery Science for successfully completing the add-on courses on “Bee-biology and Bee-keeping” and “Scientific Fish Farming in

the Hilly Region” respectively. He also informed about the up-coming programmes/events, namely, (i) Finalization the SSR for the NAAC Assessment and Accreditation and (ii) Add-on course on “Hands-on Experience with Microsoft Office Essentials” by the departments of Education (PG) and Statistics (1st – 14th August 2021).

2. Up-date on NAAC Assessment and Accreditation Cycle-4:

The Co-ordinator, NAAC, informed the house that the Institutional Information for Quality Assessment (IIQA) has been submitted and the compilation of the Self Study Report (SSR) is underway. He also provided clarification to the queries sought for by the members.

3. Suggestions/Recommendations for quality initiatives:

The members put forth various suggestions to enhance the quality initiatives being undertaken by the college. These suggestions include:

- i. Routing of departmental programmes through the IQAC in order to avoid duplication of similar programmes.
- ii. IQAC to encourage departments to conduct add-on/certificate courses/short term courses in relevant areas.
- iii. Organize a workshop for faculty on the Strategic Plan of the college.
- iv. Installation of Fire Hydrant System in the college
- v. Organize a workshop on Blended Learning.
- vi. Address data gaps from the point of view of the Self Study Report (SSR) such as feedback system, online access to the library resources, students' progression, quality audits by external agency, revamping of the college website.
- vii. Encourage departments to go for research projects.

4. Programmes to be taken up in the next 3 months:

After deliberation, out of the suggestions given above, the house decided to take up the following programmes in the coming 3 months:

1. Exhort departments to conduct add-on/certificate/short term courses
2. Workshop for faculty on the Strategic Plan and Academic and Administrative Audit (AAA) report
3. Webinar/workshop on Blended Learning

5. Varia:

The Co-ordinator, RUSA, informed the house that fund is still available under the Equity Initiatives that can be utilized for organizing programmes for students.

One of the members pointed out that as and when new pages are created in the college's website, relevant information should be inserted therein.

The meeting concluded with a vote of thanks from the Co-ordinator.

Rev. Br. Albert L Dkhar, SDB
Principal cum Chairman

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Mr. G. Kharumnuid
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IQAC MEETING**Date: 26-11-2021****(Online mode)****Minutes****Agenda**

1. Prayer
2. Welcome
3. Reading of Minutes
4. Action taken report and up-coming programmes
5. Briefing on Covid-19 initiatives and Plans for Meghalaya @50 Celebrations
6. Varia
7. Concluding remarks :

The meeting was chaired by the Co-ordinator, IQAC.

1. The rector of the college led the house in invoking for God's blessings and guidance.
2. The Principal cum Chairman, IQAC, welcomed all members who were in attendance.
3. The Co-ordinator, IQAC, then read out the minutes of the previous meeting. The minutes were passed by the house as presented.
4. The Asst. Co-ordinator, IQAC, presented to the house the action taken report on the suggestions/recommendations given in the previous meeting.

Recommendations/Suggestions	Action taken/Status
Encourage departments to conduct Add-on/Certificate /Short-term Courses in relevant subjects	So far, 7 departments have responded: <ul style="list-style-type: none"> ➤ Education (PG) and Statistics departments – “Hands-on Training on MS Office Essentials and Digital Technology (August 2021) ➤ English Department: “Content Writing Course”(October 2021) ➤ Fishery Science Department: “Scientific Fish Farming for Aquapreneurship Development” (in 2022) ➤ Mass Media Department: “Smart Phone Videography for Beginners”(June-July 2021) ➤ Music Department: “Audio Course on the

	<p>Fish Farming for Aquapreneurship Development" (in 2022)</p> <p>➤ Mass Media Department: "Smart Phone Videography for Beginners"(June-July 2021)</p> <p>➤ Music Department: "Audio Course on the Basics of Recording, Editing & Mixing" (January 2022).</p> <p>Value Education Department: "Facilitating Value Education Classes in Higher Education Institutions" (February 2022).</p>
Work-shop for Faculty on "Strategic Plan" and Academic and Administrative Audit (AAA) report	To facilitate better perusal of the same, the Strategic Plan of the college and the Academic and Administrative Audit (AAA) report have been circulated to the teaching faculty, with direction for personal reading as well as departmental reflection.
Add-on Courses on 21 st Century Skills for students	Planned for next year
Webinar/Workshop on "Blended Learning	Planned for next year

After the presentation of the action taken report, one of the members suggested that departments or individuals who have conducted programmes or courses should be present at the meeting to give a report on the programme or courses conducted in order to gauge their outcome. In this matter, the Assistant Co-ordinator undertook to ensure that a detailed report be presented after completion of any programme or course, with clear indication of outcomes. He also presented to the house information on the up-coming programmes, particularly the Orientation of College Post teachers on "*The Process for Placement*".

5. The head of department of Value Education gave detailed information on the SOPs adopted by the college to reduce the spread and impact of Covid-19. He also briefed the house on the "Vaccination Campaign" being undertaken by the college in collaboration with the Health Department, Govt. of Meghalaya.

The house was also informed about the various events/programmes lined up to be organized and participated in by the faculty and students of the college, as part of the Golden Jubilee celebrations of Meghalaya statehood.

S.No	Event	Date	Organizing Department
1	Webinar on "Political Activity and the Hill State Movement for Meghalaya" Resource person: Prof. David Syiemlieh	27 th Nov 2021 at 5.30 pm	Value Education
2	Painting Competition	December '21	NCC
3	Singing Competition: Self composed songs	January 2022	Music Department
4	Photography Competition	January 2022	Mass Media
5	Poetry Writing Competition (English, Khasi, Garo)	February 2022	English, Khasi and Garo Depts.
6	Online Quiz Competition on Meghalaya	February 2022	Value Education Dept.
7	Online Debate	March – 2022	Political Science Dept.
8	Photo exhibition by North Eastern Archive	March – 2022	North Eastern Archives, Dept. of Media
9	Faunal Diversity of Meghalaya : An Exhibition	April -2022	Zoology Dept.
10	Diversity of non-conventional indigenous fruits and vegetables of Meghalaya	April -2022	Botany Dept.
11	A Research Survey on Relevant Matters of Importance on Meghalaya	May 2022	Statistics Dept.
12	A Case Study on Important Matters Related to Unemployment of Youth of Meghalaya	May 2022	Commerce Dept.
13	Address by Shri. Conrad K Sangma , Honourable Chief Minister of Meghalaya to Anthonians	June - 2022	Value Education Dept.

6. In the varia, the following suggestions were given:

- i. One member requested for reviving and streamlining of the coaching classes for various competitive exams since this venture would be highly beneficial for the students. It was entrusted to Rev. Fr. Joby Joseph SDB and his team to make arrangements for starting the programme as soon as feasible.
- ii. There was a suggestion to conduct the IQAC meeting offline.
- iii. A suggestion was given for meeting notice to be sent at least 15 days in advance.

The meeting ended with a concluding remark and prayer from Rev. Br. Dr. Albert L Dkhar SDB, Principal cum Chairman.

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Internal Quality Assurance Cell (IQAC)

Action taken report on recommendations and plan of action during the year

2019~20

Plan of action #1: *Maintaining of good results in the University examinations.*

Rationale: This is necessary to maintain the quality and standards of the institution.

Action taken/Achievement: The College achieved >90% success rate across all streams and courses.

Plan of action #2: *Organizing guest lectures, motivational talks, and students' seminars.*

Rationale: In order to improve teaching-learning and broaden students' outlook and increase motivation.

Action taken/Achievement: A number of departments had organized students' seminars, Guest lectures and popular talks involving experts, scientists and eminent scholars in varied fields.

Plan of action #3: *Enhancement of infrastructure and improvement of ICT tools and equipments.*

Rationale: Infrastructure plays a vital role in the development of the institution and its students. Quality infrastructure facilitates quality education.

Action taken/Achievement:

- Facilitated construction of Science and Library block.
- More CCTV cameras have been fixed and Wi-fi connectivity in the campus has been enhanced.
- New equipments/instruments were added to the various science, mass media and music departments.
- New server, laptops, computers were procured during the year to enhance ICT facilities of the college.
- The library infrastructure has been enhanced with the introduction of RFID for management of library services.
- Installation of additional computer terminals and digital photocopiers and scanner.
Maintenance of existing infrastructure like the auditorium, rest rooms and a facelift to faculty and department common rooms.

Plan of action #4: *To publish two double blind peer reviewed journals.*

Rationale: To encourage research and publications among the faculty members as well as provide a platform for academic growth and excellence.

Action taken/Achievement: The college has published two double blind peer reviewed journals with the following titles:

- i. *Spectrum: Humanities, social sciences and management*
- ii. *Spectrum: Science and Technology*

Plan of action #5: *Organize outreach, extension and collaborative programmes.*

Rationale: To encourage students' involvement in social issues and enhance their sense of social responsibility and patriotism.

Action taken/Achievement:

- A number of Programmes were conducted to commemorate important days/events such as World Anti-Tobacco Day and Environment Day.

- Students' visit to orphanages, old age homes and centres of training for the people with disabilities.
- Computer literacy outreach programmes to rural schools.
The college is collaborating with the Sasakawa Peace Foundation (SPF), Japan for setting up a public audio-visual archive for northeast India.

Plan of action #6: *Engage faculty members and prominent alumni to animate sessions during inauguration of academic year.*

Rationale: Faculty members and the alumni from the college are familiar with the prevailing situations in the college. They are better placed to share ideas for improvement based on their contextual experiences.

Action taken/Achievement: Senior faculty members from the department of Value Education, Zoology and Commerce facilitated the inaugural cum orientation programmes for the students, at the beginning of the academic year 2019-20. Two prominent alumni of the college who have done well and are pursuing their career also shared their experiences and motivated the students to pursue their academic and co-curricular endeavours with utmost seriousness.

Plan of action #7: *Awareness/sensitization programme on Psychological care and well-being of students.*

Rationale: Students go through variety of experiences in their life, some of which may be traumatic and soul-shattering. It is important to instil in them a sense of confidence and hope and provide them with ways and means to cope with life's issues.

Action taken/Achievement:

- On 23rd July 2019, the department of Value Education conducted a sensitization programme on "Psychological Care and Disaster Risk Reduction - Developing Resilient Cities through Risk Reduction" for the students. The objective of the programme was to orient them towards a healthier mental make-up through various coping strategies and skills.
- On 7th March 2020, the teaching faculty also had an opportunity to reflect together on the subject "Student engagement and Neural Mechanisms of Learning" under the guidance of Prof. S. Rangaswami, a professor of eminence in Medical Education.
- On 7th April 2020, the department of Value Education upload a video "With you all the way" on YouTube and Whatsapp to reach out to the student community during the pandemic. This video was an advisory on 'Psycho-Social Care and Help' accessed to by over 800 students.

Plan of action #8: *Orientation Programme on NAAC assessment and accreditation, for faculty.*

Rationale: The college is preparing for cycle-4 assessment and accreditation by NAAC. It is imperative that the all stakeholders are well-prepared to undertake this exercise for greater efficacy of its service to the society.

Action taken/Achievement:

- The Academic and Administrative Audit (AAA) was carried out by the Xavier Board of Higher Education Institutions (XBHEI) from 17th to 19th February 2020.
- Faculty members' understanding of the nitty-gritty of the process of NAAC assessment and accreditation was enhanced through a two-day workshop facilitated by Director, Ratings, ICARE, on 6th and 7th March 2020.

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Co-ordinator
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➤ 2020

The IQAC, St. Anthony's College, Shillong had an online meeting, over zoom platform, on 4th December 2020.

➤ 2019

REF No : SAC/HGL/160/19 – 01 dated 10th June 2019 Minutes of the IQAC meeting held on the 8th June 2019 Time: 1.30 PM Venue: Conference Hall, St. Anthony's College, Shillong

➤ 2018

REF No : SAC/HGL/160/18 – 01 dated 4 th August 2018 Minutes of the IQAC meeting held on the 4th August 2018 Time: 10:00 AM Venue: Conference Hall, St. Anthony's College, Shillong

➤ 2017

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

Minutes of the IQAC meeting held on the 31st July 2017

Time: 2:30 PM Venue: Conference Hall, St. Anthony's College, Shillong

➤ 2016

REF No : SAC/HGL/160/15 – 01 dated 1st July 2016

Minutes of the IQAC meeting held on the 1st July 2016

Time: 12:05 Noon Venue: Conference Hall, St. Anthony's College, Shillong

➤ 2015

REF No : SAC/HGL/160/15 – 01 dated 27th June 2015

Minutes of the IQAC meeting held on the 26th June 2015

Time: 2 PM Venue: Conference Hall, St. Anthony's College, Shillong

➤ 2014

Minutes of the IQAC meeting held on the 6th November 2014

Time: 1 PM Venue: Conference Hall, St. Anthony's College, Shillong

The Internal Quality Assurance Cell (IQAC) of St. Anthony's College, Shillong is pleased to collaborate with the Department of Fishery Science, St. Anthony's College in conducting the National Seminar on "AQUACULTURE IN THE NORTH-EAST REGION OF INDIA; REALITIES, POTENTIAL AND CHALLENGES" on the 3rd and 4th December 2014.

IQAC MEETING: 04-12-2020

Minutes

The IQAC, St. Anthony's College, Shillong had an online meeting, over zoom platform, on 4th December 2020. The Rector of the college, Rev. Fr. Joby Joseph SDB, began the meeting with a prayer, followed by words of welcome and introduction from the Principal.

1. Overview of Events prior and during the period of lock-down:

The IQAC Coordinator gave an overview of the various events that took place prior and during the period of lock-down which included the following:

- Administrative and Academic Audit (AAA) carried out by Xavier Board of Higher Education
- Workshop for Principals of Catholic Higher Education Institutions of East and North East India
- Annual College Week
- Webinars and Virtual Workshops organized by the various departments
- Online/offline admissions
- Virtual Orientation Programmes for 1st, 3rd and 5th Semesters
- Online/Offline University Examinations
- Governing Body Meeting
- Annual Youth Retreat

2. Information on College Farm cum demonstration unit

The warden of Stephen Hall Hostel and In-charge of the college farm cum demonstration unit apprised the members on the purpose of and activities being carried out at the farm cum demonstration unit in Mawthai village, RiBhoi District.

3. Briefing on preparation for NAAC Accreditation Cycle-4

The Coordinator for NAAC Accreditation Cycle -4 acquainted the members with process of NAAC Accreditation. He also briefed on the progress that has been made so far and the tasks that are still to be accomplished in the process of preparation for cycle-4 accreditation.

4. Up-coming programmes

The IQAC Coordinator presented to the house the programmes scheduled to be carried out in the coming months-

- Workshop on preparation for NAAC Accreditation – for the faculty of Ribhoi College: 8th and 9th December 2020.
- Webminar on Intellectual Property Rights (IPR): 11th and 12th December 2020.
- Environmental, Green and Energy Audit of the Campus.
- Setting up of a Bio-gas Plant in the campus.


5. VARIA/SUGGESTIONS

While commending the college management for the various academic and socio-economic development activities carried out for the benefit of the student community and the society at large, the members also presented the following suggestions and recommendations for better results and greater efficacy:

- To conduct a short term course on pisciculture and raspberry cultivation
- To upscale integrated farming and animal husbandry in the college farm, for hands-on demonstration to students and income generating venture for the college.
- To encourage faculty to scale up research activities.
- Explore possibilities for training/coaching for Public exams (UPSC, MPSC).
- Maintain a data-base of students who have passed-out from the college.
- Organize a workshop/webinar on the National Education Policy (NEP).
- Conduct a survey on how the students access online classes.

The meeting concluded with a message from the Rector of the College.




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Co-ordinator of IQAC

REF No : SAC/HGL/160/19 – 01

dated 10th June 2019

Minutes of the IQAC meeting held on the 8th June 2019

Time: 1.30 PM

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

The meeting was chaired by the Principal. After the prayer, the Co-ordinator read out the minutes of the previous meeting which was passed as presented. The members were then apprised of the events that took place and programmes carried out during the course of the year. After deliberation, suggestions and recommendations were also made on several aspects of teaching-learning and overall development of the college.

1. Members expressed gratitude to Rev. Fr. Sagi Stephen SDB who was an active member of the IQAC and has now taken up a new responsibility in another institution.
2. An AICTE Committee meeting was held to deliberate on Compliance to AICTE guidelines and recommendations.
3. Orientation programmes for students of 3rd and 5th semesters Arts, Commerce, Management and Science streams were conducted and animated by Initiative for Change, Pune.
4. The college completed the NIRF ranking process.
5. The D.J. Wollaston Annexe which was constructed to augment classrooms and other facilities was inaugurated by Shri Jual Oram, Minister for Tribal Affairs, Govt. of India.
6. Two staff of the college participated in the workshop on "Recommendations for Examination Reform" organized by AICTE, Eastern Region, Kolkata.
7. The Principal informed the members that the inauguration of the two PG courses, namely, M.A. (Education) and M.A. (Political Science) would take place sometime in the month of August. He acknowledged the hard work put in by all stakeholders to make this a reality.
8. Members accepted the suggestion that faculty from the college would animate the sessions during the inauguration of the academic year. They would be much more effective since they are familiar with the ground reality and the needs of the students. Prominent alumni of the college could also be roped in to inspire the students with their positive experiences and stories.
9. Members recommended for having an awareness/sensitization programme on Psychological care and well-being for the students.
10. The suggestion for organizing a workshop/seminar on "Waste Management" was also accepted since this is a very important issue.
11. In view of the upcoming NAAC Cycle 4 assessment and accreditation, members requested the Principal to organize an orientation programme on NAAC and NIRF to familiarize, particularly the newly joined faculty with the processes.

The meeting concluded with a vote of thanks proposed by the IQAC Co-ordinator.



Rev. Br. Dr. Albert Longley Dkhar
Principal
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Co-ordinator of IQAC

REF No : SAC/HGL/160/18 – 01 dated 4th August 2018

Minutes of the IQAC meeting held on the 4th August 2018

Time: 10:00 AM

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

- Members present 18 Members informed were Dr. David Nongrum, Prof F Lamare, Prof, S K Pradhanhar
- 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 31st July 2017 and, after a small clarification it was duly passed.
- It was decided that the preparation of the Annual Quality Assurance Report (AQAR) from the period October 2017 to September 2018 to be initiated.
- A thorough discussion took place on the issue of the implementation of the UGC Regulation 2010 as opposed to the latest amendments, when it pertains to the placement of college teachers. A need for clarification from the DHTE on this regards and accordingly followed.
- It was also suggested that the College Journal SPECTRUM be indexed with ESCOPUS and the like so as to enable it to gain recognition and also to attract more quality articles from scholars and academicians. It was also suggested that inclusion of renowned academicians be made in the editorial board.
- Members also express their wishes and assurance to encourage the department of Physics, Computer Science and Business Administration in their upcoming conferences.
- A discussion on the menace of drug abuse and addiction was initiated. Various suggestions were given on ways to curb and prevent the spread amongst students. It was suggested that an approach was to involve the different stakeholders in the society, counsellors in this field from other external agencies, having ex-drug abusers, recovering addicts and professional.
- Members also expressed to initiate the National Skill Development Council Scheme tie with the institution.
- The meeting ended with a vote of thanks from the chair.

Rev. Br. Albert L Dkhar, SDB
Principal

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



Co-ordinator of IQAC

REF No : SAC/HGL/160/17 – 01 dated 3^{1st} July 2017

Minutes of the IQAC meeting held on the 31st 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 1st 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 1st 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





Co-ordinator of IQAC

REF No : SAC/HGL/160/15 – 01 dated 1st July 2016

Minutes of the IQAC meeting held on the 1st July 2016

Time: 12:05 Noon

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

- The Principal welcome all the members present followed by a short prayer Fr. Saji.
- The coordinator read the minutes of the last meeting and, after a small clarification it was duly passed.
- New members to the IQAC were welcomed, they were the Rector, **Rev. Fr. Devasia Vazhayil SDB** and **Mr S. B. Nongdhar, Headman, Laitumkhrach**
- **Prof. Damanbha Lyngdoh**, Assistant Professor, Department of Zoology was invited to receive the award of "**Sudev Bhusan Ghosh Young Scientist Award**" for the year 2015-16 by The Zoological Society, Kolkata.
- **Prof. Eta Saiborne**, Assistant Professor, Department of Mass Media was conferred the Ph.D. on the topic "**Folk Narrative adapted as Film**".
- **Prof. Lavinia M. Dkhar**, Assistant Professor, Department of Zoology was conferred the Ph.D. on the topic "**Studies on Radio Activity Level and Trace Elements in Earthworms of Uranium containing Soils of Meghalaya**".
- **Prof. Francis Iawphniaw**, Assistant Professor, Department of Physics has cleared the SLET (Assam). The members express to convey our congratulations to the Profs. On their achievement.
- **The Footballers of the College sent to China to participate at the 2nd South and Southeast College Student Culture and Sports Week organized by the Kunming University of Science and Technology, China received and given a motorcade escort the Council of HoDs received them in the Basketball Field at the end of the meeting.**
- UNIVERSITY RESULTS 2016 92 % overall pass % 118 Rank Holders ; Evening classes results Excellent Highest 60.5 %
- AQAR 2014 – 2015 Sent on the 20th June 2016 to NAAC , Bangalore Uploaded in the College website www.anthonys.ac.in Need for Preparation from January 2016 to December 2016 Members asked the Coordinator to proceed with the preparation at earliest along with the Principal.
- Activities and review of IQAC were discussed and members felt the need to further encourage the faculty of the college to undergo faculty improvement programs like the one sent Christ University Bangalore and also even to the Non Teaching staff orientation regularly. Deapartments are also encourage to conduct workshops, seminars, conferences as and when possible. Placement for faculties at different stages were also informed to members
- The Principal also informed the members of the criteria of students admitted in the college during the year. He also informed that the Service Rules for Employees under College Posts 2016 has been initiated. The Budget for the year 2016-2017 has also been approved.
- Finally, the members also liked to express their gratitude and special thanks to Dr. Manas Das Gupta, an active member of the IQAC since inception for his contribution to the IQAC who is retiring on July 31, 2016 after 36 long years of service. He was an IQAC member since 2006 till the date of his retirement.

- The Principal thanked the members on their active involvement in the discussion and for their concern about upholding and enhancing quality

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The meeting ended with a vote of thanks and prayer by the Vice Principal.

Rev. Br. Albert L Dkhar, SDB
Principal

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



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Co-ordinator of IQAC

REF No : SAC/HGL/160/15 – 01 dated 27th June 2015

Minutes of the IQAC meeting held on the 26th June 2015

Time: 2 PM

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

1. The Principal welcomed all the members (17) present, followed by a short prayer by Fr. Sagi
2. The Co-ordinator read the minutes of the previous meeting and it was duly passed, after a small clarification
3. The members had a brief discussion on the importance of streamlining the collection of data and information from all the departments which will be used to prepare the Annual Report.
4. The members were apprised about the seminars held in the college like the semester system, International photo exhibitions; seminar conducted by the Fisheries Department, Music Department, Computer Science and the Value Education departments.
5. Members were also informed that the Inter College football tournament will be held on the 2nd to the 4th July 2015.
6. Activities such as Orientation programme for the science students were conducted.
7. It was also informed to the members that the Inauguration for the 1st Semester was held on the 16th June, for Evening College on the 17th June and Orientation for the faculty of St. Anthony's Extension on the 16th & 17th June. The Inauguration of St. Anthony's Extension campus Academic Year was held on the 23rd June 2015.
8. Members were also informed about the Platinum Jubilee Celebration of Chemistry Department on the 13th June 2015 and a seminar conducted by Physics Department on the 4th to the 8th May 2015 on "Prospects and Challenges".
9. The Principal briefed the members about the need to prepare for adjustments once the Semester System is implemented. He also informed the members on the placement of teaching faculty.
10. Members requested the Principal to study the possibility for an additional building and infrastructure in the premises to augment classrooms and other utilities.
11. It was decided that a sensitization programme would be conducted for the teaching and the students on the newly implemented semester system. Members also suggested conducting a faculty development programme on semester system.
12. It was recommended that the college should have a comprehensive Examination Policy, taking into accounts the various aspects of the semester system.
13. Members also felt the need to sensitize the faculty about the API and in their presentation their API scores need not be highlighted.
14. Members recommended formulation of Service Rules for the college post teaching and non-teaching staff. The Principal would constitute a drafting committee at the earliest, considering the need for service security of the staff.
15. The Principal appreciated the members for their active involvement in the discussion and for their concern about upholding and enhancing the quality of education in the college.
16. The meeting ended with a vote of thanks by the Vice-Principal.



Rev. Br. Dr. Albert Longley Dkhar
Principal

Principal
St. Anthony's College
Shillong - 793001
Meghalaya - India



Co-ordinator of IQAC

REF No : SAC/HGL/160/14 – 04 dated 7th November 2014

Minutes of the IQAC meeting held on the 6th November 2014

Time: 1 PM

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

- The Principal welcomed all the members present followed by a short prayer Fr. Saji.
- The Principal briefed the members on the status of the appeal process with NAAC
- The coordinator read the minutes of the last meeting and, after a small clarification it was duly passed.
- The members had a brief discussion on the importance of streamlining the collection of data and the information from all the departments which will be used to prepare the Annual Report
- The Principal briefed the members about the need to prepare for adjustments once the Semester Sytem is implemented. He also briefed the members on the placement of teaching faculty.
- The issue on the students attendance to the pass subjects classes was discussed. In this regard Prof. H. Syiem mentioned about the seriousness of the situation.
- The importance and the need to sensitize the teaching faculty as well as the students about the newly implemented semester system. Further discussion regarding the examoination matters under the semester system took place. Members also suggested to conduct a faculty development programme on semester system and also to maintain quality under this new system.
- The Principal thanked the members on their active involvement in the discussion and for their concern about upholding and enhancing quality
- The meeting ended with a vote of thanks and prayer by the Vice Principal

Rev. Br. Albert L Dkhar, SDB
Principal

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



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Co-ordinator of IQAC

REF No : SAC/HGL/160/14 – 03 dated 25th July 2014

LETTER OF COLLABORATION

The Internal Quality Assurance Cell (IQAC) of St. Anthony's College, Shillong is pleased to collaborate with the Department of Fishery Science, St. Anthony's College in conducting the National Seminar on "AQUACULTURE IN THE NORTH-EAST REGION OF INDIA; REALITIES, POTENTIAL AND CHALLENGES" on the 3rd and 4th December 2014.

This will be a powerful and original way to strengthen sciences and the community. I look forward to working with the Fishery Science department on this .

Sincerely yours,

Dr. H. G. Lyngdoh
Coordinator, IQAC,
St. Anthony's College, Shillong





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Co-ordinator of IQAC

REF No : SAC/HGL/160/14 – 02 dated 3rd May 2014

Minutes of the IQAC meeting held on the 3rd May 2014

Time: 1 PM

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

1. The Principal welcomed all the members present followed by a short prayer from the Vice Principal.
2. The coordinator read the minutes of the last meeting which was duly passed.
3. The Vice Principal presented the Academic & Administrative policy of the college (In detail) The members appreciated the work that was put in by the team which worked on policy document.
4. The Coordinator read the IQAC UGC guidelines under the 12th plan
5. The need for having a brood guidelines for making SOPs by different respective cell/ committees was highlighted and discussed. The team overseeing this aspect was empowered to carry out necessary work.
6. Much was discussed on the presentation by the IQAC during the NAAC team visit.
7. Members felt the need for having a disaster management demonstration cum training. One member volunteered to provide practical guidelines in this regard.
8. The Principal briefed the members on various aspects of the college like starting of the ATM, permanent affiliation of Music department and other infrastructural facilities.
9. The Rector also spoke about the future plans of the college like starting a new commerce & Management block, extension study centres, evening batches for Arts students, etc.
10. The meeting ended with a vote of thanks and prayer from the Rector.

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Co-ordinator of IQAC

REF No : SAC/HGL/160/14 – 01 dated 28th March 2014

Minutes of the IQAC meeting held on the 28th March 2014

Time: 1 PM

Venue: Edu Sat centre, St. Anthony's College, Shillong

1. The Principal welcomed all the members present followed by a short prayer from the Rector.
2. 13 members present. Others have intimated their absence, while some were deputed for other official duties.
3. The Coordinator read the minutes of the last IQAC meeting held on the 12th August 2013.
4. Action plan initiated and completed was reported. ERP and SAP were highlighted.
5. The Principal informed the members that the Semester system will not be implemented in the present academic year as decided by the Academic Council of the University.
6. Research cell plan of action was reported by the Coordinator Research Cell. Members agreed upon the need for more departmental initiatives in this area with incentives for publication of articles were encouraged.
7. Members felt the need for improving the Faculty Improvement programmes by encouraging faculties to update with various agencies like UGC, AICTE, CSIR, DST, DBT, etc. For this, members decided to make the Research Cell as "Research & Consultancy Cell" as the unit that will look after all Faculty Improvement Activities.
8. Members discussed the need to uphold the quality assurance in academic and administrative functions.
9. Members felt the need to maintain a perspective plan for the next 5 or 10 years plan in all units or cells of the college.
10. Members also felt the need for Perspective Planning and Benchmarking with Proper Policies in different areas to be formulated, initiated and streamlined by the IQAC. For this, Academic and Administrative Policy will be drafted and presented in the next meeting.
11. Members decided that the next meeting will be on the 3rd May 2014.
12. The meeting ended with a vote of thanks from the chair.
