

Internal Quality Assurance Cell (IQAC) Meeting**Date: 3rd November 2023***Venue: Conference Hall, SAC***Minutes***Agenda:*

1. Minutes of the previous meeting
2. Action Taken Report and Action Gaps
3. Discussion on Strategic Plan
4. Discussion on Student Placement
5. Discussion on Alumni
6. Discussion on Internal Audit and Annual Report
7. Varia

The IQAC Coordinator chaired the meeting. The meeting began with a prayer offered by the Rector of the college.

1. The minutes of the previous meeting was read out and passed as presented.
2. The Coordinator then presented the Action Taken Report as well as the Action Gaps. After a discussion, a suggestion was given to make efforts to resolve the action gaps before the next meeting.

3. Discussion on Strategic Plan:

The college has a Strategic Plan (2013-2028) in place. However, with the implementation of the NEP 2020, a new Strategic Plan has become a necessity. After a detailed discussion, the house suggested the following:

- i. To constitute a team which would assist the management in drafting the Strategic Plan, incorporating nation building as an important component.
- ii. A bottom-up approach would be adopted in formulating the Strategic Plan. Therefore, Department-wise animation by experts should be undertaken to orient faculty towards this end.
- iii. The Draft Strategic Plan would be presented to experts for perusal and additional inputs.

4. Discussion on Student Placement:

Taking cognizance of the importance of job placements for students, after deliberation, the house suggested the following:

- i. Regular awareness programmes on career and job prospects to be conducted for students. In addition to activities by the Placement Cell, respective departments need

to be equipped to provide career counselling that is specific to their field/subject.
Regular mock tests to be an integral part of such programmes.

- ii. For career in the armed forces, guidance of Brig. William Sturgeon could be availed of.
- iii. The college ERP to have MIS for placement of students, as per NEP.

5. Discussion on Alumni:

The alumni of the institution play an important role in taking its vision and mission forward. After discussion on this matter, the house suggested the following:

- i. To establish an Alumni Engagement Cell with designated person/s to regularly keep in touch with the alumni. A google sheet would be made available in the college website for alumni to up-date information about themselves.

6. Discussion on Internal Audit:

The house discussed on the importance of gauging students' academic progress and the steps necessary to be taken to improve performance of average students. The house then suggested the following:

- i. Conduct an Internal Audit to facilitate data-driven decision making.
- ii. A separate cell to be created for data collection for this purpose.

7. Discussion on Annual Report:

The house was informed that the college has an annual report. After a detailed discussion, the following suggestions were given:

- i. Preparation of the Annual Report needs to be streamlined.
- ii. A uniform format for data/information collection to be given to departments.
- iii. The Publication Cell of the college may be given the responsibility for compilation of the annual report.
- iv. University results should form an integral part of the annual report.
- v. The annual report should be put up in the college website.

8. Varia:

- i. Appreciation for promoting/show-casing alumni entrepreneurs in the college calendar.
- ii. As an institution, we may make a lot of plans; we should also concentrate on implementing each and every plan, without adverse impacts on teaching.
- iii. The department of Education may be given the responsibility of designing feedback on curriculum.


Rev. Br. Dr. Albert L Dkhar, SDB

Principal cum Chairman





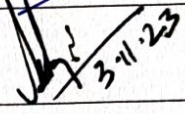
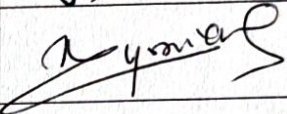


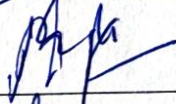
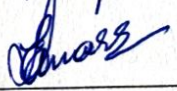
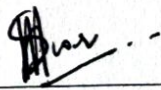

Principal
St. Anthony's College
Shillong - 793001
Meghalaya, India

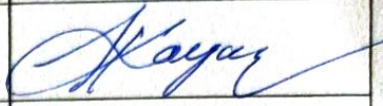
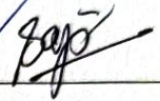
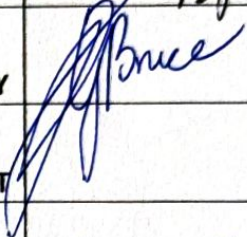
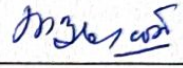

Dr. Frederick A Lamare

Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
St. Anthony's College
Shillong

MEMBERS

Sl. No	Name	Designation	Signature
1	DR. BR. ALBERT LONGLEY DKHAR	PRINCIPAL (CHAIRMAN)	
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