

Internal Quality Assurance Cell (IQAC) Meeting**Date: 02-03-2023***Venue: Executive Conference Hall, SAC***Minutes****Agenda:**

1. Prayer and Welcome
2. Reading of Minutes
3. Overview of the functions and responsibilities of the IQAC
4. NAAC Cycle – 4 results
5. Presentation of action plans by the criterion coordinators
6. Suggestions/Recommendations
7. Resolutions

The meeting was chaired by the IQAC Coordinator.

1. Rev. Fr. Joby Joseph, Rector, led the house in prayer, after which Rev. Br. Albert L Dkhar, Principal, welcomed the members present for the meeting. He made a special mention of the new members who had been inducted for the present term of the IQAC.
2. The secretary then read out the minutes of the previous meeting. The minutes were passed after some minor clarifications.
3. The coordinator IQAC presented an overview of the functions and responsibilities of the IQAC. He stressed on the fact that the IQAC plays a very crucial role for the qualitative growth and continuous improvement of the college.
4. The house was then briefed on the results of the 4th cycle NAAC accreditation. The college obtained a score of 2.96 and was graded as B⁺⁺.
5. The coordinators of the different NAAC assessment criterion presented an analysis of the main issues that led to the low scoring in a particular criterion, along with action plans for improvement:

i. Criterion I: Curricular Aspects

Suggestions/recommendations

- Take feedback, analyze and communicate the same to the University.
- Encourage all departments to conduct relevant add-on/certificate courses.
- Conduct training on OBE for faculty and start implementing OBE for UG programmes.

ii. Criterion II: Teaching, Learning and Evaluation

Suggestions/recommendations

- To have well defined SOPs, besides policies

- To document all grievances addressed

iii. *Criterion III: Research, Innovations and Extensions*

Suggestions/recommendations

- To write to NEHU requesting for permission for guideship; cite examples of other universities which provide such facilities to their faculty.
- Convert the present college journals into books.
- Make provision for research grants/seed money to departments and individual faculty.
- Encourage faculty from Humanities to participate in research and publications
- Organize trainings/workshops in research methodology.

iv. *Criterion IV: Infrastructure and Learning Resources*

Suggestions/recommendations

- Facilitate digital access to Library
- Provide user name and ID for every student
- Assign specific library hours for 3rd year students.
- Proper orientation of students on library facilities (guided tour, video presentation etc).

v. *Criterion V: Student Support and Progression*

Suggestions/recommendations

- Increase the number of non-government scholarships (e.g., free-ships offered by the college etc.)
- Increase the number of capacity building programmes for ICT skills, Soft and Life Skills, with fool proof documentation the same.
- Cells, committees and associations should have regular meetings. Minutes of such meetings, resolutions and action taken reports must be maintained in the specified format and should be readily available anytime during the year.
- The Placement Office should evolve a strategy to increase the number of students being placed, track the placement records of students and maintain all relevant documentation with regards to the placements (Appointment letters, IDs and payslips).
- The Placement Office should work hand-in-hand with every department in the college to obtain information regarding placements of alumni in other sectors.
- Departments to maintain communication with their alumni and keep track of their progress and placements.

vi. *Criterion VI: Governance, Leadership and Management*

Suggestions/recommendations

- All Fund flows and financial transactions to reflect in the college main account (consolidated statement).

- Proper and relevant nomenclature for all capacity building or orientation programmes for both teaching and non-teaching staff.

vii. *Criterion VII: Institutional Values and Best Practices*

Suggestions/recommendations

- Organize annual gender sensitization Programme
- proper methods and documentation on Solid waste management, Liquid waste management, Bio medical waste management, E-waste management, Waste recycling system, Hazardous chemicals and radioactive waste management.
- Erect signboards indicating ban of plastic use in the college campus
- Make available water conservation facilities like waste water recycling and distribution system in the campus.
- Make available disabled-friendly washrooms, tactile path, lights, display boards and signposts for PwDs.
- Set up a Committee to monitor adherence to the Code of Conduct, organise professional ethics, programmes for students, teachers, administrators and other staff, organize Annual awareness programmes on Code of Conduct.
- Celebrate and document national and international commemorative days, events and festivals.

6. **SUGGESTIONS:** The members presented the following suggestions for better functioning of the IQAC:

- i. Action taken on suggestions/recommendations to be presented in the next meeting.
- ii. Proposals for programmes and the departmental budgets are to be passed by the IQAC
- iii. The IQAC should have a well-defined SOP
- iv. Applications for placements to be submitted by the faculty at least 2 months before the due date.

7. **RESOLUTIONS:** After a detailed deliberation, the following resolutions were taken at the meeting:


- i. The college will constitute an Academic Planning Committee. The Principal will initiate the process for the same.
- ii. A new NAAC Coordinator will be appointed at the next IQAC meeting.
- iii. The IQAC will analyse the recommendations of the NAAC 4th Cycle

The meeting concluded with a vote of thanks from the Coordinator.


Rev. Br. Dr. Albert L Dkhar, SDB

Principal

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

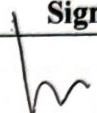

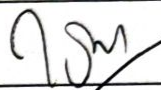

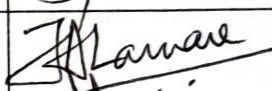
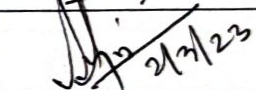


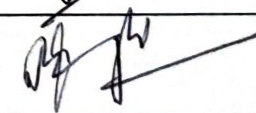
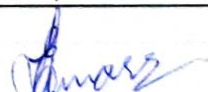
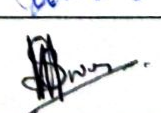
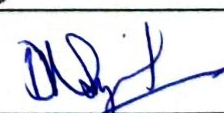
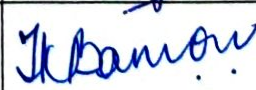
Internal Quality Assurance Cell (IQAC) MEETING


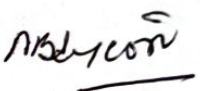

Date: 02-03-2023

Venue: Executive Conference Hall

Time: 3:00 pm

Members Present

Sl. No	Member	Designation	Signature
1	Dr. Br Albert L. Dkhar	Head of the Institution	
2	Fr. Gervasius Nongkse	Vice Principal	
3	Fr. Joby Joseph	Rector, SAC, Shillong	
4	Fr Ritonbor Kharkongor	Administrator	
5	Mr. Gregorius Kharumnuid	Secretary (i/c Criterion VI)	
6	Mr. Frederick A Lamare	Co-ordinator	
7	Mr. Aibankit Warjri	Asst. Coordinator	
8	Fr. James Thyrniang	Sponsoring Body Representative	
9	Mr. Syntiew Manik Syiemlieh	Senior Faculty (Coordinator Criteria I)	
10	Dr. Shantu Saikia	Senior Faculty (Coordinator Criteria II)	
11	Dr. Damanbha Lyngdoh	Senior Faculty (Coordinator Criteria III)	
12	Mr. Bablu L Rajak	Senior Faculty (Coordinator Criteria IV)	
13	Mr. Edmond Lamare	Senior Faculty (Coordinator Criteria V)	
14	Dr. Charlene M. Swer	Senior Faculty (Coordinator Criteria VII)	
15	Prof. David R. Syiemlieh	Academician	
16	Prof. T. K. Bamon	Academician	
17	Dr. Ampareen M Lyngdoh	Local MLA	

Sl. No	Member	Designation	Signature
18	Prof H. Kayang	Member From NEHU	
19	Dr. E. K. Mawkhiew	member From DHTE	
20	Fr. Sagi Stephen	Member from Provincial Council	
21	Mr Bruce Sawkmie	Member from local society	
22	Mr. J. Vaswani	Entrepreneur/Industrialist	
23	Brig. W. Sturgeon	Alumni Representative	
24	Dr. B. D. Cajee	Parent's Representative	
25		Student' Representative	
26	Dr. H. G. Lyngdoh	Placement.	
27			
28			
29			
30			
