

Internal Quality Assurance Cell (IQAC) Meeting (Internal members)**Date: 7th July 2023***Venue: Conference Hall, SAC*

Minutes

Agenda:

1. Prayer and Welcome
2. Reading of Minutes
3. Suggestions/Recommendations from criteria coordinators

The meeting was chaired by the IQAC Coordinator.

1. Rev. Fr. Gervasius Nongkseh, Vice Principal, led the house in prayer: he accorded a warm welcome to the members present for the meeting. The house then proceeded to discuss the main agenda of the meeting, i.e., to accept suggestions/recommendations from the criteria coordinators for the overall improvement of the academic as well as co-curricular performance of the college.

i. Criterion I: Curricular Aspects

- Prof. Syntiew Manik Syiemlieh will formulate sample letters for departments to send to NEHU regarding analysis and feedback on the syllabus.

ii. Criterion II: Teaching, Learning and Evaluation

- For any examination related grievances, the students will write to the examination committee.
- A common grievance redressal form will be prepared by the examination committee.
- The policy for student mentoring should be made available to all departments.
- All policies of the college should be passed by the IQAC.

iii. Criterion III: Research, Innovations and Extensions

- Prof. Damanbha Lyngdoh will draft a letter to NEHU requesting for guidance for the professors of the college.
- The R&D policy has to be approved by the IQAC.
- The R&D Cell will study the feasibility of converting college journal into a book.

*iv. Criterion IV: Infrastructure and Learning Resources*Suggestions/recommendations

- Suggest to the management for appointment of an additional librarian and enhance the capacity of the existing library team.
- Few value education hours could be allotted to the librarian for orienting students on the facilities and usage of the library.

v. *Criterion V: Student Support and Progression*

- Prof. Edmund will take charge of documenting free-ships availed by students from non-governmental sources.
- The policy/SOP of Cells and Committees should also indicate the number of meetings to be held in a calendar year.
- Cells and Committees are to submit their meeting minutes and annual report to the IQAC.
- The placement officer could also be given the responsibility of engaging with the alumni.

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

- The signature of the CA will be required on all accounts of the college.
- Accountant will prepare separate heads of accounts for specific projects or programmes.
- Proper and relevant nomenclature for all capacity building or orientation programmes for both teaching and non-teaching staff.
- The SDS will conduct sessions on soft skills, ICT and Life Skills in collaboration with department of Value Education.

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

- Documentations for waste disposal should be in place. E.g., MoU with Municipal Board for disposal of chemical wastes etc.
- SOP for green initiatives and waste management.
- Put up signages for plastic free campus.
- Suggest to the DIC and PRIME cell for projects on waste water recycling.
- Wollaston Annexe to have PWD signages etc. RUSA can take responsibility.
- Identify events of national importance to be celebrated and allocate responsibilities to faculty for the same.
- IQAC will pay special attention to commemoration of Yoga Day, Environment Day, Kargil Divas, National Unity Day, International Women's Day, May Day and Constitution Day.

GENERAL SUGGESTIONS:

- Send the draft proposal for constitution of the Academic Planning Committee to the IQAC members for perusal.
- Check the guidelines on appointment of the new NAAC coordinator.
- All policies will be sent to the IQAC members for feedback and suggestions before approval.
- Preparation for implementation of NEP2020 should begin in right earnest.
- Internal tests will be conducted by departments internally while large departments could conduct the tests on Saturdays and request assistance of faculty from other departments for invigilation.

- Analyse the loopholes of the various criteria and work on areas of concern before the next assessment cycle.
- IQAC will send directives that the various Cells and Committees should strictly adhere to their SOPs and Policy.
- Preferably, all Cells and Committee should have at least 2 meetings per year along with proper reports.
- The Criteria will have half yearly reviews and prepare reports on the same.
- Explore possibility for membership of one person for one Cell/Committee.
- Examine guidelines for external membership in the IQAC.

The meeting concluded with concluding words and prayer from Rev. Fr. Gervasius Nongkse, Vice Principal.



Rev. Br. Dr. Albert L Dkhar, SDB

Principal

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



Dr. Frederick A Lamare

Coordinator, IQAC







Intern.
Intes.
St. Anthony's College
Shillong
Insurance Cell
Shillong





Internal Quality Assurance Cell (IQAC) MEETING

Date: 07-07-2023

Venue: Executive Conference Hall

Members Present:

Sl. No	Member	Designation	Role in IQAC	Signature
1	Dr. Br Albert L. Dkhar	Head of the Institution	Chairperson	
2	Fr. Gervasius Nongkseh	Vice- Principal	Vice Chairman	
3	Fr. Joby Joseph	Rector, St. Anthony's College, Shillong	Member (Administrative Officer)	
4	Fr. Ritonbor Kharkongor	Administrator	Member	
5	Mr. Gregorius Kharumnuid	Senior Faculty	Secretary i/c	
6	Mr. Frederick Lamare	Senior Faculty	Coordinator	
7	Mr. Aibankit Warjri	Senior Faculty	Asst. Coordinator	
8	Fr. James Thyrnian	Sponsoring Body Representative	Member	
9	Dr. Damanbha Lyngdoh	Senior Faculty	Member	
10	Prof. David Syiemlieh	Fmr. Chairman UPSC	Member	
11	Dr. Ampareen M Lyngdoh	MLA, Laitumkhrach Constituency	Member	

12	Mr. Bruce Sawkmie	Local Headman, Laitumkhrach Dorbar	Member (Society Member)	
13	Mr. Bablu L Rajak	AICTE Co-ordinator	Member (Co-opted)	
14	Dr. Shantu Sakia	Senior Faculty	Member	
15	Mr. Edmond Lamare	Senior Faculty	Member	
16	Dr. Charlene M. Swer	Senior Faculty	Member	
17	Mr. Syntiew Manik Syiemlieh	Senior Faculty	Member	
18	Prof. T. K. Bamon	Academician	Member	

19	Prof. H. Kayang	Member from NEHU	Member	
20	Dr. E. K. Mawkhiew	Member from DHTE	Member	
21	Fr. Saji Stephen	Member from Provincial Council	Member	
22	Mr. J. Vaswani	Entrepreneur/ Industrialist	Member	
23	Brig. W. Sturgeon	Alumni Representative	Member	

24	Dr. B. D. Cajee	Alumni Representative	Member	
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25. Dr. H. G. Lymdyah. Senior Faculty Member.

[Signature]
7/7/2023