



ST ANTHONY'S COLLEGE  
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## Co-ordinator of IQAC

**REF No : SAC/HGL/153/08 – 01 dated 20<sup>th</sup> March 2008**

Minutes of the 7<sup>th</sup> IQAC monthly meeting held on the 20<sup>th</sup> March, 2008.

Principal in the Chair

There were 14 members present.

1. The IQAC committee welcomes the new members Fr. Joby Joseph , Vice- Principal and Prof. I Saharaj of Economics department.
2. To follow up the class attendance of students need to be further emphasized for the year 2008-2009.
3. Since the commencement of classes in all streams will be in mid May and early part of June, it was decided that process of identification of weaker students must be completed by the month of July.
4. The respective departments will carry out the identification process of weaker students.
5. To determine the weaker students reference can be made through the university examination results.
6. Identification of weaker students in general papers could be made by an interdepartmental cooperation is encouraged.
7. Departments must begin to develop different levels of excellence.
8. Heads of departments are to submit a list of chronic absentees to the Principal by the end of the week for the first month of the academic calendar and then at the end of the month for subsequent months.
9. It was suggested that the 100 marks obtained in different papers will be broken up into 60 marks for the selections and 40 marks as internal.(Internals are again to be broken up as 15 marks for the terminals, 10 marks for the class tests/ assignments and 15 marks for class attendance). In the case of general papers 40 marks of the internal will be broken up into 25 marks for the terminals and 15 marks for the attendance.
10. It was also suggested to make all class durations to be of 50 minutes per period including the afternoon classes.
11. A suggestions was made to have an Orientation course in the respective subject honors of 3-4 days for the 1<sup>st</sup> year students during the 1<sup>st</sup> week of joining the college and thereafter followed by a test to be conducted by the department concern.
12. It was also decided that all the departments are to submit their inputs to the IQAC for its preparation for the Annual report before the end of June 2008.

Fr. I. Warpakma  
Principal

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

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## Co-ordinator of IQAC

REF No : SAC/HGL/153/08 – 02 dated 27<sup>th</sup> June 2008

Minutes of the 8<sup>th</sup> IQAC monthly meeting held on the 27<sup>th</sup> June, 2008.

Principal in the Chair There were 14 members present

1. It was informed that the IQAC Office would be constructed soon.
2. The AQAR of the IQAC which was supposed to be submitted by the respective departments was not available as yet, and so it was decided that a reminder would be sent to all the Heads of the department to do the needful at the earliest latest by the 5<sup>th</sup> July 2008.
3. With respect to the suggestions on checking the attendance of all the students throughout the academic calendar, the IQAC felt the need to constitute a sub-committee to monitor the same as part of quality assurance.
4. A 5 member Sub-Committee on Attendance was set up with the following members-
  - Father Joby Joseph (Vice Principal)
  - Prof, David Marbaniang (Joint Coordinator, IQAC)
  - Prof. I. Saharaj (IQAC, member)
  - Prof. J. Sharma (IQAC, member)
  - Prof. Albert Kharbuli (Admission committee)

It was also felt that more members may be co-opted as and when needed into the sub-committee.

5. As part of quality assurance, it was decided that the departments need to *identify weaker students* especially those related to pass papers, for this it was suggested that certain areas on various parameters could be worked out and be made available to all the departments including the staff and the students.
6. It was also suggested to make *all proceedings of the IQAC meeting, made available to all Heads of the department for reference and further discussion*.
7. It was also decided that the IQAC would suggest to all departments/units in the college including library committee, examination committee, etc. to create and implement standard operating procedures / guidelines in their respective areas for their smooth administrative functioning, keeping the academic objective and responsibilities, respectively, intact.
8. The IQAC felt the need to constitute a committee at the earliest to organize a workshop on *“Sensitizing Disaster Management”*.
9. The IQAC also felt the need to organize another workshop for all the faculty members of the college so as to familiarize them to use *“ LCD projectors and multimedia presentation* as done in the past. For this the date was fixed on the *11<sup>th</sup> July, 2008* between 3:00PM to 5:00 PM
10. IQAC would also organize a workshop on the *23<sup>rd</sup> July, 2008* on *“Effective Teaching”* for all the staff, particularly for those who have joined the college within the last five years.

The meeting ended with a vote of thanks from the chair.

Fr. I. Warpakma  
Principal

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



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## Co-ordinator of IQAC

**REF No : SAC/HGL/153/08 – 03 dated 26<sup>th</sup> August 2008**

Minutes of the 9<sup>th</sup> **IQAC** monthly meeting held on the 27<sup>th</sup> June, 2008.

Principal in the Chair. There were 12 members present

1. A circular to be sent to the Heads of all departments to display the Minutes as well as the AQAR copies given by IQAC accessible to all the faculty members of their respective departments.
2. The NAAC has praised the preparation of AQAR.
3. The AQAR for the year must be compiled by the 6<sup>th</sup> September 2008 and a review meeting of the draft copy of the report to be done on the 8<sup>th</sup> September such that the report could be sent by the 10<sup>th</sup> of September 2008
4. It was suggested that another workshop need to be organized for the Senior faculty as well at a future date and that this would also include a 'mixed group' as well.
5. A suggestion was also made to organize a workshop on "Reforms in Evaluation System at the Under-graduate level" by the IQAC at the earliest. For this a sub-committee will be formed latest by the 8<sup>th</sup> September, 2008 so as to brainstorm the matters of the workshop.
6. A one minute silence was also made at the end of the meeting when news was conveyed of the sudden death of one of the non-teaching staff during the meeting.

The meeting ended with a vote of thanks from the chair.

Fr. I. Warpakma  
Principal

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

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## Co-ordinator of IQAC

**REF No : SAC/HGL/153/08 – 05 dated 10<sup>th</sup> November 2008**

Minutes of the 11<sup>th</sup> **IQAC** monthly meeting held on the 10<sup>th</sup> November, 2008.

There were 12 members present

1. The NAAC team report with suggestions and challenges with recommendations was read by The Principal.
2. Suggestions were made to review the Composition guidelines of the IQAC as advised by the NAAC team. A non-teaching staff member may be inducted to the IQAC.
3. It was also suggested to review for replacement of a member, Dr. Don Syiem.
4. It was suggested to document activities and events. A sub-committee may be constituted for this matter.
5. Attendance matters were discussed and many suggestions were given. One such suggestion was to have a workshop to sensitize the teachers on usage of Microsoft Excel Worksheet.

The meeting ended with a vote of thanks from the chair.

Fr. I. Warpakma  
Principal

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

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