



Co-ordinator of IQAC

REF No : SAC/HGL/160/12 – 02 dated 4th December 2012

Minutes of the IQAC meeting held on the 3rd December 2012

Time: 1 PM

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

1. The meeting started with a prayer and welcoming of the new members of the IQAC by the Rector Fr. Saji.
2. The Co-ordinator read the minutes of the last IQAC meeting held on the 15th November 2012.
3. The Principal made a clarification on the absence of the representative from the locality.
4. The Co-ordinator mentioned his desire to forward the AQAR to all members by e-mail. He also proposed the dates for holding the IQAC meetings for the next calendar year 2013. The dates for the same are 31st May; 31st July and 7th September 2013. All meetings are to be held at 1 PM in the college campus.
5. The principal read out the new constitution of the Research and Development Cell along with the names of the members. To this there was a brief discussion regarding the aims and objectives of the cell and how they should be coherent with the vision and objectives of the IQAC. Suggestions came to co-opt another member from outside the college.
6. The Principal also read out the constitution of the grievance redressal cell. Members also deliberated on this matter. A suggestion made by one member was to exclude the Principal from the grievance redressal cell. Another suggestion was to include a suggestion/complaint drop box and include the constitution of the committee in the students' hand book. The representative from the government extended his assistance with regard to this matter. Prof. Joshi also spoke on the relevance of the grievance redressal cell. He also remarked that a grievance has to be different from a complaint. Another suggestion was to send all complaints by mail.
7. There was a discussion on the constitution of the women cell according to UGC guidelines and how the college women cell could start a women study centre and also start various programmes with regard to this. For starting such programmes one member mentioned the availability of funds with National Women Commission.
8. Members also deliberated on the importance and significance of the self-evaluation and appraisal system and how it has to be instituted not to just fulfil a formality but, to also benefit the user. A proper system along with the appropriate format for self-appraisal and evaluation needs to be formulated.
9. There was a brief discussion about the standard procedure with regard to application of leaves to which the principal gave a clarification on this matter.
10. Members also discussed about the immediate future plans of the college like conducting workshops, maintaining a visitor's book both for individual departments and the college. To this, a member remarked on the importance of the institution being proactive and focussed.
11. The importance of de-briefing after every discussion in the meeting and forwarding the agendas of the meeting to every member was discussed and suggested.
12. The meeting ended with a vote of thanks first from the Co-ordinator and then from the Principal.

Rev. Br. Albert L Dkhar, SDB
Principal

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



Co-ordinator of IQAC

REF No : SAC/HGL/153/12 – 01 dated 15th November 2012

Minutes of the 17th IQAC meeting held on the 15th November 2012.

The meeting began with a prayer from Fr. Saji, The Rector and the New Principal, Rev. Bro. A. L. Dkhar was welcome by Prof. M. Das Gupta, a member on behalf of IQAC

Minutes of the last meeting held on the 15th July 2011 was reported and confirmed.

The agenda of the meeting on the AQAR 2012 report was discussed and it was felt that a follow-up action be taken to finalise the report at the earliest from the office. The report duration will be from October 2011 to September 2012.

As part of the preparation for the SOPs the co-ordinator of the Examination cell submitted the Examination cell's SOPs.

The members also felt and decided to include dates for IQAC meeting in the college Hand Book calendar having at least a minimum of three (3) meetings in a year.

Members also suggested that a committee be constituted to review the recommendations of the NAAC peer team at the earliest.

Members also suggested that The Principal would be the right authority to induct members from the Non-teaching staff, Government representative, University and from the locality. Members also felt to induct one member from one of the eminent institution in Shillong.

Members also suggested to reconstitute the Grievance redressal cell at the earliest and to this it will be taken up in the next IQAC meeting after the Principal and the Co-ordinator has interacted with experienced personal.

Members also felt the need to further strengthen & Reconstitute the Reseach & Development cell after consultation before the next IQAC meeting.

Suggestions were also made to encourage the conduct of ICT training for the teaching faculty in the next academic session besides also to implement certain add-on courses as well.

Members also felt the need to encourage students to actively participate in sports and other events conducted from time to time by different agencies.

Members also discussed the seriousness & implications of students serious absentees and in this aspect a proper formulation be made available for the next academic session after consultation by the Principal.

It was also decided that the next meeting of the IQAC (18th) will be held on the 3rd December 2012.

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

Rev. Br. Albert L Dkhar, SDB
Principal

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