



Co-ordinator of IQAC

REF No : SAC/HGL/160/13 – 01 dated 12th August 2013

Minutes of the IQAC meeting held on the 12th August 2013

Time: 1 PM

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

1. At the outset the Principal welcomed all the members present followed by a short prayer from the Rector.
2. The Coordinator read the minutes of the last IQAC meeting held on the 12th August 2013 and also presented the recap of all the events taking place in the college since the beginning of the year 2013.
3. Preparation of the Self Study Report for NAAC Cycle 3 particularly in relation to the IQAC and its functions was discussed. Members suggested the formulation of yearly policy. It was decided that the institution through the IQAC should initiate a 5 year action plan and bench marks for all departments. Departments need to maintain regular attendance. All events, meetings, activities, guest lectures, research etc. of each department should have a Result oriented approach and be properly documented.
4. Matters like ragging and all other issues regarding safeguarding the students welfare were also discussed and remedial measures be made wherever necessary.
5. Members also felt the need to further encourage overall involvement of students in extra- curricular activities with a regular check towards student performance in academics.
6. The meeting ended with a vote of thanks from the chair.

Rev. Br. Albert L Dkhar, SDB
Principal

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

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Co-ordinator of IQAC

REF No : SAC/HGL/160/13 – 01 dated 31st July 2013

Minutes of the IQAC meeting held on the 31st May 2013

Time: 1 PM

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

8. The meeting began with a welcome address from the Principal followed by a prayer from Fr. Joby Joseph, Vice Principal
9. The Coordinator read the minutes of the last IQAC meeting held on the 3rd December 2012.
10. The Committee welcome the New Inducted members namely, Dr. Archana Barua from IIT Guwahati & Dr. K. S. Rajput representing the Research Cell
11. The coordinator extended his gratitude to the Principal & Vice Principal for their support & encouragement for the events & activities that took place in the last couple of months towards quality improvements.
12. Dr. Rajput from the Research cell briefed the members regarding the activities for the teachers & students.
13. Women cell also reported the conduct of programs aimed at both male and female student.
14. Member from the Government complimented the IQAC on the quick implementation of suggestions made since the last meeting.
15. A member from the Research cell enlightened the members also about availability of funds towards the women study centres.
16. Members acknowledge the Principal for having been to various departmental meetings which was thought to be of good gesture.
17. Member, Brig. Sturgeon stressed on the need of having a mechanism to resolve issues of students related to financial problems. To this, the Vice principal responded by informing the members that teachers of respective departments need to counsel their students. The Principal also spoke on the importance of proctorial system. He also stressed on the importance of having a proper system to identify students with genuine need so as to enable the management to extend support
18. Members also felt the need to strengthen career planning & development for students during August & September.
19. Members also felt the need to avoid in holding or conduct programmes on National or State holidays.
20. Members also deliberated on the importance and urgent need to formulate service rules for faculty members. The Principal also proposed that a high level committee comprising of Senior faculties to be formed and try to resolve such issues.
21. The Principal also spoke on the issues related to university examination like instituting honourable remuneration for paper evaluators.
22. Members also felt the need to institute a Welfare fund
23. Members also discussed the importance of monitoring the progress & development of students. Vice principal also spoke on the community college initiative.
24. The Rector also highlighted the need for every respective department to actively participate in the strengthening of the Alumni Association.

25. Member also suggested about the creation of an organisational tree to depict the existence of various departments & cells along with their functions & responsibility.
26. The members also decided that in the next meeting to facilitate Prof. S. K. Mondol
27. The meeting ended with a vote of thanks from the chair.
