

Internal Quality Assurance Cell (IQAC) MEETING

Date: 06-03-2021

Venue: Online - Over Zoom; Time: 6.00 pm

Minutes**Agenda:**

1. Opening Prayer
2. Welcome
3. Programmes and events during the previous 3 months
4. Briefing on NAAC Assessment and Accreditation preparation
5. Updates on Library matters
6. Information on college demonstration farm cum agro forestry
7. Action taken on previous meeting's suggestions/recommendations
8. Suggestions/Recommendations
9. Concluding remarks

1. The meeting was chaired by the Assistant Co-ordinator, IQAC. Rev. Fr. Joby Joseph SDB, Rector, offered the opening prayer.
2. After the prayer, Rev. Br. Albert L Dkhar, SDB, Principal cum Chairperson IQAC, welcomed all members in attendance.

3. Programmes and events during the previous 3 months:

The Assistant Co-ordinator, IQAC briefed on the various programmes and events that were carried out under the aegis of IQAC during the past three months.

- A workshop on "Preparation for NAAC Assessment and Accreditation" for the faculty and staff of Ri-Bhoi College Nongpoh, was held on the 8th & 9th December 2020.
- A two-day webinar on "Intellectual Property Rights (IPR) and its Applications" was organized by the IQAC, in collaboration with the Department of Zoology, on the 11th & 12th December 2020.
- A workshop on "Documentation, Data Collection and Data Configuration" was organised for the Department Quality Assurance Cell (DQAC) on the 17th December 2020.
- A workshop on "Preparation for NAAC Assessment and Accreditation" for the staff of Balawan College, Umsning; St. Anthony's Extension College, Byndihati and St. Francis D'Assisi College, Siejlieh, Nongstoin was held on the 28th & 29th January 2021.
- The Covid Management Committee was constituted and made operational.

- Permission has been received from NEHU for the commencement of PG Courses in Education and Political Science and starting of UG courses in Education.
- The process of filing for the National Institutional Ranking Framework (NIRF) has been completed.
- The preparation for NAAC Assessment and Accreditation is on-going.

4. Briefing on NAAC Assessment and Accreditation preparation:

The Co-ordinator, NAAC, apprised the members on the progress made so far in the preparation for the cycle-4 assessment and accreditation by NAAC. He clarified doubts expressed by some members and noted the suggestions given. He also highlighted the timelines for completing the process of preparation for the assessment and accreditation.

5. Updates on Library matters:

The Co-ordinator, Library Committee, shared updates on matters related to the Library, particularly pertaining to the finalization of the Library Policy, access to e-resources consortiums, signing of MOUs with Institutions for sharing academic resources and arrangements for purchase of e-books. She also noted suggestions given by the members.

6. Information on demonstration farm and agro-forestry programme:

Rev. Fr. Arcadius Puwein SDB, briefed the house on the latest developments in the demonstration farm cum agro-forestry programme in Mawthai village, Ribhoi District. He gave information on plantation of various types of trees and cash crops and the efforts to establish linkage with the Meghalaya Basin Development Authority (MBDA). He also highlighted the needs and plans for fencing of the campus to prevent destruction of crops and plantations.

7. Action taken report on suggestions and recommendations:

The Assistant Co-ordinator IQAC presented the action taken report on the suggestions and recommendations of the previous meeting.

Recommendations/Suggestions	Action taken/Status
i. Conduct short-term course on fish rearing.	The department of Fishery Science has started the process of conducting an add-on course on fish rearing.
ii. Upscale integrated farming and animal husbandry in the college demonstration farm.	The process to increase plantation, fencing of the compound and linkage with the Meghalaya Basin Development Authority (MBDA) has started.
iii. Explore possibilities for training/coaching for competitive/ public exams.	Modalities for coaching for SSC and Banking exams are being worked on and the programme is expected to take shape soon.

iv. Maintain proper data-base for students who passed out from the college.	An In-house Enterprise Resource Planning (ERP) software has been developed and is being used for this purpose.
v. Organise workshop/webinar on NEP 2020.	IQAC organized an online workshop on NEP2020 on 12 th March 2021, in collaboration with department of Value Education, facilitated by Prof. K.C. Kapoor, Assam Don Bosco University.
vi. Conduct survey on how students access online classes.	One survey was carried out last year and another one is being planned.

8. Suggestions/recommendations:

The members put forth the following suggestions/recommendations for the coming months:

- i. Research papers, thesis and articles of faculty should be made available in the Library.
- ii. In order to encourage young scholars and professors, the proceedings of seminars, webinars etc., having similar themes can be put together and published in a book, with a proper ISBN number.
- iii. Broaden the availability of publications published by the college.
- iv. Organise a workshop on what "Quality" actually means for higher educational institutions (example: in terms of IQAC, what does Quality means).
- v. Encourage students to participate more on college activities.

9. Concluding remarks:

Rev. Fr. Joby Joseph SDB, Rector, gave the concluding remarks and ended the meeting with a prayer.

Rev. Br. Albert L Dkhar, Ph.D
Principal cum Chairman

Mr. G. Kharumnuid
Co-ordinator, IQAC

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IQAC MEETING: 09-07-2021

(Online mode)

Minutes**Agenda**

1. Prayer
2. Welcome
3. Passing of minutes of previous meeting
4. Action taken report on recommendations and information on programmes/events
5. Update on Cycle – 4 Assessment and Accreditation
6. Quality Initiatives – in line with Strategic Plan and Self Study Report (NAAC)
7. Varia
8. Concluding remarks

The Co-ordinator, IQAC, chaired the meeting. The Principal cum Chairman IQAC offered the opening prayer followed by words of welcome from the Rector. The chairman then gave time to the members to comment or seek clarification on the minutes of the previous meeting that had been sent to the members by e-mail. The minutes were then passed as presented.

1. Action Taken Report and Overview of Programmes/Events:

The Assistant Co-ordinator, IQAC, then presented to the house the Action Taken Report on a few suggestions that were brought forth in the previous meeting which include:

- i. Conducting a short-term course on fish rearing.
- ii. Up-scaling the integrated farming and animal husbandry in the college demonstration farm at Mawthei village.
- iii. Exploring possibilities for coaching classes to prepare our students for public/competitive exams.
- iv. Maintenance of proper data base of students who graduate from the college.
- v. Conducting a workshop/webinar on the National Education Policy 2020.

He also briefed the house on a number of other programmes that was organized during the course of the months, which include:

Webinar /Workshop on:

- “National Education Policy and its Implications on Higher Education” on 7th April 2021 by Prof. K.C. Kapoor, Head of Department, Education, Assam Don Bosco University.
- “Behavioural Adaptation during Pandemic Covid-19” (Non-teaching staff) on 7th April 2021 by Mr. Sunny Mawlong, Managing Director, Hundredfold Academy, Shillong.
- “Living in Hope” on 24th April and 1st May 2021 by Rev. Fr. George Palamattam SDB, Psy.D
- “Getting out of Addiction” on 8th May 2021 by Rev. Dr. P.J. James SDB.
- “Becoming a better version Me” on 15th May 2021 by Anita Susan Binze, Freelance Educator and Speaker, Bengaluru.
- “Upfront during Covid times – Reach-out and Responsibility” on 12th June 2021 by Smt. Isawanda Laloo IAS, Deputy Commissioner, East Khasi Hills District.
- “Covid Care and Vaccination” on 5th June 2021 by Dr. Shomi Raman MD, Pediatrician, Children’s Hospital, Shillong.
- “Honesty in one’s duties even at Covid times” on 19th June 2021 by Nganyui Zimik, Deputy Commissioner, IRS, GOI.
- “Balancing between Social Distancing and Social Commitment: role of Heads of Departments and In-charges” on 25th June 2021 by Dr. Jonas Richard A, Professor and HoD Research and Social Work Department and Director, Lifeskills Education, Kristu Jayanti College, Bengaluru.
- “Learning with dreams for a Global arena” on 26th June 2021 by Ms. Angshumita Deka, Consultant, KPMC, Copenhagen.
- “Gender Equity in College Campuses” on 29th June 2021 by Smt. Ivyreen Warjri, Asst. Director, Good Governance Cell, MATI, Shillong.
- “Being Smart while Online” on 3rd July 2021 by Mr. Arjun Chetri, Asst. Director (IT) NEPA.

He offered a congratulatory note to the departments of Zoology and Fishery Science for successfully completing the add-on courses on “Bee-biology and Bee-keeping” and “Scientific Fish Farming in

the Hilly Region” respectively. He also informed about the up-coming programmes/events, namely, (i) Finalization the SSR for the NAAC Assessment and Accreditation and (ii) Add-on course on “Hands-on Experience with Microsoft Office Essentials” by the departments of Education (PG) and Statistics (1st – 14th August 2021).

2. Up-date on NAAC Assessment and Accreditation Cycle-4:

The Co-ordinator, NAAC, informed the house that the Institutional Information for Quality Assessment (IIQA) has been submitted and the compilation of the Self Study Report (SSR) is underway. He also provided clarification to the queries sought for by the members.

3. Suggestions/Recommendations for quality initiatives:

The members put forth various suggestions to enhance the quality initiatives being undertaken by the college. These suggestions include:

- i. Routing of departmental programmes through the IQAC in order to avoid duplication of similar programmes.
- ii. IQAC to encourage departments to conduct add-on/certificate courses/short term courses in relevant areas.
- iii. Organize a workshop for faculty on the Strategic Plan of the college.
- iv. Installation of Fire Hydrant System in the college
- v. Organize a workshop on Blended Learning.
- vi. Address data gaps from the point of view of the Self Study Report (SSR) such as feedback system, online access to the library resources, students’ progression, quality audits by external agency, revamping of the college website.
- vii. Encourage departments to go for research projects.

4. Programmes to be taken up in the next 3 months:

After deliberation, out of the suggestions given above, the house decided to take up the following programmes in the coming 3 months:

1. Exhort departments to conduct add-on/certificate/short term courses
2. Workshop for faculty on the Strategic Plan and Academic and Administrative Audit (AAA) report
3. Webinar/workshop on Blended Learning

5. Varia:

The Co-ordinator, RUSA, informed the house that fund is still available under the Equity Initiatives that can be utilized for organizing programmes for students.

One of the members pointed out that as and when new pages are created in the college's website, relevant information should be inserted therein.

The meeting concluded with a vote of thanks from the Co-ordinator.

Rev. Br. Albert L Dkhar, SDB
Principal cum Chairman

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Mr. G. Kharumnuid
Co-ordinator, IQAC

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IQAC MEETING**Date: 26-11-2021****(Online mode)****Minutes****Agenda**

1. Prayer
2. Welcome
3. Reading of Minutes
4. Action taken report and up-coming programmes
5. Briefing on Covid-19 initiatives and Plans for Meghalaya @50 Celebrations
6. Varia
7. Concluding remarks :

The meeting was chaired by the Co-ordinator, IQAC.

1. The rector of the college led the house in invoking for God's blessings and guidance.
2. The Principal cum Chairman, IQAC, welcomed all members who were in attendance.
3. The Co-ordinator, IQAC, then read out the minutes of the previous meeting. The minutes were passed by the house as presented.
4. The Asst. Co-ordinator, IQAC, presented to the house the action taken report on the suggestions/recommendations given in the previous meeting.

Recommendations/Suggestions	Action taken/Status
Encourage departments to conduct Add-on/Certificate /Short-term Courses in relevant subjects	So far, 7 departments have responded: <ul style="list-style-type: none"> ➤ Education (PG) and Statistics departments – “Hands-on Training on MS Office Essentials and Digital Technology (August 2021) ➤ English Department: “Content Writing Course”(October 2021) ➤ Fishery Science Department: “Scientific Fish Farming for Aquapreneurship Development” (in 2022) ➤ Mass Media Department: “Smart Phone Videography for Beginners”(June-July 2021) ➤ Music Department: “Audio Course on the

	<p>Fish Farming for Aquapreneurship Development" (in 2022)</p> <p>➤ Mass Media Department: "Smart Phone Videography for Beginners"(June-July 2021)</p> <p>➤ Music Department: "Audio Course on the Basics of Recording, Editing & Mixing" (January 2022).</p> <p>Value Education Department: "Facilitating Value Education Classes in Higher Education Institutions" (February 2022).</p>
Work-shop for Faculty on "Strategic Plan" and Academic and Administrative Audit (AAA) report	To facilitate better perusal of the same, the Strategic Plan of the college and the Academic and Administrative Audit (AAA) report have been circulated to the teaching faculty, with direction for personal reading as well as departmental reflection.
Add-on Courses on 21 st Century Skills for students	Planned for next year
Webinar/Workshop on "Blended Learning	Planned for next year

After the presentation of the action taken report, one of the members suggested that departments or individuals who have conducted programmes or courses should be present at the meeting to give a report on the programme or courses conducted in order to gauge their outcome. In this matter, the Assistant Co-ordinator undertook to ensure that a detailed report be presented after completion of any programme or course, with clear indication of outcomes. He also presented to the house information on the up-coming programmes, particularly the Orientation of College Post teachers on "*The Process for Placement*".

- The head of department of Value Education gave detailed information on the SOPs adopted by the college to reduce the spread and impact of Covid-19. He also briefed the house on the "Vaccination Campaign" being undertaken by the college in collaboration with the Health Department, Govt. of Meghalaya.

The house was also informed about the various events/programmes lined up to be organized and participated in by the faculty and students of the college, as part of the Golden Jubilee celebrations of Meghalaya statehood.

S.No	Event	Date	Organizing Department
1	Webinar on "Political Activity and the Hill State Movement for Meghalaya" Resource person: Prof. David Syiemlieh	27 th Nov 2021 at 5.30 pm	Value Education
2	Painting Competition	December '21	NCC
3	Singing Competition: Self composed songs	January 2022	Music Department
4	Photography Competition	January 2022	Mass Media
5	Poetry Writing Competition (English, Khasi, Garo)	February 2022	English, Khasi and Garo Depts.
6	Online Quiz Competition on Meghalaya	February 2022	Value Education Dept.
7	Online Debate	March – 2022	Political Science Dept.
8	Photo exhibition by North Eastern Archive	March – 2022	North Eastern Archives, Dept. of Media
9	Faunal Diversity of Meghalaya : An Exhibition	April -2022	Zoology Dept.
10	Diversity of non-conventional indigenous fruits and vegetables of Meghalaya	April -2022	Botany Dept.
11	A Research Survey on Relevant Matters of Importance on Meghalaya	May 2022	Statistics Dept.
12	A Case Study on Important Matters Related to Unemployment of Youth of Meghalaya	May 2022	Commerce Dept.
13	Address by Shri. Conrad K Sangma , Honourable Chief Minister of Meghalaya to Anthonians	June - 2022	Value Education Dept.

6. In the varia, the following suggestions were given:

- i. One member requested for reviving and streamlining of the coaching classes for various competitive exams since this venture would be highly beneficial for the students. It was entrusted to Rev. Fr. Joby Joseph SDB and his team to make arrangements for starting the programme as soon as feasible.
- ii. There was a suggestion to conduct the IQAC meeting offline.
- iii. A suggestion was given for meeting notice to be sent at least 15 days in advance.

The meeting ended with a concluding remark and prayer from Rev. Br. Dr. Albert L Dkhar SDB, Principal cum Chairman.

Rev. Br. Albert L Dkhar, SDB
Principal cum Chairman

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