



St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956
Laitumkhrah, Shillong – 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

MINUTES OF THE MEETING OF IQAC MAIN BODY HELD ON

9th August 2025

TIME: 14:00 hrs

VENUE: Conference Room

Br. Sunil Britto, IQAC Chairman, extended a warm welcome to all the esteemed members present at the meeting.

⇒ Welcome and Opening Remarks

- The meeting started with a welcome note by Mr. Sumit Deb, IQAC Coordinator, especially acknowledging new members, including finance and community representatives, faculty, and student representatives. He also acknowledged the contributions of former members for their role during the crucial accreditation period.

⇒ Confirmation of Previous Minutes

- Minutes of the last IQAC meeting, held on March 16, 2024, were read out and duly approved by the members.

⇒ Key Agenda Discussions

a) NAAC SSR Submission and Accreditation Updates

- The Self Study Report (SSR), DVV process and peer team visits were completed as per schedule. The accreditation process was supported by management, staff and all stakeholders. The Grade sheet and peer team report have been uploaded in the College website.
- NAAC awarded the institution a score of 3.20 (out of 4), valid until October 2029.
- Despite expectations of an A⁺ grade, the College received an 'A' due to a technical cap on grade improvement, as explained (benchmarking and allowed grade jumps).
- The IQAC committee pursued an appeal to NAAC, Bangalore but the grade remained unchanged.

b) Transition to New NAAC Accreditation Framework

- New binary accreditation introduced from 1st August 2025: colleges will be categorized as Accredited/Not Accredited and Level 1-5.



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- Institutions with A/A+/A++ can directly apply for Level 3-5 after completing the minimum accreditation period.
- Upcoming cycles will increasingly use AI-based assessment for 80% documentation and only 20% weightage for peer team visit.
- It is resolved to prepare the college for accreditation under the new parameters formulated by NAAC at the end of 3 years i.e. by October 2027.

c) Student Satisfaction Survey (SSS) Issues

- SSS response was lower than expected due to technical and communication issues (email/mobile number changes, messages going to spam, etc.).
- It was recommended to maintain updated contact details for all students and possibly implement a system/app to manage this. Discussion included the feasibility of building an in-house college app by Computer Science students.

d) Scholarship Awareness and Application

- Only about half of eligible students had applied for scholarships; information dissemination was identified as a major challenge.
- It was resolved to use multiple channels (Heads/CRs groups, WhatsApp, Instagram, display boards, and direct communication) to increase outreach.
- Departments should get regular reports on student applications to NSP from their own students.

e) Research and Publication

- The college underperformed in research publications due to stringent benchmarks (1 paper per faculty per year).
- Proposal to launch a Multidisciplinary institutional journal and encourage faculty and student submissions. Editorial board formation and ISSN registration were discussed and will be conveyed to the Research and publication cell.

f) Innovation, Incubation, and Student Projects

- Emphasis on innovation, entrepreneurship, and patentable projects as per updated NAAC/NIRF expectations.

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- Departments to organize "IDEATHONS" and "HACKATHONS" to foster a culture of innovation in collaboration with Entrepreneurship cell under MEGH PRIME, Govt. of Meghalaya and IIC-SEC, Ministry of Education, Govt. of India.
- Best projects may lead to tangible outputs, possible incubation, collegial collaboration, and enhanced visibility.
- To call a meeting of internship coordinators along with Dr Samrat and Mr Rajesh to discuss and formulate the frameworks for ideation etc.

g) Event Documentation and File Management

- Suggestion for a unified, digital repository for all reports and evidence (cloud drive/website).
- Systematic folder and file naming conventions to be created for easy retrieval.

h) Student Progression Tracking

- Noted as an area of point deduction in past accreditations.
- Departments must systematically track and document graduate placements, higher education pursuits, etc.

⇒ **Other matters**

- Open discussion acknowledged the challenge of heavy teaching loads and the need to schedule events innovatively.
- Proposed to hold HOD meetings for further planning and rapid implementation of discussed initiatives.
- Appreciation was expressed for the hard work and persistence of all members during the accreditation cycle.
- The feasibility of Autonomy for the Institution could be examined and explored.

The meeting concluded with a vote of thanks to and from the Chair, appreciating the valuable contributions of all members towards institutional quality enhancement

The attendance is appended.



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MINUTES OF THE MEETING OF IQAC HELD ON

21st May 2025

TIME: 13:00 hrs

VENUE: Conference Room

All departments are represented except Mathematics. The minutes of the last meeting were confirmed.

Br. Sunil Britto, IQAC Chairman, extended a warm welcome to all the esteemed members present at the meeting.

Discussions and Deliberations:

⇒ NAAC Accreditation Reform & Binary System Update

- NAAC will transit to a **binary accreditation system** effective **May 15, 2025**, pending Ministry of Education approval.
- Institutions will initially be referred as '**accredited**' or '**not accredited**'; grading will be optional in a later phase for reputed institutions.
- The assessment criteria will increase from **6 to 10**, with **online submission of evidence** and **faceless evaluations**; no PR team visits will occur in the initial stage.
- The college's current accreditation remains valid until **October 2029**. Early adoption of the new system will be optional after three years.

⇒ AQAR 2023–24 Submission & Portal Transition

- Data for AQAR 2023–24 has been prepared but could not be uploaded due to the closure of the NAAC portal, which is currently under transition.
- Colleges must continue annual data preparation for timely submission once the new portal is activated.
- NAAC has introduced new compliance requirements, including public display of audit reports and detailed financial disclosures.

⇒ Documentation & Evidence Submission

- The events and projects endorsed by the IQAC will be recognized for accreditation evidence.
- Outreach programs such as NSS, NCC, and UBA are exempt from prior IQAC endorsement.
- Curricular projects do not qualify for extra points in NAAC accreditation. Only non-credited co-curricular and extracurricular activities are considered.



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⇒ Student Progression Tracking

- Inadequate tracking of student progression in last SSR has resulted in low scores.
- A minimum of 80% tracking of outgoing students' progression (higher studies/employment) can now be implemented.
- Departments will collect offer letters, institutional IDs, and use departmental clearance forms to improve documentation.

⇒ Monthly Reporting & Documentation System

- All departments and clubs must submit reports within three days of event completion, using a standardized template.
- Reports to be uploaded to a centralized digital repository – will be discussed.

⇒ Student Contact Information Challenges

- Issues such as incorrect or outdated contact details have impacted survey participation, scholarships, and feedback collection.
- Students often use their parents' numbers or fail to update records upon changing contact information.
- Departments must emphasize accurate contact collection during induction and ensure periodic updates.

Actionable Points to be considered:

- To ensure all internal events and projects are IQAC-endorsed for accreditation evidence
- To implement a system to track at least 80% of outgoing students for progression & placements etc.
- Establish and enforce a monthly reporting system using standardized templates
- Strengthen student contact information collection and verification protocols
- Begin AQAR groundwork immediately after the academic year; consolidate by September, review in October

The meeting concluded with a vote of thanks to and from the Chair, appreciating the valuable contributions of all members towards institutional quality enhancement.



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MINUTES OF THE MEETING OF IQAC HELD ON 23rd OCTOBER 2024

TIME: 02:00 hrs

VENUE: Biotech Hub

The minutes of the last meeting were approved.

Mr Sumit Deb, IQAC Coordinator welcomed all the esteemed members.

Discussions:

- Mr Deb welcomed Br Sunil Britto as the new Principal (i/c) and as the new chairman of the IQAC with a brief introduction to all members.
- Br Simon Coelho, Secretary, GB mentioned special thanks to Mr Sumit Deb, for continuing as IQAC Coordinator – (GB approval 18/10/2024). He also congratulate each of the members led by Mr. Monotosh Chakravarty and Dr Samrat, with this Small Group that worked tirelessly and got the College an A Grade (3.20/4)
- The Small Group has grown, with addition of new members, who have always been backbone for data collection. The new inducted members have been given a formal welcome.
- The small group have enough of experience, to collect data/documentation for AQAR 2024. This will be things like: Value Added or short term courses, programs done by the dept, results, alumni placements, etc.
- Any program that the dept conducts be alert for: a) Brochure to announce; (b) Attendance; (c) Geo tag pictures; (d) Certificates; (e) Feedback; (f) Action taken after feedback, etc.
- The members were requested to encourage students for usage of dept Library/Central Library – Nlist (bar graph of usage) / J-Gate, Br Digital Lib.
- The research weakness to be augmented with CURE programme and SECAA to support the programme
- Mentoring Booklets (all semesters) – Remedial / Gifted (coaching classes).
- New initiatives for the next cycle of accreditation - Language Laboratory, new Clubs / Committees, Vocational Training/courses, FDP.
- Outcome Based Education – Course Outcomes/Prog Outcomes with hands on training
- The meeting ended with a vote of thanks to and from the chair
- The attendance is appended

The meeting ended with the vote of thanks to and from the chair.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

St. Edmund's College

NAAC Accredited A

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Awarded STAR STATUS COLLEGE (DBT, Govt. of India)

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MINUTES OF THE MEETING OF IQAC HELD ON 21st NOVEMBER 2025

TIME: 13:45 hrs

VENUE: Conference Room

The minutes of the last meeting were approved.

The esteemed members were welcomed by Br. Sunil Britto, Chairman & Principal (i/c) and appreciated the dedicated efforts of members towards sustaining and enhancing the quality standards of the College.

Agenda and Proceedings

- **NAAC Portal Status for 2023-24 & 2024-25**

Mr. Sumit Deb, IQAC Coordinator informed that the NAAC portal for AQAR submission has not opened for the academic years 2023-24 and 2024-25.

- **Submission Format for AQAR 2024-25**

Since updates to the portal remain pending, AQAR for 2024-25 will be collected in the previous (old) format. Departments are instructed to submit the filled in documents latest by 10th December 2025.

- **Revamping Institutional Committees**

A review of existing institutional committees will be conducted; some committees will be reconstituted to improve efficiency and align with NAAC requirements.

- **PO-CO Documentation for AQAR 2024-25**

For AQAR 2024-25, Programme Outcomes (PO) and Course Outcomes (CO) will be mapped using the last end semester's Internal and External assessment marks. A training programme is scheduled on 27th November 2025 at 13:00 hrs in the Bioinformatics Centre.

- **PO-CO Implementation for NEP Syllabus**

It was resolved that PO-CO mapping would commence from Semester 1 for all NEP-aligned programmes. The concerned faculty will be trained regarding the NEP requirements and the outcome mapping process.

- **Renewal of Audits and Policies**

Institutional Audit and Policy documents are due for renewal. Responsible units are to review existing policies and suggest amendments in line with current standards.

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- **General Actionable Points**

- It was also discussed that Ms Edaonella Kynta to coordinate for Social Work-UG department and Dr Sangyal for Computer Science department in AQAR 2024-25 matter.
- It was also resolved that Mr Rajesh Dutta, Economics Department and Mr Rajeev Chakravarty, Commerce Department to assist, support and facilitate Dr Samrat in compiling all relevant documents and information regarding IQAC matters in due course of time.
- The meeting ended with the vote of thanks to and from the chair.

The attendance is appended.

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ATTENDANCE

IQAC SMALL GROUP MEETING

21st November 2025

Time: 13:45 hrs

Venue: Conference Room

SL NO	NAME	SIGNATURE
1	Dr Khrawborlang Nongsiej	Absent
2	Dr Hazel B Wahlang	Sanctioned leave
3	Dr. Banteiskhem Kharwanlang	<i>[Signature]</i>
4	Dr Amplify Sawmie	<i>[Signature]</i>
5	Dr Rosa Mawlong	<i>[Signature]</i>
6	Dr Jasmine T Sawian	<i>[Signature]</i>
7	Mr Hamepaia Kharbithai	<i>[Signature]</i>
8	Ms Amelia M. Myliem	<i>[Signature]</i>
9	Ms Sunila Chanu	<i>[Signature]</i>
10	Mr Bertrand Dkhar	Sanctioned leave
11	Ms Iarisa A R Dorphanng	Sanctioned leave
12	Ms Loraine Massar	<i>[Signature]</i>
13	Mr William B. F. Lynrah	<i>[Signature]</i>
14	Mr Goutam Deb	<i>[Signature]</i>
15	Mr B P Thangkiew	<i>[Signature]</i>
16	Dr Mahesh Ram	<i>[Signature]</i>
17	Dr Debulman Syiemiong	<i>[Signature]</i>
18	Ms Mebari Vanessa R. Dorphanng	<i>[Signature]</i>
19	Mr Eric Nongkynrih	<i>[Signature]</i>
20	Mr Barry Rymbai	<i>[Signature]</i>
21	Mr Koben John Nongkynrih	<i>[Signature]</i>

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22	Genifa Kharbani	<i>[Signature]</i>
23	Mr David H Blah	<i>[Signature]</i>
24	Ms Eujita Bamon	<i>[Signature]</i>
25	Mr Rajesh Dutta	<i>[Signature]</i>
26	Mr Rajiv Chakborty	<i>[Signature]</i>
27	Dr K P Pallavi Malhan	<i>[Signature]</i>
28	Dr B W Nongbri	<i>[Signature]</i>
29	Mr Sumit Deb	<i>[Signature]</i>
30	Dr Samrat Adhikari	<i>[Signature]</i>
31	Br Sunil Britto	<i>[Signature]</i>
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(IQAC Coordinator)

[Signature]
(Principal)

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