



INTERNAL QUALITY ASSURANCE CELL (IQAC)

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

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



iqac@sec.edu.in



<http://sec.edu.in>

MINUTES OF THE MEETING OF COLLEGE JOURNAL COMMITTEE HELD ON 15th DECEMBER, 2025

TIME: 12:15 hrs

VENUE: Conference Room

Agenda

- Introduction to members
- Draft guidelines revision
- Key Decisions made
- AOB

Newly constituted members received a welcome from Br. Sunil Britto, Principal i/c, who highlighted the importance of college journals in research dissemination, institutional reputation, and scholarly communication across science, arts, and humanities. Attendance details are appended at the end

Proceedings

• Draft guidelines revision

- Dr. Neeta Pathaw, Research Facilitator, presented revised multidisciplinary journal guidelines covering scope, formatting, plagiarism tools, aims, objectives, and article types (review articles, research articles, short communications, case studies)
- It was decided that the reference for science papers will be on Vancouver format and MLA format for other streams.
- It was also decided that the appeals and complaints will be through google form only.
- The Plagiarism check will be executed by the editorial committee and not by the authors.
- To procure the ISSN number, a print copies of papers journal will be in place
- The committee decided that for this multidisciplinary journal, eISSN number will be procured
- It was also decided that the draft guidelines will be circulated to all members for their comments and suggestions.

Laitumkhrah, Shillong - 793003, Meghalaya, India



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Key Decisions Made

- ✓ Approval of plagiarism detection mechanism for all incoming submissions
- ✓ A suitable Journal page to be designed by the editorial team
- ✓ No APC charges for papers accepted for publication
- ✓ A suitable title to be finalized
- ✓ A journal email with domain sec.edu.in to be made after finalization of the title
- ✓ List of reviewers to be expanded
- ✓

AOB

The next meeting is schedule online on 17th December 2025 at 16:30 hrs

The attendance is appended.

ATTENDANCE SHEET

DATE: 15th DEC, 2025

MEETING: College Journal

TIME: 12.15 PM

NAME	SIGNATURE
Dr. DIPANKAR SHOME	
DR. JENNIFER DIXON	
MEBARI VANESSA R. DORPHANG	
Dr. S. Adhikari	
GROS KHAOSNING	
Nesta Pathan	
Dr. L. Kurbah	



Prof Sumit Deb

IQAC COORDINATOR
St. Edmund's College
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Br Sunil Britto

Principal i/c
St. Edmund's College
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