



**St. Edmund's College**

NAAC Accredited B++

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)



[stedmundscollege@gmail.com](mailto:stedmundscollege@gmail.com)



<http://sec.edu.in>

## MINUTES OF THE MEETING OF IQAC HELD ON 10<sup>th</sup> OCTOBER 2023

**TIME:** 15:00 hrs

**VENUE:** Conference Room

Dr (Br) Simon Coelho, Principal (I/C) & Chairperson, IQAC welcomed all the esteemed members for the meeting. He extended a welcome note to Dr K P Pallavi Malhan, Vice Principal (Academics), Mr B Noel Dkhar, & Ms Krishna Sharma in the IQAC. Prof Sumit Deb, IQAC Coordinator formally welcomed Dr (Br) Simon Coelho as the Chairperson. He then proposed to approve the minutes of the last meeting. The minutes were accepted accordingly.

On the matters arising out of the last meeting, He informed that Fire Safety audits, the other audits and Feedback from all the stakeholders are collected, analysed, action taken report received from the EC of the College.

The following discussions were held: -

- **AQAR Submission**

Prof Deb informed the members that the College has completed the 4 AQAR cycle [2018, 2019, 2020 and 2021] and all the AQAR has been approved by NAAC. The AQAR 2022 is in progress and it will be submitted shortly.

- **Road Map to NAAC Accreditation**

Prof Deb, proposed the roadmap for the necessary steps with respect to next cycle of accreditation with a viable timeline – submission of AQAR 2022 by 31<sup>st</sup> October 2023, filling of the IIPA in the first week of November 2023 with necessary payment, acceptance of the LOI and preparation & submission of SSR by April 2024. All the members expressed their confidence on the proposed roadmap.

- **Staff Meeting**

It was also decided that a staff meeting shall be called by the Principal for appraising the staff about the proposed roadmap for the next cycle of NAAC accreditation.

Laitumkhrach, Shillong - 793003, Meghalaya, India



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- **Department profile**

The IQAC coordinator requested the Principal and the other members for the departments to come up with their department profile starting from 2018 onwards as it will help the IQAC to plan ahead for the detailed SSR.

- **Alumni Registration**

The IQAC members felt the urgent need for the engagement of all the Alumni members of the college and proposal were made to make a fully functional registered body of Alumni. Dr Sajid Nagi, Head Department of Computer Science has been given the task to enact a Alumni association with designated members. It was also proposed by Mr Gaurav Bajaj, Industrial Representative to involve senior batches and also the other batches for the Alumni based activities in the college campus. It was agreed upon that the Alumni registration process shall be completed by November 2023.

- **Alumni activities**

Prof M Chakravarty, Vice Principal insisted and proposed the management to encourage departments to have departmental Alumni meeting which will in turn reflect the alumni engagement to the college to a greater extent.

- **Student Internship**

The members felt the need to approach all the MOU signed academic institutions and industries for engaging students in internship programme which shall help the students to upgrade their skills.

It was decided to have the next meeting in the month of February 2024, preferably on a Saturday at 14:00 hrs.

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

Prof Sumit Deb

**IQAC COORDINATOR**  
St. Edmund's College  
Shillong - Meghalaya

PRINCIPAL I/C

**Principal I/C**  
St. Edmund's College  
Shillong

Laitumkhrach, Shillong - 793003, Meghalaya, India



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### MINUTES OF THE MEETING OF IQAC HELD ON 17th MARCH 2023

TIME: 14:30 hrs

VENUE: Biotech Hub

The minutes of the last meeting were approved. The attendance is appended.

Prof Sumit Deb, IQAC Coordinator welcomed all the esteemed members and informed the team about the following: -

1. Submission of AQAR 2021-22 to the NAAC portal. He appreciate the involvement of all the members in collection of data.
2. The college submitted data for AISHE for the year 2021
3. Participation in NIRF India Rankings 2023
4. The college has been awarded with 2 Star by the Ministry of Education, Govt. of India for activities performed by the IIC-SEC.
5. A revised edition of the GREEN, ENERGY, WATER, AQI and ACADEMIC would be done shortly.
6. CO-PO training will be conducted for each member of the department in the second week of April 2023.
7. Feedback from all stakeholders [Graduating batch, Parents, Alumni and Employees] will be done in the month of May 2023
8. He also informed that the college has received the sanctioned letter for the Biotech Hub Phase II with 3 co-investigators from other departments.
9. It was also informed to all the members that the College has installed GC-FID, a high end instrument with the funding received from the NRL, Assam and assistance from College management.
10. A plagiarism software has been purchased and strategy are in process to implement with support from all the departments
11. He also informed that FDP was successfully conducted and all participants will receive the certificate after the receipt of FEEDBACK forms.
12. It was also informed that the contact hours for VAC courses will be 15 hrs, ADD ON course will be of 36 hrs and Certificate course be of 20 credits (400 hrs)
13. Prof M Chakravarty, Vice Principal (Administration) has expressed his satisfaction for successful conduct of EDBLAZON 2023 and also looking forward to the activities by various clubs/committees. He also informed the members a that a standard format has been prepared for report submission.



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14. He also mentioned that each department has been given a task for celebration of commemorative days with the standard report format.
15. Dr K P Pallavi, Vice Principal (Academics) mentioned that the college is in process of signing MOU's with G D Goenka University and also with Help the Blind Foundation, Chennai. She also mentioned the Enrollment of students in idream career consultant firm for placements.
- Br Simon, Secretary, GB informed the members about the importance of mentor mentee programme. In this regard the management is preparing standard format for report submission. He also mentioned about the initiative for online attendance through the college LMS portal. A short demonstration was conducted by Ms Priya Paul, Admin, LMS system.

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

Prof Sumit Deb

IQAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya







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Internal Quality Assurance cell  
**St. Edmund's College**  
Shillong- 793003, Meghalaya, India.

**ATTENDANCE**  
**IQAC MEETING**  
**17th March 2023**

Time: 2:30 PM      Venue: Biotech Hub

SL NO	NAME	SIGNATURE
1.	Emidworpaya Lumer	
2.	Josisa Anette R. Dorphang	
3.	SARMISTHA DEB	
4.	LORRAINE CLAUDIA MASSAR	
5.	GOUTAM DEB	
6.	Bany K. Rymbai	
7.	Bawan P Thangkiew	
8.	Khawabotlong Nongti	
9.	Jasmine T. Sawian	
10.	Eric B. L. Nongkynph	
11.	Dr. Mu B. W. Nongph	
12.	Dr. K.P. Palkar Malhar	
13.	Reema Jodhi	
14.	M. Chakravarty	
15.	L. Kurbali	
16.	D. Syiemiong	
17.	S. Adhikari	
18.	SUMIT DEB	
19.	Be. A. Coelho	



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### MINUTES OF THE MEETING OF IQAC HELD ON 23rd March 2023

TIME: 15:30 hrs

VENUE: Conference Room

Dr Sylvanus Lamare, Principal & Chairman, IQAC welcomed all the esteemed members for the meeting. He proposed to pass the minutes of the last meetings circulated among the members. The minutes were accepted. He requested the IQAC Coordinator to initiate the meeting and IQAC coordinator requested Prof M Chakravarty, Vice Principal (Admin) to acknowledge the contribution of Dr S Lamare as Principal & Chairperson, IQAC since he will be superannuating on May 4th, 2023, and the IQAC shall not meet within next 2-3 months. Prof M Chakravarty highlighted the contribution of the principal in shaping the policy and working methodology of IQAC and the College as a whole. All members unequivocally acknowledged the immense contribution of the principal and place on record their deep sense of appreciation.

IQAC Coordinator informed all the members on the activities carried out by the college as per requirements and guidelines of NAAC and mentioned the following: -

1. Submission of AQAR 2021-22 to the NAAC portal. He appreciate the involvement of all the members in collection of data.
2. Submission of Data for AISHE for the year 2021-22
3. Participation in NIRF India Rankings 2023
4. The college has been awarded with 2 Star by the Ministry of Education, Govt. of India for activities performed by the IIC-SEC.
5. A revised edition of the GREEN, ENERGY, WATER, AQI and ACADEMIC would be done shortly.
6. CO-PO training will be conducted for each member of the department in the second week of April 2023.
7. Feedback from all stakeholders [Graduating batch, Parents, Alumni and Employees] will be done in the month of May 2023
8. Successful completion of FDP and all participants will receive the certificate after the receipt of FEEDBACK forms.
9. He expressed his satisfaction for successful conduct of EDBLAZON 2023 and also looking forward to the activities by various clubs/committees. He also informed the members a that a standard format has been prepared for report submission.
10. He also mentioned that each department has been given a task for celebration of commemorative days with the standard report format.
11. He also mentioned the Enrollment of students in idream career, a consultant firm for placements.

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12. It was also informed to the members about the importance of mentor mentee programme. In this regard the management is preparing standard format for report submission.
13. He also mentioned about the initiative for online attendance through the college LMS portal.
14. The college shall undertake Safety Audit of the campus for which a formal letter has been dispatched to the Fire & Emergency Services, Govt. of Meghalaya.

### Further discussion

- Ms Supriti Khatri, student representative, mentioned about in delay in issuance of examination marksheets by the university and to which the Principal replied that college has limited scope to intervene and urged her to take up with the authorities of University.
- Dr Sajid Nagi, expressed the status of Alumni registration to which the members including Mr Gaurav Bajaj informed that he will execute the process at the earliest.
- It was also informed by Prof M Chakravarty that college is organizing a programme on 30th – 31st March as a part of centenary celebrations in collaboration with SPICMACAY.

It was decided to have the next meeting in August 2023.

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

Prof Sumit Deb

IQAC COORDINATOR  
St. Edmund's College  
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## MINUTES OF THE MEETING OF IQAC HELD ON 27th JUNE 2023

**TIME:** 14:00 hrs

**VENUE:** Biotech Hub

The minutes of the last meeting were approved.

Prof Sumit Deb, IQAC Coordinator welcomed Dr (Br) Simon Coelho, Principal (i/c) as the new chairman of the IQAC of the college and all the other esteemed members.

### Agenda:

- Release of the Annual Report 2021

The meeting commenced with the release of the Annual Report 2021 by Dr (Br) Simon Coelho, Principal (i/c) and congratulate the whole team of the IQAC small group for their contributions.

- Re-Launch of the Website

The website committee reviewed the progress made in beta version of the college website which was also launched by Dr (Br) Simon Coelho, Principal (i/c). The website has gone live with the new version and various new dynamic features were incorporated: uploading of department information by department members, Campus News, Older posts etc.

- Google Workspace ([email@sec.edu.in](mailto:email@sec.edu.in))

The proposal to transition to Google Workspace for college email accounts was discussed. After considering the benefits and feasibility, it was unanimously agreed to proceed, and necessary approval awaited from the google administration.

- Programmes under Skill Development

Prof Sumit Deb, informed the members that the College have organized various skill development courses and the same has been share with the AISHE (All India Survey on Higher Education).

- Re-Audit of the College

Prof Deb also informed the members that re audit of GREEN and WATER audits was completed and duly acknowledged. It was reported that the Fire Safety Audit is currently underway and is expected to be completed shortly.

- Format for AQAR 2022, PO-CO template will be shared with members by email

Prof Sumit Deb discussed the upcoming Annual Quality Assurance Report (AQAR) for the year 2022. It was decided that the AQAR format and the Program Outcomes (PO) - Course Outcomes



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(CO) template will be shared with all members via email. Dr Adhikari will be responsible for sending out the necessary documents.

- Representation from Departments

Prof Deb expressed his views on the requirement for additional representation from various departments, namely Zoology, Mathematics, Biotechnology, MSW, Political Science, Geography, Biochemistry, Computer Science, Khasi, Sociology for the upcoming SSR. It was agreed that the departments would actively participate in decision-making processes and contribute to the IQAC overall development.

- Extension activities

Prof. M Chakravarty (VP, Admin) expressed his satisfaction with the progress made by various committees on the extension activities and will share the format for extension activities with the committee.

- Feedback

The collection of feedback from the graduating batch was reported as completed. The process of gathering feedback from parents, alumni, and employees is currently underway. Appreciation to Chemistry, MSW, Biotechnology, BCA for using Plagiarism software - Br. Simon Br. Simon expressed appreciation to the departments of Chemistry, MSW

- Appreciation for using Plagiarism software:

Prof Sumit Deb emphasized on the importance of academic integrity and the use of plagiarism detection software. It was noted that the departments of Chemistry, MSW (Master of Social Work), Biotechnology, and BCA (Bachelor of Computer Applications) have been actively using the software to ensure originality in students' assignments and research work.

- Mentor-Mentee Program:

Dr (Br) Simon Coelho expressed his views and thought for effective implementation of a Mentor-Mentee Program for the upcoming semester. It was discussed that such a program would provide guidance and support to new students, helping them transition smoothly into college life and academics. A Mentoring Policy would be approved by the EC of the college and a booklet for the programme will be given to all departments for effective implementation of the program



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- First Semester Induction Program:  
Dr (Br) Simon Coelho informed the members on student induction program which will aim to familiarize new students with the college's facilities, resources, and academic policies. The detail of the programmes will be shared shortly.
- IGNOU Letters:  
The final agenda item addressed the faculty participation in empanelment for running the MSC Environmental Science course and requested participating departments to expedite the registration process as the Practical's will start shortly
- Dr K P Malhan (VP, Academics) expressed her views overall data collection and analysis of the IQAC team and highly appreciate their efforts.

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

Prof Sumit Deb

**IQAC COORDINATOR**  
St. Edmund's College  
Shillong - Meghalaya

  
**PRINCIPAL VC**

**Principal VC**  
St. Edmund's College  
Shillong






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
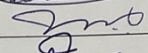


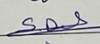
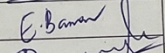
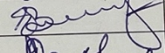
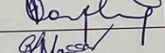
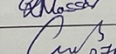
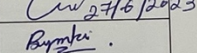
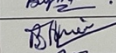
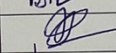
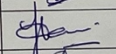
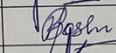
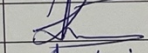
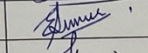
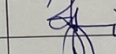
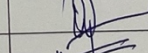
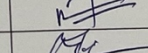
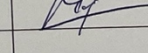
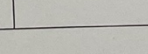
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Internal Quality Assurance cell  
**St. Edmund's College**  
Shillong- 793003, Meghalaya, India.

**ATTENDANCE**  
IQAC MEETING  
27th June 2023

Time: 2:00 PM      Venue: Biotech Hub

SL NO	NAME	SIGNATURE
1.	Ra. A. Coelho	
2.	M. Chatterjee	
3.	S. Adhikari	
4.	Dr. K.P. Pallavi	
5.	SARMISTHA DEB	
6.	Enjunta Bano	
7.	Eric B. L. Nongkynrih	
8.	Jarisa A. R. Borphang	
9.	Lorraine C. Massar	
10.	GOUTAM DEB	 27/6/2023
11.	Berry K. Rymbai	
12.	Bawan P. Thongkhiew	
13.	Dr. S. NAGI	
14.	Jasmine T. Sawian	
15.	Reema Joshi	
16.	Dr. L. Kurbah	
17.	E. Sumi.	
18.	K. Nongdieh	
19.	D. Siphunlong	
20.	Burtrand Shuan	
21.	Melvin S Majan	





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## MINUTES OF THE MEETING OF IQAC HELD ON 8<sup>th</sup> OCTOBER 2021

TIME: 13:00 hrs

VENUE: Biotech Hub

Welcoming:

The IQAC Coordinator welcomed all the members present, especially the Dean Mrs.(Dr) B.W.Nongbri and Asst IQAC Coordinator, Mrs.(Dr) C. Diengdoh, to the IQAC Small Group Meeting in the BioTech Hub. We are grateful to the Principal, Dr. S. Lamare, the Secretary, Br. R. Noronha and the Vice Principal, Mr. M. Chakrabary, for also making themselves available for the meeting.

Passing of the Minutes: The circulated Minutes of the IQAC Small Group Meeting (29<sup>th</sup> July 2021), were taken to be unanimously passed by the Members, as there were no matters that arose from it.

Agenda:

- 1) AQAR – 2020: The members were thanked for all the material collected, and they were requested to do so till July 2021, as a simple Word File, without the documentation. Special effort was requested to collect data around the students' results (2019-20) for factors like: Male/Female; SC/ST, OBC, etc.
- 2) Uploading of AQAR 2020: The members were informed that the majority of the submissions had to be done as links on the College Website. Most importantly moving forward, we need to take care of:
  - a) Student Mentorship – Minutes of Meetings – Special Training will be arranged in early 2022.
  - b) Safety in College (harassment, etc.), Grievances being documented, etc., with regular Minutes being maintained.
  - c) Policy Documents for: Admissions, Sponsorship/Free-ships, Ph. D studies, Tours & Fieldtrips, Internships, Laboratory Safety, Purchases, etc.
- 3) Department Program Outcomes & Course Outcomes (POs/COs): When we return from the Puja-Break, please have ready:
  - a) The Excel Sheet with Marks (internal/NEHU) of the 6<sup>th</sup> Sem (2019-20)
  - b) Five Program Outcomes – for the Subject.
  - c) Five Course Outcomes – for EACH of the Papers in the 6<sup>th</sup> Semester.
- 4) Information Sharing:
  - a) MOA with Numaligarh Refinery Limited (NRL) on 10<sup>th</sup> September 2021. The Secretary on behalf of the College signed a MOA with NRL, for a three year research project with Mr Sumit Deb and Dr. Samrat Adhikari being the primary investigators. Thanks to the initiative by our Principal, Dr. S. Lamare.
  - b) Institutional Innovation Council (IIC): Special thanks to the Vice Principal, Mr. M. Chakravarty for successfully registering the College with the IIC, and galvanizing the Team to start with the initial innovations.



## St. Edmund's College

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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](mailto:stedmundscollege@gmail.com)

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

- c) IIT – Mumbai: Thanks to all the efforts by Mrs. S. Deb and her team to have already registered at least 300 students for mainly the Spoken English Tutorials, with possibilities of many such courses being taken up by students.
  - d) Add-On Courses: The offer of Add-On Courses by Dr. S. Nagi (Computers) and Mr. G. Deb (Commerce), is very welcome, giving our students the necessary skills.
  - e) Laptops for Visually Impaired: The Blind Foundation, Bangalore on 9<sup>th</sup> September 2021, gifted 8 students from the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semesters, with specially designed Laptops for their use, while they are in College. This gesture is a valuable learning tool for these students.
- 5) Any other matter:
- a) Thanks for all the various Webinars and Programs by the various Depts.
  - b) The Principal will assist in registering the College for NIRF.
  - c) The Vice Principal will help to register for the Unnat Bharat Abhiyan

The Assistant IQAC Coordinator summed up the thoughts shared at the meeting and offered to help with arranging for the Mentorship program and other IQAC related matters.

The Meeting ended with a Prayer of Blessing on all the stakeholders of the College.

My sincere gratitude to each of you, for all the energy and ideas you bring to the IQAC, to help it move forward.

God bless,

Br. S. Coelho

IQAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya

(Principal)



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## Internal Quality Assurance Cell

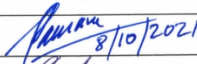

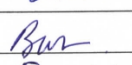
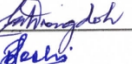
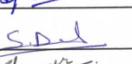
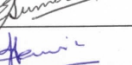
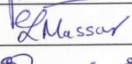
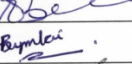
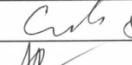



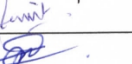








### St. Edmund's College

Shillong - 793003, Meghalaya, India


#### IQAC MEETING

8<sup>TH</sup> OCTOBER 2021

TIME: 2:00 PM

ATTENDANCE SHEET		
Sl No	Name	Signature
	Dr. Sylvanus Lamare	
	BR. Simon Coelho	
	M. Chakraborty	
	Dr. Mrs. B. W. Nongpho	
	Dr. C. A. R. Diengdoh	
	Ms. Reema Joshi	
	MS. SARMISTHA DEB	
	EMIDA DE PATAY SUMER	
	JASMINE T. SAWIAN	
	LORRAINE C. MASSAR	
	ERIC B. L. NONGKYNRUH	
	BARRY K RYMBAL	
	GOUTAM DEB	
	DR. SAJID NAGI	
	R. Das	
	V. R. RAO	
	Debalman Sijemiong	
	Dr. K. Nongthia	
	SUMIT DEB	
	S. Adhikari	
	Dr. RAJ NORONHA	

  
IQAC Coordinator

  
Principal 8/10/2021



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## MINUTES OF THE MEETING OF IQAC HELD ON FEBRUARY 17, 2022

**TIME:** 13:00 hrs

**VENUE:** Biotech Hub

The members present – Dr Sylvanus Lamare, Br Raj Noronha, Dr C Diengdoh, Dr B. W Nongbri, Ms Sarmistha Deb, Mr B K Rymbai, Mr G Deb, Dr S Nagi, Br S Julius, Dr K Nongsiej, Mr E B L Nongkynrih, Ms L C Massar, Ms Reema Joshi, Dr V R Rao, Dr R Das, Dr D Syiemiong, Dr O Kyndiah, Mr S Chakraborty, Ms E Bamon, Mr E Paya Sumer, Mr M Chakravarty, Prof S Deb, Dr S Adhikari and Dr (Br) S. Coelho.

Agenda: AQAR – 2020, submission

- a) Welcome by IQAC Coordinator, Dr (Br) S. Coelho – Thanking the team for successfully submitting the AQAR 2020 on time. Also mentioned about successful uploading of information/data/documents to AISHE 2021, NIRF India Rankings 2022. Congratulating the college on receiving 1 STAR in IIC, MoE and Band – Beginner in ATAL Ranking.
- b) Words of encouragement by Principal, Dr Sylvanus Lamare- Highlighted the difficulties and obstacle faced during preparation, uploading and submission of the data. Word of appreciation to Mr Bertrand Dkhar & Mr Melvin Majaw, for uploading all the relevant documents in the college website.
- c) Sharing of thoughts by Vice Principal, Mr. M. Chakravarty – Emphasising our capacity as a team to perform in the present context of change in submission of data. A note of applause to all the departments, office and library for providing necessary inputs in the preparation of the status report.
- d) Words of appreciation by Secretary, GB, Br Raj Noronha- appreciated the team effort during collection and compilation of data/information in the whole process.

The meeting ended with a vote of thanks to and from the Chair followed by a lunch

God bless,

Br. S. Coelho

**IQAC COORDINATOR**  
St. Edmund's College  
Shillong - Meghalaya

  
(Principal)



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Internal Quality Assurance cell

## St. Edmund's College

Shillong- 793003, Meghalaya, India.

### ATTENDANCE

#### IQAC SMALL GROUP MEETING

17<sup>th</sup> February 2022

Time: 2:00 PM

Venue: Biotech Hub

SL NO	NAME	DEPARTMENT	SIGNATURE
	Dr. Sylvanus Laman	Principal	
	Br. RAJ NORONHA	SECRETARY	
	DR. CATHERINE DIENGDOH	IQAC	
	Dr. Mr. B.W. Nongpho	Dean	
	Ms. SARMISTHA DEB	COMPUTER APPLICATION	
	Barry K. Rymbai	HISTORY	
	GOUTAM DEB	COMMERCE	
	Dr. SAJID NAGI	Computer Sc	
	BR STELLIES JULIUS	Finance Office	
	Dr. Khawabonlang Nongpho	Chemistry	
	Eric B. L Nongkynnah	English	
	LORRAINE C. MASSAR	ECONOMICS	
	REEMA JOSHI	COMPUTER APPLICATION	
	Dr V R Rao	Physics	
	Dr. DAS	Physics	
	D. Syiemiong	Botany	
	Dr. Omarlin Syndiah	IQAC	
	SOUMEN CHAKRABORTY	Electronic Department	
	EUTUNITA BANDON	LIBRARY	
	Eminda apang Simu	Dept of EVS	
	Monvish Chakraborty	V.P.	
	SUMIT DEB	Biotech	
	S. Adhikari		

(IQAC Coordinator)

(Principal)





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## MINUTES OF THE MEETING OF IQAC HELD ON March, 30<sup>th</sup> 2022

**TIME:** 14:00 hrs

**VENUE:** Biotech Hub

The members present – Dr Sylvanus Lamare, Dr (Br) Simon Coelho, Dr C Diengdoh, Dr B. W Nongbri, Ms Sarmistha Deb, Mr B K Rymbai, Mr G Deb, Dr S Nagi, Dr K Nongsiej, Mr E B L Nongkynrih, Ms L C Massar, Ms Reema Joshi, Dr V R Rao, Dr R Das, Dr D Syiemiong, Dr O Kyndiah, , Ms E Bamon, Mr E Paya Sumer, Mr M Chakravarty, Prof S Deb, Dr S Adhikari and Dr (Br) S. Coelho.

- Welcome by IQAC Coordinator, Dr (Br) S. Coelho – Thanking the team for successfully completing the task assigned to each members of the Core Committee.
- Words of encouragement by Principal, Dr Sylvanus Lamare- Highlighted the efforts made by all the members being continuously motivated by IQAC Coordinator Dr (Br) Simon Coelho.
- Sharing of thoughts by Vice Principal, Mr. M. Chakravarty – Emphasising our capacity as a team to perform in the new set up since Dr (Br) Simon Coelho shall be assuming the post of Secretary, Governing Body.
- Dr (Br) Simon Coelho informed that the Governing Body of the college in its meeting held on 29<sup>th</sup> March 2022 has appointed Prof Sumit Deb, Head Department of Chemistry as the new IQAC Coordinator w.e.f 1<sup>st</sup> April 2022.

The meeting ended with a vote of thanks to and from the Chair followed by a lunch

God bless,

Br. S. Coelho

IQAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya



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Internal Quality Assurance cell

## St. Edmund's College

Shillong- 793003, Meghalaya, India.

### ATTENDANCE

#### IQAC SMALL GROUP MEETING

30<sup>th</sup> February 2022

MARCH

Time: 2:00 PM

Venue: Biotech Hub

SL NO	NAME	DEPARTMENT	SIGNATURE
1	Dr. O. Kyndrah	Biochemistry	<i>[Signature]</i>
2	SUMIT DEB	Chemistry	<i>[Signature]</i>
3	Dr. Mrs. B. W. Nongthoi	Dean	<i>[Signature]</i>
4	Dr. C. A. R. Diengdoh	Asst. Coordinator, IQAC	<i>[Signature]</i>
5	REEMA JOSHI	Computer Application	<i>[Signature]</i>
6	SARMISTHA DEB	COMPUTER APPLICATION	<i>[Signature]</i>
7	Eric B. L. Nongkynrih	English	<i>[Signature]</i>
8	Bany K. Rymbai	History	<i>[Signature]</i>
9	Emilda Cepaya Sumar	Environmental Science	<i>[Signature]</i>
10	Debulman Syiemiong	Botany	<i>[Signature]</i>
11	Dr. V. R. Rao	Physics	<i>[Signature]</i>
12	GOUTAM DEB.	COMMERCE	<i>[Signature]</i>
13	Dr. K. Nongthoi	CHEMISTRY	<i>[Signature]</i>
14	LORRAINE C. MASSAR	ECONOMICS	<i>[Signature]</i>
15	BETRAND Dikar	Computer Science	<i>[Signature]</i>
16	MELVIN S. MASAW	Computer Application	<i>[Signature]</i>
17	DR. S. NAGI	Comp. Sc.	<i>[Signature]</i>
18	M. CHAKRABARTY	VP	<i>[Signature]</i>
19	B. G. A. Coelho	Secretary	<i>[Signature]</i>
20	Dr. J. T. Samra	EVS	<i>[Signature]</i>
21	Dr. S. Adhikari	Biotech	<i>[Signature]</i>
22	Dr. Sylvanus Lamane	Principal	<i>[Signature]</i>

*[Signature]*  
30/3/2022





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

## MINUTES OF THE MEETING OF IQAC HELD ON 6<sup>th</sup> JUNE 2022

TIME: 14:00 hrs

VENUE: Biotech Hub

The members present – Dr Sylvanus Lamare, Mr M Chakrabarty, Dr C Diengdoh, Dr B. W Nongbri, MsSarmistha Deb, Mr B K Rymbai, Mr G Deb, Dr S Nagi, Dr K Nongsiej, Mr E B L Nongkynrih, Ms L C Massar, Ms R. Joshi, Mr Bawan Thangkhiew, Ms. Iarisa Dorphang, Dr D Syiemiong, Prof S Deb, Dr SAdhikari and Dr (Br) S. Coelho.

### Agenda:

- a) All the Members of the IQAC Small Group were greeted by the Principal, with a special word of welcome to the two new members present namely: Ms. Iarisa Dorphang and Mr Bawan Thangkhiew.  
He also shared putting together the Department Profiles from 2010-2017, and acknowledged the mighty support being offered by Bertrand Sir, with the Website.  
The Principal then went on to encourage the Members to work with the various Departments on:
  - (i) Boosting the Research efforts;
  - (ii) The Value Added Courses and Certificate Courses;
  - (iii) Maintaining the documentation for every event by way of: Certificates, Pictures, etc.
- b) The Vice Principal thanked all the Members for their efforts and encouraged them to press on ahead with greater zeal.
- c) The IQAC Coordinator shared with the Members the various recent achievements namely:
  - (i) The Green Audit;
  - (ii) The Water Audit;
  - (iii) The Air Quality Index which is unique for a College in the North East India.
  - (iv) He thanked the Principal for initiating the Mentor-Mentee process through the HODs.



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- (v) The successful feedback from: students, parents, and alumni, which would later include the staff and management.
- (vi) MOU with The Assam Kaziranga University, Jorhat and also exploring the feasibility to have MOU with Mahindra Foundation (Fellowship for female students) and Skill development foundation.

He also shared the Plans for the Internal Academic Audit to be undertaken by the IQAC together with a 5 Member External Team of eminent educationists.

d) The Secretary shared on:

- (i) The College Website having dedicated space for 'Vacancies'.
- (ii) The appointing of a Research Facilitator to help especially with the Arts Dept.
- (iii) The need to collect hard copies of the Self-Appraisals, rather than on the Linways System.
- (iv) The need for Depts to have Individual Teacher profiles and the Results since 2017.
- (v) The UGC Circular (27/05/2022), to recognise publications only if in the UGC-Care List.

e) The CO-PO template has been given to the members to fill in and submit to the IQAC by nextweek.

f) It has also been discussed that the Value Added Course (VAC) to be of 15 hrs, Add on Course to be of 45 hrs and Certificate course to be of 20 credits.

g) The IQAC coordinator urged the members to start these courses for their honours students. With there being no other matters, the meeting ended with a vote of thanks to the Chair and all the members.

Prof Sumit Deb

**IQAC COORDINATOR**  
St. Edmund's College  
Shillong - Meghalaya





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Internal Quality Assurance cell

## St. Edmund's College

Shillong- 793003, Meghalaya, India.

### ATTENDANCE

#### IQAC SMALL GROUP MEETING

6<sup>th</sup> June 2022

Time: 2:00 PM

Venue: Biotech Hub

SL NO	NAME	DEPARTMENT	SIGNATURE
1	Dr. Sylvanus Lamsam		
2	M. Chandra	VP	
3	Dr. A. Coelho	Secretary	
4	S. Deb	IQAC	
5	Dr. Mr. B.W. Nongthoi	Dean	
6	Dr. C.A.R. Diengdoh	IQAC	
7	Ms. Reema Joshi	BCA	
8	Ms. SARMISTHA DEB	BCA	
9	Ms. LORRAINE CLAUDIA MASSAR	Economics	
10	Dr. Jasmine T. Sawian	EVS	
11	Jarisa A.R. Dorphang	B.S.W.	
12	Eric B.L. Nongkynrih	English	
13	Dr. S. Naga	Computer Sc.	
14	GOUDAM DEB	Commerce	
15	B.P. Thangkhai	Electronics	
16	Debulman Syiemiong	Botany	
17	K. Nongthoi	Chemistry	
18	Burman Doham	Comp Sc	
19	Barry K. Rymbai	History	
20	S. Adhikari	Biotechnology	
21			
22			

*[Signature]*  
6/6/2022

*[Signature]*  
6/6/2022



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

### MINUTES OF THE MEETING OF IQAC HELD ON 3<sup>rd</sup> SEPTEMBER 2022

TIME: 13:00 hrs

VENUE: Biotech Hub

All the members were present. Dr Pallavi Malhan, Vice Principal (Academics), Mr Baristar Lyngkhoi, Department of Chemistry, Dr Prasenjit Paul, Department of Botany and Ms Michelle Khongwir, Department of Environmental Science were also present.

- All the Members of the IQAC Small Group were greeted by the Principal, with a special word of welcome to Dr Pallavi Malhan, Vice Principal (Academics), Mr Baristar Lyngkhoi, Department of Chemistry, Dr Prasenjit Paul, Department of Botany and Ms Michelle Khongwir, Department of Environmental Science.
- The IQAC Coordinator briefed the objectives of IQAC and the role that it plays in adopting and implementing various policies in the college with reference to the guidelines laid down by NAAC.
- The following members of the staff were felicitated

Dr Prasenjit Paul (Green Audit)

Ms Michelle Khongwir (Water Audit)

Mr Emida Paya Sumer (Energy Audit)

Mr Baristar Lyngkhoi (Air Quality Index)

Ms Iarisa Dorphang (UBA Scheme)

- The Vice Principal thanked all the Members for their efforts and encouraged them to press on ahead with greater zeal.
- The Secretary, Governing Body appreciated the all-round effort of the IQAC in implementing the guidelines prescribed by NAAC. He eagerly awaits for the Academic Audit Report.

With there being no other matters, the meeting ended with a vote of thanks to the Chair and all the members.

Prof Sumit Deb

IQAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya

  
(Principal)



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Internal Quality Assurance cell  
**St. Edmund's College**  
Shillong- 793003, Meghalaya, India.

## ATTENDANCE

### IQAC SMALL GROUP MEETING

3<sup>rd</sup> September 2022

Time: 1:00 PM

Venue: Biotech Hub

SL NO	NAME	DEPARTMENT	SIGNATURE
1	Sylvanus Lamane	Principal	<i>[Signature]</i> 3/9/2022
2	Bu Nimon Coelho	Secretary	<i>[Signature]</i>
3	Dr. KP Pallapattin	VP (Academics)	<i>[Signature]</i> 3/9/2022
4	Dr. Mrs. B. W. Nongthun	Dean	<i>[Signature]</i>
5	Reema Joshi	BCA	<i>[Signature]</i>
6	SARMISTHA DEB	BCA	<i>[Signature]</i>
7	LORRAINE CLAUDIA MASSAR	Economics	<i>[Signature]</i>
8	JARISA ANETTE R. DORPHANG	Social Work (UG)	<i>[Signature]</i>
9	EJUNITA M. BAMON	LIBRARY	<i>[Signature]</i>
10	BARRY K. RYMBAI	HISTORY	<i>[Signature]</i>
11	Dr. Prasenjit Paul	Botany	<i>[Signature]</i>
12	Eric B. L. NONGKYNRIH	ENGLISH	<i>[Signature]</i>
13	MICHELLE KITONGWIR	EVS	<i>[Signature]</i>
14	Dr. Jasmine T. Sawian	EVS	<i>[Signature]</i>
15	Dr. Khawantlang Nongthun	Chemistry	<i>[Signature]</i>
16	Emidnoopaya Jumar	EVS	<i>[Signature]</i>
17	BERTRAND KHAR	Computer Science	<i>[Signature]</i>
18	Dr. S. NAGI	Comp Sc	<i>[Signature]</i>
19	GOUTAM DEB	COMMERCE	<i>[Signature]</i> 3/09/2022
20	Lobizon Luribah	Physics	<i>[Signature]</i>
21	B. Lyngkhesi	Chemistry	<i>[Signature]</i>
22	M. Chakravarty	VP (Adm)	<i>[Signature]</i>
23.	S. Adhikari	Biotechnology	<i>[Signature]</i>





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### MINUTES OF THE MEETING OF IQAC HELD ON 29<sup>th</sup> September 2022

TIME: 14:00 hrs

VENUE: Conference Room

All the members except Dr (Br) Simon Coelho (Out of Station) and Ms Sarmistha Deb (on medical leave) were present.

The attendance is appended.

Dr Sylvanus Lamare, Principal & Chairman, IQAC welcomed all the esteemed members and wished that the college shall gain a lot from the inputs/suggestions/advice from the members. He read out the proceedings of the last online meeting which was approved by the house.

Prof S Deb, IQAC Coordinator shared with the members the activities carried out by IQAC as per the NAAC guidelines.

He mentioned the following:

- Submission of AQAR 2018-19, 2019-20 and 2020-21
- Annual report of 2018, 2019, 2020 uploaded in college website
- NAAC portal opened for AQAR 2021-22
- Participation in NIRF INDIA Rankings 2022
- Adoption of 5 villages of East Khasi Hills under UBA scheme
- Audit of the College – GREEN, ENERGY, WATER, AQI and ACADEMIC
- CO & PO of all 20 courses as per UGC LOCF guidelines.
- Feedback from all stakeholders [Graduating batch, Parents, Alumni and Employees]
- IIC progress report submitted
- Website renovation under process
- NRL sponsored project under Industry- Academic collaborations
- Advanced Biotechnology Hub, Phase II Grant sanctioned by DBT, Govt. of India
- Collaborative research with University of Hyderabad.
- Joint Paper accepted with University of Kashmir on Microcystis toxins [Impact Factor 5]
- MOU signed with AKU, Jorhat and Epygen Biotech Ltd, Mumbai & Dubai.

The following points were discussed:

1. Dr Omarlin Kyndiah mentioned that the collaborative work of the Department of Biochemistry with Dr Ramlal College, University of Delhi also should be recorded and was accepted. Special mention was made on Paper Biofertilizer- its economic viability and prospects, and the viability of Candle making.
2. Prof Monotosh Chakravarty, Vice Principal (Administration) informed that the college shall celebrate its Centenary and the inaugural function is proposed to be held on 5<sup>th</sup> November 2022. He requested the IQAC members (Alumni) to lend all support-good wishes for the same.



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3. Mr Ralph, the student representative inquired about the role of IQAC in HEI and it was explained vividly by the IQAC Coordinator. Both the student representative were asked to report to the management regarding any student centric issues which need to be taken care on urgent basis.
4. Mr Ramesh Bawri, expressed happiness on the work done by the college in preparing AQAR for the 3 years and wished that the college shall be able to reach its desired milestone and fulfil the aspirations of all stakeholders.
5. It was decided to have the next meeting in February 2023.

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

Prof Sumit Deb

IQAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya

  
(Principal)





## St. Edmund's College

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Laitumkhrah, Shillong – 793003, Meghalaya, India

E-mail: [stedmundscollege@gmail.com](mailto:stedmundscollege@gmail.com)

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

### MINUTES OF THE MEETING OF IQAC HELD ON 13<sup>th</sup> OCTOBER 2022

TIME: 14:00 hrs

VENUE: Biotech Hub

All the members were present. The attendance is appended.

Dr Sylvanus Lamare, Principal & Chairman, IQAC welcomed all the esteemed members and informed that NAAC portal for uploading AQAR 2021-22 is opened. He wished that all the members of the core group shall work to collect necessary information's, documents required for uploading.

Prof S Deb, IQAC Coordinator shared with the members the template circulated for obtaining information's from the departments as well as from the different committees. Submission of AQAR 2018-19, 2019-20 and 2020-21

The discussion on the templates took place and few clarifications were put forward and it was decided that all the information's along with relevant documents shall be handed to the IQAC office on or before 31<sup>st</sup> October 2022.

It was informed to the members that the Internal Academic Audit (AA) was completed with the help of four external eminent academicians and the same is placed by Principal of the College for information.

It was further decided that information on Result, Scholarships, Student fee concessions, Financial Audit shall be collected from the office of the principal.

The members of the core team of IQAC are available for any necessary assistance during the collection of information from the department.

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

Prof Sumit Deb

IQAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya

  
(Principal)



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Internal Quality Assurance cell

## St. Edmund's College

Shillong- 793003, Meghalaya, India.

### ATTENDANCE

#### IQAC MEETING

13<sup>th</sup> October 2022

Time: 2:30 PM

Venue: Biotech Hub

SL NO	NAME	SIGNATURE
1	Ms. A. Coelho	
2	Dr KP Pallavi M	
3	Br Stelljes Julius	
4	Dr L. Ruxbah	
5	Dr. Omandin Kyndrah	
6	Ms. SARMISTHA DEB	
7	LORRAINE C. MASSAR	
8	Sarisa Anette R. Dorphang	
9	Barry K. Rymbai	
10	Eric B.L. Nongkynrih	
11	Emidhospaya Samir	
12	Dr. Jasmine T. Sawian	
13	Ms. Reema Joshi	
14	S. Adhikari	



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### MINUTES OF THE MEETING OF IQAC HELD ON SEPTEMBER 19, 2020

Venue: Vice Principal's Office

Time: 11:30 AM

#### Members present:

- Prof M. Chakravarty – Vice Principal
- Prof S. Deb – HOD, Chemistry Dept.
- Prof S. Adhikari – HOD, Bio Technology
- Br. S. Coelho – IQAC Coordinator

#### Agenda:

##### 1) Teachers for Placement:

Sl. No	Name	Department	Stage Due	Remark
1	Dr. James Wahlang	Biochemistry	III to IV	
2	Dr. R. K. L. Tron	Zoology	II to III	Withdrawn
3	Mr. Manbhalang Chyne	Mathematics	II to III	
4	Smti. Shekinah Challam	Biotechnology	I to II	
5	Mr. Jeremy Kharchandy	Computer Science	I to II	
6	Dr. I. Kharbangar	Chemistry	I to II	
7	Dr. D. Rangad	Zoology	I to II	
8	Mr. B. P. Thangkhiew	Electronics	I to II	
9	Mr. B. S. L. Giri	Physics	I to II	
10	Dr. Banteiskhem Kharwanlang	Biochemistry	I to II	
11	Dr. Rosa M Mawlong	Khasi	I to II	

##### 2) Completion of AQAR (2018-19)

- A lot of the work has already been completed by the previous Team.
- Supporting Documents & Financial Sections need to be included.
- Need to study the last NAAC report, for areas of concern.

##### 3) Preparation of AQAR (2019-20)

- HODs have already responded to Principal's request for data.
- Gaps have to be identified and supporting documents requested.

##### 4) Immediate corrections:

- Database of Students.
- Analysis of Student Feedback – action taken.

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- 5) **Other Matters:**
- a) Create official email ids, using College domain.
  - b) Need to tap technology support, whom Bertrand Sir can guide.
  - c) Registering with NAAS and NIRF.
  - d) Designating a Nodal Officer for UGC.
  - e) Encourage more teachers to do the 6 months online Swayam Prog.
- 6) Goal: - Highlight the Successes of ALL Depts.

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

  
(IQAC Coordinator)

IQAC COORDINATOR  
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(Principal)







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### MINUTES OF THE MEETING OF IQAC HELD ON October 8, 2020

(Via a Zoom link):

[https://drive.google.com/file/d/1GJjMo\\_V0mtdJJnig53H\\_9cJHo2zvUb9Q/view?usp=sharing](https://drive.google.com/file/d/1GJjMo_V0mtdJJnig53H_9cJHo2zvUb9Q/view?usp=sharing)

TIME: 2:00 PM

All the members were present - Principal and Ms. S. Deb excused themselves.

#### Agenda: AQAR – 2018

- Welcomed by Principal, Dr. S. Lamare (video) – Encouraging us to look ahead and work towards the Centenary Year.
- Opening words by Vice Principal, Mr. M. Chakravarty – Emphasising our capacity for much greater heights, as a team.
- Introduction by IQAC Coordinator, Br. S. Coelho – Thanking each Teacher for accepting the invitation to be part of this team
- Points for discussion:

#### (i) The Seven Criteria – Tentative Teams.

	Criteria:	Teacher	Teacher
1	Curricular Aspects	Dr (Mr) Sajid Nagi	Mr Goutam Deb
2	Teaching-Learning & Evaluation	Mr Sumit Deb	Mr Khrawborlang Nongsiej
3	Research, Consultancy & Extension	Dr (Mr) Samrat Adhikari	Dr (Mr) Debulman Syiemiong
4	Infrastructure and Learning Resources	Ms. Sarmistha Deb	Ms Reema Joshi
5	Student Support & Progression	Ms Lorraine C. Massar	Mr Eric B. Nongkynrih
6	Governance, Leadership & Management	Dr (Mr) R. Das	Dr (Mr) V.R. Rao
7	Innovations & Best Practices	Dr (Ms) Jasmine T. Sawian	Mr Emida Oo-Paya Sumer

\*\* Mr Barry K. Rymbai – Knowledge Inputs and NAAC Requirements.

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- (i) **Sharing thoughts/ideas in subsequent meetings on:**
- Dealing with the short comings as listed in the NAAC visit.
  - Student Support and Progression - analysing feedback, etc.
  - Alumni: membership / meetings / registration, etc.
- (ii) Next meeting (Zoom/College): Thursday 15<sup>th</sup> Oct – 2 P.M.

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



(IQAC Coordinator)

IQAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya



(Principal)





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### MINUTES OF THE MEETING OF IQAC HELD ON October 15<sup>th</sup> 2020

(Via a Zoom link):

<https://us02web.zoom.us/j/87482075847?pwd=aTUzYlc2N25nNlFkdDdFIkREdDSnlUT09>

TIME: 2:00 PM

All the members were present either Online or in the Bio-Informatics Centre.

#### Agenda: AQAR – 2018

- a) Welcomed by Principal, Dr. S. Lamare (video) – Encouraged our team efforts to work towards a greater goal. Mentioned the Alumni contribution.
- b) Some thoughts from Vice Principal, Mr. M. Chakravarty – A steady support and ever willing to be of help.
- c) Special thanks to the Principal, Vice Principal, all the HODs, Teachers, Administration and Support Staff for the tremendous assistance they have been to students, be it ongoing learning, exams, or reducing anxiety levels, etc., when most needed.
- d) Points for discussion:
  - i. Feedback on Information collected – Requested to collect images/PDF files of the Appointment Letters to BOS, etc., Front Page of the Publication, Certificates given after a course, etc., to help with the documentation, by 5<sup>th</sup> November 2020
  - ii. Major recommendations of Peer Team Visit – After AQAR 2018/2019, to work on priorities like: Research, Certificate Courses (30 hours), Add-on Courses, etc., which enrich the curriculum.
  - iii. Feedback from 6<sup>th</sup> Semester on Online Learning (AQAR-2020) – through the HODs, with a supporting Feedback from Teachers on Online learning. Feedback on Curriculum from Students, Teachers, Employers and Alumni, will serve a different purpose, as well as Feedback from Parents (6<sup>th</sup> Sem) for a satisfaction survey.

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- iv. Draft templates: on Activity Reports, Hosting Meetings (Department/ Committees), Outcome Based Learning (with pictures as evidence, will be share before 5<sup>th</sup> November.
- v. Sharing your thoughts/ideas: – mainly on taking Research forward.
- e) Any Other matter – next meeting (Zoom/College): 5<sup>th</sup> November, 2020 towards AQAR - 2019 ( 31<sup>st</sup> Dec 2020), working with the assigned Departments.

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

  
(IQAC Coordinator)

IQAC COORDINATOR  
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(Principal)  




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### MINUTES OF THE MEETING OF IQAC HELD ON November 5, 2020

(Via a Zoom link):

<https://us02web.zoom.us/j/89597441681?pwd=SG5rUXpzcmlZPVXNScHJ2Y3BHYW1Zdz09>

TIME: 2:00 PM

All the members were present either Online or in the Bio-Informatics Centre.

Agenda: AQAR – 2019 (31<sup>st</sup> Dec. 2020)

- a) Welcomed by Principal, Dr. S. Lamare (video) – Congratulated and thanked all the HODs and Members for the successful uploading of the AQAR – 2018, which was a praise worthy document.
- b) Some thoughts from Vice Principal, Mr. M. Chakravarty – Was keen to see the AQAR – 2018, uploaded on the College website at the earliest. Also encouraged us to work in a time-bound manner for AQAR – 2019.
- c) Points for discussion:
  - I. Documentation of AQAR – 2018 – To be sent in at the earliest, if it hasn't been done so already (e.g. Images of Certificates, Appointments letters to BOS, etc., Cover Page of Publications, etc.).
  - II. Collection of Data for AQAR – 2019 – In the new format circulated with the invitation to the IQAC Small Group Meeting (3), by 15<sup>th</sup> November, along with the necessary images.
  - III. Special Feedbacks: From Env. Club (Dr. J. Sawian); Red Ribbon Club (Mr Emida Oo-Paya Sumer); as well as NCC and NSS from Individual Teachers.
  - IV. Possible: Outcome Based Education for a few Sciences: Two or Three Departments will be approached for understanding and generating the Outcomes.
  - V. Feedback AQAR – 2018: Some editorial and documentation areas were spoken of.
  - VI. Sharing your thoughts/ideas: Comfortable working with the assigned Departments.
- d) Any Other matter – Next meeting (Zoom/College): Tuesday 24, November, 2020.

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

  
(IQAC Coordinator)

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## MINUTES OF THE MEETING OF IQAC HELD ON December 17, 2020

TIME: 2:00 PM

(Via a Zoom link):

<https://us02web.zoom.us/j/88452425305?pwd=b25xNCtuZVY4TEpwZGZYOE8zWXR6UT09>

All the members were present either Online or in the Bio-Informatics Centre.

### Agenda: AQAR – 2019

- a) The Principal, Dr. S. Lamare, welcomed all the members to the meeting and saluted them for all their efforts.
- b) The Vice Principal, Mr. M. Chakravarty appreciated the team work by all the members to achieve a lot within a short time, especially by way of documentation. He also expressly thanked Prof. S. Deb and Prof. S. Adhikari for all their unstinting efforts.
- c) Points for discussion:
  - i. Collection of Data for AQAR – 2019 – The members were appreciated for collecting the data with the given template. The departments had plenty to showcase and were praised specially for their documentation of Student Progression. The Principal was thanked for his support in recording over 24 events.
  - ii. Outcome Based Education: These were possible, thanks to the commitment and efforts of Teachers from the following Departments: PHYS, BIOC, EVSS, BCAS, CHEM and BIOT. We will however keep some of the data for AQAR – 2020.
  - iii. Suggestions for the existing template: Possibly include - provision for names (Pt 22) – innovative teaching methods – mentoring of students – involvement in different co-curricular and extra-curricular activities.
  - iv. While having any program: Members were requested to document the following: the invitation letter, the attendance list (students & teachers), the geo pictures, the feedback with analysis (possibly using Google Forms).
  - v. Sharing of thoughts/ideas:
    - Need to activate the various Committees.
    - Need to have a uniform feedback form for all departments.
    - Need to design a uniform format for Activities.
    - All additional documentations are welcome.

God bless and have a wonderful Christmas and 2021.

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

  
(IQAC Coordinator)

**IQAC COORDINATOR**  
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Shillong - Meghalaya

  
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### MINUTES OF THE MEETING OF IQAC HELD ON April 16, 2021

TIME: 3:00 PM

via Zoom

<https://us02web.zoom.us/j/83849267529?pwd=cnZJdUw0Ui9rWTB3YWJRa1lIS0JlQT09>

The Members present were:

1	Dr. Sylvanus Lamare	Chairperson, Principal
2	Dr. (Br) Simon Coelho	IQAC, Coordinator
3	Br. S. Julius	Finance Officer, CCBI Representative
4	Mr. Monotosh Chakravarty	Administration Representative
5	Mr. Gaurav Bajaj	Member, Alumni Representative
6	Mr. C. Dhar	Parent Representative
7	Dr. (Mr) Omarlin Kyndiah (on/off)	Knowledge Inputs & NAAC requirements
8	Dr. (Mr) Radhendu Das	Department of Physics
9	Dr. (Mr) Sajid Nagi	Department of Computer Science
10	Mr. Sumit Deb	Department of Chemistry
11	Dr. (Ms) Jasmine T. Sawian	Department of Environmental Science
12	Ms. Sarmistha Deb	Department of Computer Application
13	Ms. Lorraine C. Maassar	Department of Economics
14	Dr. (Mr) Samrat Adhikari	Department of Biotechnology
15	Ms. Eujunita Bamon	Member, Librarian


The following Members excused themselves: Br. A. Pinto, Mr. R. Bawri, Mr. S. B. Nongdhar (Rangbah Shnong), Ms. D. N. Shangrit, Mr. A. Q. Jyrwa.

The Meeting started with the Principal, Dr. S. Lamare introducing and welcoming all the Members.

#### Agenda

- aqar – 2019: It has been submitted on 26<sup>th</sup> Dec 2020 and approved by NAAC on 28<sup>th</sup> Dec 2020. The AQAR – 2020, is being worked upon, awaiting NAAC, opening the portal for submission. The IQAC Coordinator once again thanked the Principal, Vice Principal, Dean, The IQAC Small Group, all the HODs, Teachers and Staff for their contribution and cooperation.

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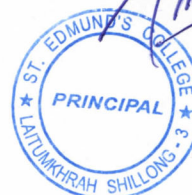
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- b) Alumni affairs: It is hoped that the process for registering the SEC Alumni would be initiated after the Core Group Meeting of the Alumni. The online Membership was currently at around 2,400. Mr Barry Rymbai, is to be the Team Leader for the Alumni, from the College.
- c) The Vice Principal shared how some important Committees and Clubs have been reconstituted, with key Convenors/Leaders. The Clubs will more to give an opportunity to generate leadership among the students.
- d) Fresh MOUs have been signed with: Digboi College and NEISSR (North East Institute of Social Science Research in Dimapur. 11<sup>th</sup> April 2021, they were invited and participated in a National Webinar delivered by Honourable Judge from the District Court of Shillong, Mr. Noor Ain Khan on 'Safety and Security of Women'.
- e) There have been various Achievements by the College:
  - (i) The Covid Protocols being followed in College, with in-house preparation of sanitizers, commencing on 5<sup>th</sup> Feb 2021.
  - (ii) The Associate Staff of the College, were trained on 20<sup>th</sup> February 2021, for Covid Safety norms.
  - (iii) The College has registered for ATAL Ranking, for which Environmental Science and Botany are playing a crucial part.
  - (iv) The College has registered for the Institutional Innovation Cell (IIC), with a strong desire to encourage innovation.
  - (v) The College is participating in the Green Campus Forum, under Centre for Science Environment.
  - (vi) A unique achievement has been a paper being jointly communicated by Dr. Samrat Adhikari (HOD – Biotech), with a researcher from Kashmir University.
  - (vii) Dr Samrat Adhikari, has also successfully conducted an Online Certificate Course in Bioinformatics (level O), for UG Students, consisting of 36 hrs.
  - (viii) The College has been recognized as Swachata Institution by MGNCRE (Ministry of Education – Govt. Of India), and has thus been shortlisted for One District One Green Champion Award, for which the data has been submitted.
  - (ix) Despite the Covid constraints, regular Seminars/Webinars and classes including Practical's are being held in College.
  - (x) The new Time-Table for the Even Semesters has been specially designed to make a quick switch over from Online to Offline classes.

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f) IQAC Events:

- (i) The IQAC has conducted a week long workshop for Outcome Based Education (11-14<sup>th</sup> Dec 2020), for some Science Depts.
- (ii) The IQAC Small Group, has had a day's training for Information Gathering and Documentation on 23<sup>rd</sup> Feb 2021, in preparation for the coming AQAR.
- (iii) The IQAC Small Group were very fortunate to have received training by Rev. Fr. Emanuel, ex-Principal of Holy Cross, Agartala on some of the intricacies.
- (iv) The Sociology Dept, has conducted a survey on 'Gender Equality' on 29<sup>th</sup> March 2021, which was very well responded to.
- (v) There are plenty of effective initiatives by many other Depts, to celebrate National and International Days.

g) Suggestions from the Members:



- (i) To conduct a survey on the effectiveness of Online Classes and share the results on the College Website.
- (ii) To share the Alumni Registration link with the HODs so as to enable them to post it in their email/WhatsApp groups, to boost the Alumni Membership.
- (iii) To have a drive to collect and distribute spare Smart Phones that may help students access their Online classes.
- (iv) To activate the Internal Complaints Committee (ICC) in the College, with regular meetings. A request was made to keep the names of the Members on the College Website.

- h) Any other matter: There being no other matter, the meeting ended with a vote of thanks to the Chair and an acknowledgement of all the Members present.

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

  
(IQAC Coordinator)

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(Principal)  


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### MINUTES OF THE MEETING OF IQAC HELD ON June 8, 2021

TIME: 2:00 PM

(Via a Zoom link):

<https://us02web.zoom.us/j/82250931156?pwd=QnFnSm1FR2U1UkxBTUloYkI3OTIsQT09>

All the members were present except for Mr. Khrawborlang Nongsiej, who excused himself.

#### Welcoming:

The Principal, Dr. S. Lamare, welcomed all the members to the meeting for their prompt response and presence. He also welcomed in a special way:

- Br. Raj Noronha – new Secretary of the College
- Dr. (Ms) C. Diengdoh – Assistant IQAC Coordinator
- Dr. (Ms) B. Nongbri – Dean of the Self-Financed Courses

#### Agenda:

- AQAR – 2020: The members were requested to collect material till May 2021. Some Depts, would need to make some minor modifications to their submissions. Having all of the materials by 30<sup>th</sup> June 2021, would really help.
- Online Learning: Some features of the Digital Learning Feedback were shared, highlighting the students' appreciation of the efforts by the Teachers. The IQAC Coordinator thanked in a very special way the Principal, Vice Principal, Dean, HODs, Teachers and the Support Staff for their major contribution. A special thanks was also expressed to Dr R. Das and the Physics Dept, for the Template. The efforts of Prof. S. Deb and Prof. S. Adhikari were also acknowledged for carrying out the survey, collating and sharing the data. The Principal shared that these efforts of the College were well received.
- Peer Review Score Sheet: Some critical areas of the Quantitative Aspects of the College Functioning were shared for all the members to score (0-4). The average results of the Scores are shared (Attachment 1). Suggestions to improve the scores are welcome (Attachment 1 A).
- One District One Green Champion Award for Exemplary Performance, was bestowed on the College. A very special thanks to Prof. S. Deb, for piecing the documentation together with the help of the Principal and the Vice Principal. There was a Cash Award of Rs 5,000/- but more importantly it is the recognition given by MHRD. Thanks to each of the Depts, for their efforts on the ground and their sharing of the information.

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e) **Any other matter:**

- i. Apologies for the Minutes of Feb 24<sup>th</sup> Meeting not being shared. It appears that this was a F2F meeting in College, with the main agenda being the re-worked format for collecting the AQAR data. If you think there was some other important matter, please write in.
- ii. Inter-Dept Activities and Clubs: My sincere request is for all the Depts to take up Inter-Dept Activities (Webinars, etc.) or Club activities, even during these Pandemic days. Regular Classes are going on well but we have to intersperse fun activities – big request from Students too.
- iii. Outcome Based Education: The Excel training that we had proposed for the OBE, has not yet happened with the 'lockdown', but waiting for an ideal time. The challenge will be the Art subjects.
- iv. Online Admissions: The admissions have been centralized and are coming off very well, with Principal directing students to the Help Desk when necessary. A special thanks to the Principal, Br. A. Pinto and Br. S. Julius.
- v. Self-Assessment by the Teachers: This process is currently on and will continue till the 10<sup>th</sup> of June. For future AQARs, the data submitted will be very helpful, especially for collecting documentations (e.g. feedback of Webinars, etc.).

f) **Suggestions/Information:**

- i. The members were requested to encourage students to take up Swayaam Courses (UG/PG), which needs a payment for the certificate/exam (which needs at least 10 students). Depts were invited to offer such MOOC courses, after forming of a Local Chapter.
- ii. Suggestions were invited from the HODs and others pertaining to the dates for the upcoming Online Exam.
- iii. Students were to be pointed in the direction of other Online Courses like: Udemy, Coursera and Great Learning.
- iv. There was a suggestion to include the Secretary, Vice Principal and the Dean in the HOD's WhatsApp group for dissemination of information.
- v. The members were informed that a number of Committees had been re-constituted and were vibrant with activities.

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QAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya





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- vi. The IQAC Coordinator apologized for not having had a recent meeting with the Internal Complaints Committee (ICC).

The meeting ended with a round of applause and appreciation to all the members present, for their immense, ongoing contribution.

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

  
(IQAC Coordinator)

IQAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya

  
(Principal)  






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### MINUTES OF THE MEETING OF IQAC HELD ON July 29, 2021

TIME: 2:00 PM

(Via a Zoom link):

<https://us02web.zoom.us/j/83385780896?pwd=Q1lRbVp1RHBFSEd4QnpwVGxoWkpEQT09>

All the members were present either Online or in the Bio-Informatics Centre.

#### Welcoming:

The Principal, Dr. S. Lamare, welcomed all the members to the meeting, especially the Secretary Br. Raj Noronha.

The principal then drew our attention to the care in submitting the AQAR – 2020. The Vice Principal emphasized utilizing the period before the start of the new Semester for activities. Dr. (Mrs.) C. Diengdoh, praised the tireless efforts of the Team, and offered her services to the College.

Passing of the Minutes: The circulated Minutes of the IQAC Small Group Meeting (8<sup>th</sup> June 2021), were unanimously passed by the Members.

#### Agenda:

- 1) AQAR – 2020: The members were thanked for collecting material till May 2021. However, since the Academic Year was not yet over, material till date could be sent in a Word Document. Coming to a technical aspect of collecting data from the Dept, we just need to take care of Sl. No 24 & 25 (details of Enrolment/Each Semester/ Appearing in Exams/Passing). The numbering and colour coding will be taken care of, in the next format.
- 2) Feedback Scores: Some thoughts that were shared were:
  - a) Remedial/Bridge Classes / High achievers ("on the spot class interactions".)
  - b) Need for Gym, Indoor game facilities, boys' Common Room, etc.
  - c) Students engaged in committees/outreach – as leaders, with responsibility.
  - d) Alumni – Placements, Mementos, Visitor's Diary, Dept - digital diary.
  - e) Greatest weakness – Research – time/space/water/24 x 7 electricity, etc.
  - f) Celebrating /Recognition of Teachers & Students – Awards, Certificates, etc.
  - g) Yoga, Mindfulness, Music, Counselling, Mentoring (new Admissions), etc.
  - h) Care of the environment: e-waste, paperless office (soft copies), re-cycle.
  - i) Drive innovations: Students/Lab Assts/ - 'Display Boards'/'Quest Horizons'
  - j) Online Library (with own resources), Rare Books, etc.

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IQAC COORDINATOR  
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- (ii) Have either the digital signatures or QR code but not a mixture of both;
  - (iii) The College Crest needs to be in the left corner.
- c) Interaction with Prof. A.N.Rai: Our next IQAC Small Group Meeting is proposed to be an interaction with Prof. A.N.Rai, former Director of NAAC, and Former Vice Chancellor of NEHU and Mizoram University.

The Meeting ended with a note of appreciation from the Dean, for all the efforts being put in by the HODs, Teachers and Support Staff to offer the students the very best.

My sincere thanks to each of you, not just for today's meeting, but for your unstinting support to explore new heights.

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

  
(IQAC Coordinator)

**IQAC COORDINATOR**  
St. Edmund's College  
Shillong - Meghalaya

  
(Principal)





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### MINUTES OF THE MEETING OF IQAC HELD ON May 24<sup>th</sup>, 2019

**Venue:** Principal Office

**Time:** 1:00 PM

Member Present:

1. Dr Sylvanus Lamare, Chairperson & Principal,
2. Gideon L Kharkongor, IQAC Coordinator
3. Bro Simon Coelho, Secretary, GB
4. Bro S Julius, Bursar, CCBI Representative
5. Ramesh Bawri, Member, Alumni Representative
6. Bertrand Dkhar, Member
7. Gautam Deb, Member
8. Eric B Nongkynrih, Member
9. Eujunita Bamon, Member
10. Abhigyan Sharma, Member, Student Representative
11. Yshua Lyngdoh, Member, Student Representative

The Principal welcomed all the members and formally informed that the College has received the accreditation results via email on 28<sup>th</sup> March 2019 with a CGPA of 2.90 on a seven-point scale at B<sup>++</sup> Grade valid for a period of 5 years. He also informed that in the General Staff meeting, it was unanimously decided to file an APPEAL to reconsider the result. The appeal with admissible justification were sent to the Director, NAAC, Bangalore on 11<sup>th</sup> April 2019. The College was informed on 22<sup>nd</sup> May 2019 that the NAAC Office has accepted the appeal of the College.

All the members felt that the college must evolve a mechanism to collect, document and preserve all information regarding the activities in a well-defined format as per the NAAC guidelines.

The members decided to meet again as and when the outcome of the appeal is communicated to the college. The meeting ended with a vote of thanks to and from the Chair.



Dr Sylvanus Lamare  
Principal



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### MINUTES OF THE MEETING OF IQAC HELD ON September 6th, 2019

**Venue:** Principal Office

**Time:** 2:30 PM

Member Present:

1. Dr Sylvanus Lamare, Chairperson & Principal,
2. Gideon L Kharkongor, IQAC Coordinator
3. Bro Simon Coelho, Secretary, GB
4. Bro S Julius, Bursar, CCBI Representative
5. Bertrand Dkhar, Member
6. Gautam Deb, Member
7. Eujunita Bamon, Member
8. Abhigyan Sharma, Member, Student Representative
9. Yshua Lyngdoh, Member, Student Representative

The meeting was called on a single agenda.

The Principal informed that the college has been informed about the EC decision of NAAC, Bangalore on the appeal filed by the college.

*"As per letter from Prof. S. C. Sharma, Director of NAAC dated 29<sup>th</sup> August 2019 the College is informed that as per the EC decision in its meeting held on 20<sup>th</sup> August 2020 there is "NO CHANGE IN THE CGPA AND GRADE AWARDED".*

The members accepted the decision of the NAAC and resolved to work for a better Grade in future assessments. All the members felt that the college should give priority to properly document all activities and submit the same to the IQAC.

While appreciating the efforts and commitment shown by the IQAC team in preparing the documents required for the last assessment & accreditation, the members also felt that a new committee led by a new Coordinator should be constituted. It was further decided that the proposal be forwarded to the Executive Council of the college and in turn seeks the approval of the Governing Body.

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



Dr Sylvanus Lamare  
Principal



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## MINUTES OF THE MEETING OF IQAC HELD ON February 21st, 2020

**Venue:** Principal Office

**Time:** 2:00 PM

Member Present:

1. Dr Sylvanus Lamare, Chairperson & Principal,
2. Br. A F Pinto, Secretary, GB
3. Dr (Br). Simon Coelho, IQAC Coordinator
4. Bro S Julius, Finance Officer, CCBI Representative
5. Prof M. Chakravarty, Administration Representative
6. Prof Sumit Deb, Head, Department of Chemistry
7. Dr Samrat Adhikari, Head, Department of Biotechnology
8. Dr Jasmine Sawian, Head, Department of Environmental Science
9. Ms Sarmistha Deb, Head, Department of Computer Applications
10. Ms Daphishisha N Shangrit, Student Representative

Dr S. Lamare, Principal welcomed all the members of the IQAC that was constituted w.e.f 1<sup>st</sup>, January 2020 and requested all the esteemed members to work as a team towards a common goal of attaining the Vision/Mission of the college.

Dr (Br) S. Coelho, IQAC Coordinator, emphasized that everyone of us should put together an all-out effort in preparing for AQAR for the year 2018-19, 2019-20 within a definitive period of time.

All the members agreed to stay focused and respect the timeline set up by NAAC, Bangalore in submitting and uploading the reports.

The IQAC Coordinator informed the members on the certain action taken by the management as proposed by IQAC. They are

- (i). Appointment of Prof M Chakravarty as Vice Principal, Dr Baljuda War Nongbri as the Dean, Self-Finance courses.



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- (ii). The Commerce, Social Work (UG) and Computer Application departments are shifted to a new block above the College Library.
- (iii). Different cells such as Grievance Cell, Discipline Cell, Eco Club, Magazine Committee are formed wherein students are made active participant.
- (iv). A dedicated Team comprising of active faculty members are involved in initiatives such as Waste management, Water resources management, Cleanliness & Hygiene as a part of Institutional Social Responsibility (ISR).
- (v). A new AV room at the ground floor of the main building and a Board room are made functional.
- (vi). The academic planner-2020 was placed which was approved and Principal is authorized to circulate the same to the departments for compliance.

It was agreed upon to finalize the AQAR for the year 2018-19 and 2019-20 at the earliest and place the same for approval in the EC/GB of the college.

The IQAC coordinator requested the members present to accord approval for all the proceedings of the earlier IQAC meetings for the purpose of recording.

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



Dr Sylvanus Lamare  
Principal





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## MINUTES OF THE MEETING OF IQAC HELD ON 13<sup>TH</sup> MARCH, 2018

**Venue:** Rector's Office

**Time:** 1:00 PM

**Member Present:**

1. Dr Sylvanus Lamare, Chairperson & Principal,
2. Gideon L Kharkongor, IQAC Coordinator
3. Bro Simon Coelho, Secxretary, GB
4. Bro S Julius, Bursar, CCBI Representative
5. Ramesh Bawri, Member, Alumni Representative
6. Dr Jenniefer Dkhar, Member
7. Dr H S Ranhotra, Member
8. Bertrand Dkhar, Member
9. Dr Lobisor Kurbah, Member
10. Rajesh Dutta, Member
11. Gautam Deb, Member
12. Dipankar Deb, Member
13. Eric B Nongkynrih, Member
14. Eujunita Bamon, Member
15. Abhigyan Sharma, Member, Student Representative
16. Yshua Lyngdoh, Member, Student Representative

### Discussions & Resolution

The Chairperson welcome all the members and asked the Coordinator to put forward the proposals for discussions and deliberations. The coordinator placed before the meeting the proposals –

- Appointment of Dean for College sponsored courses (Commerce, social work, computer applications
- Appointment of Vice-Principal in the college
- Participation in "Institutional Swachh campus" initiated by MHRD, GoI



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- Standardize Waste Management, Water Management, lab Safety Protocols
- Lighting of Indoor /Outdoor arena for games etc
- Celebration of Events: National Science Day- Science Mela; World Environment day- Planting of saplings, adoption of tree; College week final day- promote traditional attire, values and inculcate brotherhood among all communities; Blessed Edmund Rice day- organising activities like photography, creative writing, quiz etc
- Adoption of village in EKH by the Social Work /NSS to make it ODF village, setting of community library, literary programs etc
- Continue with "Capacity Building Programs for Science students from rural/urban areas; organise FDP program for Science Teachers of the school- both inhouse/outreach
- Effort to start Short term/ Add on Courses, research initiatives for students, enhancement of Life Skills
- Participate in 4<sup>th</sup> India International Science Festival at Lucknow as Delegate
- Digitalization of the Library, augment E-learning resources, free wi-fi excess to the students in the library
- Continue with the good practices like mentoring, Guest lectures by the eminent persons, workshop/seminar, promote student participation in cultural/sports activities outside the college.

The members discussed on every proposal in detail and expressed their opinions. It was mutually agreed upon to recommend 5-6 proposals to the appropriate authority i.e. EC, GB & Sponsoring Body for early implementation at the college.

The proposal identified are

- Appointment of Dean for College sponsored (Self-Financed) courses: Commerce, Social Work, Computer Applications
- Appointment of Vice Principal in the college
- Celebration of Events: National Science Day- Science Mela; World Environment Day- planting of saplings, adoption of tree; College week final day- promote traditional attire, values



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and inculcate fraternity among all communities; Blessed Edmund Rice Day(Founder)-organizing activities like photography, creative writing, quiz etc

- Effort to start Short term/ Add on Courses, research initiatives for students, enhancement of Life Skills
- Digitalization of the Library, augment E-learning resources, free wi-fi excess to the students in the library
- Continue with the good practices like mentoring, guest lectures by eminent persons, workshops/seminars involving students & Teachers, promote student participation in cultural/sports activities outside the college.

The meeting ended with a vote and thanks to and from the Chair.




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## MINUTES OF THE MEETING OF IQAC HELD ON 8<sup>th</sup> May, 2018

**Venue:** Rector's Office

**Time:** 2:00 PM

**Member Present:**

1. Dr Sylvanus Lamare, Chairperson & Principal,
2. Gideon L Kharkongor, IQAC Coordinator
3. Bro Simon Coelho, Secretary, GB
4. Bro L D Lobo, Rector.
5. Dr Jenniefer Dkhar, Member

### Discussions & Resolution

The Chairperson welcome all the members and asked the Coordinator to initiate the discussions regarding the "Action Plan" submitted to the authority. It was informed by the coordinator that the college management has initiated all necessary steps in implementing the recommendation put forward by the IQAC. The Secretary GB also informed that the recommendation of the IQAC has been taken care and initiatives like BARCODING of all books in the Library, appointment of fresh administrative staff, new drainage system for water management have already been in place. Flood lighting and generator at the field is already been installed.

The members expressed happiness and urged the management to extend all possible support to put in place the other recommendations of the IQAC in view of the forthcoming 3<sup>rd</sup> cycle accreditation of the College by NAAC.

The circular stamp contains the text: ST. EDMUND'S COLLEGE, LAITUMKHRACH SHILLONG - 3, and PRINCIPAL.



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## MINUTES OF THE MEETING OF IQAC HELD ON 23<sup>rd</sup> November, 2018

**Venue:** Principal Office

**Time:** 2:00 PM

### Member Present:

1. Dr Sylvanus Lamare, Chairperson & Principal,
2. Gideon L Kharkongor, IQAC Coordinator
3. Bro Simon Coelho, Secretary, GB
4. Bro S Julius, Bursar, CCBI Representative
5. Ramesh Bawri, Member, Alumni Representative
6. Bertrand Dkhar, Member
7. Gautam Deb, Member
8. Abhigyan Sharma, member, Student Representative

### Discussions & Resolution

It was informed by the coordinator that current status of AQAR and SSR for 3<sup>rd</sup> Cycle accreditation has been prepared in both the old and new format. Some more information & inputs are required from the office of the Principal for updation. The coordinator stressed that the recommendation by the Peer Team shall be the starting point of the 3<sup>rd</sup> cycle for assessment/improvement to be incorporated by the college.

The members highlighted that Students Satisfaction Survey, Mentoring and Alumni are the three important aspects which need to be taken care before the college apply for accreditation. It was agreed upon to form a Sub Committee to look into the modalities to strengthen the Alumni network, Satisfaction Survey of the students at the earliest.

The members agreed to meet again to review the progress after winter break.

The meeting ended with vote of thanks to and from the Chairperson