



# 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  
Laitumkhrach, 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 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.



## 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)

Laitumkhrach, Shillong – 793003, Meghalaya, India

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

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

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





# 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>

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	



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

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

### 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.

Contact Details: Office Phone: (0364) 2224533 (M) +91-9862432280. Fax: (0364) 2223234



## 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  
Laitumkhrach, Shillong – 793003, Meghalaya, India

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

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

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  
Shillong - Meghalaya





# 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  
Laitumkhrach, 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 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



## 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  
Laitumkhrach, Shillong – 793003, Meghalaya, India

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

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

(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



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

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

- 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




# 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  
Laitumkhrach, Shillong - 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com


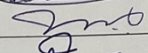


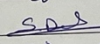
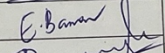
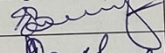
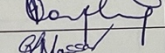
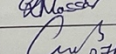
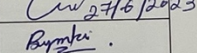
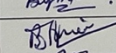
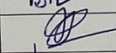
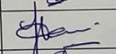
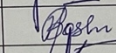
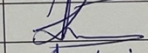
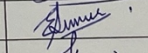
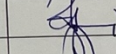
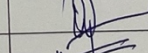
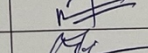
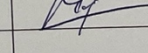
Website: <http://sec.edu.in>



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	