



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

 <http://sec.edu.in>

MINUTES OF THE MEETING OF IQAC HELD ON 10th 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 31st October 2023, filling of the I/QA 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 VC

Principal VC
St. Edmund's College
Shillong

Laitumkhrach, Shillong - 793003, Meghalaya, India



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