



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

Laitumkrah, Shillong - 793003, Meghalaya, India



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MINUTES OF THE MEETING OF IQAC HELD ON 16th March 2024

TIME: 14:30 hrs

VENUE: Conference Room

Dr (Br) Simon Coelho, Principal (I/C) & Chairperson, IQAC welcomed all the esteemed members to the meeting. Mr Ainam Manik Syiem expressed his inability to attend the meeting and wished the meeting every success. Mr Sumit Deb, IQAC Coordinator read the minutes of the last meeting was approved accordingly.

The following discussions were held: -

- **SSR Submission**

Mr Deb informed the members that the NAAC approved IIQA on 8th February 2024 and the College has been given a timeline of 45 days to prepare and submit the Self Study Report (SSR). The members were given a short presentation on the highlights of the SSR. It was informed that the SSR is almost ready with documents, and necessary write-ups and requires editing before final submission. It was proposed that the SSR would be submitted after necessary corrections before the timeline. All the members appreciated the efforts of the College in the preparation of the SSR.

- **Road Map to NAAC Accreditation**

Mr Deb informed the members about the Data Validation and Verification (DVV), the Student Satisfaction Survey (SSS) and the Peer Team Visit to the College tentatively during April-May 2024. The members felt that the College must improvise a method to motivate and encourage the students to participate in the SSS.

- **Alumni engagement**

Dr Sajid Nagi was appreciated for the steps taken for registration of the Alumni Association and it was agreed that all necessary help shall be provided.

- **Placement**

Mr Gaurav Bajaj, Alumni Representative requested to approach companies and industry in and around Shillong for placements/internships of the students. The College through its Placement and Counselling Cell needs to create awareness among the students of the opportunity available. The

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student members expressed that the majority of the students opt for higher education instead of venturing into job markets.

Finally, all the members expressed their optimism and wished that the accreditation process would yield the desired result.


The IQAC Coordinator expressed his gratefulness to all the members present and solicited their presence during the Peer Team visit to the College.

The meeting ended with a 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

***The attendance is appended

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ATTENDANCE

IQAC MEETING

16th March 2024

Time: 2:30 PM

Venue: Conference Room

SL NO	NAME	SIGNATURE
1	Dr (Br) Simon Coelho	
2	Mr Sumit Deb	
3	Br S Julius	
4	Prof Monotosh Chakravarty	
5	Dr K P Pallavi Malhan	
6	Mr Gaurav Bajaj	
7	Mr Ainam Manik Syiem	
8	Mr Ramesh Bawri	
9	Mr S Lyngdoh	
10	Dr Samrat Adhikari	
11	Dr Sajid Nagi	
12	Dr Jasmine T Sawian	
13	Ms Sarmistha Deb	
14	Dr Omarlin Kyndiah	
15	Ms Eujunita Bamon	
16	Mr Bartley Noel Dkhar	
17	Ms Krishna Sharma	

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MINUTES OF THE MEETING OF IQAC HELD ON 11th May 2024

TIME: 12:00 hrs

VENUE: Biotech Hub

The minutes of the last meeting were approved.


Mr Sumit Deb, IQAC Coordinator welcomed Dr (Br) Simon Coelho, Principal (i/c) and all the other esteemed members.

Discussions:

- Mr Deb informed the members that the NAAC approved IIQA on 8th February 2024 and the College was given a timeline of 45 days to prepare and submit the Self Study Report (SSR). The SSR was submitted on 8th March 2024 following which the DVV was opened in the portal on 2nd April 2024 for a reply within a 15 days timeline. Following the successful justification uploaded along with relevant documents on the DVV, the College qualified in the Prequalification stage for the peer team visits. Accordingly, all the necessary payment were made and dates were proposed.
- The IQAC coordinator delivered a presentation with emphasis on the different quantitative and qualitative metrics of the NAAC accreditation process. He informed the members that the quantitative metrics and the SSS has been evaluated and the college now need to focus on the qualitative metrics. The Qualitative metrics comprises of 22 aspects which are to be evaluated by the members of the peer team. All stakeholders are requested to take active part in every aspects of evaluation process on the qualitative domain.
- Dr (Br) Simon Coelho, Principal (i/c), expressed his confidence on the team and asked for suggestions from all the stakeholders to prepare a road map with reference to peer team visit. He also informed that meeting with the heads of the department, meeting with associate staff and the staff meeting shall be arranged shortly to appraise all the stakeholders in this regard.
- Mr M Chakravarty, Vice Principal, Administration expressed his confidence and hope that the College will be able to present itself during the peer team visit.

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
(In - Charge)
St. Edmund's College
Shillong - 793003



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MINUTES OF THE MEETING OF IQAC HELD ON 13th July 2024

TIME: 12:30 hrs

VENUE: Biotech Hub

The minutes of the last meeting were approved.

Mr Sumit Deb, IQAC Coordinator welcomed Dr (Br) Simon Coelho, Principal (i/c) and all the other esteemed members.

Discussions:

- Mr Deb welcomed Br Sunil Britto and introduced him to all the members. He then informed that the College is still awaiting for the confirmation of dates for the peer team visits.
- Br Sunil through his visits to few departments have suggested that the members of the departments may showcase their departmental activities that they have done with the students and all stakeholders over the years and the impact that has created beyond the knowledge within the prescribed syllabi.
- Dr (Br) Simon Coelho, Principal (i/c) reflected the crucial points in his presentation by showcasing the 21 departments achievements over the years. He also informed the members about the registration of Alumni SECAA of the college. During his presentation emphasis were made on the weakness of the college and requested each members to make the weakness as a an opportunity.
- Dr Samrat Adhikari mentioned about the details of the PM USHA grant which the College has received. The college under this scheme has applied under equity grant only to augment the existing facilities by procuring equipment's to provide more scope to Research & development, installation of CCTV cameras, solar inverters, support to skill based courses and also VTC courses scheduled for the third semester NEP students
- Mr M Chakravarty, Vice Principal, Administration emphasis on the need to speak on a uniform pitch and language on behalf of the college as and when the peer team members formally visits the departments and interacts with the stakeholders.
- The meeting ended with a vote of thanks to and from the chair
- The attendance is appended

Prof Sumit Deb

IQAC COORDINATOR
St. Edmund's College
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The meeting ended with the vote of thanks to and from the chair.

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

TIME: 02:00 hrs

VENUE: Biotech Hub

The minutes of the last meeting were approved.

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

Discussions:

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

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



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MINUTES OF THE MEETING OF IQAC HELD ON 16th NOVEMBER 2024

TIME: 12:20 hrs

VENUE: Biotech Hub

The minutes of the last meeting were approved.

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

Discussions:

- Dr Samrat described the methodology to be used to obtain PO-CO of the students who successfully completed their graduation in the year 2023. Each member is requested to add the marks obtained by the students in the designated place of the excel spreadsheet. Dr Samrat shall be available for any further discussion and necessary input required.
- Dr Samrat discussed the various aspects of the input required for AQAR-2023-24. All the members are requested to submit the relevant information, documents and necessary evidence with respect to the information from the department.
- IQAC Coordinator clarified on some issues raised by the esteemed members during the meeting.
- Bro Sunil Britto, Principal (i/c) gave his inputs and wished that each one of us should continue to deliver for the institution.
- Mr M Chakravarty, VP (Academics) congratulated all the members for the result of the fourth cycle of accreditation and hoped that the institution shall continue to strive for excellence.
- The meeting ended with vote of thanks to and from the chair followed by cup of tea.
- It is expected that all information should reach the IQAC office by the end of November, 2024
- The attendance is appended

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