



# 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 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.



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- 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

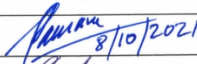

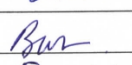
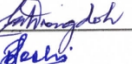
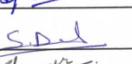
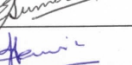
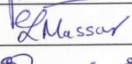
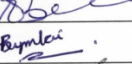
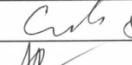



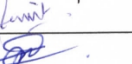








### St. Edmund's College

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. Nongph.	
	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**  
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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. Mrs. 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	
	Emilda apang Simu	Dept of EVS	
	Monisha 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**  
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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. Nongthoh	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. Nongkhynrih	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. Nongthoh	CHEMISTRY	<i>[Signature]</i>
14	LORRAINE C. MASSAR	ECONOMICS	<i>[Signature]</i>
15	BERTRAND 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 Laman	Principal	<i>[Signature]</i>

*[Signature]*  
30/3/2022



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## 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**  
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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	Mr. 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 Dahan	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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### 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  
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**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 Pallaym	VP (Academics)	<i>[Signature]</i> 3/9/2022
4	Dr. Mrs. B. N. Nongthoh	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 Nongthoh	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. Lyngdoh	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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Laitumkhrah, Shillong – 793003, Meghalaya, India

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

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

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)



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### 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)

ST. EDMUND'S COLLEGE  
LAITUMKHAH SHILLONG - 793003  
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. Nongkhyrnik	
11	Emidhospaya Samir	
12	Dr. Jasmine T. Sawian	
13	Ms. Reema Joshi	
14	S. Adhikari	