



# 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  
Laitumkrah, 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 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