



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>

MINUTES OF THE MEETING OF IQAC HELD ON 13TH MARCH, 2018

Venue: Rector's Office

Time: 1:00 PM

Member Present:

1. Dr Sylvanus Lamare, Chairperson & Principal,
2. Gideon L Kharkongor, IQAC Coordinator
3. Bro Simon Coelho, Secxretary, GB
4. Bro S Julius, Bursar, CCBI Representative
5. Ramesh Bawri, Member, Alumni Representative
6. Dr Jenniefer Dkhar, Member
7. Dr H S Ranhotra, Member
8. Bertrand Dkhar, Member
9. Dr Lobisor Kurbah, Member
10. Rajesh Dutta, Member
11. Gautam Deb, Member
12. Dipankar Deb, Member
13. Eric B Nongkynrih, Member
14. Eujunita Bamon, Member
15. Abhigyan Sharma, Member, Student Representative
16. Yshua Lyngdoh, Member, Student Representative

Discussions & Resolution

The Chairperson welcome all the members and asked the Coordinator to put forward the proposals for discussions and deliberations. The coordinator placed before the meeting the proposals –

- Appointment of Dean for College sponsored courses (Commerce, social work, computer applications)
- Appointment of Vice-Principal in the college
- Participation in "Institutional Swachh campus" initiated by MHRD, GoI



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- Standardize Waste Management, Water Management, lab Safety Protocols
- Lighting of Indoor /Outdoor arena for games etc
- Celebration of Events: National Science Day- Science Mela; World Environment day- Planting of saplings, adoption of tree; College week final day- promote traditional attire, values and inculcate brotherhood among all communities; Blessed Edmund Rice day- organising activities like photography, creative writing, quiz etc
- Adoption of village in EKH by the Social Work /NSS to make it ODF village, setting of community library, literary programs etc
- Continue with "Capacity Building Programs for Science students from rural/urban areas; organise FDP program for Science Teachers of the school- both inhouse/outreach
- Effort to start Short term/ Add on Courses, research initiatives for students, enhancement of Life Skills
- Participate in 4th India International Science Festival at Lucknow as Delegate
- Digitalization of the Library, augment E-learning resources, free wi-fi excess to the students in the library
- Continue with the good practices like mentoring, Guest lectures by the eminent persons, workshop/seminar, promote student participation in cultural/sports activities outside the college.

The members discussed on every proposal in detail and expressed their opinions. It was mutually agreed upon to recommend 5-6 proposals to the appropriate authority i.e. EC, GB & Sponsoring Body for early implementation at the college.

The proposal identified are

- Appointment of Dean for College sponsored (Self-Financed) courses: Commerce, Social Work, Computer Applications
- Appointment of Vice Principal in the college
- Celebration of Events: National Science Day- Science Mela; World Environment Day- planting of saplings, adoption of tree; College week final day- promote traditional attire, values



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and inculcate fraternity among all communities; Blessed Edmund Rice Day(Founder)-organizing activities like photography, creative writing, quiz etc

- Effort to start Short term/ Add on Courses, research initiatives for students, enhancement of Life Skills
- Digitalization of the Library, augment E-learning resources, free wi-fi excess to the students in the library
- Continue with the good practices like mentoring, guest lectures by eminent persons, workshops/seminars involving students & Teachers, promote student participation in cultural/sports activities outside the college.

The meeting ended with a vote and thanks to and from the Chair.






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MINUTES OF THE MEETING OF IQAC HELD ON 8th May, 2018

Venue: Rector's Office

Time: 2:00 PM

Member Present:

1. Dr Sylvanus Lamare, Chairperson & Principal,
2. Gideon L Kharkongor, IQAC Coordinator
3. Bro Simon Coelho, Secretary, GB
4. Bro L D Lobo, Rector.
5. Dr Jenniefer Dkhar, Member

Discussions & Resolution

The Chairperson welcome all the members and asked the Coordinator to initiate the discussions regarding the "Action Plan" submitted to the authority. It was informed by the coordinator that the college management has initiated all necessary steps in implementing the recommendation put forward by the IQAC. The Secretary GB also informed that the recommendation of the IQAC has been taken care and initiatives like BARCODING of all books in the Library, appointment of fresh administrative staff, new drainage system for water management have already been in place. Flood lighting and generator at the field is already been installed.

The members expressed happiness and urged the management to extend all possible support to put in place the other recommendations of the IQAC in view of the forthcoming 3rd cycle accreditation of the College by NAAC.






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MINUTES OF THE MEETING OF IQAC HELD ON 23rd November, 2018

Venue: Principal Office

Time: 2:00 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. Abhigyan Sharma, member, Student Representative

Discussions & Resolution

It was informed by the coordinator that current status of AQAR and SSR for 3rd Cycle accreditation has been prepared in both the old and new format. Some more information & inputs are required from the office of the Principal for updation. The coordinator stressed that the recommendation by the Peer Team shall be the starting point of the 3rd cycle for assessment/improvement to be incorporated by the college.

The members highlighted that Students Satisfaction Survey, Mentoring and Alumini are the three important aspects which need to be taken care before the college apply for accreditation. It was agreed upon to form a Sub Committee to look into the modalities to strengthen the Alumini network, Satisfaction Survey of the students at the earliest.

The members agreed to meet again to review the progress after winter break.

The meeting ended with vote of thanks to and from the Chairperson


