

MINUTES RECORDED AT IQAC COMMITTEE MEETING HELD ON 13th March 2018

MEMBERS ATTENDED:

SL NO	NAME	DESIGNATION/DEPARTMENT
1	Dr. Sylvanus Lamare	Chairperson, Principal
2	Gideon L. Kharkongor	IQAC Coordinator, Dept of Geography
3	Bro Simon Coelho	Secretary GB, CCBI Representative
4	Bro S. Julius	Bursar, CCBI Representative
5	Ramesh Bawri	Member, Alumni Representative
6	Dr. Jenniefer Dkhar	Member, Dept of English
7	Dr. H.S. Ranhotra	Member, Dept of Biochemistry
8	Bertrand Dkhar	Member, Dept of Computers
9	Dr Lobisor Kurbah	Member, Dept of Physics
10	Rajesh Dutta	Member, Dept of Economics
11	Gautam Deb	Member, Dept of Commerce
12	Dipankar Deb	Member, Dept of Mathematics
13	Eric B. Nongkynrih	Member, Dept of English
14	Eujunita Bamon	Member, Librarian
15	Abhigyan Sarma	Member, Student's Representative
16	Yshua Lyngdoh	Member, Student's Representative
APOLOGIES RECEIVED		
17	Bro L. D. Lobo	Rector, CCBI Representative
18	Gordon Bruce Suting	Member, Locality Representative
19	Prashant Sarkhel	Member, Dept of Chemistry

The Chairperson of IQAC SEC and Principal Dr S. Lamare welcomed the members and thanked them for the time given to attend the meeting. He thanked the Alumni Representative and the Students Representatives for attending the meeting.

The Chairman highlighted the need for Assessing the college whether from NAAC or MHRD the two competent authorities in the country. He thanked the Committees and the Criterion heads for compiling information for the SSR. He also looked forward to the contribution of the Alumni and Students representatives to achieve the goals and objectives of NAAC.

Bro Simon also highlighted the urgent need of Assessment and Accreditation since the last deadline of 2010 was missed and hence the college under the IQAC will have to work to achieve the desired objectives.

The IQAC Coordinator then gave a detailed presentation on the work done by the Core Team in preparation for the Third Cycle. The NAAC has revised the format and the process for A & A which came into effect from July 2017 which is called the RAF (Revised Assessment Framework). He informed that the work is near completion except on few areas where the College will still have to work. The SSR which is as per the Pre Revised version is already uploaded in the college website. The IQAC has also prepared the format for Students Profile and this will be given to every department where each student needs to fill for the SSS (Student Satisfaction Survey) mandated by NAAC which is 30 % of the A & A score. The questionnaire for student's feedback is also done and this will be conducted through the Department of Social Work.

Similarly the Mentoring process done earlier will have to be redesigned as there is confusion between Students Mentoring and Counselling. Hence the questionnaire for this will have to be different.

He informed that the NAAC window period will be May 1 to June 30, 2018 for submission of SSR, IQA and the online submission of the application.

The Committee took a resolution as ***"The College is ready and will go for the Third Cycle of NAAC Assessment and Accreditation in the Month of May 2018 and all necessary support will be given to the IQAC for fulfilling this target"***.

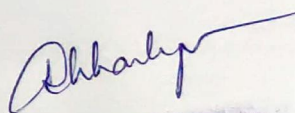
Furthermore, Bro S. Julius wanted to know which are the areas that the college needs to work on. For which the Coordinator pointed out that the different College Committee reports and action taken will have to be done at the earliest since many faculty members do not know in which committee they belong. For this the Principal will convene a meeting of the different Committees from 19th of March onwards.

Another area of concern is the absence of an active Alumni Association where their activities and contribution towards college growth has been stressed upon by the NAAC peer team from time to time. After a brief discussion it was decided that Bro Lobo and Bro Simon to initiate a preliminary meeting of the ex students including the ones in the faculty for a road map of the Alumni Association.

Student's representatives wanted to know if any programme on career guidance is organised by the college for which Shri G. Deb who heads the Cell informed that very few students come forward when such programmes have been organised in the past. Nevertheless, few more such programmes for students will be organised by the cell.

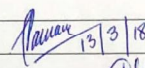
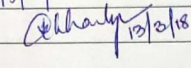

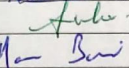
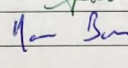

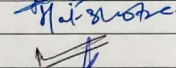



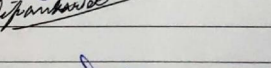
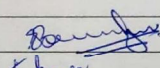
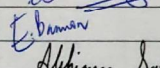

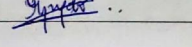

The meeting ended with thanks from the chair.

Sd/-
G. Kharkongor
IQAC SEC Coordinator
Date 13/03/2018


Co-ordinator
Internal Quality Assurance Cell
St. Edmund's College
Laitumkhrah, Shillong-793 003

IQAC COMMITTEE MEMBERS OF ST. EDMUND'S COLLEGE, SHILLONG

2018

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ST. EDMUND'S COLLEGE, SHILLONG

POST RE-ACCREDITATION PLANS AND INITIATIVES

A Brief History:

St. Edmund's College was the first institution of higher education to be established in North East India. It began as a Part Secondary School in 1916 with affiliation from Cambridge University, and in 1924, under the new Govt. of India Act, became an Arts and Science College, affiliated to Calcutta University. In 1935, it was allowed to teach B.A. and B.T. Courses, the first College in the then Assam to enjoy such distinction. Its affiliation was transferred to Guwahati University with the latter's establishment in 1948 and subsequently to North Eastern Hill University (NEHU), when it was set up in 1973.

The present day St. Edmund's is a multi-stream (Arts, Science, Commerce bachelor of Computer Applications and Social Work), multi-discipline, co-educational College imparting an all-round, value-based quality education to a conglomerate of over 2500 under graduate and post graduate students representing a myriad of ethnic, cultural, social and religious background from various parts of the country as well as from neighbouring nations.

Always striving for excellence, the College has challenged itself to open new Departments and courses to meet contemporary educational requirements. Government apathy, particularly in sanctioning funds and new faculty positions, did not dampen the indomitable Edmundian spirit and over the years, the College has made significant strides in introducing self financed courses, upgrading infrastructural facilities and appointing Faculty and Associate Staff solely from its own resources.

The College was awarded an "A" Grade (87.5%) by NAAC in January, 2004. In 2009 the College was re-accredited with an "A" Grade once again under the new system of grading with an Institutional score of 3.08/4.00.

CORE PRACTICES IN THE COLLEGE:

Curricular Aspects

- St. Edmund's College is always committed to its responsibilities towards the student community in particular and the society in general. Undaunted by the limited scope, as an affiliated College, in curricula-designing, the College has introduced three new UG courses, Biotechnology, Environmental Science (EVS) and Bachelor in Social Work (BSW) and one PG course, namely, Master of Social Work (MSW) over the last seven years. Relevant self-financed add-on courses have also been introduced to increase the competence and employability of the students.

- Many of the members of the faculty are actively involved in syllabus framing and curriculum designing through their membership in various academic bodies. Need for updating the curriculum is identified through a well-defined feedback mechanism practiced in the College.

Teaching – Learning and Evaluation

- The College follows a transparent, merit-based admission policy catering to diverse needs.
- There has been an increased use of CAL and other Audio-Visual resources as Teaching-Learning Aids.
- Increased involvement of students through Seminars, Cooperative Learning and Group Discussions has made the learning process more student-centric and effective.
- The Library has been upgraded both in terms of infrastructure and resources.

Research, Consultancy and Extension

- A functional Research Cell is established to coordinate research activities in the College. At present, 25 teachers are involved in active research work. Research facilities under DBT and DST and UGC have been initiated in the College to augment research activities.
- Students are involved in study tours, field trips and project works to whet their research acumen.
- The rich faculty expertise of the College is regularly utilized by various institutions and organizations for Consultancy Services.
- The College carries out manifold extension services and outreach activities ranging from voluntary blood donation and community cleaning drive to adoption of an SOS Village (Mawlynrei in East Khasi Hills).

Infrastructure and Learning Resources

- The College has a wonderfully gifted campus built over an area of 12 acres with all facilities for carrying out administrative, academic and extra-curricular activities. In spite of being situated in the heart of the city, the pristine, natural ambience of the College Campus ensures a healthy and rewarding learning experience for the students.
- The recent additions in infrastructure and learning resources are a new five-storey Academic Block, Auditorium, a new canteen, Girls common room, Counseling Center, Gymnasium, separate Humanities Department rooms, upgraded Central Library with Internet access, Bioinformatics facility, Central Instrumentation Center and Tissue Culture Lab, Internet facilities to all Departments and Online Teaching-Learning facilities.

Student Support and Progression

- The College supports its students through various healthy practices that include mentoring process, continuous evaluation and assessment system, feedback mechanism, exposure to co/extra-curricular activities, community orientation programs through outreach activities, scholarships, awards and recognition.
- The Departments maintain a record of the progression of students to higher studies and service sectors through personal contact and the alumni association.

Governance and Leadership

- The College has a transparent and decentralized administrative structure which operates like a well-oiled machine through the involvement of the Principal, the Vice-Principals, Heads of Departments and various Administrative, Academic and Activities committees.

- The Congregation of Christian Brothers in India provides the leadership in policy matters which are planned and executed by the above functionaries and Committees with the approval of the College Governing Body.

Innovative Practices

- Innovative Practices of the College include a functional IQAC, Departmental Journals and Newsletters, a month-long College Festival, construction of ramps in all buildings to allow physically-challenged students easy access to academic blocks, a botanical garden, various societies and clubs, Cooperative-Learning and Group activities, open-kitchen system in the canteens, involvement of students in various committees, regular Value-education classes and Faculty Development Programs.

Master Plan for the next 10 years or so:

Academic

Post Graduate Courses:

The segregation of the Higher Secondary section being almost complete, the College plans to introduce Master Degree courses in accordance with UGC guidelines and NAAC recommendations (2003 & 2009 report). The following courses have been identified in order of preference and feasibility:

1. Master in Social Work (MSW): Initial inspection by NEHU is already complete (2011)
2. M.A (Public Administration) (2013)
3. M.Sc. (Electronics)(2012)

4. M.Sc. (Life Sciences)(2013) – maybe opt for M.Sc. (Botany)
5. MA (English) – make it slightly different from the existing syllabi of NEHU (translation)

Other Courses and Initiatives:

The College plans to

- Continue with the step and process to attain Star College Status from DBT.
- Initiate the process to attain College for Potential Excellence (CPE) status from UGC.)
- Introduce a 4 year integrated Bachelor of Education course as and when it is made available to college curricula by the appropriate authorities. Can also explore the possibility of offering courses in BA (Psychology), BBA, B. Physical Ed. – 2012-2013
- Introduce one Career Oriented Course (COC) for each Department. This should be an Annual Occurrence so that all departments offer at least one COC each – The College is getting 3 more courses in 2011.
- Make research more viable by using DST, DBT facilities – in line with NAAC directives
- Take up the proposal of R. N. Tagore Center in the college
- Move towards a Deemed University Status on its own or with a cluster of colleges. Need to justify this move by incorporating information from the Knowledge Commission Report.

Infrastructure Development:

To put in place the above plans the following steps have been identified as of immediate importance:

1. The HSSLC Section is to be physically delinked from the College – this requires a separate building with separate labs for the Physics, Chemistry, Botany, Zoology, Geography and Computer dept. & library. The ideal site could be the land between BT Hostel and the Assam House.
2. Space for Social Work department can be allocated adjacent to the Basket Ball Court (Behind the New Building).
3. The associate staff housed in the present quarters could be easily relocated to any of the new constructions and / or in the College Staff Quarters adjacent to the Bethany Society. Also, extend the Geography Dept. to Room 33, later shift Commerce back to the New Building – this leaves us space to open new departments in place of Commerce Section.
4. The BT hostel must be reconstructed and the new construction should be a three- storey building with capacity of 50 students in each floor (150 students) and accommodation for one Hostel Super in each floor.
5. New Hostel to be converted / remodeled as Girls Hostel. In the meantime, the 4th Floor of the Library Building which is a Women's Hostel cum-guest facility, constructed with the assistance of the UGC, may be used as a Women's Hostel from this current session (2011-2012), until the new constructions are in place – permission was granted to run the hostel by the CCBI.
6. After the construction and restructuring of the hostels, the 4th Floor of the Commerce block needs to be utilized for visiting faculty / students (Girls).

7. NCC land to be reclaimed and used for the College, the vacant land of NCC may be used by the College and also the land lying with Mary Rice Center.
8. Extension Campus: Land for Extension Campus of St. Edmund's College has been purchased in Umroi close to the Shillong airport and a building is coming up in Mawjrong for the use of the student for the outreach programmes.

A concrete decision favoring the academic and infrastructural needs of the College should be taken immediately by the Management to expedite the execution of the above plans.

Extension Services: *Caring for senior citizens*

- to awaken a sense of responsibility among students to care for their parents and grandparents
- to help senior citizens residing in old age homes by adopting one such home
- to allow the senior citizens space in the campus for morning/evening walks

Community services

To involve students in the service of the community in a more organized manner

--participation in total literacy movement

--empowerment of the underprivileged through literacy campaigns

--strengthen the Women Study centre to address issues related to gender sensitization, female foeticide, sexual discrimination etc.

--to set up free medical camps to address the medical needs of the under privileged

Library: subscription to e-books and e-journals

Research: research projects / better lab facilities. PG courses vis-a-vis research facilities

Teaching-Learning Methodology: Online teaching / learning, video conferencing

CORE VALUES IDENTIFIED BY THE COLLEGE:

1. **Contributing to National Development:** The College has taken steps to contribute to National Development by introduction of new, challenging courses like BSW, Biotechnology, and Environmental Science and other student-oriented certificate programs to produce nationally and globally competent human resources. It also aims at catering to the educational needs of the backward communities and thereby making them competent at all levels.
2. **Fostering Global Competencies among Students:** The College has introduced courses that are aimed at equipping the students with skills that will place them on par with students from other parts of the country. Our students, being able to secure admissions in Universities and Colleges outside the state as well as abroad, only show that they can compete with others on equal terms.
3. **Inculcating a Value System among Students:** The College tries to ensure that the students are groomed with a healthy value system. This is done through regular Value Education Classes conducted by a professional Counselor as well as outlining value-based guidelines for the students and other stakeholders, in the College Prospectus.
4. **Promoting the use of Technology:** Having recognized the need and importance of Technology, the College started courses in Electronics and Computer Science in the years 1982 and 1992 respectively. Further, both students and faculty in the College can access the Computer-Aided Learning (CAL), Information and Communication Technology (ICT) and the internet and On-line facilities, OHPs and LCD Projectors. Two fully

equipped Audio-Visual rooms have been made functional. A certificate course on basic computer literacy is also made available for the benefit of those interested. The College website which is updated regularly provides vital information about the college as well as events and programs.

5. **Quest for Excellence:** St. Edmund's College continues to strive for excellence in every sphere of its services to the community. This is reflected in the excellent uninterrupted academic results achieved year after year, excellent relationship among the stakeholders, a committed and competent faculty, transparent and efficient Administrative system, a functional Internal Quality Assurance Cell (IQAC) to examine the mechanism, sub-committees involving teachers and students to monitor the various curricular, co-curricular and extra-curricular activities, a diverse conglomerate of students from various ethnic, cultural and religious background. Indeed, over the years, St. Edmund's College has grown to be among the most preferred educational institutions in the entire North Eastern Region. However, the College is not resting on its laurels and the quest for further excellence and consolidation of what is already achieved is always on.