



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 SEPTEMBER 19, 2020

Venue: Vice Principal's Office

Time: 11:30 AM

Members present:

- Prof M. Chakravarty – Vice Principal
- Prof S. Deb – HOD, Chemistry Dept.
- Prof S. Adhikari – HOD, Bio Technology
- Br. S. Coelho – IQAC Coordinator

Agenda:

1) Teachers for Placement:

Sl. No	Name	Department	Stage Due	Remark
1	Dr. James Wahlang	Biochemistry	III to IV	
2	Dr. R. K. L. Tron	Zoology	II to III	Withdrawn
3	Mr. Manbhalang Chyne	Mathematics	II to III	
4	Smti. Shekinah Challam	Biotechnology	I to II	
5	Mr. Jeremy Kharchandy	Computer Science	I to II	
6	Dr. I. Kharbangar	Chemistry	I to II	
7	Dr. D. Rangad	Zoology	I to II	
8	Mr. B. P. Thangkhiew	Electronics	I to II	
9	Mr. B. S. L. Giri	Physics	I to II	
10	Dr. Banteiskhem Kharwanlang	Biochemistry	I to II	
11	Dr. Rosa M Mawlong	Khasi	I to II	

2) Completion of AQAR (2018-19)

- A lot of the work has already been completed by the previous Team.
- Supporting Documents & Financial Sections need to be included.
- Need to study the last NAAC report, for areas of concern.

3) Preparation of AQAR (2019-20)

- HODs have already responded to Principal's request for data.
- Gaps have to be identified and supporting documents requested.

4) Immediate corrections:

- Database of Students.
- Analysis of Student Feedback – action taken.

Contact Details: Office Phone: (0364) 2224533 (M) +91-9862432280. Fax: (0364) 2223234


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- 5) **Other Matters:**
- a) Create official email ids, using College domain.
 - b) Need to tap technology support, whom Bertrand Sir can guide.
 - c) Registering with NAAS and NIRF.
 - d) Designating a Nodal Officer for UGC.
 - e) Encourage more teachers to do the 6 months online Swayam Prog.
- 6) Goal: - Highlight the Successes of ALL Depts.

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


(IQAC Coordinator)

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(Principal)





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MINUTES OF THE MEETING OF IQAC HELD ON October 8, 2020

(Via a Zoom link):

https://drive.google.com/file/d/1GJjMo_V0mtdJJnig53H_9cJHo2zvUb9Q/view?usp=sharing

TIME: 2:00 PM

All the members were present - Principal and Ms. S. Deb excused themselves.

Agenda: AQAR – 2018

- Welcomed by Principal, Dr. S. Lamare (video) – Encouraging us to look ahead and work towards the Centenary Year.
- Opening words by Vice Principal, Mr. M. Chakravarty – Emphasising our capacity for much greater heights, as a team.
- Introduction by IQAC Coordinator, Br. S. Coelho – Thanking each Teacher for accepting the invitation to be part of this team
- Points for discussion:

(i) The Seven Criteria – Tentative Teams.

	Criteria:	Teacher	Teacher
1	Curricular Aspects	Dr (Mr) Sajid Nagi	Mr Goutam Deb
2	Teaching-Learning & Evaluation	Mr Sumit Deb	Mr Khrawborlang Nongsiej
3	Research, Consultancy & Extension	Dr (Mr) Samrat Adhikari	Dr (Mr) Debulman Syiemiong
4	Infrastructure and Learning Resources	Ms. Sarmistha Deb	Ms Reema Joshi
5	Student Support & Progression	Ms Lorraine C. Massar	Mr Eric B. Nongkynrih
6	Governance, Leadership & Management	Dr (Mr) R. Das	Dr (Mr) V.R. Rao
7	Innovations & Best Practices	Dr (Ms) Jasmine T. Sawian	Mr Emida Oo-Paya Sumer

** Mr Barry K. Rymbai – Knowledge Inputs and NAAC Requirements.

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- (i) **Sharing thoughts/ideas in subsequent meetings on:**
- Dealing with the short comings as listed in the NAAC visit.
 - Student Support and Progression - analysing feedback, etc.
 - Alumni: membership / meetings / registration, etc.
- (ii) Next meeting (Zoom/College): Thursday 15th Oct – 2 P.M.

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

(IQAC Coordinator)

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MINUTES OF THE MEETING OF IQAC HELD ON October 15th 2020

(Via a Zoom link):

<https://us02web.zoom.us/j/87482075847?pwd=aTUzYlc2N25nNlFkdDdFIkREdDSnlUT09>

TIME: 2:00 PM

All the members were present either Online or in the Bio-Informatics Centre.

Agenda: AQAR – 2018

- a) Welcomed by Principal, Dr. S. Lamare (video) – Encouraged our team efforts to work towards a greater goal. Mentioned the Alumni contribution.
- b) Some thoughts from Vice Principal, Mr. M. Chakravarty – A steady support and ever willing to be of help.
- c) Special thanks to the Principal, Vice Principal, all the HODs, Teachers, Administration and Support Staff for the tremendous assistance they have been to students, be it ongoing learning, exams, or reducing anxiety levels, etc., when most needed.
- d) Points for discussion:
 - i. Feedback on Information collected – Requested to collect images/PDF files of the Appointment Letters to BOS, etc., Front Page of the Publication, Certificates given after a course, etc., to help with the documentation, by 5th November 2020
 - ii. Major recommendations of Peer Team Visit – After AQAR 2018/2019, to work on priorities like: Research, Certificate Courses (30 hours), Add-on Courses, etc., which enrich the curriculum.
 - iii. Feedback from 6th Semester on Online Learning (AQAR-2020) – through the HODs, with a supporting Feedback from Teachers on Online learning. Feedback on Curriculum from Students, Teachers, Employers and Alumni, will serve a different purpose, as well as Feedback from Parents (6th Sem) for a satisfaction survey.

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- iv. Draft templates: on Activity Reports, Hosting Meetings (Department/ Committees), Outcome Based Learning (with pictures as evidence, will be share before 5th November.
- v. Sharing your thoughts/ideas: – mainly on taking Research forward.
- e) Any Other matter – next meeting (Zoom/College): 5th November, 2020 towards AQAR - 2019 (31st Dec 2020), working with the assigned Departments.

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


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MINUTES OF THE MEETING OF IQAC HELD ON November 5, 2020

(Via a Zoom link):

<https://us02web.zoom.us/j/89597441681?pwd=SG5rUXpzcmlZPVXNScHJ2Y3BHYW1Zdz09>

TIME: 2:00 PM

All the members were present either Online or in the Bio-Informatics Centre.

Agenda: AQAR – 2019 (31st Dec. 2020)

- a) Welcomed by Principal, Dr. S. Lamare (video) – Congratulated and thanked all the HODs and Members for the successful uploading of the AQAR – 2018, which was a praise worthy document.
- b) Some thoughts from Vice Principal, Mr. M. Chakravarty – Was keen to see the AQAR – 2018, uploaded on the College website at the earliest. Also encouraged us to work in a time-bound manner for AQAR – 2019.
- c) Points for discussion:
 - I. Documentation of AQAR – 2018 – To be sent in at the earliest, if it hasn't been done so already (e.g. Images of Certificates, Appointments letters to BOS, etc., Cover Page of Publications, etc.).
 - II. Collection of Data for AQAR – 2019 – In the new format circulated with the invitation to the IQAC Small Group Meeting (3), by 15th November, along with the necessary images.
 - III. Special Feedbacks: From Env. Club (Dr. J. Sawian); Red Ribbon Club (Mr Emida Oo-Paya Sumer); as well as NCC and NSS from Individual Teachers.
 - IV. Possible: Outcome Based Education for a few Sciences: Two or Three Departments will be approached for understanding and generating the Outcomes.
 - V. Feedback AQAR – 2018: Some editorial and documentation areas were spoken of.
 - VI. Sharing your thoughts/ideas: Comfortable working with the assigned Departments.
- d) Any Other matter – Next meeting (Zoom/College): Tuesday 24, November, 2020.

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


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MINUTES OF THE MEETING OF IQAC HELD ON December 17, 2020

TIME: 2:00 PM

(Via a Zoom link):

<https://us02web.zoom.us/j/88452425305?pwd=b25xNCtuZVY4TEpwZGZYOE8zWXR6UT09>

All the members were present either Online or in the Bio-Informatics Centre.

Agenda: AQAR – 2019

- a) The Principal, Dr. S. Lamare, welcomed all the members to the meeting and saluted them for all their efforts.
- b) The Vice Principal, Mr. M. Chakravarty appreciated the team work by all the members to achieve a lot within a short time, especially by way of documentation. He also expressly thanked Prof. S. Deb and Prof. S. Adhikari for all their unstinting efforts.
- c) Points for discussion:
 - i. Collection of Data for AQAR – 2019 – The members were appreciated for collecting the data with the given template. The departments had plenty to showcase and were praised specially for their documentation of Student Progression. The Principal was thanked for his support in recording over 24 events.
 - ii. Outcome Based Education: These were possible, thanks to the commitment and efforts of Teachers from the following Departments: PHYS, BIOC, EVSS, BCAS, CHEM and BIOT. We will however keep some of the data for AQAR – 2020.
 - iii. Suggestions for the existing template: Possibly include - provision for names (Pt 22) – innovative teaching methods – mentoring of students – involvement in different co-curricular and extra-curricular activities.
 - iv. While having any program: Members were requested to document the following: the invitation letter, the attendance list (students & teachers), the geo pictures, the feedback with analysis (possibly using Google Forms).
 - v. Sharing of thoughts/ideas:
 - Need to activate the various Committees.
 - Need to have a uniform feedback form for all departments.
 - Need to design a uniform format for Activities.
 - All additional documentations are welcome.

God bless and have a wonderful Christmas and 2021.

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


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MINUTES OF THE MEETING OF IQAC HELD ON April 16, 2021

TIME: 3:00 PM

via Zoom

<https://us02web.zoom.us/j/83849267529?pwd=cnZJdUw0Ui9rWTB3YWJRa1lIS0JlQT09>

The Members present were:

1	Dr. Sylvanus Lamare	Chairperson, Principal
2	Dr. (Br) Simon Coelho	IQAC, Coordinator
3	Br. S. Julius	Finance Officer, CCBI Representative
4	Mr. Monotosh Chakravarty	Administration Representative
5	Mr. Gaurav Bajaj	Member, Alumni Representative
6	Mr. C. Dhar	Parent Representative
7	Dr. (Mr) Omarlin Kyndiah (on/off)	Knowledge Inputs & NAAC requirements
8	Dr. (Mr) Radhendu Das	Department of Physics
9	Dr. (Mr) Sajid Nagi	Department of Computer Science
10	Mr. Sumit Deb	Department of Chemistry
11	Dr. (Ms) Jasmine T. Sawian	Department of Environmental Science
12	Ms. Sarmistha Deb	Department of Computer Application
13	Ms. Lorraine C. Maassar	Department of Economics
14	Dr. (Mr) Samrat Adhikari	Department of Biotechnology
15	Ms. Eujunita Bamon	Member, Librarian


The following Members excused themselves: Br. A. Pinto, Mr. R. Bawri, Mr. S. B. Nongdhar (Rangbah Shnong), Ms. D. N. Shangrit, Mr. A. Q. Jyrwa.

The Meeting started with the Principal, Dr. S. Lamare introducing and welcoming all the Members.

Agenda

- aqar – 2019: It has been submitted on 26th Dec 2020 and approved by NAAC on 28th Dec 2020. The AQAR – 2020, is being worked upon, awaiting NAAC, opening the portal for submission. The IQAC Coordinator once again thanked the Principal, Vice Principal, Dean, The IQAC Small Group, all the HODs, Teachers and Staff for their contribution and cooperation.

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- b) Alumni affairs: It is hoped that the process for registering the SEC Alumni would be initiated after the Core Group Meeting of the Alumni. The online Membership was currently at around 2,400. Mr Barry Rymbai, is to be the Team Leader for the Alumni, from the College.
- c) The Vice Principal shared how some important Committees and Clubs have been reconstituted, with key Convenors/Leaders. The Clubs will more to give an opportunity to generate leadership among the students.
- d) Fresh MOUs have been signed with: Digboi College and NEISSR (North East Institute of Social Science Research in Dimapur. 11th April 2021, they were invited and participated in a National Webinar delivered by Honourable Judge from the District Court of Shillong, Mr. Noor Ain Khan on 'Safety and Security of Women'.
- e) There have been various Achievements by the College:
 - (i) The Covid Protocols being followed in College, with in-house preparation of sanitizers, commencing on 5th Feb 2021.
 - (ii) The Associate Staff of the College, were trained on 20th February 2021, for Covid Safety norms.
 - (iii) The College has registered for ATAL Ranking, for which Environmental Science and Botany are playing a crucial part.
 - (iv) The College has registered for the Institutional Innovation Cell (IIC), with a strong desire to encourage innovation.
 - (v) The College is participating in the Green Campus Forum, under Centre for Science Environment.
 - (vi) A unique achievement has been a paper being jointly communicated by Dr. Samrat Adhikari (HOD – Biotech), with a researcher from Kashmir University.
 - (vii) Dr Samrat Adhikari, has also successfully conducted an Online Certificate Course in Bioinformatics (level O), for UG Students, consisting of 36 hrs.
 - (viii) The College has been recognized as Swachata Institution by MGNCRE (Ministry of Education – Govt. Of India), and has thus been shortlisted for One District One Green Champion Award, for which the data has been submitted.
 - (ix) Despite the Covid constraints, regular Seminars/Webinars and classes including Practical's are being held in College.
 - (x) The new Time-Table for the Even Semesters has been specially designed to make a quick switch over from Online to Offline classes.

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- f) IQAC Events:
- (i) The IQAC has conducted a week long workshop for Outcome Based Education (11-14th Dec 2020), for some Science Depts.
 - (ii) The IQAC Small Group, has had a day's training for Information Gathering and Documentation on 23rd Feb 2021, in preparation for the coming AQAR.
 - (iii) The IQAC Small Group were very fortunate to have received training by Rev. Fr. Emanuel, ex-Principal of Holy Cross, Agartala on some of the intricacies.
 - (iv) The Sociology Dept, has conducted a survey on 'Gender Equality' on 29th March 2021, which was very well responded to.
 - (v) There are plenty of effective initiatives by many other Depts, to celebrate National and International Days.
- g) Suggestions from the Members:
- (i) To conduct a survey on the effectiveness of Online Classes and share the results on the College Website.
 - (ii) To share the Alumni Registration link with the HODs so as to enable them to post it in their email/WhatsApp groups, to boost the Alumni Membership.
 - (iii) To have a drive to collect and distribute spare Smart Phones that may help students access their Online classes.
 - (iv) To activate the Internal Complaints Committee (ICC) in the College, with regular meetings. A request was made to keep the names of the Members on the College Website.
- h) Any other matter: There being no other matter, the meeting ended with a vote of thanks to the Chair and an acknowledgement of all the Members present.

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


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MINUTES OF THE MEETING OF IQAC HELD ON June 8, 2021

TIME: 2:00 PM

(Via a Zoom link):

<https://us02web.zoom.us/j/82250931156?pwd=QnFnSm1FR2U1UkxBTUloYkI3OTIsQT09>

All the members were present except for Mr. Khrawborlang Nongsiej, who excused himself.

Welcoming:

The Principal, Dr. S. Lamare, welcomed all the members to the meeting for their prompt response and presence. He also welcomed in a special way:

- Br. Raj Noronha – new Secretary of the College
- Dr. (Ms) C. Diengdoh – Assistant IQAC Coordinator
- Dr. (Ms) B. Nongbri – Dean of the Self-Financed Courses

Agenda:

- AQAR – 2020: The members were requested to collect material till May 2021. Some Depts, would need to make some minor modifications to their submissions. Having all of the materials by 30th June 2021, would really help.
- Online Learning: Some features of the Digital Learning Feedback were shared, highlighting the students' appreciation of the efforts by the Teachers. The IQAC Coordinator thanked in a very special way the Principal, Vice Principal, Dean, HODs, Teachers and the Support Staff for their major contribution. A special thanks was also expressed to Dr R. Das and the Physics Dept, for the Template. The efforts of Prof. S. Deb and Prof. S. Adhikari were also acknowledged for carrying out the survey, collating and sharing the data. The Principal shared that these efforts of the College were well received.
- Peer Review Score Sheet: Some critical areas of the Quantitative Aspects of the College Functioning were shared for all the members to score (0-4). The average results of the Scores are shared (Attachment 1). Suggestions to improve the scores are welcome (Attachment 1 A).
- One District One Green Champion Award for Exemplary Performance, was bestowed on the College. A very special thanks to Prof. S. Deb, for piecing the documentation together with the help of the Principal and the Vice Principal. There was a Cash Award of Rs 5,000/- but more importantly it is the recognition given by MHRD. Thanks to each of the Depts, for their efforts on the ground and their sharing of the information.

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e) **Any other matter:**

- i. Apologies for the Minutes of Feb 24th Meeting not being shared. It appears that this was a F2F meeting in College, with the main agenda being the re-worked format for collecting the AQAR data. If you think there was some other important matter, please write in.
- ii. Inter-Dept Activities and Clubs: My sincere request is for all the Depts to take up Inter-Dept Activities (Webinars, etc.) or Club activities, even during these Pandemic days. Regular Classes are going on well but we have to intersperse fun activities – big request from Students too.
- iii. Outcome Based Education: The Excel training that we had proposed for the OBE, has not yet happened with the 'lockdown', but waiting for an ideal time. The challenge will be the Art subjects.
- iv. Online Admissions: The admissions have been centralized and are coming off very well, with Principal directing students to the Help Desk when necessary. A special thanks to the Principal, Br. A. Pinto and Br. S. Julius.
- v. Self-Assessment by the Teachers: This process is currently on and will continue till the 10th of June. For future AQARs, the data submitted will be very helpful, especially for collecting documentations (e.g. feedback of Webinars, etc.).

f) **Suggestions/Information:**

- i. The members were requested to encourage students to take up Swayaam Courses (UG/PG), which needs a payment for the certificate/exam (which needs at least 10 students). Depts were invited to offer such MOOC courses, after forming of a Local Chapter.
- ii. Suggestions were invited from the HODs and others pertaining to the dates for the upcoming Online Exam.
- iii. Students were to be pointed in the direction of other Online Courses like: Udemy, Coursera and Great Learning.
- iv. There was a suggestion to include the Secretary, Vice Principal and the Dean in the HOD's WhatsApp group for dissemination of information.
- v. The members were informed that a number of Committees had been re-constituted and were vibrant with activities.

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- vi. The IQAC Coordinator apologized for not having had a recent meeting with the Internal Complaints Committee (ICC).

The meeting ended with a round of applause and appreciation to all the members present, for their immense, ongoing contribution.

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


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MINUTES OF THE MEETING OF IQAC HELD ON July 29, 2021

TIME: 2:00 PM

(Via a Zoom link):

<https://us02web.zoom.us/j/83385780896?pwd=Q1lRbVp1RHBFSEd4QnpwVGxoWkpEQT09>

All the members were present either Online or in the Bio-Informatics Centre.

Welcoming:

The Principal, Dr. S. Lamare, welcomed all the members to the meeting, especially the Secretary Br. Raj Noronha.

The principal then drew our attention to the care in submitting the AQAR – 2020. The Vice Principal emphasized utilizing the period before the start of the new Semester for activities. Dr. (Mrs.) C. Diengdoh, praised the tireless efforts of the Team, and offered her services to the College.

Passing of the Minutes: The circulated Minutes of the IQAC Small Group Meeting (8th June 2021), were unanimously passed by the Members.

Agenda:

- 1) AQAR – 2020: The members were thanked for collecting material till May 2021. However, since the Academic Year was not yet over, material till date could be sent in a Word Document. Coming to a technical aspect of collecting data from the Dept, we just need to take care of Sl. No 24 & 25 (details of Enrolment/Each Semester/ Appearing in Exams/Passing). The numbering and colour coding will be taken care of, in the next format.
- 2) Feedback Scores: Some thoughts that were shared were:
 - a) Remedial/Bridge Classes / High achievers ("on the spot class interactions".)
 - b) Need for Gym, Indoor game facilities, boys' Common Room, etc.
 - c) Students engaged in committees/outreach – as leaders, with responsibility.
 - d) Alumni – Placements, Mementos, Visitor's Diary, Dept - digital diary.
 - e) Greatest weakness – Research – time/space/water/24 x 7 electricity, etc.
 - f) Celebrating /Recognition of Teachers & Students – Awards, Certificates, etc.
 - g) Yoga, Mindfulness, Music, Counselling, Mentoring (new Admissions), etc.
 - h) Care of the environment: e-waste, paperless office (soft copies), re-cycle.
 - i) Drive innovations: Students/Lab Assts/ - 'Display Boards'/'Quest Horizons'
 - j) Online Library (with own resources), Rare Books, etc.

Contact Details: Office Phone: (0364) 2224533 (M) +91-9862432280. Fax: (0364) 2223234


IQAC COORDINATOR
St. Edmund's College
Shillong - Meghalaya





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)

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- (ii) Have either the digital signatures or QR code but not a mixture of both;
 - (iii) The College Crest needs to be in the left corner.
- c) Interaction with Prof. A.N.Rai: Our next IQAC Small Group Meeting is proposed to be an interaction with Prof. A.N.Rai, former Director of NAAC, and Former Vice Chancellor of NEHU and Mizoram University.

The Meeting ended with a note of appreciation from the Dean, for all the efforts being put in by the HODs, Teachers and Support Staff to offer the students the very best.

My sincere thanks to each of you, not just for today's meeting, but for your unstinting support to explore new heights.

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


(IQAC Coordinator)

IQAC COORDINATOR
St. Edmund's College
Shillong - Meghalaya


(Principal)

