

THE MEETINGS OF INTERNAL QUALITY ASSURANCE CELL (IQAC) AND THE RECOMMENDATIONS FORWARDED TO THE AUTHORITY FOR QUALITY SUSTENANCE

The Internal Quality Assurance Cell (IQAC) was formed on 16th June 2004 as per the NAAC guide lines as a post –accreditation quality sustenance measure. Since inception the cell is constantly involved in enhancing and maintaining the standard and quality curricular and co-curricular activities of the College. Proposals and recommendations accepted in the meetings of the cell were directly forwarded to the principal, which are then placed in the managing committee meetings for approval and implementation. The following is the summary of the various meeting held over the period and important recommendations forwarded :

1. IQAC meeting held on 10th August 2004 proposed the following:

(i) To Install computers in the science laboratories with printers

(ii) To provide Internet connection to all the computer facilities including computer deptt., office and the science laboratories.

(iii) To introduce ICT in class room teaching a LCD projector be provided in the computer deptt.

(iv) To introduce computer literacy programme for the teachers ,students and non-teaching staff of the college

(v) To explore the possibilities for introducing statistics as optional subject in the under graduate courses.

IQAC Report : All the above recommendations were implemented.

2. IQAC meeting held on 23rd September 2005 proposed the following:

(i) To have more space the teachers common room be converted as the girl students' common room with attached facilities.

(ii) Since the office is going to be shifted to the new building (block-B) teachers' common room may be shifted there with attached facilities and a ladies rest room. The room adjacent to this be converted into examination control room and NAAC activity room.

(iii) To make facilities like Gymnasium and Indoor table tennis room at the basement of the new building.

(iv) To establish the Health Care centre with at least the basic facilities like first-aid and appointment of a qualified health worker.

(v) To replace the existing Xerox machine in the Library by a more efficient high performance machine.

(vi) To explore the possibilities of introducing the subjects like Sociology as an optional paper in B.A course and Microbiology honours in B.Sc.

IQAC Report: All the above except sl. No (iv) have been implemented, it was assured that health centre would be done in near future.

3. IQAC meeting held on 17th October 2006 proposed the following:

(i) To replace the wooden black boards in big lecture halls by good quality green boards made of synthetic fiber.

(ii) To explore the possibilities of introducing coaching classes for various competitive examinations like civil services, staff selection commission, bank recruitment, etc.

(iii) To train and develop soft -ware for computerization students data like admission, fees abstract , examination related data, publication of results, scholarship, etc.

(iv) To construct concrete brick wall between hall-2, hall-3 and hall-4.

IQAC Report: Partial computerization of the college was achieved, other items could not be implemented due to reasons beyond control, assured to be done in near future.

4. IQAC meeting held on 19th march 2008 proposed the following:

(i) To establish the Women's Cell.

(ii) To constitute the Building Committee.

(iii) To reconstitute the Library advisory committee.

(iv) To reconstitute the Grievance-redressal cell.

(v) To forward proposal to the UGC(NER) for construction of Womens' Hostel under the XI plan.

(vi) To forward proposal to the UGC(NER)for introduction of career oriented certificate course in computer applications.

(vii) To provide emergency exit passage between old building(Block-C) and new building(Block-B).

(viii) To construct sitting gallery for the basket ball court.

(ix) To install a silent generator .

(x) To appoint a full time teacher for teaching Environmental studies at the UG level.

IQAC Report: All the above were considered .

5. IQAC meeting held on *2nd March 2009* proposed the following:

(i) To explore possibilities for organizing Seminar/Conference/Workshop/Symposia by the academic society, women's cell, literary circle, Zoonic Circle and other permanent units of the college.

(ii) To engage private security agency for campus security.

(iii) To constitute Steering Committee for reassessment and reaccreditation by NAAC and to begin the process if updating profiles of departments.

(iv) To constitute the research committee to facilitate research activities by students and teachers.

IQAC Report: All the above have been considered in a phased manner and a few are still in progress.

6. IQAC meeting held on *9th July 2009* proposed the following:

(i) To re-forward the DPR concerning construction of Separate building for Self financing courses, multipurpose hall, additional class rooms, Boys' hostel, Canteen expansion, etc. to the Ministry of DoNER through the DHTE, Govt. of Meghalaya.

(ii) To organize a talk on 'Guidelines for reassessment and reaccreditation of Under Graduate Colleges' to be delivered by Prof.K.S.Lyngdoh, President ,Shillong College Governing Body.

(iii) To provide access to ICT learning facilities for students and teachers at least 5 Computers with internet connection be installed.

(iv) To encourage departments with already installed computers and internet connection to consult free e-books available.

(v) To submit proposal to UGC(NER) for introducing short term Course on Functional Hindi.

IQAC Report: All considered in phased manner.

7. IQAC meeting held on 13th April 2010 proposed the following:

(i) To introduce the coaching classes for competitive examinations, short term course in functional Hindi, remedial coaching for weaker students.

(ii) Women's Cell and other departments to organize Workshop /Training programmes on RTI, Women's reservation bill, Rain water harvesting, Environmental conservation, Disaster management, Human rights, etc.

(iii) To form the Art and Culture Cell for setting a gallery showcasing indigenous cultural heritage.

IQAC Report: All accepted activities are in progress.

8. IQAC meeting held 20th July 2010 proposed the following:

(i) To welcome the visiting NAAC Peer Team and extend full cooperation.

(ii) To consider installation of Wi-Fi system.

(iii) De-linking of +2 level to be examined.

(iv) The Coffee-corner to be furnished suitably.

9. IQAC Meeting held on 14th of October, 2011, (Friday)

Main Decisions:

I. NAAC Report and actions thereof

The NAAC Peer Team report was read out by the Coordinator and a detailed discussions followed. The meeting resolved to take following actions on the basis of the report:

- a) To download all the publications of the NAAC and make them available in Library for information of all concerned.

- b) To upload the IQAC annual reports and minutes of IQAC meetings in the College website.
- c) Value-added programmes to be strengthened in the college.
- d) Feedback mechanism to be strengthened.
- e) Tutorials and remedial courses to be started for different classes.
- f) Teachers are to be inspired to start research programmes.
- g) Students' common facilities to be enhanced.

II. Plan of Action and Future programmes

- (a) API scorings – appraisal of the teachers - API scores for placement of the teachers may be granted on the basis of the self appraisal forms submitted by them.
- (b) New academic courses.
The meeting discussed at length the suggestion of NAAC Peer Team to start some new academic courses and subjects, and it was decided to explore the feasibility of starting the following programmes in the forthcoming years:
 - (i) Integrated B.B.A.-L.L.B. course
 - (ii) Certificate/Diploma course on Entrepreneurship and micro-financing, Commercial farming.
- (c) Higher Secondary Section - to start separate Higher Secondary Section from the Academic session 2013-14 and appoint at least one teachers in each department who will work under the supervision of the existing departments. The present teachers will continue to take classes wherever necessary.
- (d) Constructions etc. – modification of master plan - the concept paper on this will be submitted to the architect of the college and then to the Building Committee and the Governing Body for approval so that appropriate provision may be made for all requirements of the college.
- (e) Web-site up-gradation - all achievements/publications/other information about the college to be uploaded time to time regularly.
- (f) Research committee to take appropriate steps to enhance the research and publication activities of the college.

10. IQAC Meeting held on 15th of November, 2012, (Thursday)

- I. Suggestion for introducing a Life-skill and personality development training programme for students right from First year of the degree course was also accepted and its was also proposed that such a programme may start prior to implementation of Semester-system by the University.
- II. Since the college is separating functioning of higher secondary courses from the academic session 2013-14, the meeting felt that the students of Class XI and XII in all stream may be directed to have designated uniform and the exact form of uniform may be decided by the management.
- III. Coordinator suggested the introduction of Memorial Lecture in the name of Founder Principal of the College – two such lectures every year one belonging to one department. To start with, the Mathematics department will conduct one memorial lecturer and the programme of such memorial lecturers of all the departments may be finalised soon.
- IV. SWOT analysis (finding out Strength and Weakness) may be started and a committee may be formed in this connection. Dr. (Mrs.) E. Kharkongor may be the convenor of the Committee. The other members of the committee may be: (1) Vice President of the SCSU; (2) Shri Marcel Lyngdoh – Non-teaching staff; (3) President/Secretary of the MCTA Shillong College Unit; (4) Shri M. Rani, Coordinator, IQAC, Synod College; and (5) Shri Frederick Lamare, Department of Zoology, St. Anthony's College, Shillong

11. IQAC Meeting held on 6th of December, 2013, (Friday)

Major Decisions:

- I. The process for obtaining Feedback from all stakeholders should be strengthened so as to know the mindset of each section of them regarding the improvement of basic services of the college.
- II. It was felt that the college may initiate process to start PG courses a discipline which may be within the existing infrastructure of the College, and therefore the same may be in Arts or Commerce stream to start with.
- III. All the departments are to be sensitized to take up programmes to organise Seminars/Symposium etc. in relevant subjects.
- IV. A concrete and standard Service Rule for all the employee of the college to be framed with concurrence from the Governing Body which may also take care of suitable Welfare scheme for retired employee of the college.
- V. Academic achievement of the students should be properly rewarded with Endowment prizes for which a committee may formed so that the process of selection of such student is transparent and follow a standard norm.
- VI. It was felt that some programme should be initiated by the Library department which would reflect on their activities and also contribute to upgrade the college Library.
- VII. As regards, the conduct of Memorial Lecture in the name of Founder Principal of the College, it was decided that the process may start from October-November 2014 with the Mathematics department conducting the first memorial lecturer and the programme of such memorial lecturers of all the departments may be finalised soon.

12. IQAC Meeting held on 29th of August, 2014, (Friday)

Major Decisions:

- I. SWOC Analysis Report- SWOC analysis has been completed and the report has been submitted. The analysis has projected some strength and weaknesses of the college and IQAC has act on the same. The meeting decided that a formal reply or response will be prepared by the IQAC Coordinator on the SWOC report and this will be posted in the college website after thorough discussion in the next IQAC meeting. The meeting expressed appreciation of the members of the SWOC analysis team for their extraordinary effort and decided a formal reception of the members of SWOC analysis team along with the coordinators and members of the various working groups may be organised on the 5th of September, 2014, with presentation of a citation and a memento to each one them.
- II. Preparation for 3rd cycle of accreditation and assessment of the College- College to proceed for 3rd Cycle of accreditation and assessment by NAAC in 2015 and therefore the necessary preparation should start with immediate effect.
- III. The Construction for the Science Block has started but would require some generation some more funds for completion of the same.
- IV. S. C. Dutta Memorial Lecture - a calendar of such lectures was approved.
 1. Mathematics Department: October-November, 2014
 2. Political Science Department: May-June, 2015.
 3. Botany Department: October-November, 2015.
 4. English Department: May-June, 2016.
 5. Physics Department: October-November, 2016.
 6. Philosophy Department: May-June, 2017.
 7. Commerce Department: October-November, 2017

8. Economics Department: May-June, 2018.
9. Zoology Department: October-November, 2018.
10. History Department: May-June, 2019.
11. Chemistry Department: October-November, 2019.
12. Education Department: May-June, 2020.
13. Computer Science Department: October-November, 2020.
14. Language (Khasi/Garo/Hindi) Department: May-June, 2021.
15. Microbiology Department: October-November, 2021.
16. Sociology Department: May-June, 2022.
17. Statistics Department: October-November, 2022.
18. Environment Science Department: May-June, 2023.