

# **INTERNAL QUALITY ASSURANCE CELL (IQAC) SHILLONG COLLEGE, SHILLONG**

Minutes of the meeting of the re-constituted Internal Quality Assurance Cell (IQAC) of Shillong College held on 14<sup>th</sup> of October, 2011, (Friday) at 11.30 a.m. in the Principal's Conference Room.

## **AGENDA**

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 20-07-2010.
2. Matters arising out of the last meeting.
3. NAAC Report and actions thereof.
4. Plan of Action and future programmes.
  - (a) Feedback forms and Self-Assessment forms.
  - (b) API scorings – appraisal of the teachers.
  - (c) New academic courses.
  - (d) Higher Secondary Section.
  - (e) Constructions etc. – modification of master plan.
  - (f) Web-site up-gradation.
5. Any other matter with the permission of the Chair.

The meeting was presided over by the Principal Dr. K. D. Ramsiej. He called the meeting to order and extended a warm welcome to all. He then followed with the agenda, as under:

### **Item No. 1.**

Minutes of the meeting of IQAC held on 20-07-2010 was presented by the Coordinator, Dr. M. N. Bhattacharjee and was confirmed after a brief discussion.

### **Item No. 2**

In reporting the action taken on the decisions of the last meeting, the Coordinator informed that the NAAC Peer Team visited the college from August 5 to 7, 2010, and later the Executive Committee of the NAAC, in its meeting held in September 2011, awarded Grade B to the college with CGPA 2.92. The ceremony of award of Certificate to this effect was held in May 2011 and the then Principal in-charge of the College Dr. Malay Dey attended the function held in Bangalore and received the certificate on behalf of the College.

As regards the updating of the website of the college, the Website Cell is taking necessary steps to update the site as and when required.

### **Agenda 3: 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) As NAAC has pointed that Feed back mechanism is weak in the college, the same to be incorporated and feedback from all stake holders to be obtained periodically. Necessary feedback forms to be prepared by the Coordinator and uploaded in the website. The feedback may be obtained from the Teaching Staff, Non-teaching Staff, Students, Alumni, Retired Teachers, Parents and Guardians
- 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.

#### **Agenda 4: Plan of Action and Future programmes**

- (a) Feedback forms and Self-Assessment forms.

As NAAC has pointed that Feed back mechanism is not adequate in the college and feedback from all stake holders to be obtained periodically. Necessary feedback forms to be prepared by the Coordinator and uploaded in the website. The feedback may be obtained from the Teaching Staff, Non-teaching Staff, Students, Alumni, Retired Teachers, Parents and Guardians

- (b) API scorings – appraisal of the teachers.

Annual Self appraisals of teachers are to be mandatory for all teachers. A format of the same may be prepared in line with the suggested appraisal forms by the UGC. API scores for placement of the teachers may be granted on the basis of the self appraisal forms submitted by them.

It was also decided to hold a Workshop on API to sensitise the teachers on the matter.

An API for the departments also to be prepared.

As teachers in the State Scale and College posts do not enjoy the benefit of placement, it was discussed to introduce the same for them at the college level. The meeting, on suggestion from the Coordinator, decided to forward the following resolution to the Governing Body of the College and adopt a mechanism in this regard so that teachers of these categories do not suffer from any stagnation or frustration:

#### **RESOLUTION**

“The IQAC meeting held on 14-10-2011 resolves that the provisions of Career Advancement Scheme may be extended by the College for the teachers/lecturers serving in the State Scale as well as in the College post as a principle to maintain a sense equality amongst all the teachers and also provide incentive to them. Similar set conditions, as recommended by the UGC, may be adopted for them and they may be designated as Assistant Professor (stage 1), Assistant Professor (stage 2), Assistant Professor (stage 3) and Associate Professor. Correspondingly a provision for payment of Academic Grade Pay (AGP) may be also introduced from the college fund. IQAC suggests following quanta of AGP for different categories:

Assistant Professor (Stage 1):	Rs. 1,000.00
Assistant Professor (Stage 2):	Rs. 1,500.00
Assistant Professor (Stage 3):	Rs. 2,000.00
Associate Professor:	Rs. 3,000.00

However, the exact quanta of the AGP may be decided by the Governing Body based on the financial implications and budgetary provisions of the college.”

- (c) 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) Psychology Department
- (iii) Certificate/Diploma course on Pathology, Radio Jockey, Photography, Videography, Entrepreneurship and micro-financing, Commercial farming, Hospitality management.

- (d) Higher Secondary Section.

The meeting recommended 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.

- (e) Constructions etc. – modification of master plan.

A proposal for updating and modifying the master plan for the college building was placed by the coordinator (Appendix I) and this was thoroughly discussed. It was decided that 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.

The meeting also decided to urge the Governing Body of the College to initiate the process to procure extra land for the college in nearby areas to start another campus of the college.

(f) Web-site up-gradation.

Minutes of the meeting of the Website cell of the college held on 26-08-2011 was placed by the coordinator (Appendix II) and the suggestions were accepted. It was decided that the website up-gradation will done in consultation with the IQAC, and all achievements/publications/other information about the college to be uploaded time to time regularly.

**Agenda 5: Any other matter with the permission of the Chair.**

- (a) Coordinator placed before the house the minutes of meeting of the Research Committee of the College (Appendix III). Meeting approved the recommendations of the research committee and decided to request the research committee take appropriate steps to enhance the research and publication activities of the college.
- (b) One of the major roles of IQAC is organize Seminars/Symposia etc. and the meeting decided that such an activity should be organized latest by 2013. Science departments of the college may be asked to take initiative in this regard to celebrate the 50 years of beginning of the science studies in the college.

The meeting then ended with formal vote-of-thanks to and fro the chair.

K. D. Ramsiej  
Chairperson

M. N. Bhattacharjee  
Coordinator

## APPENDIX I

### IQAC, SHILLONG COLLEGE

#### A NOTE ON MASTER-PLAN OF THE COLLEGE ON INFRASTRUCTURE AND EXPANSION OF COLLEGE BUILDING

With the increasing demands in facilities in higher education, it is imperative that Shillong College goes for expansion activities in its academic and extra-curricular activities. To meet these requirements, it is essential that infrastructure of the college should be upgraded with adequate number of class rooms, and other related facilities. At present, the number of class rooms in the college is insufficient which impedes would the opening of new courses and subjects. It is proposed therefore that new initiatives may be directed to meet these demands. Following suggestions are therefore put forward which may be incorporated in the master plan of the college.

#### PART A - LONG TERM PLANS

- I. It may be worthwhile to dismantle the old Assam building at the entrance of the College and a well-planned State-of-the-art three-storied building may be constructed therein. The ground floor of the new building should accommodate some class rooms (8 to 10 in number) while the first floor may be marked for a multiplex (or auditorium) with all modern facilities. The second/top floor may have two blocks with a corridor in between. One of the blocks shall be for Commerce & Management Department (including B.B.A.) and the other block may house Computer Science department and one of the new courses that the college is contemplating to start soon.
- II. The existing parking spaces and the staff quarter (Grade IV) portion may be totally dismantled and leveled. Another three storied building may come up there, wherein the ground floor shall be for parking of cars, the first floor may house different committee/centre/society/association rooms, while the top/second floor shall be reserved for quarter of the staff (Grade IV).
- III. The expansion of college building may also be taken up along the forest (so-called Botanical garden) beyond the Microbiology laboratory. Viability of these may be studied. This will provide with opportunities to expand the microbiology laboratory and also some more rooms for new departments that are being contemplated to be started soon.
- IV. This portion of structure may also include construction of a good sewage/chemical disposal unit and an incinerator.
- V. The existing Art & Culture Museum may be dismantled and shifted to the top floor of present extended building which consists of Principal's room, office etc.
- VI. Appropriate provisions may be made for the construction of Boys'/Girls' Common Room, Canteen, Boys' toilet, Girls' toilet, departmental rooms and also extension of library,
- VII. An extended meeting of the Building Committee, core members of the IQAC and the architectural engineer may be convened to give a reasonable shape to the master plan and efforts may be directed accordingly for generation of fund.
- VIII. For generation of fund, the College may apply for grants from Special Plan Assistance that is managed and supervised by the Office of Chief Minister of Meghalaya. Similarly, other agencies like University Grants Commission and Ministry of DONER may also be approached.
- IX. As accepted and recommended by the Governing Body of the College a few years back, the College may give efforts to procure sufficient area of land around the City for the development and construction of an extended campus of the College. The extended campus may be particularly earmarked for the running of Professional Courses, development of Sport infrastructure and construction of Staff quarters.

#### PART B - IMMEDIATE REQUIREMENTS

- I. The old Assam Type building housing the Girls, Common room and few other smaller class rooms may be immediately dismantled and the college entrance road may be constructed along that portion.
- II. Appropriate number of class rooms along with Girls' Common room may be constructed along the presence entrance towards the main building of the college. This would provide a better scenic environment to the college without compromising on the number of class rooms.
- III. The canteen and Boys' Common room may be restructured. The building may be modified suitably to be in conformity with the new structure and a second floor may be constructed on the top of the Boys' Common Room which may be converted into Indoor Games room for the students. This will enable the college to utilise Hall 7 as the regular class room.
- IV. The construction of class room at the top of the present new building, as proposed by the college, may be such that the Art & Culture Gallery may be shifted there as and when other constructions are completed as detailed in master plan (item No. III of Part A).
- V.

(M. N. Bhattacharjee)  
Coordinator, IQAC,  
Shillong College, Shillong

**APPENDIX II:**  
**Minutes of the Meeting of the Website updation cell held on the 26<sup>th</sup> August, 2011**

It was discussed in the meeting that updating must be channelized and done in a formal manner by setting up time schedules for updating/maintaining. As such the following points were highlighted:

1. All information that must be published in the website must officially be submitted through the IQAC. Since the website also contains an online notice board, it is required that the IQAC, on submitting content, must also categorize or specify whether information should be published on the online notice board or on one of the pages. It is also preferred that content be submitted in soft copy.
2. Updation will be done every 15 days.
3. It was decided that all Computer Science staff must be involved in creating/formatting/editing a web page whenever necessary and T. Warjri will be responsible for uploading.
4. The pages that require immediate update are those of the new Principal and his message, the new GB members and the Academic calendar.
5. An organisational structure of the college is to be incorporated in the administration menu item.
6. Information about the library and the Gym has be included.
7. Information about the Students' Union and the upcoming Golden Jubilee Celebration is to be included.
8. Achievements, Magazines, Conferences sections have to be updated.
9. IQAC has to be shown in separate link.
10. The placement portal of the web site required information about the 3<sup>rd</sup> year students for assisting them in placements. As such, Head of the various departments can submit the students' profiles for uploading their information.
11. Information about the teachers in all departments is required for updation.
12. Teachers can avail the mail service using the college domain (e.g. [name@shillongcollege.ac.in](mailto:name@shillongcollege.ac.in)).

(A. M. MITRI)

Convenor

Web site Cell

Shillong College, Shillong

### APPENDIX III:

#### Minutes of the meeting of the Research Committee of the College held on 29-09-2011

The meeting of the members of the Research Committee was held on the 29<sup>th</sup> September, 2011, in the Chemistry laboratory to discuss matters relating to research activities in the college.

Members present:

1. Dr. (Miss) R. Dkhar
2. Dr. C. Masharing
3. Dr. M. N. Bhattacharjee
4. Dr. S. Khongwir
5. Dr. (Miss) D. L. Buam
6. Shri S. Goswami
7. Smt. P. Kharkrang
8. Smt. D. Lyngdoh

The following decisions were taken:

1. New members co-opted into the Committee are:
  - (i) Dr. (Mrs.) H. Diengdoh
  - (ii) Shri G. R. Rumnong
2. Detailed report of the activities of the committee has been suggested to be published in the college magazine including the teachers and students project. The Research Committee will have to compile the project report.
3. The project work done has to be submitted both in soft and hard copy.
4. The committee have also suggested for an extension of 6 (six) months duration for the project to be carried out.
5. Proposed to have a College Research Journal for publication of project findings.
6. Proposed to send papers (projects) (for correction to selected referees (2 referees for each paper).
7. Papers taken from the respective Thesis does not required to be send for correction.
8. A multidisciplinary project work can also be done if any.
9. Teachers and students are requested to submit their project proposals in the month of March so that by the month of April, money will be sanctioned by the college. Submission of the project report will be by the month of September of the same year.
10. The committee has also suggested in requesting the Principal to enhance financial assistance.
11. Project works are encouraged to be published in National and International journals. One it is published, the paper can also be attached in the College Research Journal.
12. It is also requested that a soft and hard copy of the minor/major research projects of the UGC sponsored and any other organisation(s) may be submitted to the Research Committee for Office copy.
13. A Journal name has been suggested as "Shillong College Research Journal – a Compilation".
14. All the teachers who have obtained their Ph. D. degree are requested to submit their published research papers to the Research Committee which will be compiled and bond in different volumes (i.e. 10 years for each volume or like).
15. An abstract of the Ph. D. work can also be submitted for compilation.
16. Proposed for the Research Committee to take at least one project work (compulsory). Members to initiate with this particular project are Dr. C. Masharing, D. S. Khongwir and Shri S. Goswami. The college will have to provide with the financial assistance required. The committee proposed to create a separate fund for the Research Committee which can be generated from the tuition fees.
17. Activities of the Research Committee should be sent to the IQAC and get updated in the Shillong College website. The points to be mentioned are as follows:
  - (i) Name of the member
  - (ii) Projects undertaken
  - (iii) Ongoing projects
  - (iv) Dates for submission of project proposal and completion of their project.

Sd/-  
R. Dkhar  
Convenor  
13/10/2011

Sd/-  
C. Masharing  
Joint Convenor  
13/10/2011

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
SHILLONG COLLEGE, SHILLONG**

**NOTICE**

**5<sup>th</sup> November, 2012**

A meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College will be held on 15<sup>th</sup> of November, 2012, (Thursday) at 10.30 a.m. in the Principal's Conference Room. All members are requested to kindly make it convenient to attend the meeting.

**AGENDA**

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 14-10-2011.
2. Matters arising out of the last meeting.
3. Plan of Action and future programmes.
  - (a) Feedback forms and Annual Self Assessment.
  - (b) API scorings – appraisal of the teachers.
  - (c) New academic courses.
  - (d) Higher Secondary Section.
  - (e) Constructions etc.
4. Any other matter with the permission of the Chair.

Kindly make it convenient to attend the meeting.

M. N. Bhattacharjee  
Coordinator, IQAC,  
Shillong College, Shillong

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Reconstituted IQAC members (since 01-08-2011)

1. Chairperson: Dr. K. D. Ramsiej, Principal, Shillong College.
2. Coordinator: Dr. M. N. Bhattacharjee, Department of Chemistry.
3. Members:
  - (a) Management: Dr. Malay Dey, Vice Principal; Shri K. Dutta Roy, Vice Principal (Prof. Courses)  
And Dr. (Mrs.) V. Kharmawphlang, Principal, CTE (PGT), Shillong
  - (b) Society: Shri T. P. Nongrum, Headman Laitumkhrah; Padmashree Smt. T. Phanbuh, President, Ka Lympung Ki Seng Kynthei; Shri W. Synrem, IES, OSD, Education Department, Government of Meghalaya.
  - (c) Teachers: Shri T. J. Kharbhih, Shri T. S. Rajee, Dr. (Mrs.) D. Bhowmik, Shri S. K. Roy, Shri L. Pathaw, Dr. (Mrs.) H. Diengdoh, Dr. (Miss) D. L. Buam, Dr. (Mrs.) E. Kharkongor, Shri M. W. Synrem, Smt. A. M. Mitri, Smt. W.C.K. Sohliya and Smt. B. Lyngdoh
  - (d) Student members: Evalyn Ann Swer (B.A.), Grace Lalremtluang (B. Com.), and Francis Dkhar (B.Sc.).

# INTERNAL QUALITY ASSURANCE CELL (IQAC) SHILLONG COLLEGE, SHILLONG

15<sup>th</sup> November, 2012

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College held on 15<sup>th</sup> of November, 2012, (Thursday) at 10.30 a.m. in the Principal's Conference Room.

## AGENDA

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 14-10-2011.
2. Matters arising out of the last meeting.
3. Plan of Action and future programmes.
  - (a) Feedback forms and Annual Self Assessment.
  - (b) API scorings – appraisal of the teachers.
  - (c) New academic courses.
  - (d) Higher Secondary Section.
  - (e) Constructions etc.
4. Any other matter with the permission of the Chair.

## Members present:

1. Dr. K. D. Ramsiej
2. Dr. Malay Dey
3. Dr. M. N. Bhattacharjee
4. Shri Kallol Dutta Roy
5. Smt. T. Phanbuh
6. Dr. (Mrs.) V. Kharmawphlang
7. Shri T. P. Nongrum
8. Shri Swapan Kr. Roy
9. Shri T. S. Rajee
10. Shri T. J. Kharbhih
11. Dr. (Mrs.) Dhira Bhowmick
12. Smt. Aiom M. Mitri
13. Dr. (Ms.) D. L. Buam
14. Dr. (Mrs.) Eva Kharkongor
15. Dr. (Mrs.) H. Diengdoh
16. Shri M. W. Synrem
17. Shri L. Pathaw
18. Smt. Evalyne Ann Swer – student member – IInd year B. A.

The meeting was presided over by the Principal Dr. K. D. Ramsiej. He called the meeting to order and extended a warm welcome to all. The members were informed that three student-members IQAC – one each from Arts, Commerce and Stream have been inducted in the IQAC based on their performance in the University Examination 2012. The names of the student-members are: (1) Evalyn Ann Swer, B.A. IInd Year (Philosophy honours); (2) Grace Lalremtluang, B. Com. IInd Year; and (3) Francis Dkhar, B. Sc. IInd Year (Physics honours).

One of the student members, Smt. Evalyn Ann Swer, is present in the meeting. President then followed with the agenda, as under:

### Item No. 1.

Minutes of the meeting of IQAC held on 14-10-2011 was presented by the Coordinator, Dr. M. N. Bhattacharjee and was confirmed.

### Item No. 2

In reporting item, Coordinator informed that the Feedback forms for various stakeholders are uploaded in the college website and necessary intimation to this effect has been served in the notice board. However, no feedback has obtained from any one till date. The college has also introduced its own Annual Self Assessment Report for the teachers which the teachers need to submit every year by 30<sup>th</sup> September. Many teachers have

already submitted the ASAR for the current year and others are expected to submit them soon. Suggestion to place a **DROP BOX** in the IQAC room, to submit the feedback and other informations, was also accepted

He also informed that the proposal for celebration of Golden Jubilee of Teaching of Science in the College has been submitted to the Governing Body, which has been accepted and the necessary preparatory process for the programme is in progress. Coordinator also impressed upon the house that Departmental appraisal and performance is one of the yardsticks for the assessment of NAAC and hence the departments must take initiatives to augment their activities. It was also informed that the college is running three Value added programmes and they are: (i) Computer course, (ii) Functional Hindi, and (iii) Software skills development.

It was decided that the students and other stakeholders should be sensitised about the feedback options so that such mechanism becomes strong and viable. It was decided that the common facilities for the students should be improved as far as practicable.

Regarding introduction of provision of Academic Grade Pay for the State scale and College post teachers, as submitted by the IQAC, Principal informed that the Governing Body has sought for some clarification from the Government regarding the State scale teachers and once such a clarification is obtained an uniform mechanism will be evolved to extend benefit to all teachers not covered by the UGC regulations.

### **Item No. 3**

On being asked by the President, the Coordinator informed that necessary steps as regards the Feedback forms, Annual Self Assessment Report and the API forms and scores have been taken up by the IQAC. As regards opening of PG courses in the College, IQAC members felt that the same may be examined thoroughly and only such courses may be started initially which may not require much of infrastructure up-gradation and resources.

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.

IQAC has received a letter from NAAC to organise a seminar/workshop and the house decided that an event of such nature at the national level may be organised by the end of 2013 or 2014. The topic of the seminar/workshop may be on Education and Women related issues.

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.

### **Item No. 4**

1. In miscellaneous, the student member informed that the students are facing problems regarding insufficient number of books in the library. It was decided more copies of books may be procured by the College maintaining a appropriate ratio with the number of students enrolled in the college.
2. 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.
3. 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

The meeting then ended with formal vote-of-thanks to and fro the chair.

K. D. Ramsiej  
Chairperson

M. N. Bhattacharjee  
Coordinator

# SHILLONG COLLEGE



Boyce Road, Shillong – 793 003

www.shillongcollege.ac.in  
Phone: 0364-2224903

e-mail: shillcoll@yahoo.co.in  
Fax: 0364-2502143

*A NAAC Re-accredited in 2010 Grade B Institution with CGPA 2.92*

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### NOTICE

29<sup>th</sup> November, 2013

A meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College will be held on 6<sup>th</sup> of December, 2013, (Friday) at 12.30 p.m. in the Principal's Conference Room. All members are requested to kindly make it convenient to attend the meeting.

#### AGENDA

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 15-11-2012.
2. Matters arising out of the last meeting.
3. Plan of Action and future programmes.
4. Any other matter with the permission of the Chair.

Kindly make it convenient to attend the meeting.

M. N. Bhattacharjee  
Coordinator, IQAC,  
Shillong College, Shillong

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#### Members of IQAC, Shillong College

1. Chairperson: Dr. K. D. Ramsiej, Principal, Shillong College.
2. Coordinator: Dr. M. N. Bhattacharjee, Department of Chemistry.
3. Members:
  - (a) Management:
    - (i) Dr. Malay Dey, Vice Principal.
    - (ii) Shri K. Dutta Roy, Vice Principal (Prof. Courses).
    - (iii) Dr. (Mrs.) V. Kharmawphlang, Principal, CTE (PGT), Shillong.
  - (b) Society:
    - (i) Shri T. P. Nongrum, Headman Laitumkhrah.
    - (ii) Padmashree Smt. T. Phanbuh, President, Ka Lympung Ki Seng Kynthei.
    - (iii) Shri W. Synrem, IES, North Eastern Council, Shillong.
  - (c) Teachers:
    - (i) Shri T. S. Rajee.
    - (ii) Dr. (Mrs.) D. Bhowmik.
    - (iii) Shri S. K. Roy.
    - (iv) Shri L. Pathaw,
    - (v) Dr. (Mrs.) H. Diengdoh.
    - (vi) Dr. (Miss) D. L. Buam.
    - (vii) Dr. (Mrs.) E. Kharkongor.
    - (viii) Shri M. W. Synrem.
    - (ix) Smt. A. M. Mitri.
    - (x) Smt. W.C.K. Sohliya.
    - (xi) Smt. B. Lyngdoh.
  - (iii) Student members:
    - (i) Evalyn Ann Swer, B.A. IIIrd Year (Philosophy honours).
    - (ii) Grace Lalremtluang, B. Com. IIIrd Year.
    - (iii) Francis Dkhar, B. Sc. IIIrd Year (Physics honours).

M. N. Bhattacharjee

# INTERNAL QUALITY ASSURANCE CELL (IQAC) SHILLONG COLLEGE, SHILLONG

6<sup>th</sup> December, 2013

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College held on 6<sup>th</sup> of December, 2013, (Friday) at 12.30 p.m. in the Principal's Conference Room.

## AGENDA

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 15-11-2012.
2. Matters arising out of the last meeting.
3. Plan of Action and future programmes.
4. Any other matter with the permission of the Chair.

Fifteen (15) members attended the meeting and they are:

1. Dr, K. D. Ramsiej
2. Dr. Malay Dey
3. Dr. M. N. Bhattacharjee
4. Shri Kallol Dutta Roy
5. Dr. (Mrs.) V. Kharmawphlang
6. Shri T. P. Nongrum
7. Shri Swapan Kr. Roy
8. Shri T. S. Rajee
9. Shri T. J. Kharbhih
10. Dr. (Mrs.) Dhira Bhowmick
11. Smt. Aiom M. Mitri
12. Dr. (Ms.) D. L. Buam
13. Dr. (Mrs.) Eva Kharkongor
14. Smt. W. C. K. Sohliya
15. Smt. E. N. Dkhar

The meeting was presided over by the Principal Dr. K. D. Ramsiej. He called the meeting to order and extended a warm welcome to all. President then followed with the agenda, as under:

### Item No. 1.

Minutes of the meeting of IQAC held on 15-11-2012 was presented by the Coordinator, Dr. M. N. Bhattacharjee and was confirmed.

### Item No. 2

In reporting item, Coordinator informed that the process of SWOT analysis of the College has started wherein a 5-member committee has been formed with Dr. (Mrs.) E. Kharkongor of Economics Department of the College as the Convener and the report is expected to be submitted within 6-8 months. As regards new academic courses, process has been initiated for introduction of B. Sc. (IT) course in the college in addition to introduction of Physical Education in the Higher Secondary level. Plan for introduction of Bachelor of Physical Education course is also in progress. Several measures have been taken to improve the infrastructure in the college and proposal for construction of Multipurpose Auditorium-cum academic annexe has been submitted to various authorities for financial assistance. A programme for extension of Science Block has also been initiated. It was also informed the programme of Golden Jubilee of Teaching Science in the College has been launched successfully with Dr. M. M. Pallam Raju, the Hon'ble Union HRD Minister inaugurating the same on the 7<sup>th</sup> June, 2013 in a grand inaugural function in the college. It was first occasion when a Union Minister of the cabinet rank has visited the college. Main events were conducted from 23<sup>rd</sup> July to 30<sup>th</sup> July, 2013, which included an International Seminar, Science Exhibition, Students activities and alumni activities. The celebration will continue for whole year and finally end with closing programme to be held on 23<sup>rd</sup> July, 2014.

### **Item No. 3 - Plan of Action and future programmes**

The meeting discussed, in general, future plan of action of the college in terms of academic and extra-curricular activities and decided that:

- (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.

### **Item No. 4**

1. In miscellaneous, the members felt that 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.
2. 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.
3. 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.

The meeting then ended with formal vote-of-thanks to and fro the chair.

K. D. Ramsiej  
Chairperson

M. N. Bhattacharjee  
Coordinator

## TENTATIVE SCHEDULE OF S. C. DUTTA MEMORIAL LECTURE

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.

### **Concept:**

Prof. (Late) Sudhin Ch. Dutta is the founder Principal of the College and served the College for about 15 years as Principal. A true visionary and dedicated academician, he led a committed group of intelligentsia with enthusiasm to what the College stand today. He led from the front, giving it the financial stability but always with a commitment to strengthen Public Education system. It is only proper to start this memorial lectures in his memory and showing the respect to him by the generation of teachers and students who will continue to raise the flag of Shillong College higher and higher.

This lecture series is to be organised by various departments of the College, as per the schedule given, to commemorate the life and work of Late Prof. S. C. Dutta and to celebrate his courage and leadership as an academician activist and also in the battlefield of ideas being the vanguard of change.

A Fund may be created to conduct the lecture series with exploring the possibility of appropriate sponsorship of the programmes organised.

### **Launching of the Events:**

As Late Prof. S. C. Dutta was devoted student of Mathematics, the first of the lecture series is proposed to be in the field of mathematics, particularly in popularisation of Mathematics. Subsequent lecturers may be in different other subjects conducted by the departments concerned.

In general, all the lectures may be of general nature in the frontier and contemporary areas of the subject concerned which should be understandable to all students and teachers.

# INTERNAL QUALITY ASSURANCE CELL (IQAC) SHILLONG COLLEGE, SHILLONG

29<sup>th</sup> August, 2014

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College held on 29<sup>th</sup> of August, 2014, (Friday) at 2.30 p.m. in the Principal's Conference Room.

## AGENDA

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 06-12-2013.
2. Matters arising out of the last meeting.
3. SWOC Analysis Report.
4. Preparation for 3<sup>rd</sup> cycle of accreditation and assessment of the College.
5. Plan of Action and future programmes.
6. Any other matter with the permission of the Chair.

Following 20 members attended the meeting and they are:

1. Dr. K. D. Ramsiej
2. Dr. Malay Dey
3. Dr. M. N. Bhattacharjee
4. Shri Kallol Dutta Roy
5. Shri T. P. Nongrum
6. Padmashree Smt. T. Phanbuh
7. Prof. H. Syiem
8. Dr. M. Rani
9. Shri L. Khongiang
10. Smt. V. R. Solomon
11. Smt. I. S. Warjri
12. Smt. P. Kharkrang
13. Dr. (Mrs.) S. Khyriemmujaat
14. Dr. C. Masharing
15. Dr. (Mrs.) Eva Kharkongor
16. Dr. S. Khongwir
17. Dr. Sankar Sarma
18. Shri Wanpherlang Marbaniang
19. Smt. Jane Adalene Kharbudon
20. Shri Kitborlang Lyngdoh Kynshi

The meeting was presided over by the Principal Dr. K. D. Ramsiej. He called the meeting to order and extended a warm welcome to all. President then followed with the agenda, as under:

### Item No. 1

Coordinator of IQAC, at the outset, welcomed all the members to the re-constituted committee and introduced, in particular, the student members. Minutes of the meeting of IQAC held on 06-12-2013 was presented by the Coordinator, Dr. M. N. Bhattacharjee and was confirmed.

### Item No. 2

In reporting item, Coordinator informed that the College has applied for affiliation to the University for starting the B. Sc. (IT) Course which the College would like to upgrade to masters level. Likewise, the preparation is going to obtain necessary permission and affiliation from NCTE and other affiliating bodies for starting the Bachelor of Physical Education Course

He also informed that at the initiative of IQAC a few departments have initiated processes for holding National/Regional level seminar. Such seminars are being organised by Computer Science & Applications department during October-November, 2014, by the literary circle during November 2014, by the English Department during May, 2015.

It was informed that the College, with active support from the IQAC, has formulated a unique Social Maintenance Scheme for the benefit of retired employees of the College, with is effective from 1<sup>st</sup> July, 2011.

IQAC has also initiated process for obtaining feedback from the students.

As regards acknowledging the academic achievements of the students, the IQAC Coordinator informed the meeting College has constituted an Endowment Committee which would look after this feature and a corpus fund of Rs. 15.00 lakhs has been created from the donations received from different sources and appropriate matching grant from the college. Interest of the corpus will be utilised to award prizes and scholarship every year to the eligible students. The Endowment Committee has been entrusted to formulate the rules and regulations in consultations with the respective departments for the award of such prizes/scholarship. The various donors for such endowment prizes are:

1. Family members of Prof. (Late) S. C. Datta – the founder Principal of the College.
2. Prof. Nirnal K. Sarkar – former Lecturer in English of the College
3. Smt. Rekha Devi – former Lecturer in Zoology and Vice Principal of the College.
4. Prof. Durbadal Mukherjee - former Lecturer in Physics and Vice Principal of the College.
5. Prof. Bibek Debroy – son of Smt. (Late) Nirjharini Debroy, former GB member and donor of the college.
6. Family member of Prof. (Late) T. J. Kharbhih

### **Item No. 3 - SWOC Analysis Report**

As regards SWOC analysis report, The Coordinator reported that the 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. Prof. H. Syiem suggested that we must explore possibilities how to utilise the space most efficiently for creation of more infrastructure. As per suggestion put forward by Dr. M. Rani, 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 extra-ordinary 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 5<sup>th</sup> of September, 2014, with presentation of a citation and a memento to each one them.

### **Item No. 4 - Preparation for 3<sup>rd</sup> cycle of accreditation and assessment of the College**

IQAC Coordinator informed the members that the College needs to proceed for 3<sup>rd</sup> Cycle of accreditation and assessment by NAAC in 2015 and therefore the necessary preparation should start with immediate effect. Principal, Dr. K. D. Ramsiej opined that we should work with determination and try to improve the grade through meaningful activities. College has been taking efforts to improve the infrastructure in various direction but the activities on research and publication by the faculty members are lacking. Dr. Rani and Shri H. Syiem suggested that the every stakeholder of the college need to be positive and the Self Study Report must also be prepared with positive approach. The meeting also decided that the IQAC Coordinator prepare a calendar of activities towards the next re-accreditation process.

### **Item No. 5 - Plan of Action and future programmes**

In the plan of action, Principal informed that permission of Meghalaya Urban Development Authority has been obtained for the construction of the Academic cum Multipurpose annexe. The Construction for the Science Block has started but would require some generation some more funds for completion of the same.

The meeting also decided that different departments should submit proposals for organising Seminars/Conference etc.

### **Item No. 6 - Any other matter with the permission of the Chair.**

It miscellaneous, the Coordinator suggested that the efforts must be directed immediately to start the S. C. Datta Memorial Lecture by the different departments of the College in collaboration with IQAC. He suggested a calendar of such lectures and the meeting approved the same.

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.

The meeting then ended with a formal vote-of-thanks to and fro the chair.

K. D. Ramsiej  
Chairperson

M. N. Bhattacharjee  
Coordinator

# SHILLONG



# COLLEGE

Boyce Road, Shillong – 793 003

www.shillongcollege.ac.in  
Phone: 0364-2224903

shillcoll@yahoo.co.in  
Fax: 0364-2502143

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## INTERNAL QUALITY ASSURANCE CELL (IQAC) SHILLONG COLLEGE, SHILLONG

### NOTICE

**June 16, 2015**

A meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College will be held on 24<sup>th</sup> of June, 2015, (Wednesday) at 02.00 p.m. in the Principal's Conference Room. All members are requested to kindly make it convenient to attend the meeting.

#### AGENDA

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 29<sup>th</sup> of August, 2014.
2. Matters arising out of the last meeting.
3. Finalisation of SWOC Analysis Reply.
4. 3<sup>rd</sup> cycle of accreditation and assessment of the College, SSR etc.
5. Plan of Action and future programmes.
6. Any other matter with the permission of the Chair.

Kindly make it convenient to attend the meeting.

M. N. Bhattacharjee  
Coordinator, IQAC,  
Shillong College, Shillong

\*\*\*\*\*

Reconstituted IQAC members (since 01-08-2014)

1. Chairperson: Dr. K. D. Ramsiej, Principal, Shillong College.
1. Coordinator: Dr. M. N. Bhattacharjee, Head, Department of Chemistry.
2. Members:
  - (a) Management: Dr. Malay Dey, Vice Principal; Shri K. Dutta Roy, Vice Principal (Prof. Courses) And Dr. (Mrs.) V. Kharmawphlang, Principal, CTE (PGT), Shillong
  - (b) Society: Shri T. P. Nongrum, Headman Laitumkhrak; Padmashree Smt. T. Phanbuh, President, Ka Lympung Ki Seng Kynthei; Prof. H. Syiem, St. Anthony's College; Dr. M. Rani, Synod College.
  - (c) Teachers: Shri L. Khongiang, Smt. V. R. Solomon, Smt. I. S. Warjri, Smt. P. Kharkrang, Shri L. Pathaw, Dr. (Smt.) S. Khyriemujat, Dr. (Smt.) E. Kharkongor, Dr. C. Masharing, Shri S. Kharchandy, Dr. S. Khongwir, Dr. Sankar Sarma and Smt. B. Lyngdoh.
  - (d) Alumni Member: Prof. F. Lamare, St. Anthony's College, Shillong
  - (e) Employer/Industrialist Member: Shri Joining Pde, MD, Jaintia Cements Ltd.
  - (f) Non-teaching Staff: Shri Augustine Khyriem.
  - (g) Student Members: Wanpherlang Marbaniang, II/B.A.; Jane Adalene Kharbudon, II/B. Sc. Zoology Hons.; Kitborlang Lyngdoh Kynshi, II.B.C.A.

# INTERNAL QUALITY ASSURANCE CELL (IQAC) SHILLONG COLLEGE, SHILLONG

25<sup>th</sup> June, 2015

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College held on 24<sup>th</sup> of June, 2015, (Wednesday) at 02.00 p.m. in the Principal's Conference Room.

## AGENDA

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 29<sup>th</sup> of August, 2014.
2. Matters arising out of the last meeting.
3. Finalisation of SWOC Analysis Reply.
4. 3<sup>rd</sup> cycle of accreditation and assessment of the College, SSR etc.
5. Plan of Action and future programmes.
6. Any other matter with the permission of the Chair.

Following 17 members attended the meeting and they are:

1. Dr. K. D. Ramsiej
2. Dr. Malay Dey
3. Dr. M. N. Bhattacharjee
4. Shri Kallol Dutta Roy
5. Padmashree Smt. T. Phanbuh
6. Prof. H. Syiem
7. Dr. M. Rani
8. Shri L. Khongiang
9. Smt. V. R. Solomon
10. Smt. P. Kharkrang
11. Dr. (Mrs.) S. Khyriemujat
12. Dr. C. Masharing
13. Dr. (Mrs.) Eva Kharkongor
14. Shri S. Kharchandy
15. Dr. S. Khongwir
16. Dr. Sankar Sarma
17. Shri Augustine Khyriem

The meeting was presided over by the Principal Dr. K. D. Ramsiej. He called the meeting to order and extended a warm welcome to all. President then followed with the agenda, as under:

### Item No. 1

Coordinator of IQAC, at the outset, welcomed all the members and then placed Minutes of the meeting of IQAC held on 29-08-2014, which was ratified and confirmed.

### Item No. 2

In reporting item, Coordinator informed that the College has obtained temporary permission and affiliation for starting the B. Sc. (IT) Course and Bachelor of Physical Education Course (B.P.E.), but the syllabus of the said courses are yet to be approved. Consequently the College will formally start the courses from the session 2016-17.

He also informed that at the initiative of IQAC a few departments are holding National/Regional level seminars. Three National seminars were organised during this period. One such seminar was organised by Computer Science & Applications department during October-November, 2014, the second one by the literary circle during November 2014, and the third one by the English Department during May, 2015. Further, two more National Seminars are lined up for next three months: One by the Chemistry Department on 30<sup>th</sup> and 31<sup>st</sup> July, 2015, and the other by the Commerce Department on 21<sup>st</sup> and 22<sup>nd</sup> August, 2015.

He also reported that the S. C. Datta Memorial Lecture Series, as per suggestion of IQAC, has also commenced. The first ever memorial lecturer was organised by Mathematics department, as per the schedule given, and it was delivered by Prof. H. K. Mukherjee, Department of Mathematics, North Eastern Hill University. It was held in

November, 2014. The second Memorial Lecture was organised by the Political Science Department and was delivered by Shri Toki Blah, the noted social worker of the State and President, ICARE.

Coordinator also reported that the reply to the SWOC analysis report has been prepared and will be discussed in this meeting. This meeting shall also discuss about the preparation on 3<sup>rd</sup> Cycle of Accreditation of the College.

### **Item No. 3**

The SWOC analysis report was discussed and the reply prepared by the IQAC Coordinator was discussed in detail. The reply was accepted by the house with some minor modifications. The meeting decided that the modified SWOC reply should be placed in the college website at the earliest for general information.

### **Item No. 4**

On being asked by the Principal, the Coordinator of IQAC then briefed the members about the preparation of the college for 3<sup>rd</sup> Cycle of Accreditation of the College. He informed that LOI for accreditation was send on 13<sup>th</sup> March, 2015, which was accepted by the NAAC on 23<sup>rd</sup> March, 2015. Therefore the college has to upload the Self Study Report latest by 23<sup>rd</sup> August, 2015, and the hard copies should be submitted latest by 23<sup>rd</sup> September, 2015. So the College is going ahead with all preparations and has formed the Steering Committee and also different sub-committees to look after all preparations. The SSR is also in final stages of preparation. Draft copies of 4 chapters of the SSR were distributed to the members with a request to given their comments/suggestion for improvisation at the earliest.

The Coordinator informed that the College has projected that it has given appropriate importance to the maintenance and sustenance of existing infrastructure and academic courses during the last period. Simultaneously, the College has taken initiatives for upgrading the infrastructure as a launching ground for new courses and also strengthening of the existing department. It was also informed that the College is projecting following two as the Best Practices: (1) Staff Welfare Schemes and (2) Sports and Cultural Activities for Holistic Growth. As the preparations are going in right direction, the Coordinator reported that the Steering Committee is confident that the college will be able send the SSR much before the deadline and by all probability the uploading of the SSR in the College website will be done by mid-July, 2015.

### **Item No. 5**

The meeting discussed about the future plan of action and resolved that all attention must be concentration on the 3<sup>rd</sup> Cycle of the reaccreditation of the College, and project the activities of the College in proper perspectives.

Further, the meeting approved the proposal of the Coordinator, IQAC to initiate following steps:

1. Starting B. Sc. (Environment Science) course from the next academic session and take initiative to obtain affiliation from the University.
2. Starting Master Degree Course in Entrepreneurship Development, design the syllabus and other necessary details and take initiative to obtain affiliation from the University.
3. Starting Master Degree Course in Commerce and take initiative to obtain affiliation from the University.
4. Planning for some vocational courses, in demand for the local population, in the extended campus in Mawkasiang (like carpentry, maintenance of electrical and electronic appliances, skill development etc.)
5. Formulating a plan to open a 'Maintenance Section' for the College as a whole.

### **Item No. 6.**

It was decided that next IQAC meeting will be convened as and when the dates for NAAC Peer Team visit is finalised.

As no other matters were raised, the meeting ended with formal Vote-of-thanks to and from the Chair.

# SHILLONG



# COLLEGE

Boyce Road, Shillong – 793 003

www.shillongcollege.ac.in  
Phone: 0364-2224903

shillcoll@yahoo.co.in  
Fax: 0364-2502143

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## INTERNAL QUALITY ASSURANCE CELL (IQAC) SHILLONG COLLEGE, SHILLONG

### NOTICE

**September 19, 2015**

A meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College will be held on 29<sup>th</sup> of September, 2015, (Tuesday) at 02.00 p.m. in the Principal's Conference Room, Shillong College, Shillong. All members are requested to kindly make it convenient to attend the meeting.

#### AGENDA

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 24<sup>th</sup> of June, 2015.
2. Matters arising out of the last meeting.
3. 3<sup>rd</sup> cycle of accreditation and assessment of the College and related matters.
4. Plan of Action and future programmes.
5. Any other matter with the permission of the Chair.

Kindly make it convenient to attend the meeting.

M. N. Bhattacharjee  
Coordinator, IQAC,  
Shillong College, Shillong

\*\*\*\*\*

Reconstituted IQAC members (since 01-08-2014)

1. Chairperson: Dr. K. D. Ramsiej, Principal, Shillong College.
2. Coordinator: Dr. M. N. Bhattacharjee, Head, Department of Chemistry.
3. Members:
  - (a) Management: Dr. Malay Dey, Vice Principal; Shri K. Dutta Roy, Vice Principal (Prof. Courses) And Dr. (Mrs.) V. Kharmawphlang, Principal, CTE (PGT), Shillong
  - (b) Society: Shri T. P. Nongrum, Headman Laitumkhrang; Padmashree Smt. T. Phanbuh, President, Ka Lympung Ki Seng Kynthei; Prof. H. Syiem, St. Anthony's College; Dr. M. Rani, Synod College.
  - (c) Teachers: Shri L. Khongiang, Smt. V. R. Solomon, Smt. I. S. Warjri, Smt. P. Kharkrang, Shri L. Pathaw, Dr. (Smt.) S. Khyriemujat, Dr. (Smt.) E. Kharkongor, Dr. C. Masharing, Shri S. Kharchandy, Dr. S. Khongwir, Dr. Sankar Sarma and Smt. B. Lyngdoh.
  - (d) Alumni Member: Prof. F. Lamare, St. Anthony's College, Shillong
  - (e) Employer/Industrialist Member: Shri Joining Pde, MD, Jaintia Cements Ltd.
  - (f) Non-teaching Staff: Shri Augustine Khyriem.
  - (g) Student Members: Wanpherlang Marbaniang, II/B.A.; Jane Adalene Kharbudon, II/B. Sc. Zoology Hons.; Kitborlang Lyngdoh Kynshi, II.B.C.A.

# INTERNAL QUALITY ASSURANCE CELL (IQAC) SHILLONG COLLEGE, SHILLONG

25<sup>th</sup> June, 2015

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College held on 29<sup>th</sup> of September, 2015, (Tuesday) at 02.00 p.m. in the Principal's Conference Room.

## AGENDA

1. Confirmation of the Proceedings of the previous meeting of IQAC held on 24<sup>th</sup> of June, 2015.
2. Matters arising out of the last meeting.
3. 3<sup>rd</sup> cycle of accreditation and assessment of the College and related matters.
4. Plan of Action and future programmes.
5. Any other matter with the permission of the Chair.

Following 18 members attended the meeting and they are:

1. Dr. K. D. Ramsiej
2. Dr. Malay Dey
3. Dr. M. N. Bhattacharjee
4. Shri Kallol Dutta Roy
5. Smt. I. W. Warjri
6. Shri L. Khongiang
7. Smt. V. R. Solomon
8. Smt. P. Kharkrang
9. Dr. (Mrs.) S. Khyriemmujaat
10. Dr. C. Masharing
11. Dr. (Mrs.) Eva Kharkongor
12. Shri S. Kharchandy
13. Dr. S. Khongwir
14. Dr. Sankar Sarma
15. Smt. B. Lyngdoh
16. Shri Augustine Khyriem
17. Smt. Jane Adalene Kharbudon
18. Kitborlang Lyngdoh Kynshi

Shri T.P. Nongrum, Shri H. Syiem, Dr. M. Rani and Shri Joining Pde sent information expressing their inability to attend the meeting for pressing reasons.

The meeting was presided over by the Principal Dr. K. D. Ramsiej. He called the meeting to order and extended a warm welcome to all. President then followed with the agenda, as under:

### Item No. 1

Coordinator of IQAC, at the outset, welcomed all the members and then placed Minutes of the meeting of IQAC held on 24-06-2015, which was ratified and confirmed.

### Item No. 2

In reporting item, Coordinator informed that the College is now ready to welcome the Peer team for the 3<sup>rd</sup> Cycle of Assessment and Accreditation by NAAC. All formalities like uploading of SSR, dispatch of SSR and submission of AQAR have been completed. The college is waiting for confirmation of dates of visit by PEER team to be intimated by NAAC. In continuation of this preparation, meeting of various committees and stakeholders have been completed and it is expected that entire process will be conducted smoothly.

He also informed that college has taken appropriate steps for starting new courses as decided in the previous IQAC meeting and they are: B. Sc. (IT), B.P.E., B. Sc. (Environment Sciences) and PG in Entrepreneurship and Commerce. Further, College has applied for affiliation for starting M. A. course in English.

It was also intimated that an add-on course on Soft-Skills has also commenced in the college.

Coordinator also reported that the reply to the SWOC analysis report has been finalised and will be uploaded in the college website subject to the decision of this meeting of the IQAC.

### **Item No. 3**

The agenda of 3<sup>rd</sup> Cycle of assessment and accreditation by NAAC was taken up. Coordinator reported that all preparations are going in full swing including renovation work of some the existing infrastructure. It was felt that a mock session of PEER team visit may be conducted during the middle of October, 2015. Dr. (Smt.) C. Massar, Principal, Lady Keane College, Dr. M. Rani, Coordinator, IQAC, Synod College, and Prof. H. Syiem, former General Secretary, MCTA shall consist the team. Steering Committee shall take appropriate action to conduct the mock session.

### **Item No. 4**

As regards future plans and programmes, it was decided that all efforts must be directed towards the conduct of 3<sup>rd</sup> Cycle of Assessment and Accreditation at this stage. It was also decided that

- (a) Entrepreneurship Development Cell may be asked to design and start some vocational courses, on issues like Food Processing, Waste Management and similar ones.
- (b) Parking area for vehicles in the college may be further enhanced and more space may created within the space available with adequate planning.
- (c) As regards the issues raised by the Student members of the IQAC, it was decided that sufficient seating places shall be arranged in the Boys' Common Room. However, it was felt that with the completion of the major phase construction of Academic cum Multipurpose Annexe, many of the problems regarding the student amenities will be taken care of.

### **Item No. 5**

In Miscellaneous, it was decided that next major IQAC meeting will be held immediately after the completion of NAAC PEER team visit, unless any exigency arises.

K. D. Ramsiej  
Chairperson

M. N. Bhattacharjee  
Coordinator