Sl. No	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Confirmation of the Proceedings of the previous meeting.	Confirmed	--------
2.	Report of Action taken for quality enhancement and sustenance in line with NAAC Revised Assessment Framework.	a. Interaction with teaching departments on Revised Assessment & Accreditation Framework and on Mentoring. on 8th, 9th, 10th & on the 12th of April 2019. b. Interaction with Conveners, Jt. Conveners, Teacher's in-charge of Committees, Cells etc. on 25th June 2019. c. Interaction with Shillong College Students' Union Affairs Committee on 1st August, 2019. d. Interaction with Non-teaching Staff on 1st October 2019 e. Since May 2019 the IQ AC had initiated Systematic Data Capture of the institution and this data to be maintained by the IQ AC and the same is in the process of being digitized. f. Develop Student Mentoring System in May 2019. g. Facilitated departments to conduct Student's Satisfaction Survey (SSS) based on NAAC questionnaire. h. IQAC and the Research Innovation & Publication Cell has improved and revised the guidelines for college funded research projects to ensure quality and publication of the research projects undertaken by faculties.	---------
3.	Academic Audit	Since IQAC has initiated Academic Audit in April 2019 and formats have been given to departments the House suggested that opinions and assistance from external experts to be sought on the matter.	Taken up
4.	Framework for data capture and ensuring better coordination amongst departments & IQAC.	The House suggested that flexibility to a certain time limit be given to all departments to collect data of previous years. Further, one faculty from each department be appointed as Departmental IQAC Coordinator. These faculties will coordinate with the IQAC and provide relevant information as required to the IQAC.	Done
5.	Management Information System (MIS)	Since college had initiated discussions with technical experts & vendors for its installation the members concur that the software for MIS be installed in the college system and the IQAC can also consult the Department of Computer Science	Done

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		& Applications for the same.	
6.	Institutional affiliation of publication.	Since institutional affiliation is an important criterion for assessment the House suggested that any publication by the faculty including research papers funded by the college, the author should indicate the Institutional affiliation mention in the publication. Further, faculties should mention their affiliation to Shillong College in the event of presentation of papers and in all publications.	Done
7.	Alumni involvement	Alumni's can be made member of various college committees thereby strengthening their involvement with the institution.	Taken up
8.	Requirements of IQAC	a. To appoint an office assistant in IQAC and to place this matter in the Governing Body. b. Enhancement of technical expertise in the functioning of the IQAC the House suggested that faculties from the Department of Computer Science & Applications may be co-opted as IQAC members. The names of Smt. Aiom Mitri, Shri Teibor Warjri & Shri Ransly Hoojon were suggested and accepted by the members.	Done
9.	Other matters	a. Women's Cell of the college should collaborate with the National Commission for Women (NCW) and organized different programmes. The college can apply for funding from the NCW for' organizing workshops, seminar, counselling programmes as well as for conduct of short-term course for capacity building of women in various areas. b. In the event that short-term course is conducted by the college these should be credited as per NAAC criterion. In the event that the college conducts a diploma course, the same should be affiliated to a recognised University.	Taken up

Dr. M. Dey

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Dr. E. Kharkongor

IQAC Co-ordinator