

IQAC meetings with different Cell & Committees:

1. IQAC meeting with Department of Computer Science & Applications & Website Maintenance and ICT Development Cell on 11th May, 2017.

Sl. No.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Feedbacks/Reports on activities of the Committee.	The department along with the committee have developed, design and structure the website. Information to be updated on the website is routed through the IQAC Coordinator.	Continuous process
2.	College Website Maintenance, Updating and Improvement.	The committee would make necessary improvements including updating the website and highlighting the important activities of the college.	Continuous process
3.	Redesigning/restructuring of the website.	Since the task would involve certain expenses the Convener would prepare and submit a budget for the proposal.	Done



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Principal



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2. IQAC Meeting with Research, Innovation and Publication Cell held on the 18th May 2017 at 11 AM:

Sl. No.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Critical role of research & innovation & the need to encourage faculties to take up the same.	To increase the fund allocation for Research for Science, Social Science and Humanities which was revised in 2016 to Rs 20,000/- for the Science stream and Rs 15,000/- for Social Sciences and Humanities.	Done
2.	Guidelines/Rules & Regulations for Research Project Proposals	These should be updated & revised to be able to optimize the benefits & maintain the quality of research.	Done
3.	Workshop on Research Methodology	Seven Day National Workshop on Research Methodology will be conducted.	This workshop will be organized by the Cell and IQAC from the 7th-13th June 2017, sponsored by ICSSR (NERC) NEHU, SCSTE & VAF (CM's Fund), Government of Meghalaya.



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3. IQAC meeting with Departments of Botany, Zoology, Environmental Sciences and members of the Capacity Building on Eco-System Conservation Committee on 23rd May, 2017 at 11.00 A.M.

Sl. No.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Botanical Garden: Action Plan for the Botanical Garden to be prepared.	To constitute a Committee comprising of faculties from the Life Science Departments and Prof. S. K. Roy, Head of Department, Botany to be the Convener. The Committee would prepare the Action Plan to be submitted latest by June 2017.	Action Taken
2.	Initiating Green Campus: Action Plan to be prepared by optimally utilizing the space and resources available. A few instances of Green Campus initiatives were highlighted such as installation of Solar Energy Panels, Rain Water Harvesting and others were drawn.	To constitute a Committee comprising of faculties from the Department of Environmental Science and others with Dr M. Dey, Vice- Principal as the Coordinator and Dr Marvelous Lynser and Prof. Balawan Mawrie. as Joint- Conveners. The Committee would prepare the Action Plan to be submitted latest by June 2017.	Action Taken



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IQAC Meeting with Anti-Ragging Cell dated 23rd May, 2017 at 2.00 P.M.

Sl. No.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Feedbacks/Reports on activities of the Cell	There have been no reported cases of ragging so far whether physical/ emotional/mental in the college campus including the hostel. Students are registering online in the UGC web-site to submit the undertaking for the same	Being done
2.	UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009& Mechanisms to be adopted.	<p>Anti-ragging affidavit/ declaration to be printed in the college prospectus.</p> <p>Creation of awareness by displaying of posters, distribution of leaflets and others in the college campus which includes the hostel.</p> <p>Conduct of inspections on areas (Campus as well as Hostel) where ragging can occur.</p> <p>To create awareness about such activities during the Orientation Programme that is organized for the fresher's and distribution of leaflets on the same day.</p> <p>The copy of the affidavit and leaflets are to be submitted to IQAC for uploading on the College website.</p> <p>Anti-Ragging Helpline be established and printed in the posters and on the website.</p> <p>Compositions of the Anti Ragging Cell to be widen to include student members, hostel wardens and Heads of Departments.</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>To be taken up</p>



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IQAC Meeting with Grievance Redressal Cell on 1st June, 2017.

Sl. No.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Report on the activities of the Cell	Grievance drop box has been placed in appropriate places in the campus but until date no grievances has been reported.	-----
2.	Action Plan to strengthen the grievance redressal mechanisms.	<p>To formulate a write up about the Grievance Redressal Cell clearly stating its objectives, functions, exclusions, guidelines, format and procedures. All these would also be displayed in the college website.</p> <p>To formulate a separate grievance redressal procedure and format for the staff (both teaching and Non-teaching). These would be place on respective Order Books for information and necessary action.</p> <p>To formulate a grievance redressal form and these would be made available online, in notice boards and in the Student's Union Office.</p>	DONE
3.	To create awareness about the functions, guidelines and procedures of operation of the Cell.	<p>Creation of awareness during the Orientation Programme that is organized for the fresher's.</p> <p>Display of posters in notice boards and around the campus highlighting the important role played by the Cell.</p>	<p>Done</p> <p>Done</p>



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