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Interactive Session of IQAC with Coordinators/Conveners/Jt. Conveners/Teacher's in-charge of Committees/Cells etc. dated 25th June 2019:

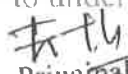
The session was chaired by Dr M. Dey In-charge Principal.

He called the meeting to order and placed the agenda for discussion pertaining to the ongoing preparation for the NAAC as per the RAAF (Revised Assessment & Accreditation Framework). Then he requested the IQAC coordinator to present the details and requirements for the same.

While highlighting the changes in the RAAF which necessitates accurate data collection and their verification, the Coordinator informs the House that different format for the various cells/committees etc have been prepared by the IQAC. These formats were circulated to the members and placed for discussion. She requested the members to give suggestions and make necessary changes in the formats so as to improve the entire process of analysis and reports.


A detailed & thorough discussion ensued & valuable suggestions were given to be adopted and implemented and these are:


1. IQAC will send the various formats pertaining to the different cells/committees to their email id.
2. Department of Computer Science and Application are requested to create email id for the various Cells/Committees. Further, the conveners of cells/committees are requested to activate the same to enable the IQAC to do the needful.
3. Conveners are to note that the formats should be prepared from the year 2016 onwards. All complete formats should be submitted to the IQAC email (info.scf@gmail.com) and also to be maintained by the Committees/Cells.
4. Convener/In-charge of different committees/cells to convene meetings and chalk out programs/activity during the academic year.
5. To ensure wide publicity & media coverage for programmes organized
6. Proposal for programs/activity should be submitted to the IQAC preferably in soft copy.
7. The IQAC Coordinator requested teachers to submit all their publication to IQAC even those published prior to 2016.
8. Website & ICT Development Cell are requested to look into the improvement of e-content and facilitate faculty to undergo training on SWAYAM


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Shillong College
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9. Departments/Cells/Committees are requested to organize institutional competitions such as cultural/debate/quiz competitions etc.
10. The conveners of Co-curricular & Academic Sub-committee and Cultural Sub-Committee were requested to take initiative to be able to identify and train students to compete in quiz/debate competitions and others.
11. The House suggested that the relevant Cells/Committees may organize coaching classes for different competitive exams like Banking/MPSC etc in the evening after normal classes.
12. The House requested the convener of Green Campus & Botanical Garden Development Committee to initiate an Action Plan for developing and achieving targets for a better & safe environment.
13. Dr M. Dey informed the members that some form of e-waste management practices are being followed in the campus. In view of this, he requested the members to return empty cartridges to the store keeper whenever they need replacement.
14. The House requested that formats for hostel advisory committee, canteen advisory committee, refreshment etc. has to be developed and requested IQAC to look into the matter.
15. A report on the status of the Art & Culture Museum will be provided and submitted to the IQAC by the Convener.

Since no other matter came up for discussion, the meeting ended with a vote of thanks to and from the chair.


Dr M. Dey
In-Charge Principal



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Dr (Mrs.) E. Kharkongor
IQAC Coordinator.


IQAC Meeting with Conveners of Cells and Committees dated 25th June, 2019.

Sl. No	Minutes of Discussion	Suggestions/Actions taken	Status
1.	Quality initiatives and mechanisms to strengthen and ensure better coordination in the functioning of different Cells & Committees	IQAC had prepared different formats for data collection and documentation of various activities of Cells and Committees and these formats were placed for discussion and were approved with necessary suggestions and changes to improve the	
	focusing on proper documentation and their validation in line with the RAAF of NAAC.	entire process of analysis and reports. IQAC will send the various formats pertaining to the different cells/committees to their email id.	Done
2.	Creation of email id for the various Cells/Committees.	Department of Computer Science and Application to do the needful and conveners of cells/committees are to activate the same to enable the IQAC to do the needful.	Done
3.	Identification of the year for data collection in the formats prepared.	Formats to be prepared from the year 2016 onwards. All completed formats should be submitted to the IQAC email (iqac.sc@gmail.com) and also to be maintained by the Committees/Cells	Done
4.	Action Plan for Cells and Committees	<p>a. Convener/In-charge of different committees/cells to chalk out programs/activity during the academic year. Proposal for programs/activity should be submitted to the IQAC preferably in soft copy.</p> <p>b. Departments/Cells/Committees are to organize institutional competitions such as cultural/debate/quiz competitions etc.</p> <p>c. Co-curricular & Academic Sub-committee and Cultural Sub-committee to take initiative to identify and train students to compete in quiz/debate competitions and others.</p> <p>d. To organize coaching classes for different competitive exams like Banking/MPSC etc in the evening after</p>	<p>Continuous Process</p> <p>Continuous process</p>

		normal classes. e. Green Campus & Botanical Garden Development Committee to initiate their Action Plan for developing and achieving targets for a better & safe environment.	
5.	Ensuring wide publicity & media coverage for programmes organized.	To do the needful and suggestion given that college to set up a Publication Cell.	To be taken up.
6.	Proper documentation of faculty and college publications.	IQAC and the Research Innovation and Publication Cell to do the needful and to request teachers to submit all their publication to IQAC even those published prior to 2016.	Done
7.	e-waste management practices that are adopted in the campus.	To request all faculties to return e-wastes such as empty cartridges to the store keeper whenever they need replacement. To suggests other measures for better e-waste management of the college.	Done
8.	Others	a. Formats for hostel advisory committee, canteen advisory committee, refreshment etc. has to be developed and requested IQAC to look into the matter. b. A report on the status of the Art & Culture Museum to be submitted to the IQAC by the Convener	To be taken up.


 Dr M. Dev
 Principal In-Charge

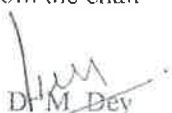

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 Dr (Mrs.) E. Kharkongor
 IQAC Co-ordinator

Minutes of IQAC meeting with Shillong College Students' Union Affairs Committee dated 1st August, 2019

1. The meeting was chaired by Dr M. Dey, In-Charge Principal.
2. He called the meeting to order and placed the agenda for discussion pertaining to preparation for the NAAC process according to the Revised Assessment & Accreditation Framework (RAAF). He pointed out that the students' were an important part of the process and urged upon them to sincerely participate in the re-accreditation exercise of the college. Then he requested the IQAC coordinator to present the details and requirements for the same.
3. The IQAC Coordinator, presented a brief account of the RAAF launched by NAAC in July 2017 and highlighted that a format has been prepared for the collection of data from the student's union needed for Quantitative Metrics (Q_nM) as per the RAAF.
4. The format was presented and discussed thoroughly with clarifications and modifications and the following suggestions emerged:
 - a. The Constitution for the SCSU to be drafted and the House suggested that Shri G. R. Rumnong along with members of the SCSU committee to take up the responsibility for drafting the same.
 - b. Since representations by students' in cells/committees/administrative bodies etc. of the college is a key indicator in Q_nM the House suggested that SCSU members be included in the various cells and committees of the college and representations/posts to be created during the SCSU elections in those cells/committees for which there are no representations yet. These cells/committees are:
 - (i) Grievance Redressal Cell, (ii) Information & Career Guidance Cell,
 - (iii) Health Care Committee (iv) Anti Ragging Cell (v) Placement Cell
 - (vi) Gender Equality Monitoring Cell
 - (vii) Green Campus Development Committee
 - (viii) Botanical Garden Development Committee
 - (ix) Equal Opportunity Cell
 - (x) Disaster Risk Management Committee.
5. In connection with point No 3 (iv) of the format the house suggested that the heading be modified to training/co-curricular programs attended by students.
6. An email id will be created for the SCSU by the Department of Computer Science & Applications to ensure the process for the RAAF.

Since no other matter came up for discussion the meeting ended with a vote of thanks to & from the chair


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In-charge Principal


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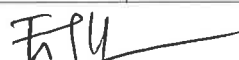

Dr (Mrs.) E. Kharkongor
IQAC Coordinator

IQAC Meeting with Shillong College Students' Union dated 1st August, 2019

Sl. No.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Quality initiatives and mechanisms to strengthen student's participation in activities of the institution and their active role in the accreditation process.	Students are an integral part of the institution and there is a need to enhance their participation and the critical role of the Shillong College Students Union (SCSU) in the institutions' progress.	Continuous Process
2.	Ensuring flow of information, data collection and documentation by SCSU.	SCSU will provide information of all their activities, collection of data and documentation from the year 2016 according to the format prepared by IQAC for Quantitative Metrics (QnM) as per the format launched by NAAC in July 2017.	Continuous Process
3.	Collection of information, validation of data etc. by IQAC	All information to be sent to IQAC email id. Further, an official email id to be created for the SCSU and the Department of Computer Science & Applications to do the needful.	Done
4.	Students' representations on the various cell, committees and administrative bodies of the institution.	More representations by students in cells, committees, and administrative bodies of the college to be taken up with emphasis on those activities where there are no representations yet such as Grievance Redressal Cell, Information & Career Guidance Cell, Health Care, Anti Ragging, Placement Cell, Gender Equality Monitoring Cell, Green Campus Development Committee, Botanical Garden Development Committee, Equal Opportunity Cell, Disaster Risk Management Committee etc.	Taken up
5.	Drafting of Constitution of the SCSU	The Constitution for the SCSU to be drafted and the House suggested that Shri G.R. Rumnong along with members of the SCSU committee to take up the responsibility for drafting the same.	Done

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Principal In-Charge


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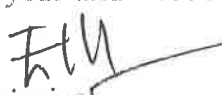

Dr (Mrs.) E. Kharkongor
IQAC Co-ordinator

IQAC Meeting with Non-teaching Staff dated 1st October 2019

Agenda: Revised Assessment & Accreditation Framework (RAAF).

Minutes of discussion:

1. The meeting was chaired by Dr M. Dey In-Charge Principal. He called the meeting to order and placed the agenda for discussion pertaining to preparation for the NAAC process according to the Revised Assessment & Accreditation Framework (RAAF). He pointed out that the non-teaching staff play a critical role in quality enhancement mechanisms and urged upon them to sincerely participate in the re-accreditation exercise of the college. Then he requested the IQAC coordinator to present the details and requirements for the same.
2. The IQAC Coordinator, presented a brief account of the RAAF launched by NAAC in July 2017 and highlighted that formats have been prepared accordingly for the seven criteria to enable collection and verification of data and information. Stressing on the necessity of data management and computerization on all aspects of administration with emphasis on finance the Coordinator requested the members to take part in the discussions and come up with suggestions for quality enhancement and sustenance. Active discussions ensued and the following suggestions emerged:
 - a. Creation of a data base or profile of all the Non-teaching staff; both sanctioned and college post. The members suggested that Shri A. Lyngdoh and Shri Donkumar Kharmujai to do the needful.
 - b. The members suggested that training programs/orientation attended by the staff and any Other/additional qualification be added in the profile format for the Non-teaching staff.
 - c. The members suggested that a Training program on financial management and tally should be conducted for office staff and the Vice Principal and head assistant were requested to work up the schedule for conducting the program at the appropriate time.
 - d. On computerization of aspects of administrative functions the meeting suggested that Vice principal be entrusted with the task to start computerization of all the sections and store the important document in the server.
 - e. Regarding online fee payment the members were informed that this would be made mandatory from the next academic year and Vice Principal, Professional Course to look into the matter.


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- f. For proper dissemination of information with regards to students profile the members were informed that students data base specially from 2019 have been updated and the IQAC can obtain relevant information from Shri Lamjanai Dkhar. The members also suggested that various information relating to AQAR can be obtain from various sources/committees like the Building, Purchase, Website and ICT committees and others.
- g. The members opined on the need for creation of software for data management and suggested that the Department of Computer Science and Applications to take up the matter in consultation with external experts if the need arise.
- h. The House suggested that all relevant information, documents, letters etc. be scanned, attached and forwarded to the IQAC for necessary action.

Since no other matter came up for discussion the meeting ended with a vote of thanks to and from the chair.

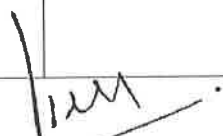

Dr M. Dey
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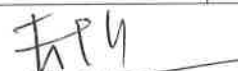

Dr (Mrs.) E. Kiarikongor
IQAC Coordinator.

IQAC Meeting with Non-Teaching Staff dated 1st October, 2019

Sl.	Minutes of Discussions	Suggestions/Action Taken	Status
1.	Quality Enhancement Mechanisms to enable collection and verification of data and information.	Creation & maintenance of a data base or profile of all the non-teaching staff; both sanctioned and college post to be done on the formats prepared by IQAC and to be submitted to IQAC email id. All information to be documented including training programmes & additional qualifications. Two members of the staff Shri A. Lyngdoh and Shri D. Kharmujai were requested to do the needful.	Done
2.	Data management and computerization on all aspects of administration with emphasis on finance & accounts.	To create and install a software for data management and information and suggested that the Department of Computer Science and Applications to take up the matter in consultation with external experts. Further, the Vice Principal was entrusted to ensure the computerization of various aspects of administrative functions with all the technical details involved.	Continuous process
3.	Dissemination of information on various aspects.	Proper dissemination of information to IQAC to be ensured. All relevant information, documents, letters etc. to be scan, attached and forwarded to the IQAC for necessary action.	Continuous process
4.	Students' Data Base	Students' data base has been updated from 2019 & relevant information can be obtained from Shri L. Dkhar. Students 'profile from 2016 would also be created in the required format.	Continuous process
5.	Online fee payment	Online fee payment to be made mandatory from the next academic session and Vice Principal, Professional Course to take up the matter.	Done
6.	Training programmes for non-teaching staff.	Training program on financial management and tally would be organized & Vice Principal and head assistant were requested to work up the schedule for conducting the program at the appropriate time.	Done


Dr M. Dey
In-Charge Principal


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Dr (Mrs.) E. Kharkongor
IQ AC Coordinator

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

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College held on 5th December, 2019 at 2.00 PM in the Principal's Conference Room.

AGENDA:

1. Confirmation of the Proceedings of the previous meeting
2. Action taken
3. Preparation for Revised Assessment & Accreditation Framework.
4. Requirements for IQAC.
5. Any other matters with the permission of the Chair.

Members Present:

1. Dr. Malay Dey, In-Charge Principal
2. Shri K. Dutta Roy, Vice-principal
3. Shri B. Syiem, Vice-principal, Professional Course
4. Dr (Mrs. E. Kharkongor, IQAC Coordinator
5. Dr. (Mrs.) V. Kharmawphlang
6. Padmashree Smt. T. Phanbuh
7. Dr. M. Rani
8. Shri F. Lamare
9. Dr. (Miss) D. L. Buam
10. Dr (Mrs.) S. Khyriemmujaat
11. Smt. P Khonglah
12. Dr (Mrs.) D. Bhowmik
13. Dr S. Sharma
14. Dr S. Khongwir.
15. Smt. R. Khongwir.

The meeting was presided over by Dr. Malay Dey, In-Charge Principal. He called the meeting to order and welcome all the members.


Minutes of discussion:

1. The minutes of the previous meeting held on 13th December 2018 were read out and confirmed by the house.
2. In reporting Agenda 2 on Action Taken the Coordinator informed the House that the IQAC in close coordination with the management had consistently adopted mechanisms for quality enhancement and sustenance in line with NAAC Revised Assessment Framework. A brief report of these are :
 - a. Interaction with teaching departments to sensitize faculty members on preparation of NAAC according to the Revised Assessment & Accreditation Framework and on Mentoring. These meetings were scheduled 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

The House was informed about the proceedings of these interactions and the suggestions received which was accepted.


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- e. Since May 2019 the IQAC had initiated Systematic **Data Capture** of the institution and this data to be maintained by the IQAC 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.
 - i. IQAC has initiated Academic Audit in April 2019 and different formats have been given to departments.
 - j. The House were also informed that the IQAC had continuously facilitated in organizing seminars, training programs for ICT usage, encouraging research & publication, placement activities, skill development and entrepreneurship training etc.
3. On item 3 pertaining to the Preparation of the institution according to the Revised Assessment & Accreditation Framework the members concur on the action taken by the IQAC. Taking cognizance of the work involved and to enhance better coordination for data capture according to the various criteria, the House suggested that one faculty from each department be appointed as Departmental IQAC Coordinator. These faculties will coordinate with the IQAC and provide relevant information of their department as required by the IQAC.
 4. The House suggested that flexibility to a certain time limit be given to all departments to collect data of previous years.
 5. The House discussed on the item -- Management Information System (MIS) for which the college had initiated discussions with technical experts for its installation. In this regard the members concur that software to enable MIS be installed in the college system and the IQAC can also consult the Department of Computer Science & Applications for the same.
 6. 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.
 7. To enhance alumni involvement in the college activities, the House suggested that an alumnus can be made member of various college committees thereby strengthening their involvement with the institution.
 8. The House suggested that the 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.
 9. The House suggested that any short-term course conducted by the college 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.
 10. On item 4 regarding Requirements for IQAC the following suggestions emerged.


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- a. The House noted on the need to appoint an office assistant in the IQAC office and suggested that the matter should be placed to the Governing Body.
- b. To enhance technical expertise in the functioning of the IQAC the House suggested that the coordinator may co-opt faculties from the Department of Computer Science & Applications as IQAC members. The names of Smt. Aiom Mitri (HOD); Shri Teibor Warjri & Shri Ransly Hoojon were suggested and accepted by the members.

Since no other matter came up for discussion, the meeting ended with a vote of thanks to and from the chair.


In-Charge Principal


Principal
Shillong College
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IQAC Coordinator.

IQAC Meeting dated 5th December, 2019

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.	<p>a. Interaction with teaching departments on Revised Assessment & Accreditation Framework and on Mentoring. on 8th, 9th, 10th & on the 12th of April 2019.</p> <p>b. Interaction with Conveners, Jt. Conveners, Teacher's in-charge of Committees, Cells etc. on 25th June 2019.</p> <p>c. Interaction with Shillong College Students' Union Affairs Committee on 1st August, 2019.</p> <p>d. Interaction with Non-teaching Staff on 1st October 2019</p> <p>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.</p> <p>f. Develop Student Mentoring System in May 2019.</p> <p>g. Facilitated departments to conduct Student's Satisfaction Survey (SSS) based on NAAC questionnaire.</p> <p>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.</p>	-----
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

		& 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	<p>a. To appoint an office assistant in IQAC and to place this matter in the Governing Body.</p> <p>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.</p>	Done
9.	Other matters	<p>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.</p> <p>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.</p>	Taken up

Dr. M. Dey

In-Charge Principal

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Dr. E. Kharkongor

IQAC Co-ordinator

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

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) with Departmental IQAC Co-ordinators dated 16th March 2020 at 2.00 PM in the Principal's Conference Room.

Agenda NAAC Process--Mechanisms for data capture and their management

The meeting was chaired by Dr (Mrs.) E. Kharkongor, IOAC Co-ordinator. She called the meeting to order and welcomed all the members. Then the agenda was placed for discussion. The minutes of discussion are:

- I. ~~The coordinator briefed the members that in the process of preparing the institution according~~ to the Revised Assessment & Accreditation Framework, the IQAC had initiated Systematic Data Capture of the institution and this data is to be maintained by the IQAC and the same is in the process of being digitized.
Taking cognizance of the work involved and to enhance better coordination for data capture according to the various criteria, the IQAC Meeting which was held on 5th December, 2019, had suggested that one faculty from each department be appointed as Departmental IQAC Coordinator. These faculties will coordinate with the IQAC to provide relevant information of their department as required by the IQAC.
2. The format prepared by IQAC for data capture from departments were placed and discussed in detail and the following suggestions emerged:
 - a. To enable systematic data capture, their dissemination and management the House suggested that each Department maintain their departmental profile, record of their departmental activities (field trip\seminar\teacher's day celebration etc). In other words, all departments should maintain the Departmental file\register\dairy \logbook to record all events with proper documentation. These records have to be maintained as far as practicable from the year 2016.
 - b. The departments should note that teacher's award/student's award, research & publications and other achievements to be recorded and maintained with proper documentation.
 - c. Department should maintain the Student's attendance register especially from the year 2016. With regards to student's attendance the members suggested that the College should strictly maintain the 75 per cent attendance by the students and this should be highlighted in the prospectus.
 - d. All Official letters received by departments should be properly recorded and maintained
 - e. In case of students' absence from classes' all leave letters submitted to be properly maintained in a separate file



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- f. Attendance register should be maintained properly for all classes and also for remedial classes whenever taken by respective departments.
 - g. The criteria on Students support and progression (pass out students/ higher studies/placement) were discussed in detail. The House suggested that departments should have a follow-up plan and connect with their students to be able to have the necessary information about their progress.
 - h. Since the mentoring process has been started by departments the House emphasized that the Mentor/ Mentee list to be properly maintained by respective departments.
 - i. The feedback system was discussed and the House were informed that the IQAC have prepared the feedback forms for all stakeholders and these would be distributed to respective departments. These feedbacks would enable the IQAC to conduct academic audit of the institution and external experts would be consulted in the process.
 - j. The item pertaining to Student Satisfaction Survey (SSS) was also discussed in detail. The members were informed that IQAC may distribute these Student Satisfaction Survey ' questionnaires to the respective departments. All the departments should conduct SSS for each semester and the questionnaires to be properly maintained by departments.
 - k. Since the college website is being restructured and updated the members suggested that respective Departments should check their Departmental profile in the college website and informed IQAC regarding any correction/updating. Any information to be uploaded including projects/publications should be from the year 2016.
3. The members discussed on the need for preparation of a lesson plan and accordingly suggested that IQAC should organize a workshop on this topic in the near future.
4. Taking cognizance of the fact that there is a critical need for proper dissemination of information which would enable systematic data capture and their management -- the House suggested that all Heads of Departments should be invited to attend in the next meeting of IQAC with departmental coordinators.

Since no other matter came up for discussion the meeting ended with a vote of thanks to & from the chair.


 21/8/2020
Dr (Mrs) E. Kharkongor

IQAC Coordinator



Principal
Shillong College
Shillong - 3

IQAC Meeting dated 16th March, 2020


Sl. No	Minutes of Discussion	Suggestion/Action Taken	Status
1.	Enabling mechanisms for NAAC preparation involving data capture their management & digitization.	<p>a. Departments to coordinate with Departmental IQAC Coordinators for dissemination of information with the IQAC.</p> <p>b. Each Department should maintain their departmental profile, record of their departmental activities (field trip\seminar\teacher's day celebration etc). In other words, all departments should maintain</p>	Taken up
		<p>the Departmental file\register\dairy \logbook to record all events with proper documentation. These records have to be maintained as far as practicable from the year 2016.</p> <p>c. Teacher's award/student's award, research & publications and other achievements to be recorded and maintained with proper documentation.</p> <p>d. Student's attendance registers to be meticulously maintained especially from the year 2016 onwards. 75 per cent attendance by the students should be strictly followed. Also, attendance register should be maintained for remedial classes whenever taken by respective departments.</p> <p>e. All Official letters received by departments should be properly recorded and maintained.</p> <p>f. In case of students' absence from classes' all leave letters submitted to be properly maintained in a separate file.</p>	Taken up
2.	Students support and progression.	Departments should have a follow-up plan to be able to connect with their students and have the necessary information about their progress.	Continuous process
3.	Mentoring	Since mentoring process is already in place, departments are to properly maintained their Mentor/ Mentee list.	Continuous process
4.	Feedback system	As usual, the feedback forms for all stakeholders have been prepared by IQAC and these would be distributed to respective departments. These feedbacks would enable the IQAC to conduct academic audit of the institution and external experts would be consulted in the process.	Continuous process


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5.	Student Satisfaction Survey (SSS).	IQAC will distribute the Student Satisfaction Survey ' questionnaires to the respective departments to be conducted for each semester. The questionnaires should be properly maintained by departments.	Continuous process
6.	Website restructuring and updation.	Since the college website is being restructured and updated, respective Departments should check their Departmental profile in the college website and informed IQAC regarding any correction/updating. Any information to be uploaded including projects/publications should be from the year 2016.	Continuous process
7.	Other matters	<p>a. IQAC should organize a workshop on preparation of a lesson plan.</p> <p>b. The House suggested that all Heads of Departments should be invited to attend the next meeting of IQAC to ensure better coordination and information for quality assurance and sustenance.</p>	<p>Done</p> <p>To be taken up</p>


 Dr M. Dey
 In-Charge Principal


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 Dr (Mrs.) E. Kharkongor
 IQAC Co-ordinator