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

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