



IQAC Meeting with Conveners of Cells and Committees dated 25<sup>th</sup> 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 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 &amp; 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 suggest 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

  
Principal  
Shillong College  
Shillong - 3

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