IQAC Meeting dated 26th March, 2021

Sl.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Confirmation of Minutes of meeting dated13 th February, 2021.	Confirmed	
2.	Action Taken: a. Seminar (blended mode) on CAS, UGC Regulation, 2018. b. Management Information System (MIS)	 a. The IQAC will organized this seminar (blended mode) on the 8th April 2021 strictly following COVID protocols. Apart from teachers from the college, IQAC Coordinators and one member from deficit colleges will be invited to attend the programme. Resource persons will include officials from the Office of DHTE, Shillong. b. A firm (MASSTECH) had been engaged for development of MIS, online admissions etc. A meeting with the representative will be held along with the Department of Computer Science& Applications to discuss the details. Accordingly, the MIS information can be included in AQAR 2020-2021. 	Done
	c. Organizing programmes & activities	c. Departments, Cells & Committees are organizing programmes & activities through webinars, blended mode etc. The reports of all these should be submitted to IQAC.	Done
3.	Academic and Administrative Audit (AAA)	AAA will be conducted during the month of May 2021 and management will constitute a committee to do the needful. Also, departments, Cells & Committees are to prepare for AAA in	Done
		the format to be prepared by the IQAC & present the same to the AAA team.	
4.	Any other matters: a. SWOC Analysis	a. SWOC analysis will be conducted and a	Done

- b. Strengthening of the institutions data base.
- c. Satisfaction Survey (SSS):
- d. Art and Culture Committee and Literary Society.
- e. MOUs: of the college
- f. Internet connectivity
- g. Ensuring publicity for programmes organized by the college, the IQAC, Cells & Committees etc.

committee will be constituted for the same.

- b. A meeting with the non-teaching staff will be held on the 31st March to discuss about strengthening institutions data base from collection to documentation & their maintenance. All departments are to collect the data from the office and maintained in the department.
- c. IQAC & departments to create awareness to their students about the SSS to be conducted by NAAC.
- d. Art and Culture Committee and Literary Society to submit reports to IQAC about their activities.
- e. IQAC to check the various MOUs of the college and update them& also to pursue signing of MOU with State Council for Science & Technology (SCSTEfor the benefits of students.
- f. Internet connectivity have improved a lot & a Wi-fi zone will be created in the campus for the benefits of students.
- g. The IQAC should notify departments, cells & committees to inform activities organized to the Publicity Cell, website & Shri P. N. Jyrwa for Instagram

Done

Dr. E. Kharkongor Principal

Dr S. Sarma IQAC Coordinator