

Minutes of IQAC Meeting dated 11th December 2021

Sl.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Confirmation of Minutes dated 30 th July, 2021.	Confirmed	-----
2.	<p>Action Taken</p> <p>a. Quality Enhancement measures in Library.</p> <p>b. AQAR 2020-21.</p> <p>c. Administrative & Academic Audit (AAA).</p> <p>d. Alumni.</p> <p>e. Constitution of Committees.</p> <p>f. Organizing activities & programmes.</p>	<p>a. The IQAC, Librarian, ICT Cell & the MIS Team met on 20th August 2021 and have submit proposals for library improvements & its digitization.</p> <p>b. Preparations are underway & the IQAC had convene a meeting with departmental co-ordinators on 14th September, 2021 at 11.30 AM to discuss the modalities & coordinate the preparation of AQAR 2020-21 which will be uploaded as soon as possible.</p> <p>c. IQAC convene a meeting with Conveners & In-charge of Cells & Committees on 14th September 2021 at 1.30 PM to apprise them about the conduct of AAA.</p> <p>d. A meeting of IQAC with the Alumni was held on 15th September, 2021 to discuss on matters to enhance their participation in college activities.</p> <p>e. Two committees have been constituted, namely Swatch Bharat (Cleanliness) and Anti Sexual Harassment Cell as per UCG guidelines.</p> <p>f. IQAC had coordinated with Departments, Cells & Committees in organizing activities & programmes through online/blended mode. A number of programmes were organized to create awareness on COVID 19 Vaccination, mental health of students amongst others. Also, the coordinator informs the House that meaningful programmes have been organized to commemorate 50 years of Statehood of Meghalaya.</p> <p>g. IQAC & ICT Cell had conducted an</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>



	<p>g. Measures for improvement in ICT equipment's.</p> <p>h. COVID 19 Vaccination Drive.</p> <p>i. Release of the 4th Volume of the college Inter-Disciplinary peer reviewed journal "Echoes from the Hills".</p> <p>j. Report on conduct of AAA.</p> <p>k. MOU with SCSTE.</p> <p>l. Three-Week Students' Induction Programme on Exploring Nlist Consortium.</p> <p>m. Management Information System</p>	<p>inspection on the ICT status of the college and a report will be submitted to the Principal.</p> <p>h. The college had been identified by the District Administration as a centre for COVID 19 Vaccination Drive. Health workers from the Government coordinated with the Health Care Committee & IQAC for the purpose & the Vaccination drive started from 9th October, 2021 onwards.</p> <p>i. IQAC reported that a function organized on 18th November, 2021 to release the Journal. This programme was graced by Smt. Isawanda Laloo, IAS, Deputy Commissioner, East Khasi Hills, Shillong.</p> <p>j. AAA has been conducted for all departments, cells & committees by a duly constituted committee, according to the schedule prepared by IQAC from 1st November onwards. A report of the AAA will be prepared & submitted by IQAC.</p> <p>k. The draft MOU with SCSTE has been prepared and the same will be sent to the secretary SCSTE. The date for signing the MOU will be notified.</p> <p>l. Shillong College Library in collaboration with the IQAC had organized a Three-Week Students' Induction Programme on Exploring Nlist Consortium & the valedictory function will be held on 13th December, 2021. The Chief Guest of the function is Shri Rangksan Mawroh, Principal Consultant, RUSA, Government of Meghalaya. Certificates were handed to the students & 2 meritorious students were felicitated.</p> <p>m. IQAC will meet with representatives from MASSTECH (MIS) on the 16th December</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>-----</p> <p>Done</p> <p>-----</p>
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	(MIS) n. 5 Day Workshop on Capacity Building. o. Art & Culture Gallery. p. Botanical Graden. q. Two-day seminar on NEP 2020 and IPR.	2021 to discuss details of operations & applications. n. The members were informed that the EDC will organized a 5 Day Workshop on Capacity Building for Women & Youth in the Unorganized Sector under Mawryngkneng Block, East Khasi Hills District, Meghalaya in collaboration with the Office of the BDO, Mawryngkneng Block from 10 th –14 th January, 2022. The programme will be sponsored by the Office of the Deputy Commissioner, East Khasi Hills District, Shillong. o. Art & Culture Gallery will be shifted to an identified area in the Library for display of items & the Committee is to coordinate the work with the IQAC. p. Botanical Graden can be develop in the Mawkasiang Campus since a major portion of the campus is forested and have to be preserved. She requested the Committee to take up the matter and coordinate with the IQAC and other departments such as EVS, Botany, Zoology etc. q. A Two-day seminar on NEP 2020 and IPR will be tentatively conducted in the month of March 2022.	Done
3.	NAAC Preparations:	a. The IQAC Coordinator informed the House that the IIQA will be prepared and the deadline of submission will be tentatively by the last week of February 2022. b. The IQAC coordinator explained that before submitting the IIQA, the Self Study Report (SSR) will also have to be prepared and at least 95 per cent of it have to be completed. In this regard, team leaders were selected for the preparation of different categories of the SSR & they are to submit the completed categories of SSR to the IQAC latest by 15 th February 2022. c. IQAC to monitor and updating of college and library websites.	-----
4.	Any other matter: a. Orientation	a. Orientation program to sensitize students on NAAC process will be held after NEHU examinations in	



	<p>programme for students.</p> <p>b. Teachers training on e-learning and LMS Platform</p>	<p>online/blended/offline depending on prevailing situation & Government restrictions.</p> <p>b. This training programme will be held shortly.</p>	<p>-----</p>
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