

**IQAC Meeting (Blended Mode) dated 30<sup>th</sup> July, 2021**

Sl.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Confirmation of Minutes of the last meeting dated 26 <sup>th</sup> March, 2021.	Confirmed	----
2.	Management Information System	Meeting with representative of MASSTECH had been held on 26 <sup>th</sup> March 2021 on the modalities of MIS and its applications. Also, the representative had a meeting with Department of Computer Science & Applications & Website Maintenance & ICT Cell on 1 <sup>st</sup> April 2021 to discuss operational details.	Installed
3.	SWOC analysis	SWOC analysis will be conducted & a committee to be constituted after getting confirmation from external members.	Done
4.	AQAR 2019-20	Submitted & uploaded to NAAC on 23 <sup>rd</sup> July, 2021. Then corrections & clarifications were sought by NAAC which were done and the AQAR was finally uploaded on 23 <sup>rd</sup> August, 2021. Also, all relevant documents, annexures etc. have been uploaded to college website.	Done
5.	Feedback 2019-20 have been analysed and report have been prepared to be uploaded on website.	Process have been completed. These have been analysed and report prepared to be uploaded on website.	Done
6.	AQAR 2020-21:	Since AQAR format had been changed; the new format will be given to departments to provide all relevant information and submit the same to IQAC. Also, a meeting with departmental co-ordinators will be convene by IQAC for preparation of the AQAR.	Done
7.	Website Improvements & Updating	IQAC to suggests improvements in the website & update information.	Continuous process
8.	Academic & Administrative Audit	AAA could not be conducted due to the Pandemic & will be done when situation is conducive. A meeting with Conveners & In-charge of Cells & Committees will be convened to discuss the same.	Done
9.	Any other matter: a. Organizing National Webinar	a. A National Webinar on the topic "Reinventing & Redefining Library Spaces in the Digital Era" will be organized by Shillong College Central Library in collaboration with IQAC on 12 <sup>th</sup> August 2021 to celebrate National Library Day 2021.	Done
			Done




	<p>b. Tackling COVID 19 situations:</p> <p>c. Conducting activities &amp; programmes.</p> <p>d. Publication &amp; Release of Journal</p> <p>e. Development Plans for Extended Campus at Mawkasiang.</p> <p>f. MOU</p> <p>g. Digitization of library.</p> <p>h. UGC Sponsored Months Certificate Course on Entrepreneurship.</p>	<p>b. The IQAC to adopt strategies to generate awareness on the COVID 19 situations and to actively organize programmes that focusses on mental health of students, COVID Vaccination etc. In this regard, the IQAC will discuss with Health Care committees &amp; others to conduct such programmes.</p> <p>c. IQAC to coordinate with Cells &amp; Committees to conduct activities &amp; programmes through online/blended mode.</p> <p>d. The 4<sup>th</sup> Volume of the college Inter-Disciplinary peer reviewed journal “Echoes from the Hills” is nearly completed and arrangements is going on for its release in the coming month.</p> <p>e. To adopt strategies to develop the Mawkasiang campus into a Resource Centre for skills &amp; vocational training, environmental preservation &amp; sports infrastructure.</p> <p>f. IQAC to discuss &amp; speed up the process for signing the MOU with SCSTE and to collaborate with SCSTE for organizing programmes specially in the extended campus.</p> <p>g. The Coordinator stressed that library functioning should be improved especially in the current scenario of the pandemic and digitization of library should be taken up earnestly by the college. In this regard the principal requested the Librarian to coordinate with the IQAC &amp; a meeting will be held with the Website Maintenance &amp; ICT Cell &amp; the MIS Team to seek inputs &amp; suggestions.</p> <p>h. Since the UGC Sponsored 3 Months Certificate Course on Entrepreneurship could not be conducted due to the current situation of the pandemic, the meeting requested the EDC to look into the matter and if, possible to conduct the course online. Further, it was also suggested that the EDC connect online with past participants and have an interaction regarding their ventures, progress etc.</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Course conducted</p> <p>Done</p>
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	i. IQAC & MIS	i. A meeting of IQAC with MIS team will be held to discuss certain modalities and operational strategies.	
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Dr. E. K. Charkengor  
Principal  
Shillong College  
Shillong-3

  
Dr. S. Sarma  
IQAC Coordinator

