



SAINT CLARET COLLEGE, ZIRO

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Accredited with Grade 'A' by NAAC | Recognized by UGC under 2(f) & 12(B)

Affiliated to Rajiv Gandhi University

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IOAC

Minutes of the Meeting held on Saturday 19 May, 2018 at 10.00 A.M at Conference Hall

Members Present:

- | | |
|---|---------------------------|
| 1. Dr. (Fr.) Allwyn Mendoz, Principal | -Chairperson |
| 2. Fr. Walter Naveen, Vice Principal (Admin) | -Member (Admin Officer) |
| 3. Fr. George Nelliyaniyil, Vice Principal (Aca.) | -Member (Admin Officer) |
| 4. Fr. John K.J., Governing Body Member | -Member (Management rep.) |
| 5. Dr. Utpal Talukdar, Senior Faculty | -Coordinator |
| 6. Sr. Shiny George, Faculty | -Deputy Coordinator |
| 7. Mrs. Sonisha R. Syiem, Senior Faculty | -Member |
| 8. Mr. Dani Lalyang, Senior Faculty | -Member |
| 9. Ms. Withoam Socia, Senior Faculty | -Member |
| 10. Mrs. Vajana Thakuria, Senior Faculty | -Member |
| 11. Dr. Bhaboklang Sohkhlet, Senior Faculty | -Member |
| 12. Mr. Tame Ramya, Faculty | -Member |

Members Absent:

- | | |
|--|------------------------------------|
| 1. Mr. Habung Tamang, Adjunct Faculty | -Member (Society Member) |
| 2. Mr. Hibu Tama, DDSE | -Member (Society Member, Employer) |
| 3. Mr. Hage Tachang, Parent & Dy. Director, AIR | -Member (Society Member, Employer) |
| 4. Dr. Audrey Apang, Editor, The Arunachal Times | -Member (Employer) |
| 5. Ms. Nich Menia, Asstt. Professor, DNGC | -Member (Alumni Rep.) |
| 6. Mr. Kalung Horming, JCC Captain | -Member (Student Rep.) |

The meeting began with an invocation to God led by Sr. Shiny George, Deputy Coordinator, IQAC.

The members were welcomed by Mrs. Sonisha R. Syiem, Senior Faculty, Member IQAC.

Chairperson welcomed Dr. Bhaboklang Sohkhlet Senior Faculty as the newly inducted member of IQAC.

Outcome of Perspective Plan 2017-18 and Annual Quality Assurance Report.

Dr. Utpal Talukdar, Coordinator IQAC presented the outcome of perspective plan 2017-18 and Annual Quality Assurance Report (AQAR) 2017-18. In his report he highlighted to the members the seven criteria which are the core functions and activities of the institution. They are as given below:-

- Under curricular aspects the Coordinator highlighted the newly introduced Certificate Courses of Mass Communication and Commerce
- The members were made aware of the Add-On Courses of the year such as life skills leadership, personality development and skilling programme at NISCORT in New Delhi.

- The Chairperson requested the Coordinator to include the name of Fr. George Nelliyaniyil, Vice-Principal (Academics), to the Dept. of Education.
- The Chairperson asked the Coordinator to exclude the number of students who failed from the result analysis.
- The Chairperson suggested to improve the use of ICT facilities provided.
- The Chairperson also requested the members to engage themselves in publishing books, present papers, to attend UGC-Orientation Programmes and UGC-Refresher Courses as it is recommended by NAAC
- To obtain certificate from various organizations if students participate in any extension programme.
- The Coordinator also highlighted the plan for the next academic session 2018-19. They are the following:
 - To introduce more certificate courses in next academic session
 - To get feedback from stakeholders, alumni and parents.
 - To Improve student-teacher ratio
 - To conduct student satisfactory streamlined teaching-learning process
 - Research Cell to initiate research projects from the teachers, more publication of research papers in the journals notified on UGC website and teachers to publish books/ chapters in edited volumes/ conference proceedings.
 - Linkage for student exchange, internship, field trip, on the job training etc.
 - To increase in fund allocation for purchase of more books and journals
 - Subscription of more research journals
 - Increase in usage of the library by teachers and students
 - Increase in student-computer ratio
 - To increase the number of students to be benefited by scholarships provided by the government and institution
 - To implement capability enhancement and development schemes- guidance for competitive examinations, career counseling, softskill development
 - To continue maintaining the record of student's progression (department wise) to higher education of the graduating batches
 - To organize the meetings of Alumni Association and document the minutes of the meetings.
 - IQAC to conduct the Academic Administrative Audit (AAA)
 - To find the steps to be undertaken for solid waste management
 - To implement green practices- plastic free campus, paperless office, green landscapes with planting more trees and plants on campus.
 - To continue with the best practices such as CHEP, cleanliness drive, and plantation.
- Dr. (Fr.) Allwyn Mendoz, Chairperson updated the members on the NAAC Peer Team recommendations (10 points). In it he encouraged the members to apply to various funding agencies, opening of Psychology and Sociology in the near future, integrated 4-year teacher education to be introduced, effective use of ICT, short term career oriented course, coaching classes for competitive exams, Language Lab to be strengthened, appointment of Physical Education Director, initiative for boys hostel and rest room for boys and girls.

Proposals

- Research Committee to be initiated with inducting the new members: Dr.Bhaboklang Sohkhlet, Ms. Sonisha R.Syiem, Dr.Utpal Talukdar and Mr.Tame Ramya.
- Guest members are to be invited, to be part of the Research Committee.
- Use of IINFLIBNET to be made compulsory for all Staff. Mr. Tame Ramya Assistant Professor Dept. of Anthropology and Mrs. Vajana Thakuria, Assistant Professor, Dept. of Geography are assigned to monitor the proceedings. An orientation programme to be conducted for the staff for the same.
- Semester long certificate courses and will try to get affiliation to those courses from some reputed institutions.
- Allow students to take Anthropology and Geography Electives combinations in BA I Semester.
- Progress Report Card to be signed by parents/guardian of the Major students to be introduced.
- The students will be discouraged to apply ISHAN UDAY Scholarship, because it is non-responsive.
- Natural compost waste management to be introduced.
- Alumni Facebook page to be created to track the student progression.
- Internet facility for the staff and students to be made available in the Library
- All qualified teachers need to attend UGC-Orientation Programme and UGC-Refresher Courses on yearly basis. Fr.George Nelliyaniyil, and Mr. Tame Ramya, will take care of the preparing the list of eligible teachers from each department to attend UGC-Orientation Courses and UGC-Refresher Courses at UGC-Human Resource Development Centres (HRDC) of different Universities on priority basis. Only one eligible teacher will be deputed for the course from each department in an academic session and priority will be given on seniority basis.
- Institutional and individual membership in various organizations are encouraged and departments were asked to submit the details regarding various institutional memberships related to the subject to Principal for approval.
- Rain harvest management to begin.
- Scientific names of different species of plants on campus to be identified and put labels on them.

Conclusion

Tame Ramya, Assistant Professor Dept. of Anthropology expressed words of gratitude to all the members for the successful completion of the meeting. Dr.Bhaboklang Sohkhlet Assistant Professor Dept. of Anthropology invoked God's blessings on all towards the end of the meeting. The IQAC Meeting concluded with the National Anthem.


Coordinator
IQAC, SCCZ


Chairperson
IQAC, SCCZ



OUTCOME OF THE PERSPECTIVE PLAN (2017-2018)

The NAAC continues with its focus on the quality culture of the institution in terms of quality initiatives, quality sustenance, and quality enhancement. Quality assessment involves the participation of all the stakeholders- management, faculty members, administrative staff, students, parents, employers, community, and alumni. In this regard, the seven criteria represent the core functions and activities of the institution. The seven criteria to serve as the basis for assessment of the institution and the activities which reflects the quality measures of Saint Claret College, Ziro (SCCZ) as per the perspective plan prepared at the beginning of the academic session are:

Criterion – I: Curricular Aspects

- *Certificate Courses:* The two certificate courses were introduced by Department of Mass Communication and Commerce:
 1. Certificate Course in Short Film Production (Mass Communication)
 2. Certificate Course in Banking and Other Competitive Examinations (Commerce)

Both the courses were started from July 2017 to April 2018 with an enrolment of 15 and 37 students respectively.

- *Add-on Courses:* Following are the add-on courses where students were enrolled for:
 1. A total number of 42 students participated in the training programme on life skills leadership, personality development from February 15-19, 2018 at college premises.
 2. A total number of 28 students participated in the skilling program organized by NISCORT, New Delhi from January 8-12, 2018.
- *Field Projects and Internships:* Student to participate undertaking field projects/ internships are as follows:
 1. Major students of Department of Anthropology undertake a field project at Dirang, West Kameng district from January 8-12 2018.
 2. Major Students of Department of Geography undertake a field project at Kalung-Reru village on April 10, 2018.
 3. Students of BA VI Semester of Department of Mass Communication undertake a field project at Mother's Home- as a part of community studies on April 23, 2018.
 4. Total of 9 students of BA VI Semester of Department of Mass Communication undergo internship at U.B. Photos, Guwahati; Doordarshan Kendra, Itanagar; All India Radio, Itanagar; Arunachal News 24 X 7, Itanagar; The Arunachal Pioneer, Itanagar, Doordarshan Kendra, Shillong from January 22 to February 23, 2018.
- *Feedback from the students and Teachers:* Students Appraisal for Teachers was conducted across the semesters and the tabulated report was forwarded to the chairman, IQAC on March 26, 2018. The Peer Appraisal and self-Appraisal was also conducted from May 7 to May 11, 2018.

- *Departmental Planning and Benchmarking:* The Departmental planning and benchmarking was conducted during Staff Orientation Program (SOP) July 13-15, 2017 and Comprehensive annual report for the academic session 2017-18 was prepared from May 7-11, 2018 at a departmental level which was based on the outcome of the departmental planning and benchmarking.

Criterion – II: Teaching, Learning, and Evaluation

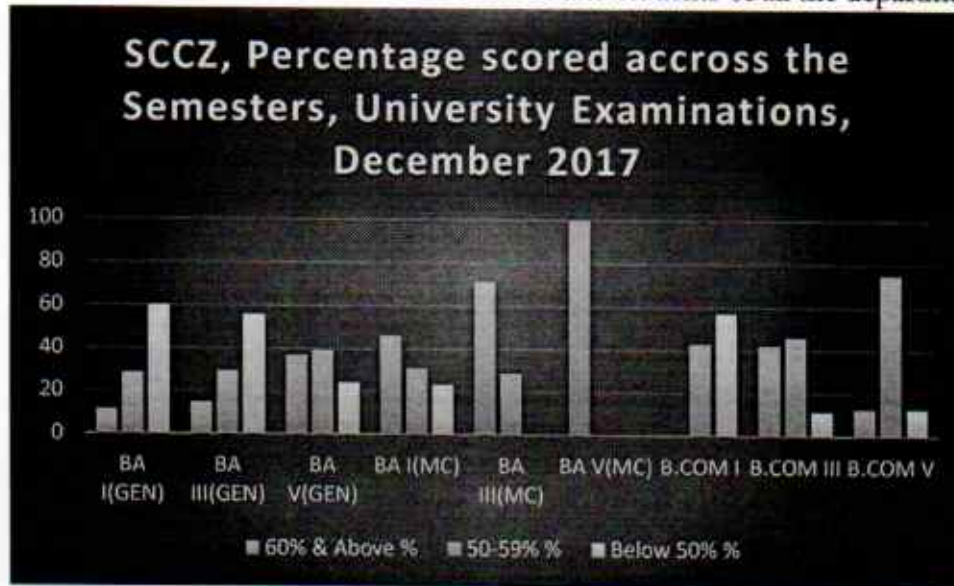
- *Improve student-teacher ratio:* Additional appointment of a new post of teachers in the following departments-
 1. Department of Anthropology- 1 Assistant Professor
 2. Department of Commerce- 1 Assistant Professor
 3. Department of Geography- 1 Assistant Professor
- *Student-centric methods of learning:* The learner-centered education through appropriate methodologies such as participative learning, experimental learning, and use of ICT etc.
 1. Peer teaching
 2. Zero hour
 3. Assignments
 4. Practical
 5. Project reports
- *Mentoring to students for academic and stress-related issues:* The students were divided into 17 groups and 27 mentors were assigned to do the counseling to the students. The Mentoring was done as follows:
 1. Mentoring I: Sept 22, 2017
 2. Mentoring II: Oct 27, 2017
 3. Mentoring III: March 29, 2018

The assigned mentors monitored the regularity of the students, their performance in curricular and co-curricular activities, their attendance, and provide them tips to them to perform well in examinations. Apart from this, there is a regular student counselor on campus to deal with stress related issues of the students.

- *Reforms in the continuous Internal Evaluation System:* In the semestral scheme, Continuous Internal Assessment (CIA) is meant to ensure that learning and its assessment go on simultaneously and reciprocally. CIA is mandated by the University and carries 20 marks. A student must pass CIA with at least 40% of marks. There are three components of CIA (20 marks): Attendance (5 marks),

Monthly Assessment Test (5 marks), and Mid-Semester Exam (10 marks). The question papers are set as per the format of RGU End-Semester Examination format for both MSE and MAT.

- *Result Analysis:* The result analysis was being done for ESE, December 2017 and same was communicated to the teachers and students of all the departments.



- *Students Satisfaction Survey:* All the efforts of teachers and the institution to make learning a meaningful process can be considered impactful only to the extent students perceive it to be meaningful. Their feedback significantly showcases the actual quality of teaching-learning process enabling identification of the strengths of teaching as well as the possible improvements. Students' satisfaction, this is a direct indicator of the effectiveness of teaching-learning in the institution. The Student Satisfaction Survey was conducted on May 1, 2018, for the academic session 2017-18, which is based on the format provided by NAAC. The sample size was 20% and student with 75% of attendance was only selected as a sample.

National Assessment and Accreditation Council (NAAC)

Student Satisfaction Survey

Key Indicator - 2.7.1

Under Criterion II of Teaching – Learning and Evaluation

Sl.No.	Teaching Learning Process	Overall rating	Details
1	How much of the syllabus was covered in the class?	4	85-100%
2	How well did the teachers prepare for the classes?	3	Satisfactorily
3	How well were the teachers able to communicate?	3	Sometimes effective

4	The teacher's approach to teaching can best be described as	3	Very good
5	Fairness of the internal evaluation process by the teachers.	3	Usually fair
6	Was your performance in assignments discussed with you?	3	Usually
7	The institute takes an active interest in promoting internship, student exchange, field visit opportunities for students.	3	Often
8	The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.	3	Very well
9	The institution provides multiple opportunities to learn and grow.	3	Agree
10	Teachers inform you about your expected competencies, course outcomes, and programme outcomes.	3	Usually
11	Your mentor does a necessary follow-up with an assigned task to you.	3	Usually
12	The teachers illustrate the concepts through examples and applications.	3	Usually
13	The teachers identify your strengths and encourage you with providing the right level of challenges.	3	Reasonably
14	Teachers are able to identify your weaknesses and help you to overcome them.	3	Usually
15	The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching-learning process.	3	Agree
16	The institute/ teachers use student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies for enhancing learning experiences.	3	Moderate
17	Teachers encourage you to participate in extracurricular activities.	4	Strongly agree
18	Efforts are made by the institute/ teachers to inculcate soft skills, life skills, and employability skills to make you ready for the world of work.	3	Moderate
19	What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.	3	70-89%
20	The overall quality of the teaching-learning process in your institute is very good.	3	Agree

Criterion – III: Research, Innovation, and Extension

- *Research Publications:*
 1. Books (ISBN): 4 (Four)
 2. Chapters in ed. Books (ISBN): 4 (Four)
 3. Publications in UGC listed Journals (ISSN): 4 (Four)
 4. Peer Reviewed Journals (ISSN): 5 (Five)
- *Research paper Presentations:*
 1. International Conferences/Seminars: 5 (Five)
 2. National Conferences/Seminars: 5 (Five)
- *Extension and outreach programs:* A Three- day Annual Special Camp was successfully organized by the NSS unit of Saint Claret College, Ziro on 17th, 18th & 20th February 2018 at Hija Village and Mother's Home, Ziro, Lower Subansiri District, Arunachal Pradesh. The camp was attended by seventy volunteers from BA/B.Com IV Semester escorted by NSS Programme Officers. The Volunteers organized a mass cleanliness drive on 17th & 18th February at Hija village. On Day-II, the volunteers installed around twenty bamboo dustbins in and around the village which was then followed by a procession on cleanliness awareness in the whole village. The volunteers raised slogans to spread the awareness with the help of placards. On the 3rd day of camp, i.e., on 20th February 2018, around 20 NSS volunteers visited "Mother's Home" for mentally challenged people at Old Ziro. As a humble gesture, the volunteers donated some clothes to the inmates. They interacted with the management, played games with the inmates, distributed gifts and chocolates.
- *Students participating in extension activities with Government organization, NGOs:*
 1. The students participated in "Mission Clean Kley" organized by AYA (NGO) and District Administration, Lower Subansiri district as a cleanliness drive under Swachh Bharat Abhiyan on November 13, 2017.
 2. NSS Unit of Saint Claret College, Ziro observed National AIDS Day on December 1, 2017.
- *Linkage for Student exchange, internship, field trip, on the job training, research etc.:* The nine students of BA VI Semester of Department of Mass Communication undergo internship at U.B. Photos, Guwahati; Doordarshan Kendra, Itanagar; All India Radio, Itanagar; Arunachal News 24 X 7, Itanagar; The Arunachal Pioneer, Itanagar, Doordarshan Kendra, Shillong from January 22 to February 23, 2018.

Criterion – IV: Infrastructure and learning resources

- *Adequate facilities for teaching-learning:*
 1. Classrooms: 14 (Fourteen)
 2. Laboratories: 4 (Four)- Anthropology, Geography, Audio-visual, Computer Lab.
 3. Computing equipment:
 - i. LCD Projectors: 14 (Fourteen)



ii. Computers: 71 (Seventy-one)

- *Memberships and subscription:* Saint Claret College, Ziro is having membership in INFLIBNET N-List, to access the digital library under UGC which is a network of libraries and information centres of universities, institutions of national importance for sharing of library and information resources and services among the academic and research institutions.

- *Usage of Library by teachers and students:*

Sl.No.	User	2016-17	2017-18	%
1.	Teachers	460	576	25.22
2.	Students	2662	3797	42.64

- *Student-computer ratio:* The present student-computer ratio is 1:5, which include the students of DCA, Mass Communication, Geography, Commerce, and English. These users are not full-time users and students are divided into batches to use the computers.

Criterion – V: Student support and progression

- *The implement of capability enhancement and development schemes:*
 1. The Career Guidance Cell in collaboration with Apatani Student Union (ASU) organized a career counseling session at Abotani Hall, Hapoli on February 7, 2018, where 34 students of Saint Claret College, Ziro participated.
 2. A five- day training programme on, “Life Skills, Leadership & Personality Development” was organized at Saint Claret College, Ziro by Government of India, Ministry of Youth Affairs and Sports, Regional Directorate of NSS, Guwahati from February 15-19, 2018. The programme was attended by Forty-two volunteers from II, IV & VI Semesters.
- *The mechanism for timely redressal for student grievances:* In order to provide for a forum for the students to express and inform their concerns and genuine grievances, a Grievance Redressal Cell has been constituted with a faculty member in charge of its function. As a part of its function, a suggestion box is placed in the college office. The student who may have some genuine grievance may either approach the faculty member in person or drop a note in the suggestion box. The faculty-in-charge will discuss the matter with the management and do the best to resolve the issue.

- *Student Progression to higher education:* The IQAC prepared a format and circulated to all the nine departments to do the documentation of the data related to student progression, student qualifying in state/national level examinations.
- *Sports and Cultural activities:* Saint Claret Art and Literary Endeavour (SCALE) and Sport and Games Association (SAGA) organized various programs and competitions, provides facilities for the physical development of the students and capacity for teamwork. The facilities are offered for various artistic, literary and cultural talents and for sports and games activities. For this purpose, the college holds a talent search week (*Resonance*) and form a college team that represents at Inter-College Youth Festival (ICYF). *Resonance*, a weeklong cultural and sporting fest was held from October 16-21, 2017. Saint Claret College, Ziro participated in XII Inter-College Youth Festival (ICYF) at Rajiv Gandhi University from April 22-24, 2018. The details of Resonance and ICYF are documented by SCALE and SAGA.

Criterion – VI: Governance, leadership, and management

- There are several welfare schemes implemented and also will be implemented in future for teaching and non-teaching staff based on the approval from the Governing Body.
- There are provisions for the teachers to provide with financial support to attend conferences/workshops and towards membership fee of professional bodies under the provision of prior approval of the management with a written application for the same. One teacher can avail this facility once in one academic year.
- The IQAC recommended the Management to encourage the teachers (Permanent) to attend professional development programs mainly UGC-Orientation Courses, UGC-Refresher Courses.
- IQAC conducted Student Appraisal of Teachers, Peer Appraisal, and Self-appraisal- feedback collected, analyzed and used for improvement for the academic session 2017-18.
- IQAC conducted the Academic Administrative Audit (AAA) and documentation of the same has been done.
- The Meetings sign-in sheets and minutes of IQAC meeting are documented as a post-accreditation requirement of NAAC.
- The preparatory work of AQAR for the academic session (2017-18) is in progress and as per deadline, the AQAR will be sent to NAAC by June 30, 2018.

Criterion – VII: Innovation and best practices

- The replacement of LED bulbs with tube-lights and CFL bulbs to save power

- The college already implemented green practices such as plastic free campus, green landscapes with planted trees and plants on campus.
- The best practices of the college are CHEP (USP of SCCZ), and cleanliness drive and plantation program on Claretine Association of Social Action (CASA) day.



Coordinator
IQAC, SCCZ

Coordinator
Internal Quality Assurance Cell
Saint Claret College
Ziro - 791 120



Chairperson
IQAC, SCCZ