

**Minutes of the Meeting held on Saturday 6<sup>th</sup> October, 2018 at 10.30 A.M to 1.00 P.M at  
Conference Hall**

**Members Present:-**

- |   |                                       |
|---|---------------------------------------|
| 1. Dr. (Fr.) AllwynMendez, 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. Hage Tachang, Parent & Dy. Director, AIR  | -Member (Society Member,<br>Employer) |
| 13. Mrs. Nich Menia, Asstt. Professor, DNGC       | -Member (Alumni Rep.)                 |
| 14. Mr.Hinda Misso, JCC Captain                   | -Member (Student Rep.)                |

**Members Absent:-**

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|--|---------------------------------------|
| 1. Mr. Habung Tamang, Adjunct Faculty            | -Member (Society Member)              |
| 2. Mr.Hibu Tama, DDSE                            | -Member (Society Member,<br>Employer) |
| 3. Dr. Audrey Apang, Editor, The Arunachal Times | -Member (Employer)                    |

The meeting began with an invocation to God led by Mrs. Sonisha R. Syiem, Senior Faculty, Asst. Prof. Department of Education.

**Tentative Perspective Plan 2018-19 and Review of Annual Quality Assurance Report (AQAR) 2017-18.**

The Coordinator IQAC presented the tentative perspective plan 2018-19 and review of 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:-

**Curricular Aspects**

- Effective curriculum delivery through a well planned and documented process.
- Enrollment of more students in subject related certificate/add-on programs along with regular courses.
- Feedback from the stakeholders (manual) need to prepare and analyzed- Alumni; Parent and Students.
- The members proposed for the introduction of short term courses like fashion design.



### **Student Support and Progression**

- Number of capability enhancement and development schemes- guidance for competitive examinations; career counseling; soft skills development etc.
- To redress to the genuine grievances of the students and document the same (if any).
- Proper mechanism to maintain record of student's progression (department wise).
- To organize alumni meeting and register the alumni association.
- Two seminars are conducted on competitive exams by (ALS).
- The Chairperson informed the members that (ALS) coaching is to commence soon. Economics and English major classes rooms are equipped for the same.
- Alumni exclusive Facebook page to be created to track the student progression.

### **Governance, Leadership and Management**

- Welfare schemes for teaching, non-teaching and students.
- Academic and Administrative Audit in a more streamlined manner.
- Submission of Annual Quality Assurance Report (AQAR) to NAAC, Bangalore within November 2018.

### **Innovation and Best Practices**

- Steps to be undertaken for Solid Waste Management.
  - Implement green practices- plastic free campus, green landscapes with planting more trees and plants on campus.
  - Naming of the important plants on campus. The Chairperson requested Mrs. Vajana Thakuria to identify and label the Botanical name and the medicinal value of the plants on campus.
  - Plant adoption programme is another best practice.
  - To continue with the best practices such as CHEP, Cleanliness drives.
  - The Chairperson requested the Coordinator to circulate the template for the feedback forms of parents and alumni for review and verification.
- 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 were suggested.

### **Conclusion**

Dr. Bhaboklang Sohkhet, Assistant Professor Dept. of Anthropology expressed words of gratitude to all the members for their valuable contribution, interaction and discourse in the meeting The IQAC Meeting concluded with the National Anthem.



Coordinator  
IQAC, SCCZ



Chairperson  
IQAC, SCCZ