



SAINT CLARET COLLEGE, ZIRO

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC

Accredited with Grade 'A' by NAAC | | Recognized by UGC under 2(f) & 12(B)
Affiliated to Rajiv Gandhi University
Post Box 22, Ziro - 791 120, Arunachal Pradesh, India
sccziqac@gmail.com * +91-7085320300 * www.sccz.edu.in

②

DATE: 22/08/2020

MEETING SIGN-IN

TIME: 11.00 AM

No.	Member	Designation	Role in IQAC	Sign
1.	Dr. (Fr.) Allwyn Mendoz	Head of the Institution	Chairperson	
2.	Fr. Walter Naveen	Vice Principal (Administration)	Member (Administrative Officer)	
3.	Fr. Thomas Kollakompil	Coordinator, Co & Extra-curricular activities	Member (Administrative Officer)	 Thomas K. 22/08/20
4.	Dr. Utpal Talukdar	Senior Faculty	Coordinator	
5.	Dr. Bhaboklang Sohkhlet	Senior Faculty	Deputy Coordinator	
6.	Mrs. Sonisha R. Syiem	Senior Faculty	Member	
7.	Mr. Dani Lalyang	Senior Faculty	Member	
8.	Ms. Withoam Socia	Senior Faculty	Member	
9.	Mrs. Vajana Thakuria	Senior Faculty	Member	
10.	Mr. Jeremiah Modi	Faculty	Member	

Coordinator, IQAC

Chairperson, IQAC

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

PRINCIPAL
Saint Claret College
Ziro - 791 120



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
Post Box 22, Ziro - 791 120, Arunachal Pradesh, India
sccziqac@gmail.com * +91-7085320300 * www.sccz.edu.in

IQAC

SECOND IQAC MEETING FOR ACADEMIC SESSION 2019-20

Date: 22/08/2020

Time: 11.00 AM - 12.30 PM

Venue: Auditorium, Saint Claret College, Ziro

AGENDA

1. Opening Prayer
2. Welcome Address
3. Presentation of Career Advancement Scheme (CAS)
4. Discussion
5. Concluding Remarks by Chairperson, IQAC
6. Vote of Thanks:



Minutes of the Meeting



Day/Date: Wednesday, 22nd August 2020

Time: 11.00 A.M

Venue: Auditorium

Members Present:

- | | |
|---|-------------------------|
| 1. Dr. (Fr.) Allwyn Mendoz, Principal | -Chairperson |
| 2. Fr. Walter Naveen, Vice Principal (Admin) | -Member (Admin Officer) |
| 3. Fr. Thomas Kollakompil, Vice Principal (Co & Extra-curricular)
Officer) | -Member (Admin Officer) |
| 4. Dr. Utpal Talukdar, Senior Faculty | -Coordinator |
| 5. Dr. Bhaboklang Sohkhlet, Senior Faculty | -Deputy Coordinator |
| 6. Mrs. Sonisha R. Syiem, Senior Faculty | -Member |
| 7. Mr. Dani Lalyang, Senior Faculty | -Member |
| 8. Ms. Withoam Socia, Senior Faculty | -Member |
| 9. Dr. Vajana Thakuria, Senior Faculty | -Member |
| 10. Mr. Jeremiah Modi, Faculty | -Member |

The meeting started with an opening prayer by Mrs. Sonisha R. Syiem followed by words of welcome from Dr. Bhaboklang Sohkhlet, the Deputy Coordinator, IQAC

Agenda:

The meeting was held to discuss on the possibilities for revision and adoption of the newly prepared draft on promotional schemes under CAS submitted by IQAC.

The presentation on proposed promotion & CAS was given by Dr. Utpal Talukdar, Coordinator, IQAC

Discussion & Points drawn:

- The management council of SCCZ serves as the screening committee for academic performance and promotional schemes
- Except for 'on deputation', absence from regular duties (though related to CAS) will be counted as 'leave'.
- Code of conduct will be at the discretion of the screening/selection committee
- For coordinators and administrative related responsibilities, proper mechanism for monitoring and evaluation of tasks should be done.
- Grading criteria will be circulated and the same must be accordingly recorded by the teachers against their API.
- Punctuality & Regularity could be one of the major criteria

- Biometrics shall be mandatory.
- Publications in peer-reviewed journals (with ISSN) and books (with ISBN) will be considered.
- For each assessment period, all requirements/ score/ calculation on CAS must be met afresh while being at a given designation level.

Concluding remarks by Chairperson, IQAC:

- The chairperson informed that the 1st draft of CAS will be circulated to all IQAC members for examination and feedback on possible adoption at SCCZ
- On finalization and approval of the draft, CAS and promotion criteria will be in effect and implemented at the earliest possible

The meeting ended with a vote of thanks proposed by Dr. Bhaboklang Sohkhlet, the Deputy Coordinator, IQAC


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