

MINUTES OF THE MEETING HELD ON SEPT. 4, 2017

A meeting of the IQAC was held in the conference room on September 4, 2017, at 2.00 PM to discuss the tentative perspective plan of IQAC for the academic year 2017-18. The following were the members present:

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| 1. Fr. Allwyn Mendoz, Principal | -Chairperson |
| 2. Fr. Walter Naveen, Vice-Principal (Admin) | - Member (Admin. Officer) |
| 3. Fr. George Nelliyanil, 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 | - Dy. Coordinator |
| 7. Mrs. Sonisha R. Syiem, Senior Faculty | - Member |
| 8. Ms. Withoam Socia, Senior Faculty | -Member |
| 9. Mr. Dani Lalyang, Senior Faculty | - Member |
| 10. Mrs. Vajana Thakuria, Senior Faculty | - Member |
| 11. Mr. Tame Ramya, Faculty | - Member |
| 12. Mr. Ukil Ch. Daimary, Office Superintendent | - Member |
| 13. Mr. Kalung Horming, Student Captain | - Member (Student) |

The following points were discussed in the meeting:

- The Coordinator, IQAC intimated the members that NAAC introduced a new manual for institutional accreditation on July 2017, and he also highlighted some of the major changes done in the accreditation process.
- On the basis of the new format of NAAC Manual, IQAC proposed the tentative perspective plan for the academic year 2017-18, then the matter was kept open for the house to discuss and share their feedback.
- The plan was prepared on the new Quality Indicator Framework (QIF) as follows:
 - I. Curricular Aspects:
 - To introduce new certificate courses
 - Students will be encouraged to enroll in various add-on courses
 - Students to participate, undertake field projects/ internships
 - Feedback from stakeholders (manual)-curricular enrichment
 - Format preparation for alumni, parents, and employer and collecting feedback from
 - ✓ Alumni
 - ✓ Parents
 - ✓ Employer
 - ✓ Students (Student appraisal for teachers - twice)



- Peer Appraisal and self-appraisal
- Departmental planning and benchmarking

Criterion - II: Teaching, Learning, and Evaluation

- Improve student-teacher ratio
- Student-centric methods of learning- experimental learning, participative learning, and problem-solving methodologies
- Mentoring to students for academic and stress related issues
- Reforms in the continuous internal evaluation system
- Result analysis and the same to communicate to teachers and students
- Conduct student satisfaction survey with regard to the teaching-learning process

Criterion - III: Research, Innovation, and Extension

- Minor research project
- Publication of research papers in the journals notified on UGC website
- Publication of books/ chapters in edited volumes/ conference proceedings by the teachers
- Organize extension activities in the neighboring communities in terms of impact and sensitizing students of social issues and holistic development
- Extension and outreach programs organize in collaboration with community and NGOs- NSS/Red cross etc.
- Students participating in extension activities with Government organization, NGOs such as Swachh Bharat, Aids Awareness, Gender issues etc.
- Linkage for an internship, field trip, job training, etc.

Criterion - IV: Infrastructure and learning resources

- Adequate facilities for teaching-learning- classrooms, laboratories, computing equipment etc.
- Adequate facilities for sports, games (indoor, outdoor etc.,) and cultural activities
- Special budget allocation for infrastructural augmentation
- Library automation using Integrated Library Management system (ILMS)
- Library enrichment through a collection of rare books, manuscripts, special reports or any other knowledge resource
- Increase in fund allocation for purchase of books and journals
- Memberships and subscription of e-journals, shodhganga, e-books etc.
- Increase in usage of the library by teachers and students
- Updates of IT facilities
- Increase in student-computer ratio



Criterion - V: Student support and progression

-More students to be benefited by scholarships provided by the government and institution besides government schemes.

-Implement of capability enhancement and development schemes- guidance for competitive examinations, career counseling, soft skill development, language lab, personal counseling etc.

- Documentation of the mechanism for timely redressal of student grievances- minutes of the student redressal committee
- Documentation of placement of outgoing student's placement- contact details of the employer & student
- Documentation of student progression (department wise) in higher education- graduating batches
- Documentation of student qualifying in state/national level examinations- NET/SLET/ Civil Services/ State Government examinations
- Documentation of sports and cultural activities/ competitions organized
- Documentation of the minutes of Alumni Association meetings.

Criterion - VI: Governance, leadership, and management

- Quality improvement strategies to adopt
- Welfare schemes for teaching, non-teaching, and students
- Teachers to provide with financial support to attend conferences/workshops and towards membership fee of professional bodies
- Program of professional development/ administrative training to be organized for the teaching and non-teaching staff
- Encourage the teachers to attend professional development programs- orientation program, refresher courses, short-term courses, faculty development programs etc.
- Introducing performance appraisal system for teaching and non-teaching staff
- Formulate strategies for mobilization of funds and the optimal utilization of resources
- IQAC to conduct an academic administrative audit (AAA)- documentation
- Implementation of quality initiatives by IQAC for promoting quality culture in the college- documentation
- Meetings and minute of IQAC- documentation
- Submission of AQAR to NAAC, feedback collected, analyzed and used for improvement



- Documentation of quality enhancement initiatives in the academic and administrative domains which are to be successfully implemented

Criterion - VII: Innovation and best practices

- In case of Gender sensitivity to provide safety and security, counseling, common room etc.
- More use of LED bulbs to save power
- Steps to be taken for solid waste management
- To implement green practices- plastic free campus, paperless office, green landscapes with planting trees and plants on campus.
- Allocation of funds for green initiatives and waste management in the annual budget.
- Code of conduct for students, teachers, administration including Principal/ Officials and supporting staff- documentation
- Best practices- CHEP, honesty Shop and cleanliness drive and plantation on CASA day

The house approved the perspective plan for the academic session 2017-18.

The meeting concluded with the closing prayer by Sr. Shiny George, Deputy Coordinator, IQAC, SCCZ.


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