

# Minutes of the Meeting



Day/Date: Wednesday, 09<sup>th</sup> October 2019

Time: 1.00 P.M

Venue: Principal's Office

## 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) | -Member (Admin Officer) |
| 4. Dr. Utpal Talukdar, Senior Faculty                             | -Coordinator            |
| 5. Dr. Bhaboklang Sohkhet, Senior Faculty                         | -Deputy Coordinator     |
| 6. Mr. Dani Lalyang, Senior Faculty                               | -Member                 |
| 7. Ms. Withoam Socia, Senior Faculty                              | -Member                 |
| 8. Dr. Vajana Thakuria, Senior Faculty                            | -Member                 |
| 9. Mr. Jeremiah Modi, Faculty                                     | -Member                 |

The meeting started with words of welcome from Dr. Bhaboklang Sohkhet, the Deputy Coordinator, IQAC

## Agenda:

### Tentative perspective plan for 2019-20:

The tentative perspective plan for the session 2019-20 was presented by Dr. Utpal Talukdar, the Coordinator, IQAC and passed after thorough discussion and feedback.

### Constitution of Steering Committee:

In view of NAAC assessment, the steering committee was constituted, Principal being the chairperson. The committee was constituted as follows:

Chairperson: Dr. (Fr.) Allwyn Mendoz

Advisors: V. Principals

Coordinator: Dr. Utpal Talukdar

Dy. Coordinator: Dr. Bhaboklang Sohkhet

Working members: 7 Criteria (from Dr. Utpal)

### **Academic and Administrative Audit (AAA) by XBHEI, Bangalore:**

In view of AAA by XBHEI, Bangalore, all files and documentations are to be taken up by respective departments, Cells & Associations, and centres and to be followed up by respective in charges as follows:

- 7 NAAC Criteria by Mr. Dani Lalyang & Dr. Vajana Thakuria
- Cells & Associations by Mr. Jeremiah Modi & Ms. Withoam Socia
- Library by Mrs. Sonisha R. Syiem

In view of XBHEI exercises, Meeting of the Steering Committee members will be held on 27.10.2019. The Data Verification and Validation Process (DVVP) must be completed by 28.10.2019: DVVP.

### **2<sup>nd</sup> cycle NAAC accreditation:**

In view of 2<sup>nd</sup> cycle NAAC accreditation, it was decided that the entire preparation should be completed at least 6 months prior to SSR submission (i.e., December 2021).

For smooth and successful conduct of the entire process, steering committee will be meeting at least once a month during the preparation phase.

### **Feedback & Action Taken Report (ATR):**

With regards to feedback & ATR, following initiatives will be taken up by IQAC.

- Staff Induction Program for new teachers will be held on 12.10.2019.
- Workshops, seminars & other related programs to be organised
- Stock verification, Sharing of feedback & ATR with other bodies i.e., Management, staff, and students
- Seminar on quality to be organised
- List of Extension activities to be listed by IQAC since 2016-17
- Ms. Junu Elapra will be the in charge for alumni feedback. All feedback are to be specified and the decision for "action taken" of the same to be executed.

The meeting ended with a vote of thanks proposed by Mr. Dani Lalyang, Member, IQAC.

  
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Chairperson  
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