

Minutes of the Meeting

Day/Date: Monday, 7th December 2020

Time: 11.00 A.M.

Venue: Conference Hall

Members Present:

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| 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. Fr. John K.J., Governing Body Member, Representative) | -Member (Management) |
| 5. Dr. Utpal Talukdar, Senior Faculty | -Coordinator |
| 6. Dr. Bhaboklang Sohkhet, Senior 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. Dr. Vajana Thakuria, Senior Faculty | -Member |
| 11. Mr. Jeremiah Modi, Faculty | -Member |

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

Agenda discussed:

Tentative perspective plan for 2020-21:

The tentative perspective plan for the session 2020-21 was presented by Dr. Utpal Talukdar, the Coordinator, IQAC, and passed after thorough discussion and feedback.

The Coordinator proposed to the august gathering the following point to discuss and feedback.

- To conduct the diagnostic test for the students to diagnose the learner's levels.
- To encourage extensive use of ICT in teaching-learning and evaluation such as TalentLMS given online classes because of COVID 19 Pandemic for the academic year.
- To organize a national seminar by IQAC: Dr. Bhaboklang Sohkhet, Dy. Coordinator, IQAC proposed the theme of the seminar as NEP 2020 and plan to prepare a proposal to apply for collaboration with NAAC.
- To streamlining TalentLMS and create a digital repository, upload e-books in the LMS to access by students and teachers.
- The SCAN- alumni association of the college planned to conduct the alumni meet during the academic year.

- IQAC planned to analyze the feedback of the stakeholders on curricular aspects. The Cell will conduct the student's satisfaction survey.

Preparation for 2nd Cycle of Accreditation:

Because of 2nd cycle NAAC accreditation, the criterion wise working groups were progressing in preparation of data/ documents (QnM) and write-ups (QIM) as per the Manual for Self-study report Affiliated/ constituent colleges, December 2019 and Standard Operating Procedure (SOP) for data validation and verification released by NAAC from time to time.

The steering committee supervised the entire process for the timely completion of the work. The IQAC will provide all necessary supports to the steering committee and the working committee of NAAC's 2nd cycle of accreditation.

The meeting ended with a vote of thanks proposed by Mr. Jeremiah Modi, Member, IQAC.


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