



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

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IQAC

Minutes of the Meeting held on Saturday 19 May, 2018 at 10.00 A.M at Conference Hall

Members Present:

- | | |
|---|---------------------------|
| 1. Dr. (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 | -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. Tame Ramya, Faculty | -Member |

Members Absent:

- | | |
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| 1. Mr. Habung Tamang, Adjunct Faculty | -Member (Society Member) |
| 2. Mr. Hibu Tama, DDSE | -Member (Society Member, Employer) |
| 3. Mr. Hage Tachang, Parent & Dy. Director, AIR | -Member (Society Member, Employer) |
| 4. Dr. Audrey Apang, Editor, The Arunachal Times | -Member (Employer) |
| 5. Ms. Nich Menia, Asstt. Professor, DNGC | -Member (Alumni Rep.) |
| 6. Mr. Kalung Horming, JCC Captain | -Member (Student Rep.) |

The meeting began with an invocation to God led by Sr. Shiny George, Deputy Coordinator, IQAC.

The members were welcomed by Mrs. Sonisha R. Syiem, Senior Faculty, Member IQAC.

Chairperson welcomed Dr. Bhaboklang Sohkhlet Senior Faculty as the newly inducted member of IQAC.

Outcome of Perspective Plan 2017-18 and Annual Quality Assurance Report.

Dr. Utpal Talukdar, Coordinator IQAC presented the outcome of perspective plan 2017-18 and 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:-

- Under curricular aspects the Coordinator highlighted the newly introduced Certificate Courses of Mass Communication and Commerce
- The members were made aware of the Add-On Courses of the year such as life skills leadership, personality development and skilling programme at NISCORT in New Delhi.


- The Chairperson requested the Coordinator to include the name of Fr. George Nelliyaniyil, Vice-Principal (Academics), to the Dept. of Education.
- The Chairperson asked the Coordinator to exclude the number of students who failed from the result analysis.
- The Chairperson suggested to improve the use of ICT facilities provided.
- The Chairperson also requested the members to engage themselves in publishing books, present papers, to attend UGC-Orientation Programmes and UGC-Refresher Courses as it is recommended by NAAC
- To obtain certificate from various organizations if students participate in any extension programme.
- The Coordinator also highlighted the plan for the next academic session 2018-19. They are the following:
 - To introduce more certificate courses in next academic session
 - To get feedback from stakeholders, alumni and parents.
 - To Improve student-teacher ratio
 - To conduct student satisfactory streamlined teaching-learning process
 - Research Cell to initiate research projects from the teachers, more publication of research papers in the journals notified on UGC website and teachers to publish books/ chapters in edited volumes/ conference proceedings.
 - Linkage for student exchange, internship, field trip, on the job training etc.
 - To increase in fund allocation for purchase of more books and journals
 - Subscription of more research journals
 - Increase in usage of the library by teachers and students
 - Increase in student-computer ratio
 - To increase the number of students to be benefited by scholarships provided by the government and institution
 - To implement capability enhancement and development schemes-guidance for competitive examinations, career counseling, softskill development
 - To continue maintaining the record of student's progression (department wise) to higher education of the graduating batches
 - To organize the meetings of Alumni Association and document the minutes of the meetings.
 - IQAC to conduct the Academic Administrative Audit (AAA)
 - To find the steps to be undertaken for solid waste management
 - To implement green practices- plastic free campus, paperless office, green landscapes with planting more trees and plants on campus.
 - To continue with the best practices such as CHEP, cleanliness drive, and plantation.
- Dr. (Fr.) Allwyn Mendoz, Chairperson updated the members on the NAAC Pear 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.

Proposals

- Research Committee to be initiated with inducting the new members: Dr.Bhaboklang Sohkhlet, Ms. Sonisha R.Syiem, Dr.Utpal Talukdar and Mr.Tame Ramya.
- Guest members are to be invited, to be part of the Research Committee.
- Use of IINFLIBNET to be made compulsory for all Staff. Mr. Tame Ramya Assistant Professor Dept. of Anthropology and Mrs. Vajana Thakuria, Assistant Professor, Dept. of Geography are assigned to monitor the proceedings. An orientation programme to be conducted for the staff for the same.
- Semester long certificate courses and will try to get affiliation to those courses from some reputed institutions.
- Allow students to take Anthropology and Geography Electives combinations in BA I Semester.
- Progress Report Card to be signed by parents/guardian of the Major students to be introduced.
- The students will be discouraged to apply ISHAN UDAY Scholarship, because it is non-responsive.
- Natural compost waste management to be introduced.
- Alumni Facebook page to be created to track the student progression.
- Internet facility for the staff and students to be made available in the Library
- All qualified teachers need to attend UGC-Orientation Programme and UGC-Refresher Courses on yearly basis. Fr.George Nelliyanil, and Mr. Tame Ramya, will take care of the preparing the list of eligible teachers from each department to attend UGC-Orientation Courses and UGC-Refresher Courses at UGC-Human Resource Development Centres (HRDC) of different Universities on priority basis. Only one eligible teacher will be deputed for the course from each department in an academic session and priority will be given on seniority basis.
- Institutional and individual membership in various organizations are encouraged and departments were asked to submit the details regarding various institutional memberships related to the subject to Principal for approval.
- Rain harvest management to begin.
- Scientific names of different species of plants on campus to be identified and put labels on them.

Conclusion

Tame Ramya, Assistant Professor Dept. of Anthropology expressed words of gratitude to all the members for the successful completion of the meeting. Dr.Bhaboklang Sohkhlet Assistant Professor Dept. of Anthropology invoked God's blessings on all towards the end of the meeting. The IQAC Meeting concluded with the National Anthem.



Coordinator
IQAC, SCCZ



Chairperson
IQAC, SCCZ

Internal Quality Assurance Cell
Saint Clare College
Ziro - 791 120

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