

Minutes of the Meeting



Day/Date: Tuesday, 18th June, 2019

Time: 10.30 A.M

Venue: Audio Visual Room, SCCZ

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. 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. Dr. Vajana Thakuria, Senior Faculty | -Member |
| 11. Dr. Bhaboklang Sohkhlet, Senior Faculty | -Member |
| 12. Mrs. Nich Menia, Asstt. Professor, DNGC | -Member (Alumni Rep.) |

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) |

The meeting began with an invocation to God led by Mrs. Sonisha R. Syiem, Senior Faculty, Asst. Prof. Department of Education. The members were heartily welcomed by Sr. Shiny George, Deputy Coordinator, IQAC.

Briefing, Outcome of Perspective Plan 2018-19

Dr. Utpal Talukdar, Coordinator IQAC presented a brief outcome of the perspective plan 2018-19. 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:-

Criterion – I: Curricular Aspects

- To introduce more certificate courses in the next academic session.
- Feedback from stakeholders (manual)-curricular enrichment need to prepare for alumni, parents, and students and to collect feedback from the same.

- The members suggested that peer counselling to be included in the certificate programme. The ongoing certificate courses and syllabus to get approved by the University. Mrs. Sonisha R. Syiem, Asst. Prof. Department of Education is nominated to pursue for the approval of the courses under PESEC.
- Fashion Technology to be introduced as a new certificate course.
- Indian Remote Sensing (IRS) to be initiated for Geography Major Students using LAN connection.
- Online Portal for various discipline to be made available; spoken English course online and the like.
- MOU with NSC for Economics and Commerce departments.
- SAP to be renewed.
- MOU to be signed with other Universities and other organizations.

Criterion – II: Teaching, Learning, and Evaluation

- Improve student-teacher ratio
- To conduct student satisfaction survey in a more streamlined manner with regard to the teaching-learning process
- Google survey/Survey Monkey for alumni records.
- Feedback from the parents/Guardians to be obtained

Criterion – III: Research, Innovation, and Extension

- To constitute RPC/IRB in the coming session in order to initiate research projects from the teachers and for promotion of research culture.
- To have more publication of research papers in the journals notified on UGC website
- To encourage the teachers to publish books/ chapters in edited volumes/ conference proceedings.
- Linkage for student exchange, internship, field trip, on the job training etc.
- The Chairperson requested Dr. Bhaboklang Sohkhet, Senior Faculty to conduct a special session on Research and Publication during Staff Orientation 2019.
- Upgrading 'Interviews' for recognition by UGC.
- To proceed with Extension programs i.e., school adoption in the neighbourhood.
- The Chairperson informed the members about the possibility of signing an MOU in Collaboration with other colleges such as NIT, ALS, SAP, etc.
- Internship for commerce students to be undertaken with Canara Bank.
- Students-Club to be formed under the leadership of NSS for extension services.

Criterion – IV: Infrastructure and learning resources

- To increase in fund allocation for purchase of more books and journals
- Subscription of more research journals
- Increase in usage of library by teachers and students
- Increase in student-computer ratio.
- The Chairperson requested IQAC to monitor the number of Books and Journals in the Library; as well as the use of Inflightnet, N-List & NDL. (National Digital Library).



- List of Journals to be made aware for quality publication. A special session to be conducted during SOP by Dr. Bhaboklang Sohkhlet, Senior Faculty.

Criterion – V: Student support and progression

- 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 maintain a record of the mechanism for timely redressal of student grievances- minutes of the student redressal committee (if any)
- To continue maintaining the record of student's progression (department wise) to higher education.
- To continue maintaining the record of student qualifying in state/national level examinations- NET/SLET/ Civil Services/ State Government examinations.
- A special workshop to be conducted on sexual harassment and domestic violence by the Sexual Harassment Prevention Cell. It is also urged that the same may be included in the CHEP module.
- The Chairperson informed the members about the forthcoming alumni meet.
- It was also informed that a special format should be provided to SCALE & SAGA to maintain records of events.

Criterion – VI: Governance, leadership, and management

- Welfare schemes for teaching, non-teaching, and students
- Formulate strategies for mobilization for funds and the optimal utilization of resources
- IQAC need to conduct the Academic Administrative Audit (AAA)
- Regarding implementation of quality initiatives for promoting quality culture in the college, IQAC should be an advisory body to the Management
- To conduct meetings and the minutes of the same need to be documented.
- Preparation of AQAR and send the same to NAAC.
- The possibility for Revision of Salary (as an integral part of quality) for staff was discussed. The chairperson opined that as the present model for salary depend solely on students' enrolment and fee structure; revision of the same - similar to the basic of UGC 7th pay - may be difficult. However, there is a possibility for the college to open a CORPUS fund which will help in the periodic revision of salary from time to time.

Criterion – VII: Innovation and best practices

- 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 Peer Team recommendations (10 points). In it he encouraged the members to apply to various funding



agencies, effective use of ICT, short term career oriented course, coaching classes for competitive exams, Language Lab to be strengthened, appointment of Physical Education Director, boys hostel and rest room for boys and girls were suggested.

Conclusion

Dr. Bhaboklang Sohkhlet Assistant Professor proposed words of gratitude to all the members for their valuable contribution, interaction, feedback and discourse. The IQAC Meeting concluded with the National Anthem.



Coordinator
IQAC, SCCZ

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Chairperson
IQAC, SCCZ

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