



# SAINT CLARET COLLEGE (AUTONOMOUS), ZIRO

IQAC

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Accredited with Grade 'A' by NAAC || Recognized by UGC under 2(f) & 12(B)

Affiliated to Rajiv Gandhi University

Post Box 22, Ziro – 791 120, Arunachal Pradesh, India

[iqac@sccz.edu.in](mailto:iqac@sccz.edu.in) \* +91 7085320300 \* [www.sccz.edu.in](http://www.sccz.edu.in)

Date: 07/06/2025

### MEETING SIGN-IN

Time: 10:30 AM

Sl.No.	Member	Designation	Role	Signature
1.	Dr. (Fr.) Allwyn Mendoz	Head of Institution	Chairperson	
2.	Dr. Bhaboklang Sohkhlet	Faculty	Coordinator	
3.	Mr. Chiging Lampung	Faculty	Deputy Coordinator	
4.	Fr. Arnest Kharmawlong	Vice Principal	Member (Administrative Officer)	
5.	Dr. Sonisha R. Syiem	Dean (Academic Affairs)	Member	
6.	Dr. Utpal Talukdar	Controller of Examinations	Member	
7.	Mr. Dani Lalyang	Faculty	Member	
8.	Ms. Withoam Socia	Faculty	Member	
9.	Dr. Vajana Thakuria	Faculty	Member	
10.	Ms. Geeta Zirido	Faculty	Member	
11.	Mr. Lobsang	Faculty	Member	
12.	Ms. Gyati Ampi	Faculty	Member	
13.	Fr. Walter Naveen	GB Member	Member (Mgt. Rep.)	Ab
14.	Shri. Gyati Kacho, APCS	Dy. Director, SDE	Member (Society & Employer)	Ab
15.	Shri. Hage Tachang	Dy. Director, AIR	Member (Society & Employer)	Ab
16.	Shri. Habung Tamang	Adjunct Faculty	Member (Society)	Ab
17.	Mrs. Nich Menia	Asst. Professor, DNGC	Member (Alumni Rep.)	Online
18.	Student Representative	JCC Captain	Member (Student)	Online

Coordinator, IQAC

Coordinator

Internal Quality Assurance Cell  
Saint Claret College  
Ziro - 791 120

Chairperson, IQAC

Chairperson

Internal Quality Assurance Cell  
Saint Claret College  
Ziro- 791120



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**IQAC**

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## IQAC MEETING

Date: 07/06/2025 (Saturday)

Time: 10:30 AM

Venue: Board Room

Meeting Mode: Offline (In-Person) & Online (Virtual)

## AGENDA

### *Welcome Address*

1. Briefing of the activities-academic year 2024-25 [Staff Induction Program., Student Orientation Program, Result Analysis of ESE May-June 2024., Diagnostic test, Mentoring, Mexcellence., Feedback mechanism] // Perspective plan for 2025-26
2. SCCZ Landmarks: Autonomous status, Institutional ERP
3. Institutional data NIRF/AISHE
4. NAAC BAF Accreditation (Preparedness)
5. Academic and Administrative Audit (AAA)
6. Documentation and filing
7. AOB
8. Concluding remarks

*Vote of thanks*

SAINT CLARET COLLEGE (AUTONOMOUS), ZIRO  
Minutes of IQAC Meeting



Day/Date: Saturday, 7<sup>th</sup> June 2025

Time: 10:30 am

Venue: Board Room, SCCZ

Meeting Mode: Offline & Online

The meeting was chaired by Dr. (Fr.) Allwyn Mendoz (Principal cum Chairperson IQAC, SCCZ).

The meeting began with a welcome address by Dr. Bhaboklang Sohkhet, Coordinator, IQAC. Dr. Sohkhet also introduced all the external and internal IQAC members to the august house.

**Agenda Discussed:**

**SCCZ Landmarks**

Dr. (Fr.) Allwyn Mendoz, Principal SCCZ cum Chairperson IQAC briefed the house on various landmarks and achievements made by SCCZ during the academic year 2024-25. Some of the major landmarks includes the award of Grade 'A' in the 2<sup>nd</sup> Cycle of NAAC accreditation, the conferment of Autonomous status by UGC, the institutional ERP, course expansion in postgraduate and undergraduate level, etc.

**Report of Activities (2024-25)**

The IQAC Coordinator SCCZ presented the activity report for the academic year 2024-25 under following heads:

- The **appointment of academic counsellors** was done on 22<sup>nd</sup> July 2024, during the 1<sup>st</sup> cycle of admission
- **Students Orientation Program** for the semester I students was conducted on 19<sup>th</sup> August 2024
- **Departmental Planning and Benchmarking** for odd- and even- semester was carried out by each department during July 2024 and January 2025 respectively
- **Result Analysis** of ESE May-June 2024 & December 2024 was completed during August 2024 and March 2025 respectively
- Saint Claret College was conferred **autonomous status** by the UGC on 3<sup>rd</sup> October 2024 and the notification for the same from RGU was received on 6<sup>th</sup> November 2024
- The **syllabus/curriculum revision** and enhancement following NEP-2020 and CBCS credit framework was done by each department at their respective BoS meetings and passed in the AC meetings on 27<sup>th</sup> November 2024 and 3<sup>rd</sup> June 2025
- **Certificate course in Fine Arts** was introduced from the academic year 2024-25 i.e., July 2024
- **Diagnostic Test and Project Excellence** were carried out by each department at the beginning of each semester both odd and even
- **Mentoring** was conducted by the departments on a regular basis across the semesters

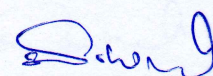
A handwritten signature in blue ink, appearing to be 'Ramu'.

- The IQAC monitors the **documentation and filing processes** by the departments pertaining to administrative, academics, extra- and co-curricular activities
- **Feedback mechanism:** Students appraisal of teachers (PG) was completed during May 2025. The remaining feedback and appraisal (UG and peer appraisal) are being integrated and functioned through the institutional ERP
- The **Academic review** of the Staff Service Journals (SSJs) was undertaken by IQAC on a monthly basis and the final review and submission of the same was completed during December 2024 and May 2025 for the odd- and even- semester respectively
- The **financial audit** of the college was done for the financial year 31<sup>st</sup> March 2025
- The IQAC organized a **hand-holding workshop** on *NAAC Accreditation Process: Planning and Preparedness* for the faculty of Wangcha Rajkumar Government College, Deomali on 8<sup>th</sup> April 2025.
- Institutional data were successfully uploaded on **NIRF & AISHE** portal on 24<sup>th</sup> December 2024 and 25<sup>th</sup> January 2025 respectively

### **Annual Perspective Plan for 2025-26**

The annual perspective plan for the academic year 2025-26 was proposed to the house by Dr. Sohkhlet, Coordinator, IQAC for review and necessary inputs.

1. To **appoint Academic Counsellors** before the 1<sup>st</sup> Cycle of Admission (June 2025) for the academic year 2025-26
2. To organized and conduct **Clartines'/Students' Orientation Program** in July 2025 on various themes viz., Vision, Mission, Core Values, Campus culture directives, & NEP 2020 Curriculum/syllabi for the first-year batch.
3. To organized and conduct **Faculty Induction Program** in July 2025 on various themes viz., Teaching-learning, NEP 2020 Curriculum & Credit framework, Documentation and filing process, Mentoring, maintaining of Staff Service Journal, etc.
4. To access the performance and progression of students through **result analysis** of ESEs (after the declaration of results) by the concern department.
5. To conduct mandatory **Diagnostic tests** for the 1<sup>st</sup> year students at the start of their semester
6. To carry out the **Project Excellence** based on student's future targets, aspirational goals, and plan and monitor the departments on the execution of the same
7. To monitor the departments on the conduct of **mentoring** at individual and intra departmental level across semesters on a month-wise basis.
8. To organized **workshops/seminars/conferences** through IQAC/PESEC/Departments and in collaboration with different bodies/organizations/institutions
9. To conduct a robust **feedback mechanism** i.e., self-appraisal, student's appraisal of teachers, peer appraisal, feedback from stakeholders. The scheduled date of completion of the same is May 2026



10. To conduct regular **meetings with HoDs/Committee heads** pertaining to activities, updates, documentation and filing, etc. and to review and up to date proper documentation for AQAR submission.
11. To conduct **Academic Audit** through regular screening and review of the SSJ
12. To conduct **Financial Audit** (to be undertaken by management council/auditing agency)
13. To conduct **regular monitoring of the college** i.e., Academic & Administrative Audit (**AAA**) for 2024-25 as per the guidelines of RGU and upload the report on the institutional website. The proposed dates for the same is September 2025
14. To review and up to date institutional data for **NIRF/AISHE**

**Inputs from the members present:**

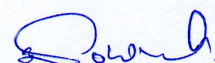
Members presented in the house have put up the following inputs for incorporation

- i. To keep proper supporting documents and photograph regarding mentoring program (mentor-mentee ratio), and students orientation program
- ii. To specify the number of annual IQAC meeting (as per NAAC guidelines)
- iii. To encourage the students to opt for online courses provide in (SWAYAM, or any Digital education platform) as it will help students to accumulate more credits
- iv. To plan and organized more extension activities and outreach programs
- v. To compulsorily organized at least 2 workshop or seminars every year,
- vi. The annual plan of IQAC should be first drafted and discussed through the interim IQAC meeting before presenting in the annual IQAC meeting.
- vii. To establish an Alumni Association for the college and the alumni meets be organized at regular intervals both at institutional and departmental level. The members pointed out the importance of organizing alumni meets as it will help college to get information required for students support and progression and any NAAC and UGC related programs.
- viii. To change the term 'Perspective Plan' to 'Annual Plan' or to include annual plan as one of the components in perspective plan.
- ix. To up to date all the document as per existing RAF for NAAC accreditation (and not to wait for BAF guidelines as majority of the criteria are repeated, the new criteria added in new BAF system is identified as extended curricular engagements).
- x. To include future programs to be introduced/offered in the college in the proposed annual plan.
- xi. To introduce new courses/programs in upcoming year(s) i.e., UG, PG, CC, Ph. D programs and Diplomas through demand analysis and considering the need and requirements for such programs/courses

A concluding remark was delivered by IQAC Coordinator Dr. Bhaboklang Sohkhlet who emphasized on the NACC guidelines regarding RAF and BAF.

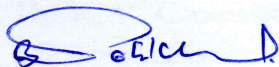
The minutes of the meeting were read out by Mr. Chiging Lampung, the Dy. Coordinator IQAC

The meeting ended with a vote of thanks by Dr. Bhaboklang Sohkhlet.



**Member present (Offline/Online):**

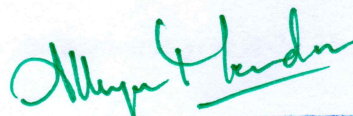
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|----------------------------|-----------------------------------|
| 1. Dr. (Fr.) Allwyn Mendoz | - Chairperson, IQAC               |
| 2. Dr. Bhaboklang Sohkhlet | - Coordinator, IQAC               |
| 3. Mr. Chiging Lampung     | - Dy. Coordinator, IQAC           |
| 4. Fr. Arnest Kharmawlong  | - Member (administrative officer) |
| 5. Dr. Sonisha R. Syiem    | - Member (administrative officer) |
| 6. Dr. Utpal Talukdar      | - Member (administrative officer) |
| 7. Mr. Dani Lalyang        | - Member (Faculty)                |
| 8. Ms. Withoam Socia       | - Member (Faculty)                |
| 9. Dr. Vajana Thakuria     | - Member (Faculty)                |
| 10. Ms. Geeta Zirdo        | - Member (Faculty)                |
| 11. Mr. Lobsang            | - Member (Faculty)                |
| 12. Ms. Gyati Ampi         | - Member (Faculty)                |
| 13. Mrs. Nich Menia        | - Member (Alumni Rept.)           |
| 14. Ms. Yiyum Boje         | - Member (Student Rept.)          |



Coordinator, IQAC

**Coordinator, IQAC**

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Ziro, Arunachal Pradesh -791120.**



Chairperson, IQAC

**Saint Claret College (Autonomous)  
Ziro, Arunachal Pradesh -791120.**