



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 * +91-7085320300 * www.sccz.edu.in

Date: 16/11/2024

MEETING SIGN-IN

Time: 10:30 AM

Sl.No.	Member	Designation	Role	Signature
1.	Dr. (Fr.) Allwyn Mendoz	Head of Institution	Chairperson	
2.	Fr. Arnest Kharmawlong	Vice Principal	Member (Administrative Officer)	
3.	Fr. Subodh Kerketta	Administrator	Member (Administrative Officer)	
4.	Fr. John K. J.	GB Member	Member (Mgt. Rep.)	
5.	Dr. Bhaboklang Sohkhlet	Faculty	Coordinator	
6.	Mr. Chiging Lampung	Faculty	Deputy Coordinator	
7.	Dr. Sonisha R. Syiem	Faculty	Member	
8.	Mr. Dani Lalyang	Faculty	Member	
9.	Dr. Vajana Thakuria	Faculty	Member	
10.	Ms. Withoam Socia	Faculty	Member	
11.	Mr. Jeremiah Modi	Faculty	Member	
12.	Mr. Mayukh Sarkar	Librarian	Member	-
13.	Dr. Ordetta Mendoza	Coordinator, Academic Planning	Member	-
14.	Shri. Gyati Kacho, APCS	DIPRO	Member (Society & Employer)	-
15.	Shri. Hage Tachang	Dy. Director, AIR	Member (Society & Employer)	-
16.	Shri. Habung Tamang	Adjunct Faculty	Member (Society)	-
17.	Mrs. Nich Menia	Asst. Professor, DNGC	Member (Alumni Rep.)	
18.	Student Representative	JCC Captain	Member (Student)	

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 MEETING

Date: 16/11/2024 (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 2023-24
2. Perspective plan for 2024-25
3. NAAC preparedness
4. Documentation and filing
5. AOB

Concluding Remarks & Vote of thanks

Minutes of Meeting



Day/Date: Saturday, 16 November 2024

Time: 10:30 am

Venue: Board Room, SCCZ

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

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

The meeting began with a welcome address by Dr. Bhaboklang Sohkhlet, Coordinator, IQAC. Dr. Bhaboklang Sohkhlet also introduced the agenda for all the internal IQAC members to the august house.

Agenda Discussed:

Report of Activities 2023-24

The coordinator IQAC presented the action taken report for the academic year 2023-24 under the following heads:

- **Faculty Development Program (FDP)** on the themes: "Attendance and Leave Monitoring System", "Basic Skills for Counselling and Wellbeing", and "Academic Bank of Credits (ABC), National Academic Depository (NAD), & Academic Bank Account (ABA)", was held on 27th - 28th July & 3rd August 2023.
- **Claretine Orientation Program (COP)** for semester I students was conducted on 14th August 2023.
- **Result Analysis** of May-June 2023 & December 2023 were completed by each department during September 2023 & March 2024 respectively.
- **XXI Higher and Technical Education Conference, NEP & NAAC Workshop:** Dr. (Fr.) Allwyn Mendoz and Dr. Utpal Talukdar attended the XXI H&TE Conference and workshop on NEP & NAAC held at Itanagar on 21 and 22 September 2023 and organized by the Directorate of Higher and Technical Education, Government of Arunachal Pradesh.
- **Preparation for NAAC team visit:** In view of the peer-team visit of NAAC (9th & 10 November 2023) for the 2nd cycle of accreditation, a rehearsal session and preparation for the same were held on 4th and 6th November 2023 respectively.

Perspective Plan for 2024-25

The perspective plan for the academic year 2024-25 was proposed by Dr. Bhaboklang Sohkhlet, Coordinator, IQAC, to the house for review and input from the house.

1. To organize and conduct Claretines'/Students' Orientation Program on various theme "Vision, Mission, and Core Values; Campus culture directives, & NEP 2020 Curriculum/syllabi for the first-year batch.

A handwritten signature in blue ink, appearing to read "Dona".

2. To organize and conduct the Faculty Induction Program on various Theme “Code of Conduct for teachers, NEP 2020 Guidelines and Curriculum framework, Documentation process of various events of the department, filling and maintain of Staff Service Journal.
3. To access the performance and progression of students through result analysis, ESE May – June 2024, by the concerned department.
4. To conduct mandatory Diagnostic tests for the students of semester I
5. To collaborate/organized workshops/seminars/webinars/conferences with IQAC/PESEC/Departments.
6. To conduct and analyze feedback from the students, alumni and staff.
7. To conduct regular meetings with HoDs/Criterion heads on various aspect recording, updating, and documenting files in the designated file section.
8. To review and ensure up-to-date proper documentation for AQAR submission.
9. To conduct an Academic Audit by properly assessing the Staff Service Journal and updating on a regular basis and submitting it at the end of Semesters
10. To conduct a Financial Audit (to be undertaken by the management council/auditing agency)
11. To review and update the institutional Data for NIRF/AISHE

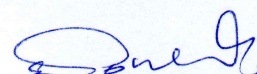
Inputs from the members present:

Members present in the house have put up the following inputs to be incorporated or change or modified for the academic session 2024-25.

- i. To keep proper supporting documents and photograph regarding mentoring program (mentor and mentee relationship), 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 credit,
- iv. To plan and organized more extension activities, outreach programs
- v. To compulsorily organized workshop or seminars every year,
- vi. 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).
- vii. To include future program to be introduce/offer in the college in the proposed annual plan.

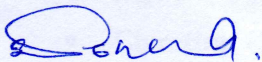
A concluding remark was delivered by IQAC, coordinator Dr. Bhaboklang Sohkhlet, he stressed on NACC guidelines regarding RAF and BAF. He also proposed the house the importance of documentation related to any activities organized and conducted in the collage and department and he also encourage the individual departments to keep proper documentation, geo-photography of the activities.

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



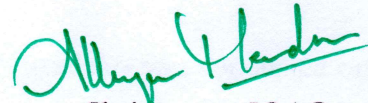
Member present (Offline/Online):

- | | |
|----------------------------|-----------------------------------|
| 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. Fr. Subodh Kerketta | - Member (administrative officer) |
| 6. Dr. Sonisha R. Syiem | - Member (Faculty) |
| 7. Mr. Dani Lalyang | - Member (Faculty) |
| 8. Ms. Withoam Socia | - Member (Faculty) |
| 9. Dr. Vajana Thakuria | - Member (Faculty) |
| 10. Mr. Jeremiah Modi | - Member (Faculty) |



Coordinator, IQAC
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