

IQAC Meeting with the external members at
Conference Room on 14/Dec/2021
Time - 11:00 am.

Fr. Principal gave a warm welcome to all the members present. & he announced the name of Dr. Barbara as new IQAC coordinator. & appreciated Dr. Arindam Ghosh for his 2½ yrs service as IQAC Coordinator.

- Words of welcome by Dr. Barbara S. Sangma from determination should be from the teaching community to proceed for the NAAC.
- NAAC should be a way of life.

Fr. gave time to Samrat to present the A&AR 2020-21

* To work on POA. (2020-21.)

* POS - Sir Dang, Sir Madhu, Samrat

* Feedback to be in the POA.

* 2.2.1 Remedial sp. ^{report} to be attached.

* COs & POs to be included in the ^{college} handbook ^{report}

2.7.1 - SSS to be submitted by Sir Ms & Samrat

* AAA to be done much earlier.

* 3.1.3 - to add more webinar prog.

* 3.2.1 - UGC link recogⁿ of journals.

* to include Dr. Mueller's article.

* 3.3.2 Awards & Recognition → Poetry writing to be eliminated

* 4.1.1 - to check again & write give a description

(to shorten)



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- * 4.1.3 — 113 & 114 halls with LCD projectors (to change)
- * 4.2.3 — 2.11 (to change)
- * 4.2.4 — to check — ~~all~~
- * 4.4.2 → to check & sync with college handbook.

* Scholarship doc. to scan & upload. & give to Satish.

5.1.2 — Principal to provide the infⁿ. (freeships)

5.1.3 → Language & Comⁿ skills.

5.1.5. Policy doc. (wherever is available officially) it should be a base.

* English dept — INET & ISLET

5.2.3.2 — 57 no. ^{zonal Quiz}

5.3.1 — * ~~Zonal~~ Red Ribbon Competⁿ

* State Level Red Ribbon Quiz Competⁿ.

6.2.3. Tally 3 — name of vendor ^{to contract} (Nelson)

Sir AG — .

6.4.1 — Govt. Audit ^{to add} → to ~~an~~ check.

Audit — Tura & Shillong (Local Audit) → to rectify.

6.5.3 — to check.

Annual gender sensitizⁿ action

7.1.4 — Rain water harvesting → for next year. ^{direct to} ^{link}

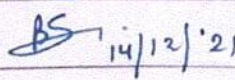
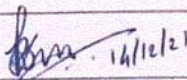
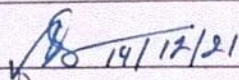
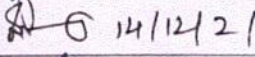
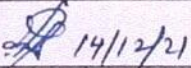
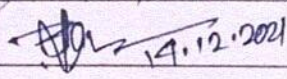
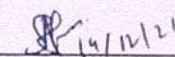
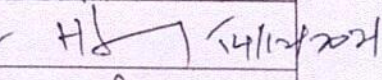
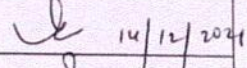
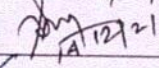
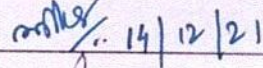
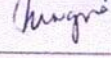
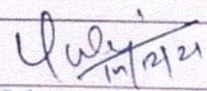
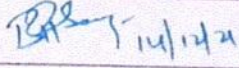
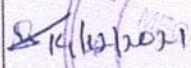
→ final word from Dr. Barbara



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IQAC Meeting (14.12.2021)

Attendance

	NAMES OF THE MEMBERS	SIGNATURE
1.	Fr. Bivan Rodriques Mukhim, Principal - Chairperson	
2.	Dr. Barbara S. Sangma - Coordinator	
3.	Fr. (Dr.) Abhilash V. J. - Vice Principal	
4.	Dr. Binu Mathew, NEHU - External Member	
5.	Ms. Dimseritha A. Sangma, MCS - External Member, Alumna	
6.	Mr. Benedict A. Sangma - Community Representative	
7.	Mr. Siddhartha Roy	
8.	Dr. Arindam Ghosh	
9.	Dr. Madhusudhan Saha	
10.	Mr. Sanggra A. Sangma	
11.	Ms. Barcelona Ch. Momin <i>for Helenius E J</i>	
12.	Dr. Lilybell Ch. Marak	
13.	Mr. Samrat Dey	
14.	Dr. Meuller Beul M. Sangma- Asst. Coordinator 2	
15.	Ms. Rehny A. Sangma	
16.	Dr. Sabindra Barman	
17.	Dr. Yubaraj Sharma	
18.	Mr. Biman T. R. Sangma- Asst. Coordinator 1	
19.	Mr. Bravewell Mawthoh	
20.	Dr. Aksana Neah Ch. Marak	
21.	Mr. Surjoron Hajong	
22.	Mr. Andrew B. Sangma	
23.	SWA President	

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Don Bosco College

Tura, Meghalaya - 794002.

Ph. 03651-222361

Mob. 9402152496

Email: principaldbc@gmail.com Website: www.donboscocollege.ac.in

Ref No: DBC/BM/110/2022/03

11.03.2022

NOTICE

There will be a meeting of the IQAC Members on 11th March 2022 at 12:45 pm in the Conference Hall.

	INTERNAL QUALITY ASSURANCE CELL (IQAC)	SIGNATURE
1.	Fr. Bivan Rodrigues Mukhim, Principal - Chairperson	
2.	Dr. Barbara S. Sangma - Coordinator	
3.	Fr. (Dr.) Abhilash V. J. - Vice Principal	
4.	Mr. Siddhartha Roy	
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18.	Mr. Surjoron Hajong	
19.	Mr. Andrew B. Sangma	

Fr. Bivan Rodrigues Mukhim SDB
Principal

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I&AC meeting at Conference Room on 11 March 2022
at 12:45 pm

Agenda:

1. Timeline for AQAR
2. Review of AQAR.
3. NAAC Visit.

- For the internal audit, Xavier Board to be called by ~~the~~ August - September 2022. TBT ~~Contd~~
- ~~at~~ ~~too~~ Decision is taken to have the academic calendar & to include code of conduct in it.
- Keeping in the mind the UGC guidelines, code of conduct for teachers will be prepared & I&AC members to draft the code of conduct on Monday i.e., 14 March 2022.
- PO, PSO & COs for Science & Commerce are to be reviewed & to put in academic calendar.
- Dept Departmental Seminars are also to be included in the academic calendar.
- When 'Add-on Programs' ~~was~~ ^{is} discussed, it is decided that computer courses to be taken up ⁱⁿ NIELIT will be added.
- Secondly, Rubber Technology courses, and also a course on Folk Art. to be looked after by the Dept. of Geo & English. ATB
- ~~As a~~ A program on Awareness on AIDS control for the locality will be organized at St. James School next week after.
To be taken




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- When the Village Adoption ie, UBA ^{is} ~~was~~ brought into the discussion, it is decided that since the adopted villages are registered, it cannot be changed.
→ to

- All the environmental awareness programs are to be taken care of by the EWS dept.

- decided to organize a basketball match for the locality. → sports dept.

- When pondered upon the industry linkages, it is decided to collaborate with the Xerox Board.

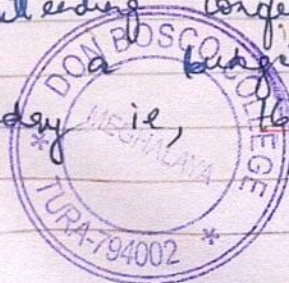
- Faculty exchange program between DBC & TQC & also MoU with NEHU to be done. → to

- When discussed on capacity building, it is decided that emphasis to be given on Language & Communication skills such as facing the interview especially for the 6 semester students + mock exercise. This is to be taken up by the Dept. of History after 5 April & i/c is Sir Langgra. Taken

- Placement of students - to be taken care by AG.

- Alumni Association - Meeting to be conducted when the Alumni coordinator joins. & also to ask Firdosh, to

- When on a ^{discussion} ~~decision~~ on Financial Support for the teachers attending Conference / Seminars, it is decided that a budget will be planned next Wednesday ie, 16 March 2022. To review.



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- Not 'alternative sources of energy', it is said that proposal has already been given.

- Future plan of action - it ~~was~~ is added by the principal that there ~~is~~ is a change in the building construction plan. Now it is
Ground floor → Classrooms → Hall.

- Bridge course at least for 1 or 2 day(s) is to be organised. ✓

- Online Orientⁿ Program for staff by bishop will be conducted on 26 March 2022. ✓

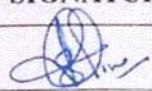
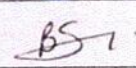
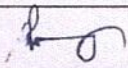
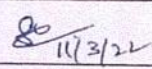
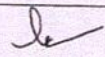
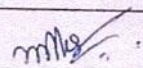
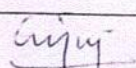
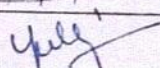
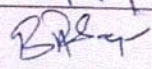
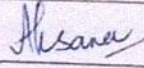
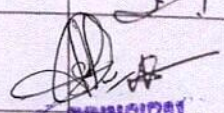
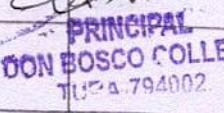
- Python Programming will be given by Dr. Pulayy to the staff. To be taken

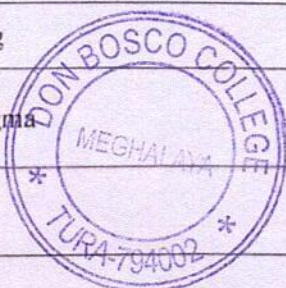



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IQAC Meeting (11.03.2022)

Attendance

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(Barco Hall)

IQAC Meeting with the Faculty Members at 2:45pm

- Dr. Subaraj initiated the meeting
- The depts. are to write about their respective depts. within 150-200 words, to insert pictures/images of the dept - such as label of the dept, dept. room etc.
- courses offered by the dept,
- syllabus to scan, upload & attach & upload.
- facilities of the dept,
- Events (major events taken place in the dept since 5 yrs. viz seminars, talks etc)
- Geotagging photos are suggested.
- No. of faculty (Faculty details)

→ Research interests by the faculty members (to be mentioned by the dept.)

→ College account to be used for the Google form which is the data obtaining information from faculties.

→ Dept. LAN

→ In G-Form (the only name & dept to be mentioned in the initial part & the rest can be filled later. (provided the data needs to be filled up completely).

→ When uploading - always to upload the accurate doc

→ Publⁿ - 3/4 at a time can be uploaded in image or PDF.

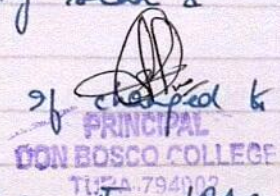
→ Ph.D → motif & certificate to be scanned & uploaded.

→ Suggested Microsoft lens app → directly scan & shares automatically.

→ HODs - PO, CO & PSO check into - of changed to upload, if not → check & submit.

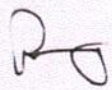
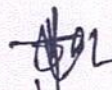
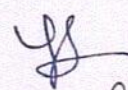
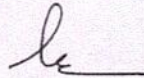
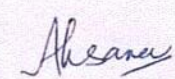
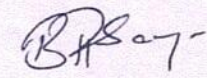
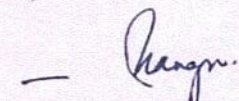
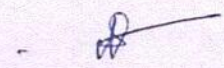
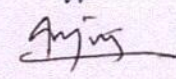
There being no further queries & discussions the IQAC conducted by Barbara S. ended the meeting with words of gratitude & appreciation.

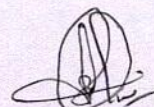
Signatures enclosed in the next page.



IQAC Meeting , 5th May 2022 at 1:30 pm in
the Conference Room .

Members Present .

1. Fr. Bivan Rodrigues Mukhim - Principal  5/5/2022
2. Adithantho  5/5/2022
3. Dr. Mueller B. M. Sangma —  5/5/2022
4. Dr. Barbara S. Sangma —  5/5/22
5. Dr. Madhusudhan Saha —  5/5/2022
6. Shi. Sangma A. Sangma —  5/5/22
7. Surjoron Hajong — 
8. Dr. Arindam Ghosh — 
9. Dr. Tobaraj Sharma — 
10. Lily Bell Ch. Marak — 
11. Ahsana Neak Ch. Marak — 
12. Biman Tesil R. Sangma — 
13. Barcelona Ch. Momia — 
14. Rejoy A. Sangma — 
15. Ardiar. B. Sangma — 
16. S. Barman — 



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IBAC Meeting on 5th May 2022 at 1:30 pm,
Conference Room.

1. Welcome words — Fr. Pavan highlighted that NCTE, NIRA — allow us to operate a 4 yrs. integrated BA, B.Sc B.Ed courses. NAAC — imp. to strive hard to complete the work.

2. Words of Encouragement — Dr. Barbara.
— work on areas where we lag
— weak pt. — Locality involvement / Colleges involvement in the locality.
— Next AQAR — not to leave any spaces blank.
— To conduct 2/3 progs. for our neighborhood.
— Short term courses, certificate courses on folk arts. ATT

3.

4. LOI — Oct. last or 1st week of Nov.
— To go for IIRG Submit & probably 3rd week of Nov.
(10 days time to respond)
IIRG → first week of December
SSR → should be in 3rd week of January
The NAAC team may ask for DVV Templates in 2nd week of Feb (23 weeks time)

2 months time for Peer Team Visit i.e., 2nd week of April.
(so we have to work from Oct'2022 — end of April 2023).

To call Xavier Board by Sept → external Board. ✓

AAA (to notify)

— To complete internal AAA by 2nd week of August. ATT

5 — x

6. Sharing from Criteria Coordinators — concerns.

From 8-9:30 → Short Term Courses to start from next Monday (9 May) *
* During exams — to give the computer students a break
* then continue



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→ C-2 → Dr. Yubarey - said that 14 May will be the last date to submit G forms.

→ To AAN - Dept. ppt. needs to be prepared.

→ C-3 → No concerns (Lily)

- External green audit to be called & checked by Pollution Control Board.

→ C-4 → No concerns (Bimer)

→ C-5 -

Fr. said - Audit going on for scholarships

- To maintain friendships records (such as 100% attendance for one Arts, Sc, com. based on select & then award incentives).

→ C-6 → No concerns, no changes in C-6 in the new manual, & submitted to Samrat.

→ C7 → Andrew (concern is wot conducting locality prog) & also to meet Mrs. Hilarius.
Best Practices - Community involvement.

7. PASH - Done.

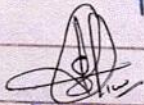
Green Policies - Dr. Lily has completed the Green Policy version 1.0 & is read out by Fr. Principal

PASH Policy } policy documents
Green Policy }

- Canteen Policy - to prepare by Bimer ATT
- Child Policy - Principal to work on it - on 12 July
- Also committee Coordinators to look into policies.

→ To find out some policies for references such as ADRI - & to seek perm. to adapt his policy




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→ Code of Teachers, Non Teaching Staff & Management

→ Code of conduct of T.S. can also be named as code of conduct of dept.
viz Code of conduct of teachers / dept.

8. Feedback & SSS - Dr. Madhusudan

SSS for 3 & 5 Sem - ie, only for the present sem. stud.

SSS for 2 & 4 Sem - in the month of June when odd sem. begins.

9. Criteria Coordinators to work on 2021-22 AQAR.

- issues wot lib. buildings.

→ Redesigning the annexe building

→ Paint the building for NAAC

(Entry & Exit of lib for T.S. & stud) ie, digitalization of library is completed.

- 11th May 2022 - Career Guidance - Sunny Mawlap
i/c - Sir Sangra.




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20th June 2022.

IQAC meeting at conference Hall at 11:00 am.



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Email: principaldbet@gmail.com Website: www.donboscocollege.ac.in

IQAC Meeting JUNE 2022

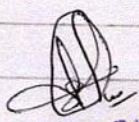
Agenda:

1. Welcome words – Principal
2. Words by IQAC Coordinator – Dr. Barbara S. Sangma,
3. Reading of the Previous Report – Dr. Meuller Beul Sangma
4. Memorandum of Understanding (MOUs)
5. NAAC Preparation - Guidance by St Anthony's College
6. Best Practices – 1. Community Engagement 2. Sincerity Box
7. Finalization of Code of Conduct for Faculty
8. AQAR 2021-2022
9. SSR
10. Varia

1. Principal welcomed all the members

For 100% attendance students, tuition fees will be refunded for 6 Sem. & can also be started for 3 & 5 Sem.




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4. College signed 4 MoU — Bishop

1. DAVE

3. St. Xavier's College (T. Nadu) wot Faculty envelope & stud envelope
By Dec, 1 stud form each dept. to visit these colleges

National

— use of computer center

& one MoU with TGC.

Baroda, Dargachip → agree to sign the MoU.

Under ch. Bhattacharya Shrotri Bhattacharya, one coll. with Anna P.

is trying to sign MoU.

Sir MS — talked about MoU to sign with NEHU

To find out Lucknow Christian College.

5. wot NAAC prepⁿ — when discussed with Bangalore,
not to involve 3rd party.

Anthony's College — Principal talked with
& to have joint meeting with St. Anthony College ZONE
members in the month of July.

— Need to give date to XAV. Board.
APA after summer break

Only NAAC accredited Colleges will be allowed to
open 4 yr. integrated courses.

wot NEP, 2020 — entry & exit of studs.
ABC — Acad. Band Coord.

Univ. 11 members Committee — working format — Prins. of Mgt.
→ 8 sems → 1 sem — (Voc^l course)

In Mgt. — infrastr. & faculty — 1 appy.



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Wot Best Practices → Dr. Barbara (pandemic viz, webinar, seminars)

work culture, work ethics → to continue

- * ① Com. ty ^{engagement} involvement — (12-15 yrs → start free tuition on week days, value inculcation, computer skills, game (vol. service to com. ty). ATT
- to lead a helping hand to com. ty.
- to begin as soon as ~~new~~ semester begins.

Wot — ② Sincerity Box. (To Rename as Honesty Box) ATT
while claiming, undertaker has to be there.

7. Code of conduct. — Dr. Barbara.

↓
to be shared in the official grp (any comments, sugg^s etc. can be made).
~~Students~~

- To print code of conduct & get the sign. of all for Child Policy, Losh Policy.
Code of conduct ~~grp~~ ^{books} — in book form.

C.C. for to collect date of AQAR ^{of 21-2022} by 15 Apr 2022.
~~31 May~~ 1 June 2021 — 31 May 2022.

Trianghy & Kearbox — C-4.

- To think of Nat.
★ Conducting of Seniors / before going for NANC.
1 or National Workshop / Regional. ✓ ATT

★ M/shirts




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Date - 20/09/2022 IQAC Meeting

1. Welcome - by Principal

2. Criteria Coordinators -

Backdate to be given in Computer Course, Sally, Folk Art.
Notice

Value ed^s - backdate partially

POA - 1, 2, 3, 4 - Done, 4 - done except exp. Ref.

5 - 6, 7 - redone

∴ 50% Plan of Action had been achieved (accomplished)

6. HOU - done with almost 3 colleges.

To - talk with Terrace & Loyole for stud. & fac. exchange
Program

To start ST courses - Bee keeping & Crochet

F/b only for B & S (rubber garden) C. O. K.
only 5 for will be analysed. 2 - 2

- Sanctioned strength of student

Heare - 2020-2021 meeting notice backdate prepared
Yubraj - 2021

PhD - 16 no.

Child Policy doc - read out
Grievance Redressal Cell (GRC)

GRC objectives & scope to be changed in the website

Monday 10:30 am. 26/09/2022



Principal
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Continuation of

1. IQAC Meeting held on 20th Sept 2022.

Date - 26th September 2022.

Fr. welcomed all the members to the meeting.

Criteria 3 presented

Mous - Dr. Lily

3.4.11 - on-the-job training (report to be submitted)
backdated with certificates

To have Meeting with Library committee wrt shadgangs.

vocational course - Theory classes on Rubber

Prsd ...

Apiary
Piggery

C5 & C6 - tomorrow - 10:00 am.



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2021
June 1 - May 31 2022

Continuation of TANC meeting held on 20th Sept 2021

Date - 27th September 2022

5.1.5 - Timely redressal of student grievances.

* After paya - to train staff & talk to students about grievance redressal.

2 - Orgⁿ wide awareness - Print POSH Policy / 2, give make copies to sign up. (backdated) -> NOV.
to write a report.

Discipline com. -> April 2022. (backdated)
(No complaints against abuses etc.)

POSH Policy to go through with NTS. tomorrow. at 10:30 am.

~~Online essay writing~~ - 11 March 2022. Awareness prog.
12 March 2022. Online essay writing

25 Jan -> Nat. Voters Day.

6.3.2 - 6.3.1 - 1400/40 -> health insurance for staff only & staff.
Admission Concession policy for NT, T & NTS. children/
Cooperative std. - behind Sir's timer

6.4.2 - foreign contribution. (philanthropies)
regulation Act (FCRA)

To call up Narbonne for youth Leadership Prog
* Acad. Audit - After paya book (backdated)

Pr 2021-22 - F/beck is the G-form is done

7.1.1: Gender sensitization action plan - to include in PANC POC.
To check from syllabus, POC, Edu & Co. Acad. equt

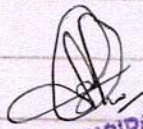


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- Search friendly games - Wapay site, arding sh.

- Annual success props. on Code of Conduct can be reflected from the 2 present^{ly} done with IOAC & Gen. staff meeting.




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IdAC meeting on 19th October 2022 at 2:00 pm in the Conference Room.

Procedure of the submit of the LOI.

Hard copy of the AQARs should be sent.

Thursday 20th October - 11 am. 12 noon.
Meeting of ZAC Coordinators

Value add - Course structure to be provided to Sir Brown.
SSR - to start once all the CC has submitted




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JAC meeting - 11 am 20/10/2022 Conference Hall

- Principal welcomed all the chairs/coordinators to the meeting.
- Gave time to Sir AG.
- briefed about LOI by Sir AG.
- ~~app~~ assigned Kanchan the work of LOI

C-1 - Employee's feedback to be done

C-2 - Notice to finish report before a certain date

- Lib. op. notice
- Mentoring notice/report (2 for 2 semester)
- Remedial classes report.
- Link to online notes college website
- Best student award
- Peer discussion & Tutoring notice
- Certificate cover notice
- Depts. sem. report.
- 741 schedule/notice (2 notices/schedule for 2 sem)

Remedial tp class -
Dix Year Planes

- Committee reports to be given.
- Dept. al minutes.

Sem. Committee M/s

GC - assignments / notices, cl. interfes. to submit to

* Int. test review reports

Result analysis report 21-22.
Neha & Int. ~~assess~~ assessment



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park, shorts, seating, resign letters to be checked

Admⁿ policy procedure.

Admⁿ - 3027 BSc (few left) form 1 & 3

C-3

C-4 - NAAC name plate to RUSA - first floor.

CAFA
Odd sem - Value, ~~comp~~ ~~CAFA~~

Com² skills / Value Edⁿ / Yoga / Computer

Even - Yoga / comp / com. skills / Creative skills / Even

Value Edⁿ - Add on.

CAFA - for. Brav.

2022 - recent upgradⁿ of Bioscopy (Satish)

Reprographic Section

collecting, study mob. phones (pinus)

late fee pinus.

NST

Parents f/b analysis fr. Mandal.

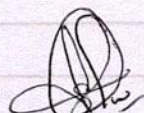
To self app. apt. Analysis

CA. impacts
C-7.1.9 - Value adⁿ

To self app. apt. Analysis

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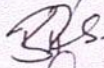
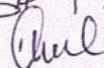
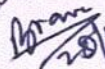
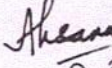
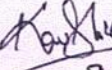
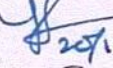
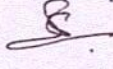
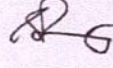
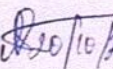
IQAC Criteria Coordinators meeting

Time - 11 am

Date - 20th October 2022

Venue - Conference Hall

Members Present

1. Fr. Brian Rodrigues Mukhim -  20/10/22
2. Dr. Barbara S. Sangma -  20/10/22
3. Dr. Mueller B. M. Sangma -  20/10/22
4. Dr. Asindam Ghosh -  20/10/22
5. Mr. Biman Tesil R. Sangma -  20/10/22
6. Colnat B. Marak -  20/10/22
7. Brani Well Mawthak -  20/10/22
8. Lily Bell - Ch. Marak -  20/10/2022
9. Aheana Neah Ch. Marak -  20/10/22
10. Rashik Paul -  20/10/22
11. Dr. Fubanj Sharma -  20/10/22
12. Surjoran Hajong -  20/10/22
13. Siddhartha B -  20/10/22
14. Andrew B. Sangma -  20/10/22
- 15.




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