

16.08.2017

Agenda:

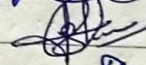
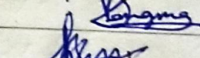
- ✓ 1. Prayer and Introduction
- ✓ 2. Strategic Support of the IQAC for enhancing quality education. ✓
- ✓ 3. Review of IQAC committee
- ✓ 4. Brainstorming session on best practices
5. NAAC coordinator on the present status of NAAC
6. Miscellaneous / Any other...

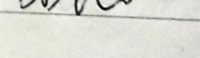
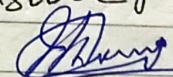
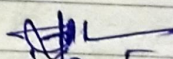
1. Prayer and Introduction
2. Strategic Support of IQAC for enhancing quality education.
3. Review of IQAC committee
4. Brain storming session on Best Practices
5. NAAC - coordinator on The present status of NAAC
6. Misc. items.

Members Present:

1. Fr. Brian R. Mukhim Principal -
2. Fr. Albert D Sangma V/Principal
3. Dr. Binu Mathew - drbmthw@gmail.com
4. Dr. D. J. D. Sangma dikkishwa@gmail.com
5. J. C. Sang -
6. Madhusudhan Saha -
7. Uma Roy Bhownik -
8. Sangma A. Sangma
9. Hilarius Ch. Sangma
10. Ipshita Roy
11. SISTER MARIOLA
12. JAYATOSH DE
13. ARINDAM GHOSH
14. SAMRAT DEY

Signature:









16/8/17
 16/8/17
 16-08-2017.
 16/8/17
 16/8/17

IQAC Meeting on 17th April, 2019

AGENDA

1. NAAC Timeline
2. AISHE Report Download
3. AQAR – Strategy adopted
4. Academic Audit – Update
5. Green Audit – Update
6. Cumulative Committee Report (July 2018 – June 2019) of all committee by Convenor
- for AQAR 2018-19 to be submitted to IQAC by 7th of May (events till 1st of May, 2019).
7. Other reports of May-June 2019 to be added as add-on.
8. Miscellaneous

2019 - Sept 18

- 4 April

Emergency
IBAC Meeting Minutes

17th April 2019; 12:30 pm
(Principal's office)

Agenda

1. NAAC Timeline — With regards to the progression of the NAAC work, it was decided to give a timeline for 10th July 2019.
The uploading of SSR in the college website should be done on 4th July 2019.
The AQAR will be sent to NAAC on 3rd July 2019.
The Principal declared that the ^{NAAC} criteria coordinators will be exempted from exam duty.
2. AISHE Report Download — Principal took a decision that since AISHE Report cannot be downloaded but whatever the data has been sent to the AISHE office can be kept as an office copy.
3. AQAR — Mr. Samrat highlighted the strategy adopted for the AQAR to be uploaded. It was the members were informed that it was uploaded on 4th April 2019 & by next week the criteria inputs will be uploaded. Some financial data from the management needs to be received. The timeline to upload AQAR will be on 14th June 2019.
4. Academic Audit — Update: The Principal welcomed the coordinator of Academic Audit Mrs. Ipskita Roy & her team. Dr. Madhusudhan suggested that the old Academic Audit format can be used. Mrs. Ipskita highlighted that a meeting should be conducted for Academic Audit committee.

5. Green Audit - update : The Principal highlighted that he has requested Mr. Sanjeev Lyngdoh to update the biosafety issues for external green audit. As far as internal green audit is concerned, Dr. Dilip has completed the work.

6. Cumulative Committee Report - The Principal said that he will put up a notice to compile the cumulative committee report and submit the same on ^{7th May 2019} Best Practices committee meeting will also be convened on Thursday ^{24th April} By Tuesday i.e., on 23rd April 2019, the Principal will give a notice to all the committee heads to proceed with their reports.

7. Other reports of May - June 2019 : If any program or activity will be organised it will be added as an add-on programme as said by The IQAC Co-coordinator Dr. Arindam Ghosh. World Environment Day will be observed on 5th June 2019.

8. Miscellaneous - * It was highlighted by one of the members that the ^{previous} minutes proceedings ^{of the previous} should be read out before the meeting begins.

* When inquired ~~about~~ Miss Rehay A. Sargmat about the digitalization of the library books, she said that around 14,700 books has already been digitalized.

* Mrs. Ipshita Roy told that the members of The Academic Audit should be officially informed.

* The appointment letters for the investigators should be given to the ^{concerned} teachers.

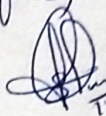
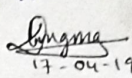
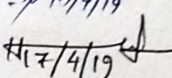
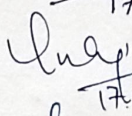
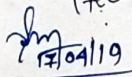
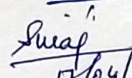
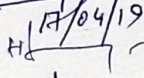
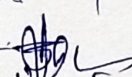
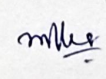
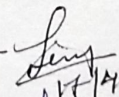
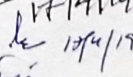
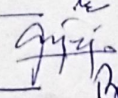
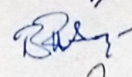
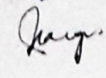
* Feedback for students will be done on 23rd April 2019 i.e., Tuesday.

* GB meeting to be held on 11th May 2019.

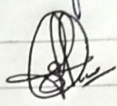
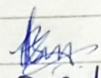
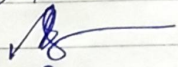
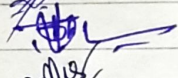
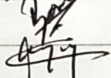
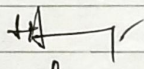
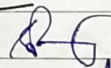
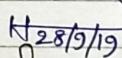
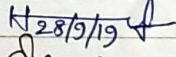
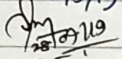
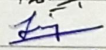
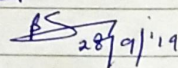
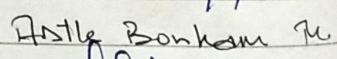
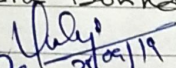
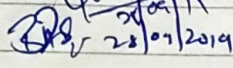
* Service Books has already been sent to ^{Account} local ~~author~~.

* Environmental studies to be taken as a subject not as a department. The principal ended the meeting with a vote of thanks.

Members present in the IQAC Meeting on 17th April 2019
at 12:30 pm (Principal's Office).

1. Fr. Brian R. Mukhim - Principal  17/04/19
2. Fr. Albert J. Sangma - Vice-principal  17-04-19
3. Dr. Arindam Ghosh - IQAC Coordinator  17/4/19
4. Habul Chandrea Das - IQAC Co-ordinator  17/4/19
5. IPSHITA Roy -  17/4/19
6. Yubaraj Sharma -  17/04/19
7. Samrat Ray -  17/04/19
8. Suraj Pradhan -  17/04/19
9. Hilarius Ch. Sangma -  17/04/19
10. Madhusudhan Saha -  17/04/19
11. Sangma A. Sangma -  17/4/19
12. Barbara S. Sangma -  17/4/19
13. Dr. Meulles B. H. Sangma -  17/4/19
14. Lincy J. Sangma -  17/4/19
15. Lily B. Ch. Marak -  17/4/19
16. Sabindra Barmah -  17/4/19
17. Bhawe Well Mawthoh -  17/4/19
18. Biman Terol R. Sangma -  17/4/19
19. Reby A. Sangma -  17/4/19
- 20.

Members present in the IQAC Meeting on
28/9/2019 at 1:00 p.m in the Conference Room.

1. Fr. Brian Rodrigues Lukhim - Principal 
- 2.
3. Dr. Bina Mathew
4. ~~Dr. Bina Mathew~~ 
5. Benedict A. Sangma 
6. Sangma B. Sangma 
- 7.
8. Dr. Arindam Ghosh 
9. Dr. Mardhusudham Saha 
10. Dr. Meulles B. M. Sangma 
11. Bruce Well Mawthah 
12. Sabindur Buman 
13. Hilarious Ch. Sangma 
14. Lily Bell, Ch. Naluk 
15. ~~Richard~~ 
16. Habni Chandra Das 
17. Samrat Roy 
18. Lincy J. Sangma 
19. Dr. Barbara S. Sangma 
20. Antle Bonkam M. Marak 
21. Dr. Tubaraj Sharma 
22. Biman T. R. Sangma 

Agenda 1. Words of Welcome

For Principal welcomed the IQAC members and initiate the meeting with a short prayer.

2. Activities & NAAC Timeline - The activities of the college was briefed by Dr. Arindam Ghosh. He said that there are 39 committees, Clubs etc. ~~are~~ in the college. He read out the objectives & functions of NAAC. Strategies of NAAC was also read out. The ^{Annual} Reports of IQAC from 2014-15, 15-16, 16-17, 17-18, 18-19 ~~are~~ along with the links are shown in the slide.

AQAR from 2013-14 till 2017-18 has been uploaded in the website

Best Practices which are institutionalized i.e., Month's ^{First} Friday ^{Program} Service & Attendance Monitoring was projected. Other best practices such as Laboratory book donation to Marfort Centre, Tissue Culture, Green Campus were also highlighted.

- Distribution of works to various teachers were also highlighted.

~~she terms~~ Benefits should be rectified as suggested by Dr. Madhusudan Saha.

- Dr. Barbara Sangma clarified about the point with regard to internal marks.

- For. Principal ~~hold~~ said that continuous assessment should be focussed.

- Discussions ~~or~~ wot attendance was made & will be raised in the staff meeting.

- Women's cell has been replaced by ICC

- For. Principal clarified from Dr. Prime Mathew about AAA

Discussions were done on the best practices.

3. AQAR 2018-19

Sir Sameer presented the AQAR of 2018-19. He scrolled down all the 7 criteria and explained to the members.

- Impact factor below 6 is 0. said Dr. Binu Mathew according to NAI.
- Point was raised wot Citation Index.
- Best Practices, meeting to be convened again.
- Dr. Binu Mathew advised that the AQAR should have been sent to him so that ~~it~~ he could have come prepared for the discussion.
- Previous meetings minutes etc. should be mailed to the external members.
- Salary received from the VGC is considered as a fund as answered by Mr. Dikhi to Sir A.G.

4. Criteria I to VII

Father Principal gave time for the Criteria Coordinator

- Criterion I in charge Mr. Bravewell said that he has to verify the documents.
- Sir Yubraj, Criterion II, collected teacher's information, ^{completely} ~~excepted~~ few teacher's information.
- Dr. Lily ~~is~~ clarified her ^{doubt} on research project (Criterion 3)
- Criterion 4 - Infrastructure and Learning resources said that they need to sit together & review.
- Sir Siddhart criterion 5 in-charge said that his work is ^{almost} done.

Dr. Mpuller Sangwa criterion 7, said that the work has been done already and few photographs to be taken.
Sir Binar Sangwa has progressed in his work.

5. SSS — Pr. M Sale highlighted about the SSS. First phase of training will be completed on Monday i.e., 30th Sept 2019.

6. Any other matter —

Father Principal gave time for the external members. Dr. Pime Mathew said that he will always assist & help & support the institution & also with help in the process of AAA and wished the college.

- Sir Dikili said that the institution is moving & going in a right direction & he appreciated the work of the IQAC members & he wished the college.

Sir Benedict thanked the Principal for giving him the opportunity to be a member of IQAC & he dedicated himself that he will remain supportive throughout the IQAC journey.

- Sir Sangwa proposed a vote of thanks ^{thanking} ~~saying~~ that it was all the members. He thanked Dr. AG specially appreciating him as a crisis manager.

Sir Binar ended the meeting with a prayer.

IQAC Meeting on 6th February 2020 at 12:30 pm.
in the Principal's office.

- Sir AG informed about new DVV template, new manual, SOP wst NAAC framework.
- SSR - Scanning of documents ^{at} completed partially.
- SSR - completion → almost done.
- Committee need to check from Critic 4.
- After collecting all the documents, IQAC can be submitted.
- Second Phase of SSR is yet to be done & for this timeline has to be framed.
- the ^{detailed} informations ^{are to be} gathered by the critic coordinator on "21st Feb" 2020 & on 28th Feb 2020, to incorporate all the changes in the SSR.
- external SSR to be done in March.

IGAC Meeting on 13th February 2020 at 12:30pm.
in the Principal's office.

- The college needs to have procedures wrt RTI
- The submission of NIRF has been added in the website.
- Wrt IQA the papers are ready except the commerce depts. & inspection for Geog. & Sociology will be done on 26th March Feb
- Geog. dept. will be inspected on 26th February & interview will be conducted on 24th February.
- SOP needs to be uploaded in the website
SOP for library is done & yet to do for other items & facilities.
- Budget for research & library needs to be done.
acknowledgement
- AQAR submission₁ of 2018-2019 needs to be checked.
- Library committee will discuss on the issues of library matters.
- Feedback for 2 semesters ~~is~~ has to be conducted for the student ~~next week~~ ^{starting} in the month of March.
- Departmental ₁ powerpoints needs to be checked.
- Self-Appraisal ~~for~~ for Teachers should be conducted
- SOP & SVV Templates will be distributed tomorrow to the concerned coordinators.

- Father Principal welcomed all the members.
- He highlighted that about the meeting attended by Principal, Sir Arindam & Sir Biman
- Principal then gave time to Sir Arindam to brief about the NAAC workshop attended by them at SILOAM
- 93% is factual data
- 30% - Qualitative analysis
- SSR should be written within $1\frac{1}{2}$ year
- When SSR is completely prepared, then IIP can be submitted.
- Minimum 10% for SES & in our case the first hundred students will be taken into account.
- According to him, Criterion - II is the most imp.
- Criterion III - Qualitative metrics should be given preference
- UG colleges also requires Placements.

Questions wot Criteria -

C-I : value education should be given before or after college hours.

- Planning for NAAC should be done six months before
- Constructive criticism should be focussed.
- College can introduce Horticulture, Floriculture etc.
- Program code should be BBA BSc Bcom
- Last 6 months data should not be included in SSR
- Feedback from parents are not required.

- Feedback from all perspectives, — Curriculum alumni should be analysed (Action Taken Report) should be enclosed.
- Present the data ~~or~~ only asked by NMC.
- MOU should be functional
- IT should not be in collaboration with sister concerns.

C-III

- NSS activities under C-3.
- Outreach & extension activities fall under the same category
- Individual certif? cannot be included
- Policy document for disabled

C-IV

- Bar code should be fixed
- In one AQAR — one fullfill print of the library should be duly signed by the Principal.
- Departmental computers will not ^{be} counted in the teacher-student ratio usage of computer

C-II

If NEHU does not listen or respond to the go letters sent to them, ^{with NMC} the concerned institution can send a letter to the Xavier Board.

Enter or additional students ^{taker} beyond the seat capacity should not be counted.

- Feedback from all perspectives — Curriculum alumni should be analysed (Action Taken Report) should be enclosed.
- Present the data ~~or~~ only asked by NAAC.
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- IT should not be in collaboration with sister concerns.

C-III

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- Outreach & extension activities fall under the same category
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- Policy document for disabled

C-IV

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 - In one AQAR — one full print of the library should be done duly signed by the Principal.
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C-II

If NEHU does not listen or respond to the go letters sent to them, ^{with NAAC} the concerned institution can send a letter to the Xavier Board.

Enter or additional students ^{taken} beyond the seat capacity should not be counted.

- Minority certificates should be obtained & that can be done through Minority Commission.
- Student teacher ratio should be 1:20
- Mentoring ^{should be} academic based.
- AISHE, NIRF, AQAR, any public domain data should be the same for the last 5 years.

C-V - Only govt. feeship/scholarships should be uploaded.

- Only institutional " " should be audited
- Committee meeting minutes should be maintained

C-II - Giving one test per semester as internal assessment is not considered as continuous evaluation

- Internal assessment should have policy

C-VI

Planning ^{sh. be done acc. to} mission & vision statement.

HR policy of the institution

- O/c should be of 5 continuous days
- Online course is also possible

* No IQAC collaboration is required in the programs & activities conducted by the departments.

* Fo. Principal said that the institution will look for the third party.

* Finally, Father Principal made a remark saying that the institution will submit ~~AGAR~~^{SSR} in the month of September & expected Peer Team Visit will be in the month of February - March 2021

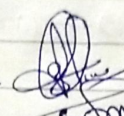
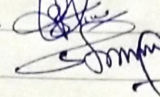
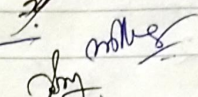
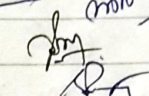
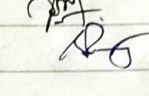
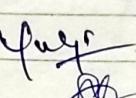
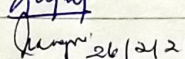
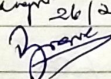
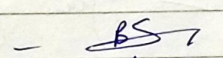
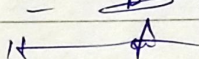
IRAC Meeting on 4 November 2020.

- The Criteria Coordinators progress of work were discussed where it ~~was~~ is ~~found~~ that C-4 & 2 are yet to submit.
- Within June 19 - May - 20 → documents need to be sent to the Secret.
- 31st Jan 2021 will be the last date to upload the ~~data~~.
- To meet on 5 Feb 2021 again.

26/2/2021

IPAC Meeting - Conference Room.

Members Present

1. Fr. Brian R. Mukhin — 
2. Fr. Abhishat V.J. — 
3. Dr. Arindam Ghosh — 
4. Dr. Mueller Beul M. Sangma — 
5. Samrat Ray — 
6. SIDDHARTHA B. — 
7. YUBARAT SHARM — 
8. Sangma A. Sangma — 
9. Sushma Barman — 
10. Remy A. Sangma —  26/2/21
11. Brane Well Mawthoh — 
12. Dr. Barbara S. Sangma — 
13. HABUL CH. DAS — 

1. To help & assist Pubaraj — Absare & Sujorn.
→ One week leave by Samrat, meanwhile Pu will work on his criticism.
- Minor rectification is being done in the AQAR framework — via institutional email.
- IPAC meeting minutes to give to Ishik & upload.
- Plan of Action by IPAC uniform.
- Gym, Lib, Green Club, AAA — NA achieved
for 20-21. hard copy to prepare
- S/b — from Tr, — & Gate form — next week to complete
- Next week, afternoon classes — on value ed. by Absare

LCD

119, 213, 114, 202, 203, 213, 214, 215

Cl. LCD facilities - 20181 2018-19 - 10.
SC-13, AS

213, 215,

DATE

Seminar Hall - 2

Early Newly added.

Cl. with LCD facility 10 + 1

" " w/f - 31.

Sem. hall with ICT - 2.

Scholarship -

Scholarships - inquire from DATE by Principal.

Critics - 6,

Students' facility -

Gym. facilities.

free
~~for free~~ wifi, free computer.

Scholarships,

Center &

No. of participant.

RKSK - 105.

300

250

196.

Tobacco & drug - 105-

2nd week of April

To finish by next week

15th March - to sit for IQAC meeting

AQAR to be uploaded in the center's grp.
for necessary modifications

Date
23/3/2021

IQA Meeting with External Members at 1:30 pm.
Venue - Conference Hall

- Fr. Abilash opened the meeting with a prayer.
- Principal welcomed all the members
- Fr. Principal presented the AQR
- The presentation of AQR Part A was done successfully without any objection from the external members
- A lecture on periodic table → to be notified as celebration / commemoration
- Dr. Barbara was suggested to do proof reading of the descriptive write ups.
- Program Code — not provided.

1.2.2 - BA — 1989
BSc — 1992
B.Com — } to include name of the progrs.

only date of implementation of CBCS / Elective Course System.
↳ UG & year.

1.4.1 — ^{suggestion of} feedback in Google form is not accepted.

2.1.1. Demand ratio — to look into the figures.

Critere 2 → passed successfully.

→ 3.3.5. Scopus — Shabaree Parmian → to include in the Scopus journal index.

3.3.6 → h-index — to leave it blank. or to inquire from other colleges.

3.5.1 - to send Rajaratni's Ph.D ordinance to RDAP dept. for official letter for her Ph.D continuation under the supervision of Dr. J.C. Dang's.

3.5.3 - for every activity to have an Mole

No. of imp't. equipments purchased - to check.

C-4. N-List membership is expired (e-Journals), 80 it needs to be renewed.

Criterion 4 - is presented successfully.

5.2.3 - 2 cleared IAM.

Criterion 5 - is also presented successfully.

6.2.1 → In sc. stream, around 130 to check students

Criterion 6 is presented successfully as well.

7.1.5 → Follow up column → to write.

Criterion 7 is also presented successfully.

Minor modifications to be made will be done by Sir Jamsat

So Principal thanked Dr. Pious Mathew & Mr. Benedict for their presence.

- He also thanked all the IQAC members & the criteria coordinators for their contribution in the process of AQAR.

In the end, Mr. Benedict appreciated and thanked the DBC. He recalled his father's contribution to the institution in acquiring the land.
- He encouraged the teaching fraternity to work in collaboration with the stakeholders

→ Dr. Binu Mathew appreciated the AQAR file meticulously maintained & requested the institution to send to the bigger body to go through the AQAR.

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. & 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. Firm 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 AQAR 2020-21.

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

* BOS - Sir Dang, Sir Madhu, Samrat

* Feedback to be in the POA.

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

* COs & POs to be included in the college handbook.

2.7.1 - SSS ^{report} to be submitted by Sir M.S to 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-Muller's article

* 3.3.2 Awards & Recognition → Poetry contest to be eliminated

* 4.1.1 - to check again & write give a description (to shorten)

- * 4.1.3 — 113 & 114 halls with LCD projectors (to change)
- * 4.2.3 — 2.11 (to change)
- * 4.2.4 — to check — 246
- * 4.4.2 → to check & sync with college handbook.

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

5.1.2 — Principal to provide the info. (freeships)

5.1.3 → Language & com^m skills.

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

* English dept — INET & ISLET

5.2.3.2 — 57 no.

5.3.1 — * ~~Zonal~~ Red Ribbon ^{zonal Quiz} Competⁿ

* State Level Red Ribbon Quiz Competⁿ.

6.2.3. Tally 3 — name of vendor (Nehish) ^{to contact}

Sir AG —

6.4.1 — Govt. Audit ^{to add} → 1 to ~~an~~ check.

Audit — Tare & shilp (local Audit) → to rectify.

6.5.3 — 5 check.

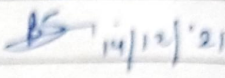
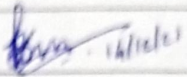
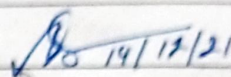
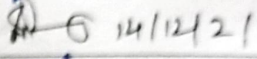
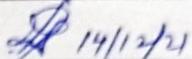
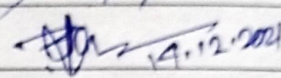
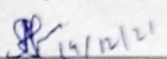
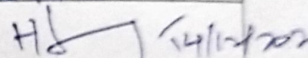
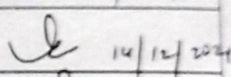
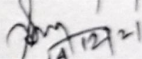
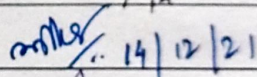
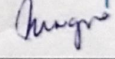
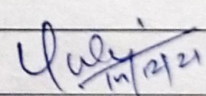
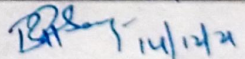
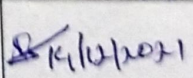
Annual gader sensitizⁿ action plan — link ^{direct to}

7.1.4 — Rain water harvesting → for next year.

→ Final word from Dr. Barbara

IQAC Meeting (14.12.2021)

Attendance

	NAMES OF THE MEMBERS	SIGNATURE
1.	Fr. Bivan Rodrigues 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 Hilarius L 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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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	
5.	Dr. Arindam Ghosh	
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11.	Dr. Meuller Beul M. Sangma- Asst. Coordinator 2	
12.	Ms. Rehny A. Sangma	
13.	Dr. Sabindra Barman	
14.	Dr. Yubaraj Sharma	
15.	Mr. Biman T. R. Sangma- Asst. Coordinator 1	
16.	Mr. Bravewell Mawthoh	
17..	Dr. Aksana Neah Ch. Marak	
18.	Mr. Surjoron Hajong	
19.	Mr. Andrew B. Sangma	

Fr. Bivan Rodrigues Mukhim SDB
Principal

PRINCIPAL
DON BOSCO COLLEGE
TURA-794 002

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 external audit, Xavier Board to be called by the August - September 2022. TBT cancelled
- ~~ST~~ 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 take 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~~ ^{are} discussed it is decided that computer courses to be taken up ^{DBC} 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
- ~~A~~ A program on Awareness on AIDS control for the locality will be organised at St. James School next week after.
To be taken

- When the Village Adoption is, UPT ^{is} brought into the discussion, it is decided that since the adopted villages are rejected, it cannot be changed ~~to~~
- All the environmental awareness programs are to be taken care of by the EVS dept.
- decided to organise a basketball match for the locality. → Inter dept.
- When pondered upon the industry linkages, ^{now} it is decided to collaborate with the Xavier based.
- Faculty exchange program between DBC & TQC & also MoU with NEHU ~~to~~ to be done. → Dept.
- 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 Janggor. ^{Taker}
- 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 ~~an~~ ^{a discussion} on Financial Support for the teachers attending Conference / Seminars, it is decided that a budget will be planned next Wednesday i.e., 16 March 2022. To review.

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

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

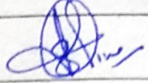
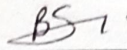
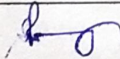
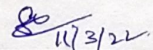
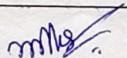
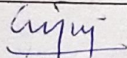
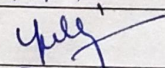
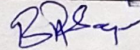
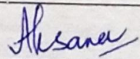
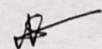
- Bridge course at least for 1 or 2 day(s) is to be organised. ✓

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

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

IQAC Meeting (11.03.2022)

Attendance

	NAMES OF THE MEMBERS	SIGNATURE
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20.	Dr. Aksana Neah Ch. Marak	
21.	Mr. Surjoron Hajong	
22.	Mr. Andrew B. Sangma	
23.	SWA President	

IQAC Meeting with the Faculty Members at 2:45pm

- Dr. Yubraj 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

→ Publⁱⁿ — 3/4 at a time can be uploaded in image or PDF.

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

→ Suggested Microsoft Lens app → directly scan & share automatically.

→ HODs — PO, CO & PSO to look into — if changed to upload, if not → click & submit.

There being no further queries & discussions the IQAC Coordinator Dr. Barbara G. ended the meeting with words of gratitude & appreciation.

Signatures enclosed in the next page.