

IQAC Criteria Incharges Meeting

Dt: 6/8/19

Venue: IQAC Room

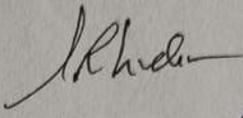
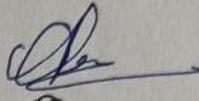
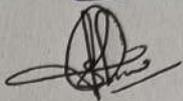
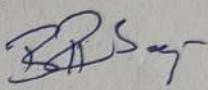
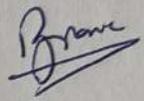
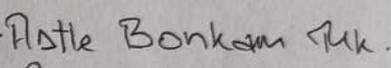
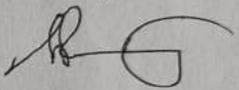
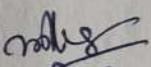
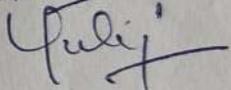
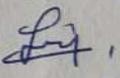
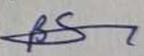
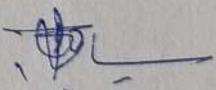
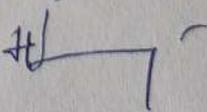
Signature sheet:

- ① Yubaraj Shastri July
6/8/19
- ② Siddhartha Roy
6/8/19
- ③ Barbara S. Sangma
6/8/19
- ④ Lily Bull Ch. Navak
6/8/19
- ⑤ Lily J. Sangma
6/8/19
- ⑥ Dr. Mueller B. M. Sangma
6/8/19
- ⑦ Samrat Singh
6/8/19
- ⑧ Benave W. Manthoh
6/8/19
- ⑨ Bima T. R. Sangma
6/8/19
- ⑩ Fr. Alberius Dhanwar
6/8/19
- ⑪ Arindam Ghosh
6/8/19

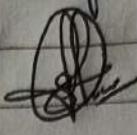
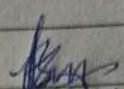
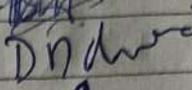
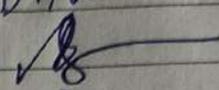
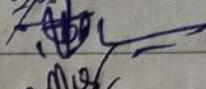
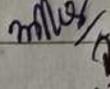
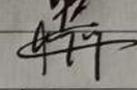
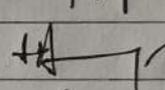
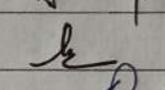
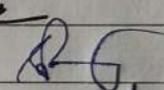
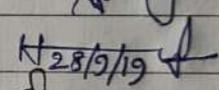
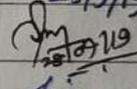
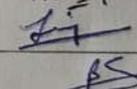
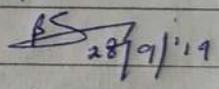
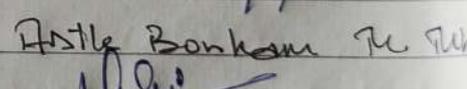
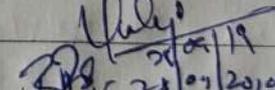
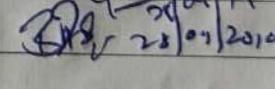
IQAC Meeting with Dr Samuel Lyndem: 15/8/2019;

Venue – Principal's Room; Time-3.00 pm

Attendance Sheet

1. DR. S. R. Lyndem _____ 
2. Fr. Albinus Dhanwar _____ 
3. Fr. Bivan R. Mukhim _____ 
4. Biman Tesil R. Sangma _____ 
5. Brence Well Mawhuk _____ 
6. Aistle Bonkam M. Tuk _____ 
7. SIDDHARTHA Roy _____ 
8. Dr. Meulles B. H. Sangma _____ 
9. Dr. Tubaraj Sharma _____ 
10. Lincy J. Sangma _____ 
11. Barbara S. Sangma _____ 
12. Samrat Singh _____ 
13. Madhusudhan Saha _____ 
14. Arindam Ghosh _____ 
15. Sangma A. Sangma _____ 
16. Hilarious Ch. Sangma _____ 
17. _____
18. _____

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

1. Fr. Brian Rodrigues Lukhmi - Principal 
- 2.
3. Dr. Bina Mathew 
4. ~~Dr. Bina Mathew~~ 
5. Benedict A. Sangma 
6. Sangma A. Sangma 
- 7.
8. Dr. Arindam Ghosh 
9. Dr. Mardhusudham Saha 
10. Dr. Meulles B. M. Sangma 
11. Bruce Will Marthok 
12. Sabindur Buman 
13. Hilarious Ch. Sangma 
14. Lily Bell Ch. Alank 
15. ~~Richard~~ 
16. Habul Chandra Das 
17. Samrat Buj 
18. Lincy J. Sangma 
19. Dr. Barbara S. Sangma 
20. Astle Bonkam M. Marak 
21. Dr. Yubraj Sharma 
22. Riman T. R. Sangma 

Agenda 1. Words of Welcome

Fr. Principal welcomed the IQAC members and initiated the meeting with a short prayer.

2. Activities & NAAC Timeline - The activities of the college were briefed by Dr. Anindam Ghosh. He said that there are 39 committees, clubs etc. in the college. He read out the objectives & functions of NAAC. Strategies of NAAC were 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.

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

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

- Distribution of works to various teachers was also highlighted.
 - ^{she terms} 'Benefits' should be rectified as suggested by Dr. Madhusudan Saha.
 - Dr. Barbara Sargma clarified about the point with regard to internal marks.
 - Fr. Principal ~~had~~ said that continuous assessment should be focussed.
 - Discussion ~~or~~ ^{on} work attendance was made & will be raised in the staff meeting.
 - Women's Cell has been replaced by ICC.
 - Fr. Principal clarified from Dr. Prine 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. Bina Mathur according to NAAC.
- Point was raised wot citation index.
- Best practices, meeting to be convened again.
- Dr. Bina Mathur advised that the AQAR should have been sent to him so that he could have come prepared for the discussion.
- Previous meetings minutes etc. should be mailed to the external members.
- Salary received from the UGC is considered as a fund as approved by Mr. Dikhi to Sir. A. G.

4. Criteria I to VII

Father Principal gave time for the criteria coordinators

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

Dr. Mulla Saigona criterion 7, said that the work has been done already and few photographs to be taken.
Sis Binar Saigona has progressed in his work.

5. SSS - Dr. Msaba highlighted about the SSS.
First phase of training will be completed on Monday
ie, 30th Sept 2019.

6. Any other matter -

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

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

Sis 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 AAAC journey.

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

Sis Binar ended the meeting with a prayer

Staff Meeting on 6th February 2020

The Principal welcomed the teachers for the first meeting of the year 2020.

Dr. Barbara S. Sangma read out the minutes of 2nd July 2019.

The Principal congratulated Mr. Mridul Barman, Mrs. Shweta Priyamvada, Mrs. Sugata Debnath for being awarded the Doctor of Philosophy. He also appreciated Dr. Arindam Ghosh for being the Best Keynote Speaker in the NAAC Conference. Further he applauded our student Florina D. Sangma who was selected for the Republic Day Parade on 26th January 2020 at New Delhi.

Fr. Principal also briefed about the NSS NE Festival held from 20-24 January 2020. He thanked Mr. Biman Tesil R. Sangma, Mr. Surjoron Hajong, Mr. Ferrick Salnang, Dr. Barbara S. Sangma, Dr. Meuller Beul M. Sangma and Miss Yankitana Goldiva Sangma for rendering their kind help to the program. He did not forget to thank Sir Kalyan Ch. Momin for the canopy. Father Principal also thanked Sir Sanggra A. Sangma and Sir Madhusudan Saha for being present in the valedictory program. Finally he thanked the Deputy Commissioner, Tura and the MLP Second Battalion, Goeragre, Tura for being kind enough to render their help and assistance.

Father Principal introduced the newly recruited teachers Dr. Aksana, Dept. of Environmental Science and Mrs. Koyel Roy, Dept. of Economics.

The Principal received a letter from the NEHU but not from DHTE for the interview to be conducted for the Departments of English, Philosophy and Geography. According to him the best candidates selected by the panelists are taken. No such outsider influences are kept in mind.

Fr. Bivan and Sir Habul Das are currently working on Dr. Prabhat Mohanty's CPF, but unfortunately his service book cannot be proceeded.

Since 2018 and 2019 no Orientation Program was conducted for the teaching staff, the Principal informed the teachers that in this year i.e, 2020 Orientation Program for the teachers will be conducted on 7 & 8 February. Dr. Fr. George Palamattam will be the resource person. The teachers are requested to go Pastoral Centre, Walbakgre by bus and are to reach the college by 9 o' clock morning. All the teachers are to attend the program except Sir Nicholas who will be exempted on account of Parish Convention at Jengjal.

The Placement interviews of Dr. Barbara S. Sangma, Dr. Meuller B. M. Sangma Dr. Sr. Lucy R. Marak and Mr. Sanggra A. Sangma was completed and

very soon Dr. Arindam and Mr. Sanjeev Lyngdoh's placement interview will also be done.

AQAR 2018-2019 and AQAR 2019-2020 have been uploaded in the NAAC website and the Principal thanked Mr. Samrat Dey for his work. Any departmental documents which need to be enclosed in the AQAR should reach Sir Samrat Dey.

With regards to Salary enhancement for College Post Teachers, Mr. Binendro clarified the salary structure prepared by Fr. Jogesh. The Principal said that he has to go through the structure. The Provincial will leave on 8 February to Rome. When he returns, the Principal will present to him for the approval.

Further the Principal said that 13 lacs are collected from the student fees and 11 lacs are spent for the college post teachers and as such quite less amounts could be spared for developments of college needs. He then went on to say that he will work on the pay scale for college post teachers.

Father Principal highlighted the latest infrastructure improvements such as Laboratories, Reading Hub, Library, Godown, Gym, EVS Departmental Room, Classrooms allotment and Time table.

As usual the departments are to give assignments for every semester and that the Internal Test is to be conducted from 23-28 March 2020.

The compilations of attendance of students are to be done monthly.

Dr. Aksana will not only take her Environmental Science classes but will also take few Botany classes as well as Value Education Classes.

Store room will be converted to Examination Strong room and Strong room into Dept. of Environmental Science.

BA 6 semester Library Classes will be converted to regular classes.

Further Father Principal also spoke that Morning classes for working students will be started.

Father Principal informed that the bus service will be made available to the students residing in Bazaar area but on the suggestion of Dr. Barbara it was decided that the bus services will be made to students staying in Dakopgre area.

Any reports from the Departments should be submitted to the Website Committee.

The Principal then requested the teachers to maintain 4 and half hours as working hours, to motivate students in the classrooms, use audio-visual aids.

Projectors have been installed in Hall 202, 203 and one in commerce laboratory.

Students' feedback will be taken once the classes begin.

Unnat Bharat Abiyan (UBA) is a Village Adoption Committee headed by Dr. Sabindra Rajbongshi. Our college has adopted 5 villages which are Sampalgre, Alotgre, Edenbari, Galwang-Chidekgre and Babadam. The students are given questionnaires for a survey study and for this they are divided into two groups. One group of students are sent to Sampalgre and the other group to Alotgre. Finally father Principal congratulated the UBA Committee for taking the initiative to do this survey.

Queries and Suggestions by the members present in the meeting

1. Dr. Yubaraj Sharma clarified about the audio visual aids to which the Principal responded that he can approach the Principal for audio-visual room or Javelin.
2. Mr. Sanjeev Lyngdoh requested the Principal to refill the chemicals in the Zoology laboratory.
3. With regards to adoption of villages Mr. Sanggra A. Sangma clarified that whether the adopted villages fall under the Municipality area to which the Principal responded that the UBA rules did not specify the rural or urban category and that with due consent from the Deputy Commissioner, Tura, the committee is going ahead for the survey.
4. Mr. Sanggra even suggested the new Department of Environmental Science to organize seminars with reference to Protection of Environment in Meghalaya
5. He also said that a committee should be formed for the Revision of Pay (ROP) of college post teachers.
6. Father Principal remarked that in the year 2018, 100 percent students passed in the Environmental Science subject with the effort of Sisters, Mr. Biman and Mr. Lalgini Chongloi
7. Sir Anil informed the teachers about the change in exam duty to be conducted on 10 and 11 February 2020

8. Father Principal informed that new permanent sound box for assembly has been fixed.
9. Suggestions came up to change the dates of Internal Test
10. The Principal thanked all the departments for conducting seminars and for the support that he received from the teachers.
11. The Service Books are taken to Local Account but it has been brought back because of minor mistakes made.

Finally the meeting ended with a vote of thanks from the Chair.

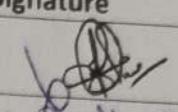
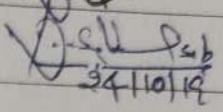
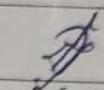
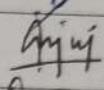
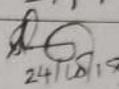
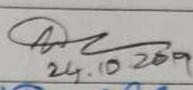
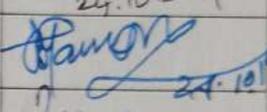
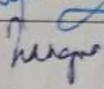
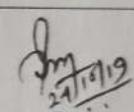
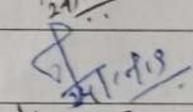
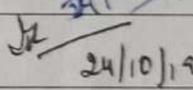
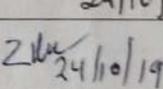
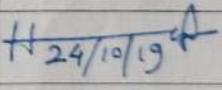
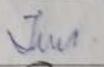
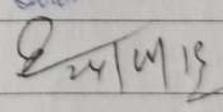
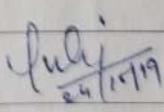
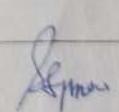
Meeting of Committee Convenor/ Coordinator with IQAC Coordinator and Principal on 24.10.2019

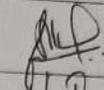
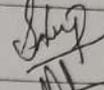
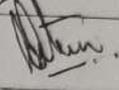
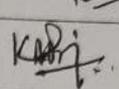
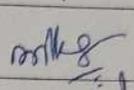
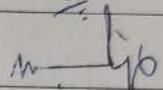
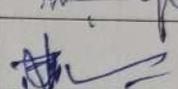
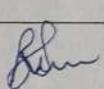
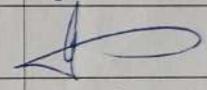
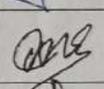
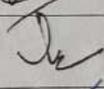
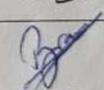
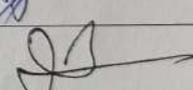
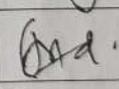
A meeting of Convenors/ Coordinators of all 38 Committee including the sub-committee in Students Support and Progression was held in the Conference Room on Thursday, the 24th of October, 2019 at 12.30 pm along with Dr Arindam Ghosh, IQAC Coordinator and Fr. Bivan Rodrigues Mukhim, Principal of Don Bosco College, Tura. The in charges of the sub-committee of Students Support and Progression were also present in the meeting. All the Convenors was given time to discuss about their committee and were also asked to be ready with the files containing the reports and the documents. The Principal chaired the meeting and also uttered the words of welcome. He also stressed upon the necessity of having such committee of the college and their importance. The vote of thanks was proposed by the IQAC Coordinator who also discussed briefly about the timeline and the need to finish the given tasks in stipulated time.


IQAC Coordinator


Principal
PRINCIPAL
DON BOSCO COLLEGE
TURA-794802.

Meeting of Committee Convenor/ Coordinator with IQAC Coordinator on 24.10.2019

Sl No	Name	Name of Committee	Signature
1	Fr. Bivan Rodrigues Mukhim	PRINCIPAL RTI AND GRIEVANCE REDRESSAL CELL	
2	Fr. (Dr.) Zachary Varickasseril	BUILDING and INFRASTRUCTURE DEVELOPMENT COMMITTEE	 24/10/19
3	Fr. Albinus Dhanwar	VICE PRINCIPAL CAREER AND PLACEMENT STUDENTS – TEACHERS – PARENTS APPRAISAL COMMITTEE SWA	
4	Dr. Arindam Ghosh	IQAC COORDINATOR	
5	Dr. Sabindra Rajbongshi	RUSA	
6	Mr. Siddhartha Roy	ADMISSION INFRASTRUCTURE MAINTENANCE	 24/10/19
7	Mr. Jayatosh De	ACADEMIC / Calendar	 24.10.2019
8	Mr. Timir B. Mandal	ATTENDANCE	 24.10.19
9	Ms. Rehny A. Sangma	LIBRARY UBA	
10	Mr. Samrat Dey	CURRICULAR ASPECTS WEBSITE & PUBLICITY COMPUTER SKILLS	 24/10/19
11	Dr. Biswajit Paul	TEACHING, LEARNING & EVALUATION	 24.10.19
12	Ms. Ipshita B. Roy	INNOVATIONS AND BEST PRACTICES	 24/10/19
13	Ms. Zinnia K. Marak	LITERARY, CULTURAL AND SOCIAL COM	 24/10/19
14	Mr. Anil Kumar	EXAMINATION	
15	Mr. Habul Das	STAFF WELFARE AND DEVERLOPMENT	 24/10/19
16	Ms. Tengme K. Mara	DOCUMENTATION	
17	Dr. Mridul Barman	PUBLICATION CELL	 24/10/19
18	Dr. Uma Bhowmik	CHIEF EDITOR, SOURCE	
19	Dr Yubaraj Sharma	CHIEF EDITOR, TRANSIENT	 24/10/19
20	Sr (Dr.) Lucy Marak	MAGAZINE ENGLISH IMPROVEMENT	
21	Ms. Susan M. Sangma	ALUMNI ASSOCIATION	

22	Mr. Sentingstone D. Sangma	RESOURCE MOBILIZATION	
23	Dr. Ratan Chakraborty	RESEARCH, CONSULTANCY & EXTENSION	
24	Sr. Shainy Cheriyan	STUDENTS SUPPORT AND PROGRESSION	
25	Sr. Deepthy Philip	COUNSELLING	
26	Ms. Lakyntiew Sohtun	SOFT SKILLS & PERSONALITY DEVELOPMENT	
27	Mr. K. Mahimaraj	REMEDIAL AND COACHING CLASSES	
28	Dr. Meuller B. M Sangma	MENTORING	
29	Mr. Mahidar Rajbongshi	STUDENTS EXPOSURE	
30	Dr. Madhusudhan Saha	SEMINAR AND WORKSHOP	
31	Mr. Sanjeev T. Lyngdoh	IPR AND BIOSAFETY ISSUES NSS	
32	Dr. Barbara Sangma	WOMEN'S CELL	
33	Mr. Sanggra A Sangma	ANTI RAGGING, DRESS CODE & DISCIPLINE	
34	Ms. Bristina D Shira	CELL FOR THE SPECIALLY ABLED	
35	Mr. Kalyan Ch Momin	DISASTER MANAGEMENT CELL	
36	Mr. Nicholas M Sangma	GAMES AND SPORTS COMMITTEE	
37	Ms. Lilybell Ch Marak	GREEN CLUB	
38	Mr Bravewell Mawtoh	NCC	
39	Mr. Binendro N Marak	CANTEEN	
40	Mr Mridul Chanda	CAMPUS	

IQAC Meeting on 13th February 2020 at 12:30pm.

in the Principal's office.

- The college needs to have procedures wot RTI
- The submission of NIRF has been added in the website.
- Wot IQA the papers are ready except the Commerce dept. & 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 submission of 2018-2019 needs to be checked.
- Library committee will discuss on the issues of library matters.
- Feedback for 2 semesters has to be conducted for the students ~~next week~~ in the month of March.
checking
- Departmental powerpoints needs to be checked.
- Self-Appraisal for Teachers should be conducted
- SOP & DVV 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 SILDAM
- 93% is factual data
- 30% - Qualitative analysis
- SSR should be written within 1 1/2 year
- When SSR is completely prepared, then FIOT can be submitted.
- Minimum 10% for SES & in our case too 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 B.A.B.Sc.B.com
- 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 ~~is~~ only asked by NAAC.

- MOU should be functional

- GT 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 full page print of the library should be done duly signed by the Principal.

Departmental computers will not be counted in the teacher-student ratio usage of computers

C-II

If NEHU does not listen or respond to the go letters sent to them, ^{w/ NAAC} the concerned institution can send a letter to the Xaver's Board.

Enrol of additional students ^{higher} 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, AQAAR, 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

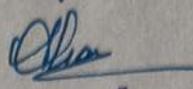
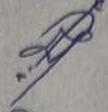
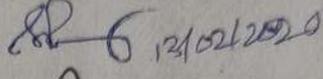
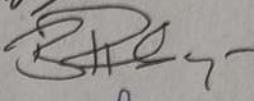
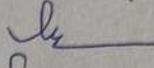
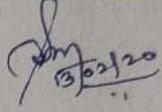
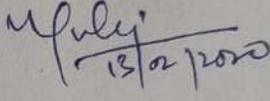
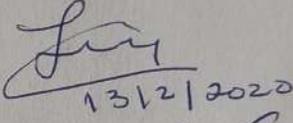
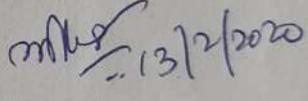
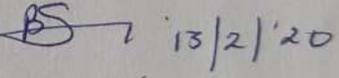
- O/c should be of 5 continuous days
- Online course is also possible

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

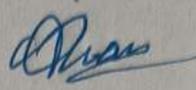
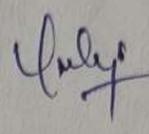
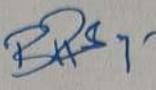
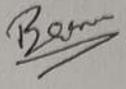
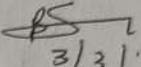
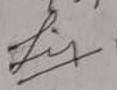
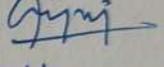
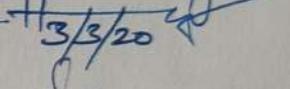
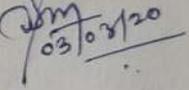
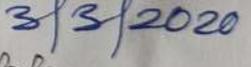
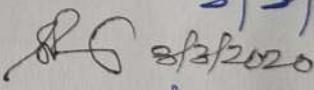
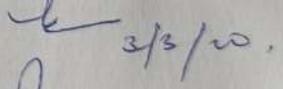
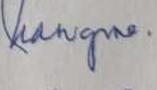
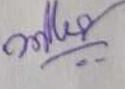
* Fo. Principal said that the institution will look for the third party.

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

Members present in the IQAC meeting on 13th Feb, 2020
at 12:30 pm (Principal's room).

1. Fr. Bivan Rodrigues Muthim - 
2. Fr. Albinus Dhanwar - 
3. Dr. Aindam Ghosh - 
4. Siddhantha P. - 
5. Bruce Well Mawthok - 
6. Biman Teel R. Sangma - 
7. Lily Bell Ch. Alakh - 
8. Samrat Dey - 
9. Dr. Tulonej Shasana - 
10. Lincy J. Sangma - 
11. Dr. Mueller B. M. Sangma - 
12. Dr. Barbara S. Sangma - 

Members present in the IOTC meeting on 3rd March 2020
at 12:30 pm (Conference Room).

1. Fr. Bivan Rodrigues Mukhim — 
2. Fr. Albinus Dhanway — 
3. Dr. A. Ghosh — _____
4. Dr. Y. Sharma — _____ 
5. Biman T.R. Sangma —  July 
6. Brane Well Manthok — 
7. Dr. Barbara S. Sangma — _____  3/3/20
8. Lincy J. Sangma — _____ 
9. Jayra A. Sangma — _____ 
10. Sabindha Barua — _____ 
11. HABUL CH. DAS — _____  3/3/20
12. Samrat Ray — _____  03/03/20
13. Madhusudhan Saha — _____ 
14. SIDDHARTHA Roy — _____  3/3/2020
15. LILY BELL CH. NARAK — _____  3/3/2020
16. Ridoy A. Sangma — _____  3/3/20
17. Dr. Meeltes Beul M. Sangma — _____  Sangma.
- _____  3/3/20.