


**Minutes of the IQAC meeting held on the 10<sup>th</sup> June, 2019 at 11.30AM**


Agenda

1. Reading of the minutes of the last meeting
2. Enrolment and Biometric Registration.
3. Orientation program for the students.
4. Seminar Workshop etc
5. Internal Examinations schedule
6. Meeting with HOD's, Teaching and Non teaching Staff.
7. RUSA
8. Outreach Program
9. Other Matters.

The meeting started with a welcome note from the Chair.

1. The minutes of the last meeting was read and confirmed and the following action- taken was reported:
  - The Principal informed the house that the Inspection by the team from NEHU for the temporary affiliation of the Department of Sociology and Statistics was completed on the 21-2-2019 and 20-03-2019 respectively.
  - It was reported that the meetings with the HOD's was conducted on the 01/03/2019 and 20/05/2019 and all necessary details were taken up and discussed. Meetings with the various committees were held between February and April, 2019.
  - It was reported that the cleaning drive was held on the 17<sup>th</sup> April, 2019.
  - It was reported that the departments were given the responsibility to distribute and collect the feedback forms from the students.
  - The Principal informed the house that an amount of Rs 1,00,000/- (rupees one lakh only) and Rs. 50,000/- (rupees fifty thousand only) have been allocated for taking up minor research project for the Science Subject and Arts Subject respectively. Certain criteria have laid down for availing the scheme.
  - It was reported that the Faculty Development Program will be held after the Semester Examinations.
  - It was reported the academic calendar have been prepared by the Academic Committee.
2. It was resolved that the no of seats for different subjects to remain same as the previous academic year and all new enrolment to be linked with biometric registration.
3. The house resolved that a common Orientation Program to be conducted for both the Arts and the Science streams. The Program will comprise of a tour to various departments, laboratories and introduction to all the facilities available in the College.
4. The House stressed on the importance of conducting National/State-level Seminar/Conferences/ workshops etc. Initiatives for organizing such programs may be taken

  
**Principal  
Sankardev College  
Shillong.**

  
**Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
Sankardev College, Shillong.**