

Minutes of the IQAC meeting held on the 7th Feb, 2020 at 11.00AM


Agenda

1. Reading of the minutes of the last meeting
2. Inspection from NEHU
3. Meetings with HOD's and College Committees.
4. Feedback from stakeholders
5. Preparation for reaccreditation
6. Other Matters.

The meeting started with a welcome note from the Chair.

1. The **minutes of the last meeting was read and confirmed**. The following action- taken was reported:
 - It was reported that the College week was conducted as scheduled.
 - It was also reported that the College Magazine for the Year 2019-2020 is ready.
 - Regarding the establishment of a new canteen, applications with quotations have been invited from various firms.
 - It was also reported that students were intimated of the various scholarship available online scholarship forms through sms and notices. A help desk for this purpose has also been set up within the college office.
2. The house was informed about the upcoming **inspection** from the Inspection team of the North-Eastern Hill University **for the permanent affiliation of the Zoology Department**. The Heads of the Department to follow up and do the needful.
3. **Regular meetings with the HODs to be conducted** to review the Student Adoption Program, conduction of various Departmental activities along with the budget estimate, maintenance of student attendance and to discuss other related issues. Meetings are also to be conducted with the various college committees to chalk out the plan of work and the budget estimate for the year 2020.
4. It was discussed that the **feedback questionnaires** for the stakeholders to be revised and then to be distributed as done in the previous years.
5. It was highlighted by the IQAC Coordinator that the **reaccreditation of the college** by NAAC is due on the 19th January, 2021 and the preparation for the SSR has to be completed and submitted to the NAAC office as per scheduled. It was proposed by the coordinator that few members of the teaching staff are to be incorporated to assist the coordinator in the preparation of the SSR.
6. Other matters:
 - (i) **Status of the AQAR**: The coordinator informed the house that the AQAR was in the final stage of preparation.
 - (ii) It was reported that the **Parents-teachers meeting scheduled** to be held in the month of November, 2019 was **cancelled** due to volatile law and order situation in the State on the date fixed.
 - (iii) The **house authorized the Coordinator to convene the Steering committee** when any urgent matters arise.

The meeting ended with a vote of thanks from the chair.


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