

Proceedings of the 2nd IQAC Committee Meeting (2020-22) of the Shillong Law College held on 27th November 2021(Saturday) at 11.A.M in the College Meeting Room, Brook Haven, Dhankheti, Shillong-1.

Member present:

1. Shri D. B. Gurung, Secretary GB, Administrative Officer.
2. Dr. Sharif Uddin, Principal, Chairman IQAC
3. Dr. Mrinalini Kharshiing, Vice Principal, Co-ordinator IQAC.
4. Dr.(Mrs.) M.P.R. Lyngdoh, Member GB, Management Representative
5. Shri. B. S. Thangkhiew, Member GB, Management Representative
6. Dr.(Mrs) E. Kharkongor, Principal Shillong College, Nominees from Local Society
7. Shri M. Dkhar, Rangbah Dong Dhankheti, Shillong, Nominee from Local Society
8. Dr. M. N. Bhattacharjee, (Retd) HOD Chemistry Department, Shillong College, Nominee from Local Society
9. Dr. D. R. Thangkhiew, (Retd) Vice Principal, St. Edmunds College, Shillong, Nominees from Employers/Industrialist/Stakeholders
10. Shri. Deb .K. N. Kharshiing, Vice Principal, Teacher Representative
11. Mrs. Daiahunlin Mawlong, Asst.Prof, Teacher Representative
12. Miss Ilasara. D. Kharkongor, Asst.Prof, Teacher Representative
13. Mrs. Darishisha Jyrwa, Asst. Prof, Teacher Representative
14. Shri Sanjeev Chanda, Alumni Representative
15. Shri Vordinal Lyngdoh, Head Assistant.

Members Shri S.C. Chakraborty, Alumni Representative has informed of his inability to attend the meeting as he is out of station and Mrs Lakyntiew. N. Khyriem is on a Maternity Leave.

Shri D. B. Gurung, Secretary GB, Administrative Officer IQAC Committee was on the Chair while Principal Dr. Sharif Uddin assisted him. After a brief welcome address, he called the Meeting to order and businesses as per agenda was taken up.

1. **Agenda/Res. No.1: Confirmation of the Proceedings of the 1st IQAC Committee meeting (dt.6th November, 2021):** The Proceedings of the 1st IQAC meeting held on 6th November, 2021 was read out. The recording thereof being in order, it was decided to confirm the same.

2. **Agenda/Res. No.2: Matters relating to the constitution of the Steering Committee IQAC Shillong Law College comprising of three Teaching Faculty:-**

The Co-ordinator IQAC, informed the Committee of the need to constitute a Steering Committee for the preparation and finalising various documents for the accreditation and assessment of the College by NAAC. The Steering Committee shall help the IQAC in all matters for the accreditation process and shall be operative till the process of accreditation is complete. It was decided that “**Core Team**” shall be named instead of “**Steering Committee**”. It was also decided that the following members of the Core Team be constituted:-

- (1) Chairperson - Dr. Mrinalini Kharshiing, Vice Principal & Coordinator IQAC Shillong Law College.
- (2) Members - (i) Mrs. Daiahunlin Mawlong, Asstt. Professor.
(ii) Dr. (Mrs.) Umeshwari Dkhar, Asstt. Professor.
(iii) Mrs. Lalengzami H. Nongbri, Asstt. Professor.

3. **Agenda /Res. No. 3 Matters relating to open a Saving Account for the IQAC with the State Bank of India:-**

It was decided to open a Savings/Current Account of the IQAC – Shillong Law College with the SBI, Dhankheti Branch, Shillong. It was further decided that the funds of the Saving/Current Account shall be jointly operated by the Principal, Shillong Law College and the Co-ordinator, IQAC, Shillong Law College. The specimen signatures of Dr.Sharif Uddin Principal and Dr.(Ms) Mrinalini Kharshiing, Co-ordinator as attested shall be forwarded along with the Extracts of the Agenda/Resolution No.3 to the Branch Manager, State Bank of India, Dhankheti Branch, Shillong 793001.,

4. **Agenda/Res. No. 4 Matter relating to submission of Reports by various IQAC Sub-Committees in the College:-**

The Co-ordinator read out the Compiled Reports submitted by various sub-committees of the IQAC and approved the same. It was decided that such Reports shall be submitted by the Conveners of each Committees periodically so that IQAC will always be equipped with necessary information.

5. **Agenda/Res. No. 5:- Any other matters with permission of the Chair:**

- 5.1. Dr. M. N. Bhattacharjee, Consultant who is assisting IQAC for the accreditation process gave brief report of the work done so far and he opined that the College may be ready for registration and submission if IIQA by April, 2021 provided all the reports and documents are ready. Preparation of Draft Self Study Report is going on and the first draft of first three criteria have been already submitted to the Secretary, Governing Body. He mentioned that the lack of Research and Publication matters is a big drawback. The Committee took note that documentation is of paramount importance and stressed the need for Academic Audit.
- 5.2. The Alumni Association needs to be more active and to this end it was suggested that the Alumni Association shall take total responsibility of Counselling of the Students (Academic and Career Counselling). Further, Alumni Association along with the College may take up introducing some Skill Development Courses (like communication skill etc.) which shall provide big opportunity to the students in their career development. The Committee approved the same.
- 5.3. It was further decided that detailed Report on the College Library cum-Reading Room be furnished to the IQAC. The Committee took the view that the Library Committee may take initiative to upgrade the library and provide all information as regards facilities offered with respect to e-library and similar other modern facilities.
- 5.4. It was decided there should be separate meetings with the Staff (Teaching and non-teaching) and students to mobilise/sensitise them about the accreditation process and role to be played by them.
- 5.5. For Students Satisfaction Survey (SSS) which the NAAC conducts online after the SSR is submitted. Students from each semester be sensitized and extend appropriate inputs so that they will be able to respond to the Students Satisfaction Survey (SSS) within the stipulated time.
- 5.6. In matters relating to Memorandum of Understanding, the meeting decided after detailed discussion that necessary memoranda may be signed immediately with the Local Durbar and/or Malki Sports Association (i) on using the Malki playground by the college for Sports and Athletic programmes and (ii) Khasi Learning programme with SBUK.

- 5.7. Regarding the vaccination (Covid-19) and EPIC Centres created in the College by the Government of Meghalaya, appropriate letters from the concerned Departments of the Government may be obtained, that Shillong Law College facilitates in the areas of Citizen's health and other civic programmes. It was further felt that in a drive to create green environment and energy efficiency all the class-rooms may be provided with LED lamps replacing the present tube lights. Rain Water Harvesting may be initiated.
- 5.8. The Committee decided that an Anti-Ragging Cell may be formed and a document may be prepared in line with "UGC draft undertaking" which every student shall sign and submit to the College as a commitment/undertaking.
- 5.9. It was decided that the IQAC including the Core Team sit together from time to time with various Sub-Committees and steps taken to formulate Action Plan on a time bound manner.
- 5.10. The Committee also decided that the Governing Body be appraised of the need to respond to NAAC for which joint meeting may be convened at appropriate time.

With vote of thanks from the Chair to all present, the Chairperson declared the meeting concluded.

(Shri D.B Gurung)
Secretary GB
Chairperson

(Dr. Mrinalini Kharshiing)
Coordinator
IQAC- Shillong Law College