

Minutes of the IQAC meeting on 4th October, 2018

A meeting of the newly-constituted meeting of the IQAC was held at 12.15 noon on 4th October, 2018 without the external members. All were present except Dr. Jayatosh De and Dr. Lillybell.

At the very outset, Fr. Bivan R. Mukhim, the Principal welcomed the new Team and expressed confidence in achieving the goal of going in for the accreditation by December 2018. Sir Habul Das, while welcoming the new Team as the newly appointed Coordinator of the IQAC said, it became imperative to constitute a new Team, as it was not necessary to have a NAAC Committee. Therefore, the NAAC Team was disbanded and the members incorporated into the new Team.

The first point on the Agenda was to set a Timeline for the completion of various related tasks. Dr. Arindam Ghosh, the IQAC Co-coordinator suggested that we complete uploading all the five AQARs on to the college website by 12th October, 2018, i.e. before the Puja holidays. Meanwhile, we would work on the SSR (Self Study Report). By 10th December, we should send the AQARs to NAAC, and be prepared to take any queries by NAAC till 20th December, 2018. The IIQA would be sent to NAAC by mid November. By 2nd week of February, we should have an orientation for our students on the SSS (Student Satisfaction Survey).

Dr. Biswajit Paul requested to opt out of any responsibilities concerning Accreditation but promised to support from outside. However, he was persuaded by other Team members not to opt out at this crucial time.

Self Study Report: Sir Habul Das then distributed responsibilities for preparing the Self Study Report as follows:

Criterion – Mr. Suraj Pradhan; Criterion 2 – Mr. Yubaraj Sharma; Criterion 3 – Dr. Jayatosh De; Criterion 4 - Dr. Lillybell Ch Marak; Criterion 5 – Mr. Siddharth Roy; Criterion 6 – Dr. Mueller B.M. Sangma; Criterion 7 – Dr. Biswajit Paul.

For the final editing of the SSR the following Team was constituted: The Principal, IQAC Coordinator, Co-coordinator and Sister Mariola Sequeira.

The Principal proposed to have a Core Committee of the IQAC in order to facilitate urgent decisions that would need to be taken. This Team would comprise Fr. Bivan R. Mukhim, Principal, Fr. Albert D. Sangma, Vice Principal; Sir Habul Das, Coordinator; Dr. Arindam Ghosh, Co-coordinator; Dr. Jayatosh De, Sir Siddharth Roy and Sister Mariola Sequeira.

Student Satisfaction Survey: Dr. Madhusudan Saha was given the charge of conducting at least two orientation programmes for the students with the SSS, one in December 2018 and the other in February 2019. Dr. Madhusudan Saha willingly accepted the responsibility.

Collection of Students' email and telephone numbers: Fr. Albert D. Sangma, vice-Principal and Mr. Samrat Dey were given the responsibility of collecting the email i.d.s and contact numbers of all students of the college by 12th October, 2018.

Library: Ms. Rehny A. Sangma gave a detailed account of the present status of the library. She said there was need of getting more hands to help in computerizing the entire library. Also, with the new software installed, feeding the data was an urgent need. The Teacher's Computer was not working and scanned soft copies of all University question papers were required to be made available to students in the library.

Fr. Bivan R. Mukhim, the Principal informed that he had got a new Don Bosco College app made which could be accessed by any student or teacher from the playstore. This would facilitate paying of fees online, library books and a host of other useful information related to the college.

Dr. Biswajit Paul suggested that decentralized of the library would make things better for the Librarian and students. Every department could have a departmental library and the HOD could keep track of books issued to students. There was a suggestion that every department could also be given an internet connection on a priority basis.

The Principal informed that Prof. Samuel Lyndem, the Government of Meghalaya Resource Consultant would guide us in making departmental presentations for the NAAC.

There was a query as to the amount of funds allocated for the library. Clarity on this issue would help in budgeting the expenditure and updating the library with useful resources. Mr. Hilarius Sangma, the Head Clerk clarified that as of now there was no fixed budget allocated for the library.

Placement Cell: There was a suggestion to revive and renew the Placement Cell which was inactive.

Mr. Habul Das thanked Mr. Samrat Dey and Mr. John Satish for scanning all the supporting documents required to be uploaded with the AQARs for five years. He also distributed the proformas to the In-charges of the seven Criterion with 31st October 2018 as the deadline for completing details including the DVV templates.

Dr. Arindham Ghosh requested the Principal to make himself available to visit the IQAC office every day for some time to support the IQAC Team.

The meeting ended at 2.15 p.m. with a vote of thanks to the chair.

H
Co-ordinator,
IQAC

Minutes of IQAC Meeting with Prof. S.R. Lindem on 9th October, 2018

A meeting of the newly constituted IQAC Team was held on 9th October, 2018. The following were present: Prof. S.R. Lyndem, Resource Consultant, RUSA, Govt. of Meghalaya; Fr. Bivan R. Mukhim; Principal; Sir Habul Das, IQAC Coordinator; Dr. Arindam Ghosh, IQAC Co-coordinator; Sister Mariola Sequeira; and the seven Criterion In-charges namely, Sir Suraj Pradhan; Dr. Yubaraj Sharma; Dr. Mueller B. M. Sangma; Dr. Lillybell Ch Marak; Sir Jayatosh De, Sir Siddharth Roy, Dr. Biswajit Paul; and Librarian Madam Rehny A. Sangma. The meeting began at 10.00 a.m. in the Principal's office.

Seven Criterions: Beginning right away with the seven Criterions from the Manual of NAAC Guidelines, Prof. S.R. Lindem painstakingly took up question by question, discussing the Qualitative Metrics, Quantitative Metrics and documentation required to support every answer. An LCD screen was used to facilitate the process.

Teachers raised many queries which were satisfactorily responded to by Prof. S.R. Lyndem with apt illustrations and great clarity.

Prof. S.R. Lyndem also outlined a checklist that would help Departmental Heads to make a departmental profile using power-point. The deadline set for completing the presentation was 10th November.

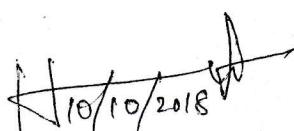
Departmental Profiles: Prof. S.R. Lyndem offered to conduct the Academic Audit of every department in the college, sometime by mid-November with the help of a team of trained persons in a very impartial manner.

The Recommendations given by the NAAC at the end of the first cycle of Accreditation in 2012 were then dealt with in a detailed manner.

Library: The Library being the most component of the College, Prof. S.R. Lyndem sorted out hurdles in making it vibrant, rich and student-friendly. He suggested that we have a Reading Room replete with newspapers, magazines and Journals to complement the existing library.

Administrative Offices: Prof. Lyndem strongly recommended that the college put in place a Management Information System (MIS) to facilitate making of a database that would make retrieval of data as and when required very easy.

The meeting ended with a Vote of thanks proposed by Dr. Arindam Ghosh, IQAC Co-coordinator to the Resource person, Prof. S.R. Lyndem, Fr. Bivan R. Mukhim, the Principal and every member present at the meeting. The meeting ended at 4.15 p.m. with all Teachers resolving to do their best.

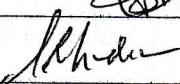
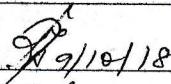
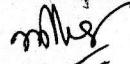
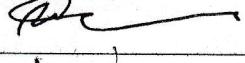
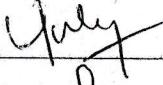
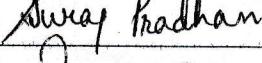
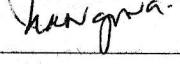

H 10/10/2018

SIGNATURE OF THE MEMBERS

IQAC and CRITERIA COORDINATORS Meeting

Venue: Principal's Office

Date: 09.10.2018

Sl No.	Names	Signatures
1	Fr. Bivan Rodrigues Mukhim – Principal	
2	Dr. Samuel Lyndem – NAAC Consultant	
3	Mr. Habul Das – NAAC Coordinator	H 27/10/18
4	Dr. Arindam Ghosh – NAAC Coordinator	
5	Sr. Mariola Sequiera	Mariola 8/10/18
6	Mr. Siddharth Roy	SR 9/10
7	Dr. Biswajit Paul	
8	Dr. Mueller Beul M. Sangma	 9/10/18
9	Mr. Jayatosh De	
10	Dr. Yuvaraj Sharma	
11	Dr. Lilybell Ch. Marak	
12	Mr. Suraj Pradhan	 Suraj Pradhan
13	Mrs. Rehny Sangma	 Rehny Sangma

Minutes of the IQAC meeting held on 4th February 2019 at 1:45 pm in Bosco Hall-105.

- To begin the meeting Prof. Sanggra A. Sangma welcomed all the IQAC members. The Principal, Fr. Bivan R. Mukhim chaired the meeting. He proposed the name of Dr. Meuller B. M. Sangma to be the minute secretary and all the members gave a positive response.
- The Principal highlighted the induction of new members in various committees. He further said that no changes were made in IQAC members.
- For the Academic Council the new teacher who will be the HOD of Sociology will also be a part of the council. Three new teachers have been added to the Geography department.
- The Principal also highlighted that Miss Chichi (Dept. of Botany) has been appointed in the Literary & Cultural Committee as well as in the Canteen Committee, Miss Lincy J. Sangma (Dept. of History), Mr. Chisano & Mr. Mridul Barman (Dept. of Commerce) in the Result, Test & Examination Committee, Sr. Shainy in Website & Publicity Committee, Miss Lakyntiew (Dept. of Sociology) in the Source Journal & Student Support & Progression (Soft Skill & Personality Development) & NCC, Sr. Deepti in the Cell for the Differently-Abled & Village Adoption Committee, Miss Judaline in Games & Sports Committee & Mrs. Shweta in the Green Club.
- Prof. Sanggra A. Sangma then commented on the various formation of committees that the members needs to give full commitment & dedication in their respective committees.
- Dr. Sabinra Rajbongshi also highlighted about the UBA and its significance and later said that the Village Adoption Committee can be converted into UBA. According to him 5 villages have already been approved by the Govt. and they have started their initial phase of work.
- The need for the appointment of Mathematics teacher was also discussed. Advertisements had already been done in the Shillong Times & Assam Tribune but so far no such applicants have creped in.
- Fr. Bivan R. Mukhim, Principal said that they sat for a meeting where Fr. Januarius, Fr. Albert, Fr. Alex, Fr. Pius & Fr. Jogesh were present to discuss various issues and matters relating to college needs.
- The list of new Governing Body members has already been sent to the DHTE and Fr. Bivan said that the college will give up the two reserved sanctioned posts lying vacant in two departments i.e, English & Philosophy and will make it open posts.
- Further, the college Principal spoke about the allocation of budget for purchasing books for various departments. Since 2013-2014, no new books were purchased, he assured that certain amount will be given to the departments to meet their needs.
- With regards to the library books, Fr. Principal enlightened the members that Bar Code Reader will be installed and approximately 13,000 books have been entered in the computer and as such the library will be completely digitalized. It was also said that the footfall register in the library will also be maintained.
- The college will also generate income through reprographic section as well as provision for spiral binding will also be set up. Though the college library is subscribing various newspapers like Shillong Times, Salantini Janera & The Times of India yet the departments can also subscribe Journals which will be taken into account.

- A discussion was also made on revamping the college Website. A new design of template has been made where the old data will not be discarded and the format will remain the same for the viewers who would like to view in mobile phones as well as in personal computers.
- It was also discussed in the meeting that the construction of classrooms on top of the building will be impossible as no columns and pillars were erected. The extension of the college building can only be done behind the main building.
- Fr. Bivan declared that he and Fr. Albert will be attending Provincial Chapter from 19th February onwards and that Fr. Zacharias, Principal, DBCTE will be given the responsibility to look after the college in their absence.
- The Principal further proposed service rule document for the non-sanctioned teachers.
- The IQAC members agreed to start with the NAAC work from 11th February i.e, Monday onwards.
- The vote of thanks was proposed by the chair.

Reported by Dr. Meuller B. M. Sangma


6/2/19


6/2/19

Minutes of the NAAC Criterion Coordinators Meeting

Time: 1:30 pm Date : 11/2/19

Venue: Principal's Office

The meeting was chaired by the Principal. He asked the Criterion Coordinators to brief about the progress done in their works. Since the IQAC Coordinator Prof. Habul Das replied that no such improvements were made since last November 2018 it was decided that the work can be proceeded till Thursday i.e, 14th February.

When discussed about the Suggestion Box it was instantly decided to open in the presence of IQAC members. The chits dropped in by the students were read and the Principal said that the answers to their suggestions will be made in the assembly.

The Principal thanked all the members.

Principal

Fr. B. Mukhim

IQAC Coordinator

Prof. Habul Das

Minute Secretary

Dr. Meuller B. M. Sangma

Minutes of the Meeting of IQAC & NAAC Criteria Coordinators held at Principal's Office on 3rd April 2019 at 12:30 pm

1. The meeting was chaired by the Principal.
2. It started with welcoming words from the chair.
3. Before the agenda was read out, it was decided to induct one member in the IQAC.
4. The name of Mr. Bravewell Mawthoh was proposed by the Chair and all the members accepted and approved him.
5. The Principal informed all the members that the Governing Body has been approved by the Government.
6. When discussed about the changes to be made in the IQAC external members, it was unanimously decided to appoint either Smt. Helena Mary K. Marak or Smt. Dimseritha A. Sangma once the previous members are exhausted.
7. For the ultimate timely preparation of AQAR, the Principal spoke about his gratefulness to all the members involved in this work.
8. With respect to the uploaded AISHE where errors were committed earlier the Principal informed that alterations can be made in the data as per the inquiry made from the head office. Finally the modified AISHE was accepted.
9. The Principal urged the members to shoulder the responsibilities for any kind of task assigned to them.

Meeting's Agenda

1. When the first agenda was put forward, it was discussed that groups will be made for the preparation of AQAR 2018-19 and as such a team comprising of Principal, Mr. Samrat Dey, Mr. Bravewell Mawthoh & Mr. Sabindra Rajbongshi were formed to prepare the same.
2. The Principal highlighted his plan that 7 cubicles with 7 computers especially for the 7 Criteria Coordinators will be set up and N-computing will also be installed. Dr. Madhusudan also requested the Principal that the SSS Coordinator should also be included in the cubicle.
3. The Principal informed all the members that the AQAR format has been changed.
4. When the agenda 2 was discussed, Mr. Suraj Pradhan highlighted that the curriculum feedback from teachers and students was almost completed and will be distributed to the teachers on 3rd April 2019. To look into this matter a team comprising of Principal, Mr. Suraj, Dr. Madhusudan, Dr. Barbara, Mr. Siddharth and Dr. Arindam were formed and was declared that this team will have an official meeting on 3rd April 2019 at 1 in the afternoon.
5. When discussed on agenda 3 the above group was given the responsibility.
6. The Principal encouraged the Criteria Coordinators to resume their work.
7. When agenda 5 was read out it was told by the Principal that both Principal and Vice Principal went to classes and obtained student's parents name which will be the sample for Parents Teachers Meet to be held on Saturday i.e., 13th April 2019. A sample of parents will be formed for the Parent Teacher Association and the same will be asked to come during the time of NAAC peer team's visit interaction. It was also decided that general parents' meeting for 2nd and 4th semester for the three streams will be conducted.
8. With regards to Self Appraisal of Teachers the aforesaid team will carry on the work.
9. When the Academic Audit was discussed it was decided that for the year 2018-19 it will be carried out by a team comprising of Mrs. Ipsita Roy as coordinator and Miss Lakyntiew, Miss Chichi, Mr. Mridul Barman as team members.

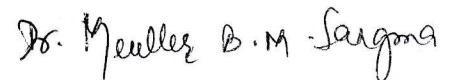
10. When inquired Dr. Lilybell about the Green Audit she said that for the year 2017-2018 it has been submitted.
11. It was also told by the Principal that appropriate information (images, videos) should be posted in WhatsApp group created for HODs, IQAC etc.
12. The new data of AISHE has been uploaded as reported by Mr. Suraj Pradhan. When the Committee reports especially Students Support & Progression was inquired, it was found out that Dr. Meuller Sangma and Sr. Deepthy were the only coordinators to submit the report. Hence, the Principal urged the other coordinators of respective committees such as Exposure Trip and Remedial classes as well as Soft Skills & Personality Development and Career Placement to initiate the work so that the reports can be prepared.
13. The Principal made a remark that the institute is good at organizing programs but poor in maintaining or keeping records.
14. It was also discussed that the committee coordinators will be requested to submit a report of any programs/events conducted along with the students' signature and photographs.
15. The timeline to prepare SSR will be on 31st May 2019 and IIQA was targeted to complete by 2nd week of July and the expected target for the NAAC Peer Team visit will be in the 1st week of August 2019.
16. The Principal thanked all the members and concluded the meeting.

Principal



g/4/19

Minute Secretary



Dr. Meuller B.M. Sangma

Minutes of the IQAC Emergency Meeting held on 17th April 2019 at the office of the Principal at 12:30 pm.

The meeting started off with welcoming words from the Principal. The following agenda were discussed:

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 send to the NAAC on 3rd July 2019. The Principal declared that the NAAC Criteria Coordinator will be exempted from exam duty.
2. AISHE Report Download: The 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 Dey highlighted the strategy adopted for the AQAR to be uploaded. The members were informed that it was uploaded on 4th April 2019 and 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. Ipsita Roy and her team. Dr. Madhusudhan Saha suggested that the old Academic Audit format can be used. Mrs. Ipsita 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. Lilybell informed that she has completed her work.
6. Cumulative Committee Report: The Principal said that he will put up a notice to compile the cumulative report and submit the same on 7th May 2019. Best Practices committee meeting will also be convened on Thursday i.e., 25th April 2019. 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 add-on programs 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 meeting minutes should be read out before the present meeting begins.
 - When inquired Miss Rehny A. Sangma about the digitalization of the library books, she said that around 14,700 books has already been digitalized.
 - Mrs. Ipsita Roy told that the members of the Academic Audit should be officially informed.
 - The appointment letters for the examination invigilators should be given to the concerned teachers.
 - Feedback for students will be done on Tuesday i.e., 23rd April 2019.
 - Governing Body meeting will be held on 11th May 2019
 - Service Books has already been sent to Local Account.
 - Environmental Studies to be taken as a subject not as a Department.

The Principal ended the meeting with a vote of thanks.



Principal

**PRINCIPAL
DON BOSCO COLLEGE
TURA, ENCLAVE**

Minute Secretary

Dr. Meulles B. M. Sangma

MINUTES OF THE IQAC CRITERION COORDINATORS MEETING

TIME 1:00 pm

VENUE: PRINCIPAL'S ROOM

The Principal welcomed all the members and thanked Dr. Barbara S. Sangma for accepting to work on Criterion 4 with Ms. Lincy J. Sangma. The following points were discussed:

1. The Principal informed the members that new college website has been developed and it was decided to include Program Outcomes and Course Outcomes in the website.
2. It was also discussed that since the college building remains unutilized other than college hours the Principal suggested that morning and afternoon shifts will be introduced.
3. Dr. Yuvraj Sharma pointed out that there was no letter of closure of BBA and Dept. of Bengali and no such discussions were made even in the GB meeting. Hence he could not proceed with his Criterion.
4. Dr. Lily also pointed out that no documents were available with reference to extension activities.
5. Mr. Siddhart Roy requested Principal to appoint Ms. Kimberley G. Momin to assist him in his works. Mr. Roy even inquired about the online scholarship data and DBA, IAS Coaching Classes.
6. When a point was raised about Vocational education, it was discussed that commerce students were taken to Guwahati for internship and that falls under Vocational education.
7. Mr. Biman Sangma discussed about Green Energy and said that the solar panels which are installed on the college roof were not operational and that Dr. Dang has to pursue this matter.
8. The members also decided that Weather forecasting and Azola Cultivation can be considered as the Best Practices in the college.
9. The Principal declared that the Criterion Coordinators will sit again for the meeting after the Provincial Chapter.
10. Dr. Madhusudan Saha briefed about the SSS and requested the teachers to submit the entered data in excel sheet to Mr. Samrat Dey on 16 February 2019 so that he can convert the data into Pie diagram. The converted data will be returned to the respective departments as well as Principal.
11. The IQAC Coordinator Mr. Habul Das submitted a letter to Principal wrt requirements of IQAC.
12. The meeting ended with a vote of thanks from the chair.

IQAC Coordinator

Prof. Habul Ch. Das

Principal

Fr. Bivan R. Mukhim

Minute Secretary

Dr. Meuller B. M. Sangma