

## The minutes of the IQAC meeting and action taken report (2018-2019)

The meetings of IQAC committee were held on 23<sup>rd</sup> July 2018, 9<sup>th</sup> November 2018 and 14<sup>th</sup> February 2019. The decision taken in the meetings and the action taken report is as follows-

### 23<sup>rd</sup> July 2018(Monday)

- Decision taken to prepare and submit the AQAR 2018-2019
  - The process of preparation started immediately.
- Meeting discussed about the adoption of various strategies to assess the level of students.
  - The college adopted the following ways to assess the students' learning levels:
    1. This is based on the last academic achievement i.e class XII results and on the performance of the entrance tests conducted by the college.
    2. Based on the overall performance of the students in the classroom interaction, class tests, internal tests, assignments and extracurricular activities.
    3. Based on the performance of the End-semester Examination results.
    4. Through mentoring reports.
- Meeting has taken decision to start Master degree course in the institution under North Eastern Hill university.
  - Applied to North Eastern Hill university for permission to start PG course in the department of Home Science.
- All the departments are to carry out student centric activities for the all-round development of the students.

**Study tours and Field trips:** Teachers of different departments often take the students to historical places in the state and in and around neighboring areas, with the objectives to broaden the students' outlook of the past and present history. The department of Mathematics went for a study tours to Bhutan, Delhi, and Shanti Niketan. Visits to community resource centers like museum, science centre, local historical places are the regular activities of the department of Education, Khasi, History.

**Departmental Seminar:** Almost all departments of the college organize departmental seminar within their respective department based on the courses of study.

**Participative Learning:** The college practices the art of involving the students-teachers in the teaching learning process. Different departments of the college like English used to organize SAWANGKA festival where students actively participated in its various literary activities.

### 9th November 2018 (Friday)

- Meeting decided to encourage all the teachers of various departments to publish research papers.

- 5 teachers have published research papers in the UGC notified Journals 2018-2019.
- IQAC also proposed for conduction of extension activities and awareness programme with the involvement of students.
  - CND department conducted awareness programme on the occasion of World Breast Feeding day 1st to 7th August 2018 by poster campaign and 40 students participated in it.
  - Blood donation camp was organized by NSS volunteers on 24th August 2018
  - Mass awareness program was organized by NSS, CND and IQAC in collaboration on Environment and Health effect of Waste management.
- Meeting decided to complete AQAR 2018-2019 within timeline set by NAAC
  - AQAR writing was in progress

#### **14th February 2019 (Thursday)**

- Meeting has decided to update IT facilities in the college.
  - The available bandwidth is 100 MBPS. The college have both LAN and WiFi Facility. All faculty members have access to college WiFi, Students can access the internet in the library for academic purpose. At present the institution has 171 working computers with Licensed Software and 22 LCD Projectors.
  - Each department is equipped with one Desktop, for departmental work. Each department have access to internet, Wi-Fi or LAN. There is one audio-visual room with one LCD screen attached to the library. The college has 3 Servers and 1 Internet Firewall Server
- Decision has been taken to redress the grievances raised by the students.
  - Grievances were mainly on toilet issues like defective flushes, no water supply, broken door locks etc and aquagurd water. IQAC and the team working together with the management of the college redressed the complaints by repairing and replacing it and also made sure of continuous supply of water in the toilets.
- Meeting decided to encourage the students to take part in various activities in different levels.
  - Out of 40 participants 10 Students brought state level awards in various cultural activities.

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