



## IQAC MEETING MINUTES Dated: 13-04-2021

Members Present: Principal, Shongna Konyak, Esther P Konyak, Mongyung Phom, Tenoseno Angami, Koshy CP, SB Moses, Gegin D.

1. Principal began the meeting by highlighting the security aspect of the campus and the requirement for rules and regulation to safeguard the campus in light of the recent incident.
2. It was resolved by the house that the Career Guidance Cell will organise the Career Counselling Webinar with the Shankar Academy, Chennai. IQAC to assist the conduct of the activity in all capacity.
3. SSR Criterion VI: Governance, Leadership and Management was presented by Gegin D.

### ***Criterion VI: Key Indicator 6.1 Institutional Vision and Leadership***

- Metric no. 6.1. Revision of the institutional Vision/Mission statement to be taken up by the English department.
- Metric no. 6.1.2. To reflect effective leadership through decentralisation practice, focus on the various IQAC committees with Library Development Committee as a case study.

### ***Key Indicator 6.1 Strategy Development and Deployment***

- Metric no 6.2.1. One activity successfully implemented based on strategic plan to be reviewed. If possible ICT enabled classroom to be reflected.
- Metric 6.2.2.To have more elaborate description of the college Organogram/flow chart and upload on website.
- Metric no. 6.2.3. To reflect implementation of e-governance in areas of operation, write to Directorate of Higher Education for library automation software.

### ***Key Indicator 6.3 Faculty Empowerment Strategies***

- Metric no 6.3.1. Reflect teachers/non-teaching staff/student welfare measures with proper definition/fund position/fund drive/utilisation etc. List provisions/privileges of governmental staff.
- Metric no 6.3.2. Reflect NAAC Workshop conducted by Mizoram University where Shongna K and SB Moses were deputed.
- Metric no 6.3.3. Professional /administrative training programs organised in 2017/2019. ICT workshop for teaching/non-teaching staff tentatively scheduled for late April-early May.
- Metric no 6.3.4. Faculty development program certificates to be collected from all faculty coming under the assessment window period.
- Metric no 6.3.5. Give a descriptive data of appraisal reflecting the different levels/structure/grading system.

### **Key Indicator 6.4 Financial Management & Resource Mobilisation**

- Metric no 6.4.1. To reflect 2019-20 internal audit.

-Metric no 6.4.2. To have proper audited statement of all funds prior to uploading SSR.

-Metric no 6.4.2. To maintain details of all funds/grants received with sanction letter from respective organisations.

Recorded by:  
Dr, Esther P Konyak  
Secretary, IQAC



#### ACTION TAKEN REPORT

1. Career Guidance Cell organised "Career Guidance Webinar" with Shankar IAS Academy, Chennai.