

Date : 12/10/17

(Minutes)

① IQAC presentation for the NAAC : The presentation has to be in line with the criterion 1-7. The task of preparing the presentation will be divided into segments and accordingly each member of the IQAC (excluding the Principal and Vice-Principal) will be assigned with the task of collecting all relevant data/information of his/her allotted segment.

② Data to have at hand : All the IQAC members are expected to have up-to-date data of the following: (i) Number of classrooms (ii) Number of computers (iii) Number of staff (both teaching and non-teaching staff) (iv) Number of staff (male-female ratio) (v) Number of students (science and arts, girls and boys) (vi) Overall student teacher ratio (vii) Number of staff with Ph.D, NET/SET/SLET (viii) Number of staff currently a doctoral student (ix) Number of publications in total in the last 5 years (arts science) (x) Number of seminars attended in the last 5 years (both internal and external) (xi) Overall numbers of dropouts and pass student in the last 5 years (xii) Number of minority

students (non local ~~and~~ ^{or} non-christian) (xiii) Number of minority staff (non local or non christian)

③ Suggestions from the AAA team: The IQAC needs to work on two suggestions from the AAA team: (i) Revise the "Best Practices" of the institution (ii) Inclusion of graphs and Bar Charts in the IQAC presentation.

④ Points to be emphasised: In the IQAC presentation the following points must bear more weightage: - (i) Staff Welfare List (ii) student welfare List (iii) Teaching-Learning Practice (iv) History of the IQAC.

⑤ SWOC Analysis of the IQAC: The points listed under weaknesses, Opportunities and Challenges must be related and cohesive.

⑥ Notifications to the H.O.s: To maintain uniformity in the departmental presentations the following points are to be notified to all the H.O.s: (i) Prepare SWOC analysis of the department not SWOT (ii) prepare only academic records of last 5 years (however if there were toppers from the department preceding this 5 years period it

(iii) Include the number of drop-outs in their departmental records (iv) Use bar charts / graphs in their departmental presentations.

⑦ Annual Confidential Report:- Members of the IQAC are informed that an Annual Confidential Report will be prepared by the Principal and Administrator starting from this year content of which will be essentially appraisal report of all the staff (teaching and non-teaching) while the Managing Director will be undertaking the task of appraising the Principal and the Administrator, report of which will also be a part of the Annual Confidential Report.

⑧ Agenda for the next three IQAC meetings:

Date: 17/10/17: Each IQAC member will present his/her part.

Date: 20/10/17: Preparing and putting together the whole presentation.

Date: 30/10/17: Finalisation of the IQAC presentation.

Proposals:-

- ① Each member of the IQAC should be ready with their respective assigned segment of the IQAC presentation and provide a verbal presentation of the same on the next IQAC meeting scheduled on 17/10/17.
- ② All members of the IQAC must keep a hard copy with detailed informations on no. of classrooms, computers etc. However, the IQAC presentation will include only aggregative data of the same.
- ③ As "Best Practices" apart from Mentor-Mentee, the extra curricular activities of the institution may be highlighted along with the institution's policy of barring the use of cell phones inside the campus by the students.

Inclusion of graphs/ bar charts in the IQAC presentation in categories such as student enrolment, results (Arts-Science, General-Honours) Students' Attendance Records, Pass percentage (Arts-Science, General-Honours) No. of minority students etc.

④ IQAC member assigned with the task of preparing the staff welfare List can avail all necessary information from the Administrator. The IQAC will start a formal system of taking students' feedback with the beginning of the new semester session. The UGC feedback form can serve as a guiding format for the same.

Formal internal staff appraisal should also start from NOV'17.

The IQAC will continue ~~still continue~~ with the practice of conducting / organising workshops to improve teaching-learning methods. And also come up with other ideas for the future eg inter-college workshops, inviting resource persons etc.

⑤ SWOC Analysis of the IQAC to be prepared by Dr. Temsunungla, co-ordinator, IQAC.