

## **Internal Quality Assurance Cell (IQAC) Meeting Minutes**

Date: 18.01.23

Time: 12:25 PM

Venue: IQAC Room

### **Agenda**

1. AQAR 2022 updates
2. Self Study Report Preparation
3. Plan of Actions
4. Teachers ' Log Book Review
5. College 's perspective plan
6. One- Day Workshop on Professional Ethics and Soft Skills proposed
7. Upcoming Events and Programmes

On the chair: Chairperson, IQAC, Principal Dr Rūkhono K. Iralu

A meeting of the IQAC, Alder College was convened to discuss various agenda babled by Chairperson, Principal Dr Rūkhono K. Iralu and IQAC Coordinator, Miss Jennifer Veyie. Chairperson welcomed the members and expressed appreciation to all for working hard towards achieving the goals of the institution.

### **Agenda 1**

Coordinator updated the members on AQAR 2022. Submission of the AQAR is pending as a few documents are yet to be uploaded. The last date for submission of the same as notified by UGC is 22 February, 2023.

### **Agenda 2**

Members provided updates on the preparation of Self Study Report criterion -wise:

Criterion I, II, IV - Preparation in progress

Criterion IV- In progress, infrastructural upgradation to be included.

Criterion V- In progress, in the process of collection of data

Criterion VI- In progress

Criterion VII- Update to be provided

Coordinator requested the members to refer to the previous AQARs, substantiate activities and get necessary details of activities conducted.

Regarding tentative time for completion of the SSR, the cell discussed the feasibility of completing it in the current semester.



### **Agenda 3**

Action items of the previous meeting were reviewed and the Cell went over the items that have been realised/ carried out.

Workshop on Mentoring to be organised in March 2023. Dr Medotsino Thorie, Mentoring Cell in-charge is given the responsibility of planning and organizing the programme.

Samabhav Film Festival - The college will facilitate the international film festival towards the end of April, 2023.

The college will continue to explore avenues on the plan of organising a seminar on Student Centric Approaches.

Cleanliness Drives- Members are reminded to maintain proper records , photographs, attendance of students etc. and also focus on community involvement.

Semestrial workshop to be organised by History Department is in discussion.

Display of traditional crafts during Alder Fest 2023.

Digital Collection of student feedback

Improvements done in the college basketball court

College Gym has been made functional.

Construction of Reading Room

Extension activity conducted - Visit to Tabitha Enabling Academy

Drafting of ACSU Constitution is in progress

Teachers ' Log Book has been implemented.

Cultural Day 2023

### **Agenda 4**

Review of Teachers ' Log Book is to be carried out by each department. Suggestions for further improvement of the log book should be communicated to Coordinator. \*The same decision applies to the Mentees' Profile.

### **Agenda 5**

B Ed Programme as a perspective plan: IQAC made the decision to approach management for an update on the same.

Construction of Reading Room remains a plan.

Deliberation was done on inclusion of PG Programmes. However, more research is to be conducted to check its feasibility.

The Cell was apprised of the plan to start Computer Education for students. IT Department is to work out the modalities.



### **Agenda 6**

A One-Day Workshop on Professional Ethics and Soft Skills is scheduled for 3rd February, 2023 with resource person, Ms / Ayieno Kechü ....

### **Agenda 7**

Cultural Programme 2023 will be organised on 18th February 2023 in the college premises.

Alder Fest 2023 will be organised towards the end of March, and will include setting up of stalls, game booths, staging of a musical extravaganza, open mic among other events.

Parting Social will be organised by ACSU.

Date for Graduation Ceremony to be decided after declaration of university UG results.

Cells and clubs are to be reminded to maintain and retain reports, photographs and attendance sheets of activities and events conducted.

Chairperson requested cells and clubs to submit the list of activities to be conducted during the academic year.

It has been decided that Eco Club will be given the responsibility to organise the cleanliness drive on 4th February 2023.

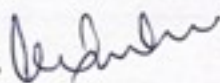
Women Development Cell was entrusted to organise a programme on the occasion of International Women's Day.

Mentor- Mentee meet will be conducted in the odd semester, while Mentor- Parents/guardian meet will be planned out for the even semester.

Academic Committee was asked to plan out activities for inclusion in the world Academic Calendar.

Deadline for submission of criterion -wise materials pertaining to SSR to be decided upon at a later date.

Chairperson concluded the meeting by thanking the members for their presence and constructive inputs. The next IQAC meeting will be held as per the date scheduled in the Academic Calendar.

Recorded by,   
Ms. Ketoulenuo Belho



