

Alder College
IQAC Meeting Minute

Date: 12 April, 2020 (Tuesday)

Time: 01:00 pm

Venue: IQAC Room

Chairperson: Dr.Rukhono K.Iralu, Principal

Secretary: Mrs. Mhonvani Ezung, IQAC Coordinator

Members present: (Attendance Chart enclosed)

Agenda:

1. Review of meeting minutes and action taken
2. Appraisal and assesment COVID 19 situation
3. Degital application options for online classes
4. Online adminssion and fee payment degital gateways
5. Discount of admission fees for needy students.
6. Plan of Action for 2020-2021

Discussion

1. As discussed in the previous meetings the actions taken till date were reviewed.
2. With the alarming cases of COVID 19 infection the members impressed upon the administration to strictly adhere to the SOPs given by the government.
3. Administration was urged to look out and devise ways and means to conduct smooth online classes and to be ready to resume offline classes when situation improves.
4. Management was urged to make the option of online admission and payment of fees possible
5. Discussing the difficulties faced by students pertaining to payment of fees, members felt the need to communicate with management to discount fees for needy students.
6. The plan of action was discussed. Action items enclosed.

Action Items

- Provide online admission and payment of fees.
- To conduct online classes smoothly.
- To continue promotion of gender sensitization, environmental consciousness and other cross cutting issues.
- To oversee the maintenance of Log Books and Action Plans
- To organize more Cleanliness drives in-campus and off-campus.
- Alder College Fellowship to organize spiritual development and value education programmes.
- To encourage students in planning and organizing online and offline events and programmes.
- To promote social services and participation in social causes.
- Ensure semestrial deparment-wise seminars are conducted.
- To collect feedbacks from the stakeholders.
- To encourage participative and experiential learning.
- To continue with the practice of department-wise orientation of fresh students.
- To continue with remedial classes for slow learners.
- Encourage and guide faculty in attending faculty development programmes, seminars, workshops, and other short term course.
- To encourage teachers participation in university curriculum development and examination process.
- To make sure students receive updates and notifications issued by the office promptly and through the right channel.
- Encourage and guide teachers in developing research interest.
- To collaborate and partner with organizations to further learner experiences of the students.
- To convene timely mentor-mentee and mentor- parent/guardian meet.
- Interaction with alumni and parents.
- Observation of celebration of international and national commemorative days, events and festivals

IQAC Plan of Action

1. Organise awareness programmes on Code of Conduct
2. Introduce online teaching if COVID 19 situation prevails.
3. Initiate online admission and partner with degital payment gateways for fee collection.
4. Fee discounts for needy students.