

IQAC Meeting Minutes

Date: 7th March 2020

Time: 11:00 AM

1. Meeting was chaired by Mr. Aosanen Jamir, Asst. Coordinator IQAC, SMC.
2. Reviewed the previous IQAC meeting minutes.
Meeting agendas resolved:
 - a) Mr. Repa, Dept. of Political Science, SMC and Mrs. Amenla, Chaplain, SMC were inducted as new Anti-Tobacco Cell members, with Mr. Repa as the convenor.
 - b) Miss Akala, Dept. of History, SMC was inducted as the new convenor of Students Support and Progression.
 - c) Dr. Vili G Kibami, Dept. of Sociology, SMC replaced Mrs. Das as the convenor of Research, Innovation and Extension.
 - d) Resolved to introduce the following new best practices:
 - i. Value education for all degree classes, to be initiated by the Department of Education, SMC.
 - ii. To initiate teacher exchange programmes.
 - iii. Speaking and writing skill development for BA 1st and 2nd semesters to be taken up by the Dept. of English, SMC.
 - iv. Study club for competitive exams exclusively for BA 5th and 6th semesters to be taken up by the Department of Sociology and Political Science, SMC.
 - v. To install solar panels in the campus.
 - vi. Personality development class for BA 3rd and 4th semesters to be taken up by the Dept. of Education, SMC.
3. Resolved to restructure mentor-mentee program for the new session and the agenda would be discussed in the next faculty meeting.
4. Mr. Aosanen Jamir, Dept. of Economics, SMC was inducted as the new member of Media Cell.
5. The tenure of the Disciplinary Committee was extended till April 2020.
6. It was resolved in faculty meeting: Fm/212/2020 to conduct only one test for the semester students and therefore the IQAC resolution of 9th July, 2019 is no longer valid.

Action taken:

1. Mentor-mentee program with its paraphernalia was restructured with the division made regarding who is to mentor which batch of mentees. The guidelines and the requirements of the same was provided to each mentor.
2. Mr. Aosanen Jamir, HoD, Department of Economics, SMC took an overview of the Media Cell as a new member.

IQAC Meeting Minutes

Date: 3rd July 2020

Time: 11:00 AM

1. Meeting was chaired by Mr. Aosanen Jamir, Asst. Coordinator IQAC, SMC.
2. Meeting was convened as to discuss and decide resumption of classes through an online virtual mode for both higher secondary and degree students.
3. Discussed and resolved that classes for higher secondary (Class XI) would begin from 7th July 2020.
4. Discussed and resolved that classes for BA 1st Semester would begin from 7th July 2020 and classes for third and fifth semester to begin from 20th July 2020.
5. Resolved to have three subjects a day for all the respective classes.
6. Discussed on which application/software to be used for the online virtual class and decided to use 'Google Meet' for the virtual class.
7. The Academic Dean was assigned to chalk out routine for degree classes and the Vice Principal for higher secondary classes.
8. Decided to conduct orientation programmes with Class-XI and BA 1st Semester students on 6th of July, 2020.

Action taken:

1. Classes for higher secondary and BA 1st semester started from 7th July, 2020. Classes for 3rd and 5th semester started on 20th July, 2020 as resolved in the meeting.
2. A daily routine with three subjects per day for all the classes has been prepared and online virtual classes are being conducted using Google Meet application.
3. Orientation programme with Class-XI and BA 1st Semester students was conducted on 6th of July, 2020 through online virtual mode.

IQAC meeting with teaching faculty

Date: 4th July 2020

Time 11:00 am

1. Meeting was chaired by Miss P. Akala, Department of History, SMC.
2. A practice session was conducted whereby teachers were acquainted with steps and procedures of creating and sharing invitation links for online virtual class through 'Google Meet.'
3. Conducting class with the aid of PPT slides on 'Google Meet' for effective learning was demonstrated to the teachers.
4. Teachers were also acquainted with the use of 'Google Sheets' to record the attendance of students.

Action taken:

1. The use of Google Meet and Google Sheets for virtual delivery of lectures for teaching and learning got started and the process is continuing in the college.