



**INTERNAL QUALITY ASSURANCE CELL (IQAC)
WILLIAMNAGAR GOVERNMENT COLLEGE
WILLIAMNAGAR, EAST GARO HILLS, MEGHALAYA**

Affiliated to North Eastern Hill University, Shillong, Meghalaya; Recognized u/s 2(f) of UGC Act of 1956
iqacwgc19@gmail.com

Report on the 2nd IQAC Workshop on NAAC Assessment Preparation

Date: 19TH NOVEMBER 2019

Time: 10:00A.M.

Venue: Teachers' Common room

**Resource Person: Dr. S. Lyndem,
RUSA Consultant**

Contact Number: 094361-10344

AGENDA: 1. Introduction on NAAC and its significance

2. Detailed discussion on each criterion

The IQAC cell of Williamnagar Government College, Williamnagar organized a 'One Day Workshop' on NAAC on the 19th of November 2019 at 10:00 a.m. in the Teacher's Common Room of the college. Dr. Samuel R. Lyndem, RUSA Consultant, Government of Meghalaya was the Resource person.

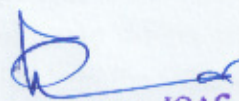
The meeting started with the Principal (Shri Rajiv K Marak) welcoming the resource person and the teaching staff of the college. The next part was taken by the resource person where he began by sharing his experiences working with various government colleges in Meghalaya in relation to NAAC. He also mentioned that if the college attained good grade in NAAC with the advantage of already being a provincialized college, many financial support and benefits will be received. Assessment and accreditation by NAAC is also important as it will make the college academically qualified. The resource person mentioned that the education policy 2019 is a big challenge.

The resource person highlighted the three important components in NAAC preparation. They are:

1. Self-Study Report (SSR)
2. Student Satisfaction Survey (SSS)
3. Peer Team
4. Report (PTR)

The Resource person discussed in detail the seven criterions in the SSR, where the group in-charge of the criterions were given suggestions. The resource person mentioned the importance of organizing academic enriching programmes, collaboration with industries. He also highlighted the importance of keeping records and maintaining data.

The followings suggestions and discussions for each criterion were made by Dr. Samuel R. Lyndem:


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CRITERION 1:

- Effective strategy and mechanism is needed for effective curriculum delivery based on the context of the students.
- Activities like extempore speech, debate, quiz should be included.
- The importance of participative and experiential learning for students.
- Feedback on the department for students in the form of questionnaire can be given to students. The feedback will be based on the curriculum given by NEHU. This will be submitted to IQAC for analysis which will then be submitted to the comptroller or registrar NEHU. Such feedback will be a form of data for the college.
- Teachers' feedback on the curriculum can be send to BOSE/ASIE. The minutes should be sent first to the management and need to be discussed in the GB meeting.
- All feedbacks need to be collected, analyzed and then actions to be taken.

1. CRITERION 2:

- This is the leading criteria with a weightage of 350 points.
- This criterion can pull up the grade of the institution.
- The need to maintain documents or letters in relation to guidelines for the number of seats per department.
- The learning levels of students need to be assessed by the HOD and the department as a whole after admission. This can be done through orientation programme, questionnaires. This will help to identify advanced and slow learners.
- Certificate from social welfare department is needed to prove disabled students in the institution.
- Teachers using ICT (teachers using their laptop also count).
- The need to start the mentoring system that will look into the academic and stress-related issues of the students.
- Suggestion to call for a resource person who will talk on classroom management for teaching-learning, creative and innovative methods.
- Suggestion to give award and recognition for teachers (e.g. award to those teachers who have served the college right from its inception) the award will be signed by the principal secretary and the director.
- To start with CIE system. This continuous internal evaluation can be done through the mentoring system.
- The department calendar should follow the CIE system in the academic calendar. This calendar becomes the data to be sent to NAAC.
- To clearly lay out the programme outcome, programme specific outcome and the course outcome. This can be highlighted in the prospectus, quality handbook printed and revised every year and in the college website.
- IQAC will prepare the pass percentage of students every year and the principal will send a forwarding letter stating that all is true.

2. CRITERION 3:

- To make efforts to organize workshops, seminars etc.
- Collaboration with industries (like cottage and local) and academia to organize seminars for financial support like handloom, weaving, recycling of papers etc.
- In order to detect plagiarism, the institution is to follow the UGC code of ethics available in the UGC website and must be included in the quality handbook.



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- Financial incentives can be given to those teachers with a service of above ten years.
- NSS can also collaborate with industries.
- Exchange programme (teachers and students) with Loyola College.
- Create MOU with industries e.g. paper recycling.



3. CRITERION 4:

- Infrastructure shared with higher secondary section also need to be counted.
- Computer room is important.
- Library need to be upgraded (e.g. installing a software of Library Automation System such as KOHA)
- Quotation of the software used by Tura Govt. College can be availed.
- Library loan can be implemented (e.g. from Tura Govt. College).
- Automation of library is important. (e.g. register with INFLIBNET, e-books, e-journals etc.)
- Sharing of knowledge and resources among government colleges.

4. CRITERION: 5

- Data of scholarship of students can be printed out and obtained from DHTE.
- Soft skills by Avenues, personal counseling through mentoring system, remedial classes (RUSA scheme).
- Career Counseling Committee should start the work for career counseling.
- Records of and feedback from students benefitted from the programme should be maintained.
- Select ideas for conduct of vocational training from community colleges. (e.g. music as a form of vocational training)
- Appointment letters, id's, of students who got placements.
- Data of students who have proceeded from UG to PG or cleared various exams (e.g. NET, SLET etc.).
- Awards received by students in the field of sports.
- The role of the Students' Body in IQAC, sports committee and other committees.

5. CRITERION 6:

- After studying the logo of the college then add write up point wise on the core mission of the college.
- Strategic plans under mission and vision statement.
- Decentralization i.e. the involvement of and participation of teachers in different committees.
- When minutes are asked from different committees make sure that they are effectively implemented.
- Professional development programmes for teachers (e.g awareness programme on national education policy 2019 can be conducted and invite professors from NEHU, Tura campus).
- Self-Appraisal system of the teachers is important (both State and UGC) and that need to be maintained under teachers' profile.
- The college need to maintain the documents of the audit report.
- Suggest alumni to organize a fete for mobilization of funds through music, food stall etc. and invite the Deputy Commissioner to inaugurate the programme.

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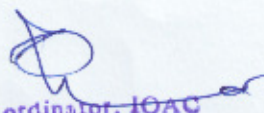
6. CRITERION 7:


- Gender equity programme through RUSA.
- Counselling through the mentoring system.
- Start using led bulbs, solar light.
- Calculation of energy used can be done by electrical engineer.
- E-waste collected by municipal board (proof of collaboration).
- No rain water harvesting in the campus because of the ample water from the Simsang river.
- College vehicle, teachers' vehicle should follow green practice by following the rules laid down by the pollution control board.
- The availability of footpaths and pedestrian friendly road.
- Resources available in the institution for the differently abled like wheel chair, walking sticks, hearing aids.
- Locational advantage of the college is that it has a big campus, only government college in the district.
- Locational disadvantage of the college is network communication, pollution.
- Contribution to local community through NSS.
- National integration like observation of Independence day, republic day etc.
- Best practice of the college should be student centric.
- Suggestion for best practice is to make the campus and the market plastic free. Collect the plastic and paper waste to the industry for recycling and educate the shopkeepers.
- Tree plantation by students owned and taken care by the students with their name plate on the tree.
- Community consciousness on hygiene and cleanliness.
- Data should be collected and kept in the template.
- Documents to be scanned.

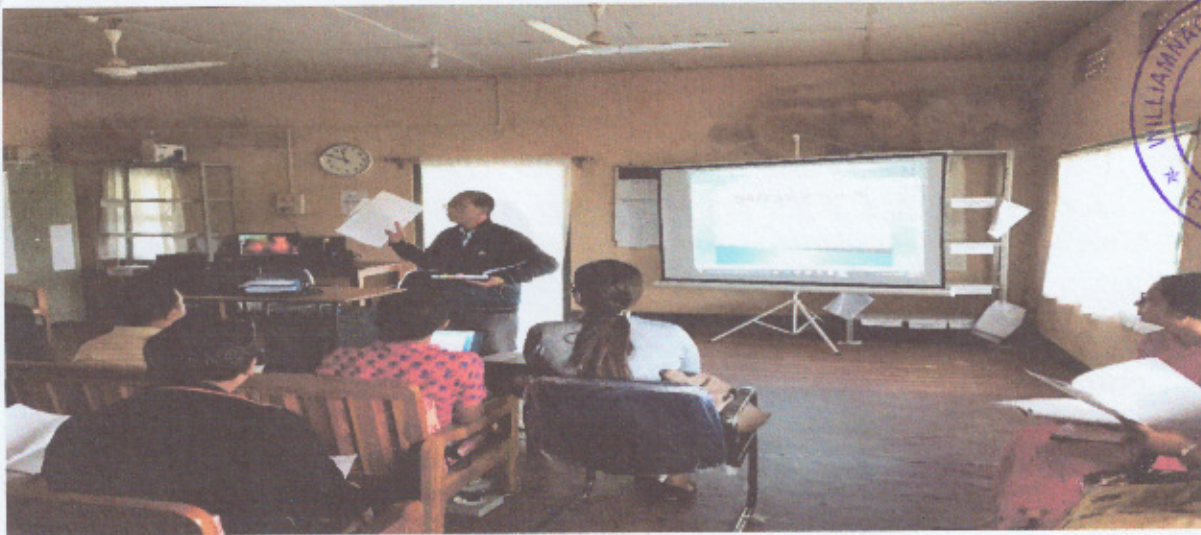
The workshop ended at 6:35 p.m. with the vote of thanks delivered by Sir Om Prakash Khadka, the IQAC Coordinator.

Photographs of the IQAC NAAC Workshop, dated Williamnagar, the 19th November 2019




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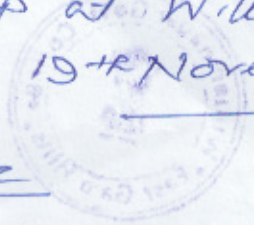
Recorded by,
Pynhunmiki Susngi,
IQAC Member

Om Prakash Khadka
IQAC Coordinator

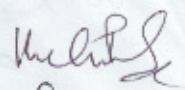
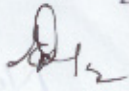

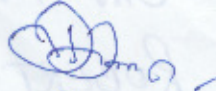

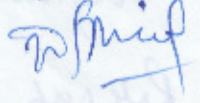
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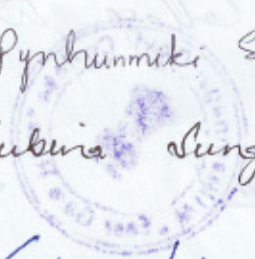
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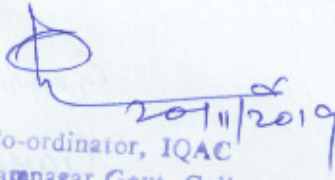
Attendance of the members present in the NAAC workshop at Williamsnagar Govt College, Williamsnagar on 19th November 2019



<u>Sl.</u>	<u>Name</u>	<u>Department</u>	<u>Signature</u>
1.	Rajiv K. Kaul	Principal	
2.	Om Prakash Khadka	Education Coordinator, IBAC.	
3.	ROBERT BASUMATARY	Poh. SC	
4.	Sengrik M. Sangma	Garo	
5.	Leknah D. Momei	History	
6.	Bibhang K. Sangma	Garo	
7.	Sengchi R. Marak	Garo	
8.	Sarabell W. Momei	English	
(9)	Tojidi. K. Sangma	English	
(10)	Preityna. M. Marak.	Education	
(11)	Bandakelin Lyngdoh	Economics.	
12)	Arts Linton Soksheng	Economics	
13)	Salkam S Momei	Economics	
14)	Balkari. B. Sangma.	Economics	
15.	Beatrice M. Sangma	History	
16.	Nekmera K Sangma	Education	
17.	Shonji R. Marak	Education	
18.	Joke Karen Sangma	History	
19.	Sithell Lyngdoh	pol. sc	
20.	Seventh D. Khav.	Dy. Librarian	
21.	Pearcy D. Marak	Garo	

<u>Sl.</u>	<u>Name</u>	<u>Department</u>	<u>Signature</u>
22.	Smt. Pynhunniki Susngi	English	
23.	Smt. Eubina Sungoh	Polse	
24.	Smt. G. Meashina R. Matak	Pol. science	
25.	Smt. Reviewlet Kharamnuid	(Education)	
26.	Smt. Doril March	(Gero)	
27.	Smt. Wilver D. Shina	(History)	




 2011/2019
 Co-ordinator, IQAC
 Williamnagar Govt. College.