



**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
iqacwg19@gmail.com



Report on the 6th IQAC Workshop on NAAC Assessment Preparation

Date: 19th- 22nd October 2022

Venue: Teachers' Common room

Resource Person: Dr. S. Lyndem,

RUSA Consultant

Contact Number: 094361-10344

Agenda:

1. Review on the NAAC preparation progress
2. Checking and validating of documents
3. Criteria wise meeting
4. Department wise meeting
5. Meeting with IQAC members

Day- 1

19th October 2022

Time: 10:00 A.M

Venue: Teachers' Common room


A four-day workshop was conducted by IQAC from the 19th of October to the 22nd of October 2022 in the Teachers' Common room. The first day of the workshop began on the 19th of October 2022 at 10:00 am in the Faculty Common room. The workshop was attended by Dr. S. Lyndem, RUSA Consultant, the Principal of the college, IQAC Coordinator, IQAC members and teaching faculty. The Workshop was conducted in order to check the progress of NAAC preparation by the college. The Principal gave a short speech on the importance of getting set for NAAC related work. He welcomed Dr. S. Lyndem and thanked him for his time.

Dr. S. Lyndem informed all faculty members that the college should be ready to submit the SSR (Self Study Report) in NAAC portal in December. For that he informed that IQA (Institutional Information for Quality Assessment) need to be launched in November because without it, NAAC portal cannot be opened. For the launching of IQA all documents need to be checked and confirmed. Once IQA is qualified NAAC Portal will be opened and IQAC can upload documents and QiM as well in the draft form.

The workshop continues with Dr. S. Lyndem meeting Criteria members in-charge (criteria 7, 6 and 5) separately to check their progress as well as documents. A thorough discussion was conducted where Dr. S. Lyndem checked all documents and advised members on many other areas that are yet to be completed.

1. Criteria 7:

Institution Values and Best Practices



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Principal

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**Members: Smt. Chonje Ch Marak
Smt. Bandakerlin Lyngdoh
Shri Wilkins Wilver D Shira**



The following are the points discussed and feedback given:

- a. Add audit of gender programme along with the expenditure and report
- b. To complete the Green Policy collaboration with Botany department, Tura Government college
- c. Make changes to Best Practice 1
- d. After conducting the programme at Memo Lake, write a stronger justification on college distinctiveness

2. Criteria 6:

Governance, Leadership and Management

Members: Dr. Cherik Donish D Sangma

Dr. Antarwell Warjiri

Shri Artist Lincton Sohshang

The following are the points discussed and feedback given:

- a. To have a meeting with IQAC and finalize the chronology of the different activities under criteria 6
- b. To fill up templates on IQAC
- c. To attain feedback on IQAC
- d. To add details on Welfare schemes for employees

3. Criteria 5:

Student Support and Progression

Members: Smt. Doriel Ch Marak

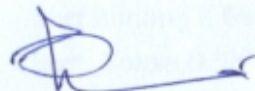
Smt. Sengchi R Marak

Shri Rikrak D Momin

Shri Sengrik M Sangma

The following are the points discussed and feedback given:

- a. No need to include any data for 2016 Scholarship since scholarship was not awarded that year
- b. Attendance record is required for ASPIRE programme
- c. Attendance record, Principal's signature and report has to be made for DCIC programme
- d. Need to enter data in manual
- e. Need to get yearly report from Sexual Harassment Committee
- f. To avail reports from Grievances and Redressal Committee
- g. Need to complete the list of students pursuing higher education
- h. List of students clearing DSC examination can be included


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Day- 2

20th October 2022

Time: 10:00 A.M

Venue: Teachers' Common room



The **second** day of the Workshop starts at 10:10 am on the 20th of October 2022. Dr. S. Lyndem had a detailed and thorough discussion with Criteria members in-charge (Criteria 4, 3 and 1) He checked all documents and made sure that anything claimed in each metric must have the correct document to back it up. He also reviewed each progress and made significant suggestions and necessary changes.

1. Criteria: 4

Infrastructure and Learning Resources

Members: Smt. Sonabell W Momin

Smt. Beatrice M Sangma

Smt. BanrishishaMawnai

The following are the points discussed and feedback given:

- a. To work on incomplete metrics
- b. All photos need to be scanned
- c. Related lists can be obtained from other criteria
- d. Lib. Audit figure to be included
- e. Books expenditure need to be maintained and included along with audited statement for purchase of books
- f. To look into matters of Stock register (mention the old stock as well)

2. Criteria: 3

Research, Innovation and Extension

Members: Smt. Peary Dokgre Marak

Smt Balkari B Sangma

The following are the points discussed and feedback given:

- a. Need to check the correct font size on 2019 NAAC report
- b. Need to include Letter head for each report
- c. Agendas need to be mentioned in NAAC preparation reports
- d. Hard copies of all the Journals contributed by faculties need to be obtained
- e. NCC Blood Donation should be included in Metric no. 3.4.3
- f. Modify write up in QnM manual

3. Criteria: 2

Teaching Learning and Evaluation

Members: Smt. Preytina M Marak

Smt. Reviewlet Kharumnoid

Shri Bilnang K Sangma

Smt. Tokse D Shira

Shri Salkam Leezer S Momin

Smt. Eubina Sungoh



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The following are the points discussed and feedback given:

- a. To get the letter confirming the percentage of reservation for SC/ST/OBC/Gen
- b. The other SC/ST category reservation of 5% is referred to the other SC/ST residing outside Meghalaya
- c. To increase the table of templates and write in detail in accordance with the letter
- d. To cross check 2.1.1 data with NEHU and DHTE and confirm if it tallies.
- e. Department-wise data of enrollment required.

4. Criteria :1

Curricular Aspects

Members: Smt. Pyallie D Sangma

Shri Sitshall Lyngkhoi

Smt. Nokmera K Sangma

The following are the points discussed and feedback given:

- a. Since MOU with Avenues has expired, the letter issued from the said institute need to be produced
- b. To include all, Add on Programmes till date
- c. To include lesson plans from all departments and then compose the 500 words write up.

Day- 3

21st October 2022

Time: 10:00 A.M

Venue: Teachers' Common room

The **third** day of the Workshop starts at 10:15 am on the 21st of October 2022. Dr. S. Lyndem had a detailed and thorough discussion with all five departments separately. He checked all documents and made sure that anything presented in their Ppt have correct documents to back it up. He also reviewed each progress and made significant suggestions and necessary changes.

1. Department of Garo:

Smt. Doriel Ch Marak (Head of the Department)

Smt. Sengchi R Marak

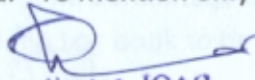
Shri Bilnang K Sangma

Smt. Peary Dokgre Marak

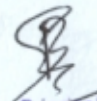
Shri Sengrik M Sangma

The following are the points discussed and feedback given:

- a. To rework on workload table
- b. To include Internal Assessment, External assessment, mentor mentee and Teaching plan
- c. Can include ICT, WhatsApp communication with students under Teaching Method
- d. To mention only final batch year for Students Pass out Percentage


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2. Department of Political Science:

Shri Robert Basumatry (Head of the Department)

Smt. Eubina Sungoh

Smt. Greashina R Marak

Dr. Antarwell Warjiri

Shri Sitshall Lyngkhoi

The following are the points discussed and feedback given:

- a. ICT, WhatsApp communication with students can be included under Method of teaching
- b. Mentoring classes, both Internal and External examination to be included in Teaching Plan
- c. Teachers' workload need to be up to 8 classes per teacher
- d. Course outcome, name of the papers should be included together
- e. Change the colour of Curriculum Feedback and Student Satisfaction Survey
- f. Under department's best practices, evidence of students' success should be given from students' entry to their exit level
- g. Log book needs to be modified.
- h. To prepare issues raised by students
- i. Mentor –Mentee work needs to be done and students' progression, students' ID cards need to be produced and slight changes in department's challenges need to be modified

3. Department of Education:

Dr. Om Prakash Khadka (Head of Department)

Smt. Preytina M Marak

Smt. ReviewletKharumnoid

Smt. Nokmera K Sangma

The following are the points discussed and feedback given:

- a. The percentage of individual teacher's workload has to be written in round figure
- b. Approximate hours per week excluding teaching percentage have to be written in round figure
- c. In Student's Progression placement has to be added
- d. Internal and External evaluation has to be included in Teaching plan

4. Department of English:

SmtTojeli K Sangma (Head of Department)

SmtSonabell W Momin

Dr. Cherek Donish Sangma

SmtPynhunmiki Susngi

SmtBarrishisha Mawnai

The following are the points discussed and feedback given:

- a. SWOC analysis of the department should be kept towards the end and Teachers' profile in the beginning
- b. Syllabus and workload should be kept together
- c. The percentage of individual teacher's workload has to be written in round figure
- d. A Log book to be maintained for Mentor-Mentee


Coordinator, IQAC

- e. Feedback will come after syllabus and workload
- f. To complete Teaching plan
- g. To include students' placement also
- h. Rework the feedback on Film screening



5. Department of Economics:

Dr. Pyallie D Sangma (Head of department)

Smt. Bandakerlin Lyngdoh

Shri Salkam Leezer S Momin

Shri Artist Lincton Sohshang

The following are the points discussed and feedback given:

- a. Examination result of students should be arranged Batch Year-wise
- b. To include Internal and External examination in Teaching plan
- c. Detailed coverage of syllabus month-wise

The 3rd day of the Workshop was concluded with a short speech by Dr. Om Prakash Khadka, IQAC Coordinator. He thanked Dr. S. Lyndem for his generous guidance. This was followed by Dr. S. Lyndem's observation and feedback on his meeting with all Criteria members and departments. He also informed that his next visit to finalize all NAAC related work will be in the month of November. The following are the overall observation and feedback given:

- a. Good departmental Profile work
- b. Work still need to be done by some Criteria and departments
- c. To update NAAC work according to June 2022 SOP
- d. The need to streamline documentation
- e. Certain departments need to change the colour of the slides
- f. Mentoring can still be done by teachers
- g. Extension Committee, different departments can still conduct more activities

Day- 4

22nd October 2022

Time: 10:00 A.M

Venue: Teachers' Common room

The **fourth** day of the Workshop starts at 10:35am on the 22nd of October 2022. Dr. S. Lyndem had a detailed and thorough discussion with IQAC members. He observed and checked documents. He also gave necessary feedback.

IQAC:

Dr. Om Prakash Khadka (Coordinator)

Shri Robert Basumatry (Joint Coordinator)

Smt. Tojeli K Sangma (Member)

Smt. Greashina R Marak (Member)

Smt. Pynhunmiki Susngi (Member)

The following are the observation, correction made and feedback given:

- a. Checking of documents on Extension activities
- b. Checking of write up on Preparation on NEP

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- c. Sanction order of the college building, Newspaper clipping of the advertisement can be used as additional information or document
- d. To use the word 'semi-urban' in all documents
- e. To check with Criteria 2 on Enrollment number
- f. Add-on course need outsource persons, less than thirty hours weightage will not be considered. It has to be initiated by a particular department (insource teachers also teaching the course)
- g. All departments need to prepare a slide on NEP preparedness. It will highlight the skills that can be incorporated by the department. (For more understanding departments can visit OBE website prepared by UGC)



Photos of the IQAC NAAC Workshop conducted from the 19th to the 22nd of October 2022.

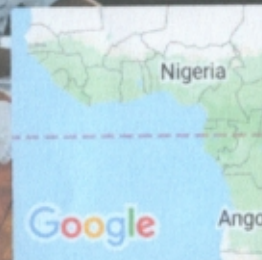


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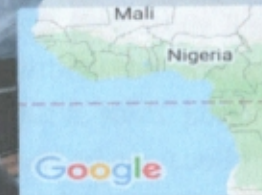
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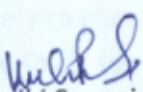
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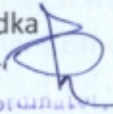



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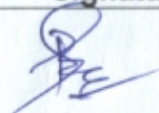
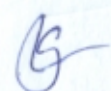

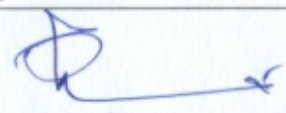
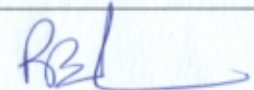

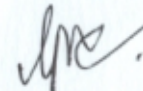
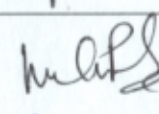

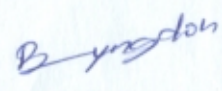
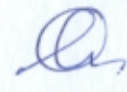
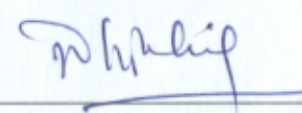
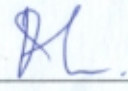
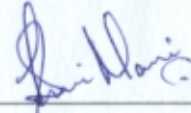

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Recorded by: 
Smt. Pynhunmiki Susngi
IQAC Member

Dr. Om Prakash Khadka 
IQAC Coordinator
Coordinator
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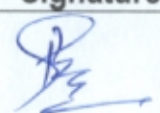

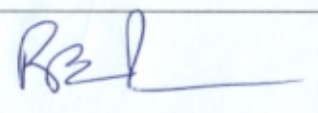
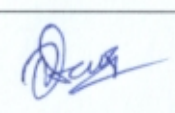
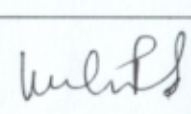
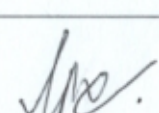
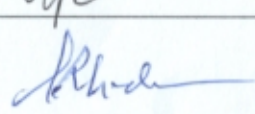

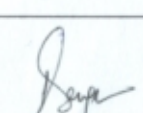
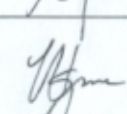
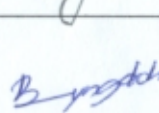
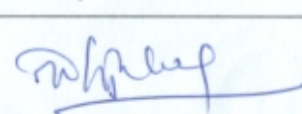
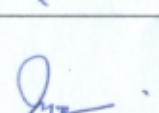

Attendance of the members present in the 5th IQAC Workshop on NAAC Assessment preparation held from 19th October 2022 at 10AM at the Faculty Common Room, Williamnagar Govt. College. (1st Day)

Sl. No.	Name	Designation	Department	Signature
1.	Rajis K Ramak	Principal		
2.	Sengrik M. Sangma	Asst. Professor		
3.	Dr S. Lyadem	RUSA-NAAC Consultant	Education	
4.	Dr Om Prakash Khadka	IQAC Coordinator	IQAC	
5.	Shri Robert Borunty	Jt. Co-ordinator IQAC	POL. SC	
6.	Tojeli N. Sangma	IQAC Member	English	
7.	Gneashina R. Makae	IQAC Member	Political Science	
8.	Pynkenmichi Susngi	IQAC Member	English	
9.	Daniel Marsh.	Lecturer	Daniel	
10.	Bandskestis Lyngdt	Asst. Prof	Economics	
11.	Shrije Ch. Nyak	Lecturer	Education	
12.	Wilvree D. Shie	Lecturer	HISTORY	
13.	Beatrice M Sangma	Lecturer	History	
14.	BANRISHISHA MAHAJAT	ASST. PROF.	ENGLISH	
15.	Sonalalt W. Monin	Lecturer.	English	



Sl. No.	Name	Designation	Department	Signature
16.	Balkari B. Sarigma	Lectures	Economic	
17	Sitshall Lyngkhor	Lectures	political Science	 19/10/2022
18.	Peary D. Marak	Asst. Prof	Geo	
19.	Dr. Sherik D. D. Sangma	"	English	
20.	Neknesa K. Sangma	Lectures	Education	
21	Preityna. M. Marak.	Lectures	Education	
22	Dr. Pyallie D Sangma	Asst. prof	Economics	
23	Salkam S Nym	Lectur	Economics	
24	Lubina Sanyal	Asst-Prof	Polsci	

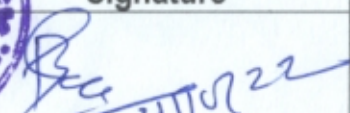
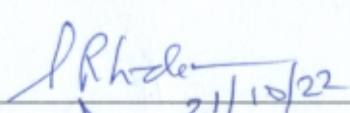
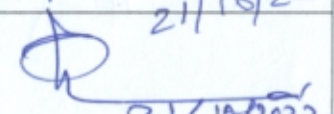
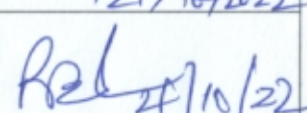
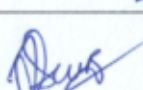
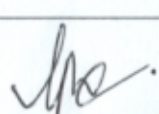
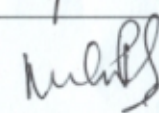
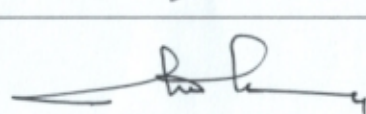


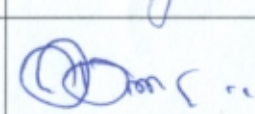

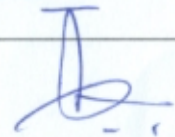
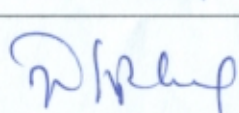
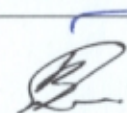
Attendance of the members present on the 2nd day (20th October 2022) of the 5th IQAC Workshop on NAAC Assessment preparation held from 19th October 2022 to 22nd October 2022 at the Faculty Common Room, Williamnagar Govt. College.

Sl. No.	Name	Designation	Department	Signature
1	Rajiv K Doud.	Principal		
2				
3	Dr. Anurag Prakash Khadka	Coordinator IQAC	IQAC	
4	Shri Robert Basmonty	Jt. Coordinator IQAC	Pol. SC	
5	Tojchi K. Sangma	IQAC Member	English	
6	Pynhunmiki Susngi	IQAC Member	English	
7	Gireashina R. Marak	IQAC Member	Pol. SC.	
8	Dr. S-R. Lynden	NAAC Consultant	Education RUSA.	
9	Balkari B. Saingma	Lectures	Economics	
10	Dr. Lyallie D Saingma	Asst. Professor	Economics	
11	Noknera K Saingma	Lecturer	Education	
12	Bandakestin Lyngteb	Asst. Prof.	Economics	
13	Wilvire D. Shica	Lecturer	History	
14	Bitnang K Saingma	Asst Prof	Geno	
15	Preethyna, M. Maak	Lecturer	Education	



Sl. No.	Name	Designation	Department	Signature
16.	Beatrice H Dargu	Lecturer	History	KL
17.	Rubina Sengol	Asst. Prof	Political Science	Dr
18	Reviolet Kharumoid	Asst. Prof	Education	Dr. R. C. .
19.	Salkam S Moom	Lecturer	Economics	Dr
20	SITSHALL LYNGKHOL	Lecturer	political Science	Dr
21	Peary D. Marak	Asst Prof	Garos	P. D. Marak
22.	BANRISHA MAWATI	Asst. Prof.	ENGLISH	Dr. Mawati
23.	Sonabell-w. Momin	Lecturer	English	Dr


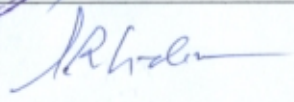
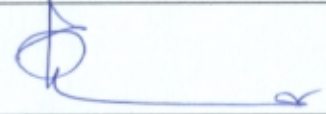
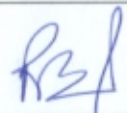

Attendance of the members present on the 3rd day (21st October 2022) of the 5th IQAC Workshop on NAAC Assessment preparation held from 19th October 2022 to 22nd October 2022 at the Faculty Common Room, Williamnagar Govt. College.

Sl. No.	Name	Designation	Department	Signature
1	Rajiv K. Hasale	Principal		
2	Dr. S. R. Lynden	Consultant	RUSA	
3	Dr. Om Prakash Khadka	Coordinator IQAC	IQAC	
4	Robert Bamberg	Jt. Coordinator	IQAC	
5	Tojeli K. Sangma	IQAC Member	IQAC	
6	G Meashina R. Stakka	IQAC Member	IQAC	
7	Pynhenmirai Suisngi	IQAC Member	IQAC	
8	Sitshall Kynphlor	Lecturer	political Science	
9	Beatrice M Sagar	Lectur.	History	
10	Nekina & Sagar	Lecturer	Education	
11	Revianlet Khonnie	Asst Prof	Education	
12	Lubina Sungoh	Asst Prof	Pol. Science	
13	Preethya M. Mada	Lecturer	Education	
14	Wilrene D. Shiva	Lecturer	History	
15	Balkari B. Sangma	Lecturer	Economics	



Sl. No.	Name	Designation	Department	Signature
16.	Sorabell. W. Momin	Lecturer.	English.	
17.	BANRISHISHA MAWNAI	ASST. PROF	ENGLISH	
18	Dr Pyallie D Sagar	ASST. Prof	Economics	
19.	Salkam S Njom	Lecturer	Economics	

Attendance of the members present on the 4th day (22nd October 2022) of the 5th IQAC Workshop on NAAC Assessment preparation held from 19th October 2022 to 22nd October 2022 at the Faculty Common Room, Williamnagar Govt. College.

Sl. No.	Name	Designation	Department	Signature
1.	Rajiv K. Bhat	Principal		
2.	Dr. S.R. Lyden	Consultant	RUSA	
3.	Dr. Om Prakash Chadda	IQAC Coordinator	IQAC	
4.	Robert Gambing	IQAC Jt. Coordinator	IQAC	
5.	Pooja K. Sargma	IQAC Member	IQAC / English Dept.	
6.	Pynhummiki Susngi	IQAC Member	IQAC	