



**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
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Report on the 8th IQAC Workshop on NAAC Assessment Preparation

Date: 1st March to 10th March 2023

Venue: Teachers' Common room

Resource Person:

Dr. S. Lyndem,

RUSA Consultant

Contact Number: 094361-10344

Agenda:

- 1. Status of Preparation of the College for SSR submission**
- 2. Checking and validating of documents (Criteria wise)**

Day – 1


1st March 2023

Time: 10:00 A.M

Venue: Teachers' Common room

The Workshop was conducted by IQAC on the 1st of March in the Teachers' Common room. The workshop began at 10:00 am in the Faculty Common room. The workshop was attended by Resource Person 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 Status of Preparation of the College for SSR submission and at the same time to check and validate documents uploaded in NAAC portal.

The Principal welcomed and thanked Dr. S. Lyndem for his time. He gave a short speech on the importance of getting set for SSR submission and informed all present that the meeting is crucial and the faculty members should work hard for the successful submission of the college SSR. In his introduction the Resource person mentioned that earlier there was no benchmark, but benchmark is now accessible


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whereby the institution will get to know their strength and weakness. Copies of the same were distributed to faculty members

Status of Preparation of the College for SSR submission and checking and validating of documents

The following are the observation and feedback made:

1. College's Profile:

- a. IQAC Coordinator opens NAAC portal and show everyone present college' Profile for checking of errors and addition of anything when needed.
- b. Resource person made several correction and observation for instance Year 5 is not there because the college has not yet completed 12 months to qualify for the same. Year 1,2,3 and 4 will be database and Year 5 will be current.
- c. He instructed the members to confirm one case of student under SC category and those marked under OBC category
- d. To focus on the importance of OBE and to keep in mind that questions like what you do and what you plan to do will be asked

2. Extended Profile

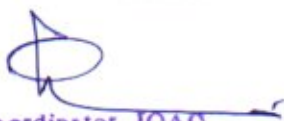
- a. Extended Profile of the college was also shown and documents uploaded were checked. Soft copies and hard copies also were cross checked because both should be the same.

3. Criteria- 1 (Curricular Aspect)

- a. Points claimed under Effective Curriculum (1.1.1) should be finalized
- b. To provide the documents for Academic calendar, Lesson plan and Mentor and mentee to support the claims
- c. Resource Person also mentioned that some of the claims may be by default but out of the ten claims, at least five documents need to be there.
- d. One document will be for QNM and same document for QIM. He also mentioned that same document can be used in more than one places whenever needed.
- e. Activities of NSS and NCC under 1.3.1 to be removed and to be added to Extension Programme.
- f. Regarding Feedback analysis (1.4.1) Resource person informed that remedial measures and mentoring will be under Action Taken.
- g. Evidence of Action Taken for Teachers' Feedback will be FIP, RC, MPhil, PHD etc.

4. Criteria- 2: Teaching Learning and Evaluation

- a. Under 2.1.1 final admission list, admission abstract, approval of sanctioned seat and those received including Reservation seat document need to be added.


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- b. To make separate total for each category. Percentage can be calculated only if there is Reservation seat list (2.1.2)
- c. Teaching plans also need to be added to the College website and provide link in NAAC portal
- d. EBSB activities can be added (2.3.1)
- e. Documents of Teachers' appointments needs to be uploaded (2.4.1)
- f. Resource person also reminded those present that data plus rationalization is important. Filing need to be systematic and in order and need to be finalized. Documents in link form or those uploaded in portal need to be clarified. He also informed that certain documents can be uploaded many times if space permits but in accordance with SOP. Certain documents need not be uploaded in NAAC portal but can be uploaded in College website but provide link for the same.



DAY 2

Date: 02-03-2023

Time: 10.00 AM

Venue: Teachers' Common room


Agenda:

1. Meeting with Criteria Convenor and members
2. Checking of documents for Self-Study Report (SSR)

The 2nd day of NAAC Workshop was held on the 2nd of March 2023 at 10.00 am in the Teachers' Common Room of the college. Dr. Samuel R. Lyndem, RUSA Consultant, Government of Meghalaya was the resource person for the said workshop.

The Principal welcomed the resource person Dr. Lyndem and all the faculties present in the workshop. He once again reminded the faculties of the deadline for the submission of Self Study Report (SSR) that is, the 12th of March 2023. He informed the faculties that checking of documents will be continued for each criterion in the session and whatever work is left to be completed must be done immediately within the time frame of seven days that is, the 9th of March 2023 for final submission of SSR. The principal then gave the time to Dr. Lyndem to start with the morning session.

The session started with the meeting of Criteria convenors and members and checking of the documents as per the recommended benchmark of the Affiliated College Manual. After thorough checking of the documents as per SOP requirements, various suggestions on Key Indicator and its metrics of each Criterion were given by Dr Lyndem.


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The suggestions made to **Criterion 2- Teaching- Learning and Evaluation** was to include the current enrolled students of BA 1st, 3rd and 5th semester students for Student Satisfaction Survey (SSS). The Head of the department should identify the regular students and select those students only. A selection of minimum 50% of students is required for SSS.

The suggestions put forth to **Criterion 3 – Research, Innovations and Extension-** was to make a completion certificate stating that Dr. Lyndem, RUSA consultant had conducted the NAAC Workshop, financially sponsored by RUSA as a NAAC preparation with RUSA logo/letter head on it.

The suggestions made to **Criterion 4- Infrastructure and Learning Resources** are to frame Library Policy with vision and mission of the policy. The vision of the policy should include the expectations of first 5- 7 years. The mission should include updating of library software of what is implementing now and then, Koha, library rules, budgeting, library auditing of books and upgradation of system.

To **Criterion 5- Student Support and Progression** the suggestions made were to include the Yoga events celebrated in the college along with report and photos. Anti-ragging policy, Library policy and 'Ong.telaigipa' Environmental Club policy should be included in Institution transparent mechanism. Percentage of placement of outgoing students and students progressing to higher education should be calculated from the first five years that is, from 2017-2018, 2018-2019, 2019-2020, 2020-2021, and 2021-22.

Dr. Lyndem then directed all the criterion convenors and members to procure the necessary documents and to make changes wherever required. Lyndem concluded the day session by stating that much of the criterion works have been completed but there are still some metrics that need to meet the requirements provided in the Benchmarks for the Q n Ms of Affiliated College Manual and directed the criterion convenors and members to work on the suggestions and changes that he has put forth on certain metrics.

The workshop concluded with a vote of thanks by the Principal to the resource person Dr. Lyndem for conducting such an informative session. The Principal also thanked the IQAC Cell and the faculties and also requested each criterion convenor and members to complete all the remaining work for the successful completion of SSS for NAAC Assessment and Accreditation.


Day 3

Date: 03-03-2023

Time: 10.00 AM

Venue: Teachers' Common room

Dr. S.R. Lyndem explained Criterion 6 about the mission and vision which has to be uploaded. He enlightened the Criterion members that the vision of the institution cannot be generic and that it has to be precise and specific.


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1. Dr. S.R. Lyndem also suggested to insert few NEP points in the vision of the college.
2. In the workshop it was also suggested that all the 32 Committees report and minutes should also be submitted.
3. Further it was also suggested that all the four policies of the institution i.e., green policy, library policy, anti-ragging policy and education policy has also to be included.
4. For 6.2.2. QnM Finance and Accounts, Dr. S.R. Lyndem stated that the College usage of NEHU portal for paying fees is more important and that College name should reflect in the NEHU portal document.
5. Regarding 6.3.1. QnM Dr. S.R. Lyndem stated that the UGC 2010 system is in place and 5 teachers have already got the placement for senior scale.
6. Lastly, the Third Day of the NAAC Workshop was ended with a short speech by the Principal. He encouraged everybody to work harder and to keep up the momentum.

Day- 4

4th March 2023

Time: 10:00 A.M

Venue: Teachers' Common room

The fourth day of the Workshop was conducted by IQAC on the 4th of March in the Teachers' Common room. The workshop began at 10:00 am. The workshop was attended by Resource Person Dr. S. Lyndem, RUSA Consultant, the Principal of the college, IQAC Coordinator, IQAC members and teaching faculty.

The following are the feedback and observation made:

1. The Resource person helped criteria members 2, 3 and 4 in checking important documents both in soft and hard copies.
2. All criteria members were instructed by IQAC Coordinator to write summary report as instructed in NAAC portal.
3. Clarification was made to criteria 2 members regarding Student Satisfaction Survey (SSS).
4. Library policy (Criteria 4) was to be modified as suggested by the Resource person.
5. All Criteria members were working in scanning and uploading of documents
6. Criteria 6 members were asked to modify the Vision and Mission of the college


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Day- 5
5th March 2023
Time: 10:00 A.M
Venue: Teachers' Common room

The fifth day of the workshop was conducted on the 5th of March, 2022 at 10:00 am in IQAC room.

The following are the observation and feedback:

1. Resource person assisted IQAC in uploading of documents in NAAC portal.
2. Documents uploaded were also verified.
3. There were certain reports from criteria members that need to be submitted.
4. Some reports also need to be re-submitted in modified version due to certain minor errors like missing signature from the convener of Cultural Committee.
5. Resource person also suggested that more points need to be added to the Vision and Mission of the college. In this regard IQAC Coordinator requested all faculty members to contribute write up for the same.

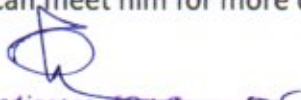
DAY 6
Venue: Teachers' Common Room
Date: 06-03-2023
Time: 10.00 AM

Agenda:

1. Discussions on Criterion Quantitative (QnM) Metrics of the Key Indicators (KIs)
2. Checking of verifiable documents for Self-Study Report (SSR)

The 6th day of NAAC Workshop was held on the 6th of March 2023 at 10.00 am in the Teachers' Common Room of the college. Dr. Samuel R. Lyndem, RUSA Consultant, Government of Meghalaya was the resource person for the said workshop.

The Principal welcomed the resource person Dr. Lyndem and all the faculties present for the 6th NAAC Workshop 2023 on preparation for submission of Self Study Report (SSR) for NAAC Assessment and Accreditation. The Principal then informed the faculties that criterion members may approach the resource person Dr. Lyndem for any clarifications and suggestions on criteria based work. The Principal then gave the time to Dr. Lyndem to commence the morning session. The resource person Dr. Lyndem started the session by stating that he had completed checking of the entire criterion-based work and its supporting documents to be uploaded in NAAC portal during these five days of workshop and various suggestions have also been put forth whenever required. He further said that whoever wants any clarification on Standard Operating Procedures (SOP) Essential Metrics and Opt-out Metrics can meet him for more discussion during the session.


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Some of the criterion members sought clarification from Dr. Lyndem and showed him the write up required in SOP for some criteria metrics. Dr. Lyndem directed the members of Criterion 3- Research, Innovations and Extension to recheck all the documents thoroughly for any documents without the signature and seal and to get the Principal's signature and seal in Extension Activity Report and attendance of the participants.

The resource person then met the members of Criterion 4- Infrastructure and Learning Resources and checked the Library policy framed by the Librarian and criterion members and the same was approved by the Principal and Dr. Lyndem. The Library policy included the objectives of library, vision and mission and library rules.

Dr. Lyndem suggested on framing the new Vision and Mission of the Institution that incorporates with New Education Policy (NEP) 2020 and Education Policy of Meghalaya into the education system. For this purpose meeting was held with the HDOs and members of Criterion 6 to discuss on framing and implementation of the vision and mission of the Institution. After meticulously discussing on various points proposed by the members a new vision and mission of the college was framed and approved by the Principal and the members. The same was also discussed and approved by Dr. Lyndem.

The workshop concluded with a vote of thanks by the Principal to the resource person Dr. Lyndem for conducting a very valuable and informative session. The Principal also thanked the IQAC Cell and appreciated the faculties for their persistent effort and dedication they have been showing towards their work and concluded the session by stating that with much progress in work and team work of criterion members the college will successfully complete the process of SSR for NAAC Assessment and Accreditation.



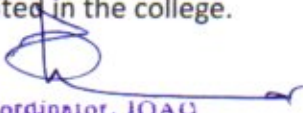
Day- 7

Venue: Teachers' Common Room

Date: 07-03-2023

Time: 10.00 AM

1. Dr. S.R. Lyndem commenced the 7th Day of the NAAC workshop by checking and assessing the documents of all Criteria. Criteria 2,3,5 and 7 documents were checked and assessed.
2. Further Dr. S.R. Lyndem suggested to include all the awards and appreciation that College has won. He recommended the criteria to include the Certificate of Appreciation from Aspire Meghalaya, Meghalaya Youth Survey 2022 and other sports award.
3. In the workshop it was also suggested to include write-up on important celebrations celebrated in the college.


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4. Furthermore, Dr. S.R. Lyndem also recommended Criterion 7 to add environmental Protection Act (Law).
5. Criterion 7 was also mentioned to tag photos on google classroom for ICT (Best Practices) on Green Campus change to Adoption of Memo Lake.
6. Dr. S.R. Lyndem further suggested the Criteria to include the District Green Champion Award and pictures.
7. Lastly, the IQAC Coordinator concluded the 7th Day of the NAAC Workshop by thanking Dr. S.R. Lyndem and all the teaching faculties for their hard work and effort.



Day- 8

Venue: Teachers' Common Room

Date: 08-03-2023

Time: 10.00 AM

1. The IQAC Coordinator Dr. Om Prakash Khadka started the 8th Day of NAAC Workshop by motivating all the teaching staff to work harder and give their best.
2. Dr. S.R. Lyndem commenced the day by checking and assessing the documents of Criterion 5.
3. Further Dr. S.R. Lyndem suggested Criterion 5 to include the reports of all the awards and achievements the College has won.
4. Dr. S.R. Lyndem also advised Criterion 5 to include report of Certificate of Appreciation from Aspire Meghalaya, Meghalaya Youth Survey 2022, Green Champion Award which was awarded to College by District Administration East Garo Hills and also various Sports Awards won by the College.
5. In the 8th Day of the Workshop Dr. S.R. Lyndem also suggested Criterion 5 to include reports and pictures of all the celebrations organized and celebrated in the College namely the Republic Day, Independence Day, Constitution Day and the World Environment Day.
6. Further Criterion 3 was also suggested by Dr. S.R. Lyndem to include all the reports and write-ups on the different awards and achievements the college has won.
7. Lastly, the Principal of the College, Shri Rajiv K. Marak concluded the 8th Day of the NAAC Workshop by thanking Dr. S.R. Lyndem and all the teaching faculties for their incessant hard work and effort.


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Day- 9
9th March 2023
Time: 10:00 A.M
Venue: Teachers' Common room



The workshop was conducted at 10:00 A.M in the Teachers' Common room. The workshop was attended by Dr S. Lyndem, RUSA Consultant, Principal and faculty members.

The following are the observation and feedback:

1. Resource person suggested EBSB Club to re-write their report on World Environment Day 2020 and to include photos as well
2. NCC-in-charge was also asked to give a copy of the report (to Criteria- 7) on Puneet Sagar Abhivan conducted on 1st April,2022.
3. Report along with photos on Independence Day (2022) Teachers' Day (2022) Republic Day (2023) to be written and to include g-tag photos.
4. Criteria 5 in-charge were asked to check the calculation of Students' scholarship from 2017-2022.
5. They were also instructed to write reports on the following:
 - a. Poetry competition organised by the department of English conducted on 9th September 2022
 - b. Drama and Poetry writing competition organised by the department of Garo on the 26th August 2022
 - c. Workshop on Garo Traditional Musical Instrument conducted on the 26th August 2022
 - d. Extempore Speech and Orientation programme conducted on the 25th and 26th of August 2022
 - e. Soft Skills Training and Talent Identification programme conducted from the 16th to the 26th of August 2022 and organised by AVENUES Shillong Meghalaya
 - f. Celebration of 8th International Yoga Day conducted on the 21st June2022 and organised by NCC and NSS Unit Williamnagar Govt. College
 - g. Awareness programme on Oral Health and COTPA 2003 conducted on the 22nd March 2022 and organised by Harmful Effects of Tobacco and other Tobacco Products Act (COTPA) 2003, East Garo Hills in collaboration with Williamnagar Govt. College
 - h. Information, Education and Communication (IEC) cum Awareness programme on Communicable Diseases conducted on the 10th December 2021 organised by Integrated Diseases Surveillance Program (NHM) East Garo Hills in collaboration with Williamnagar Govt. College


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DAY- 10

Venue: Teachers' Common Room

Date: 10-03-2023

Time: 10.00 AM

Agenda:


1. Checking of uploading process in NAAC portal
2. Briefing on the procedure of Data Validation and Verification (DDV) and Student Satisfaction Survey (SSS)

The 10th Day NAAC Workshop was held on the 10th of March 2023 at 10.00 A.M in the Teachers' Common Room of the college with Dr. Samuel R. Lyndem, RUSA Consultant, as the resource person for the said workshop.

The last day of the 8th NAAC Workshop started with a welcome address by the Principal to the resource person Dr. Lyndem and all the faculties present in the workshop. The Principal expressed his thankfulness to Dr. Lyndem for delivering very productive and enriching sessions which has enabled the criterion members to seek more clarity on the write up and supporting documents required to be uploaded as per the requirements of the Standard Operation Procedure (SOP). He also acknowledged the effort and hard work that each criterion members have put on their work and urged the faculties to continue working in the same zeal and dedication till the preparation and process for NAAC Assessment and Accreditation is completed.

The last day of the workshop was mainly centered in checking the validated documents and uploading process in the NAAC portal and Institutional website. Dr. Lyndem instructed and guided the IQAC coordinator in the whole process and ensued that the entire work is uploaded successfully in the portal.

The resource person Dr. Lyndem expressed his satisfaction on the preparation and progress of the work for timely submission of Self Study Report (SSR) in NAAC portal. In his concluding remark Dr. Lyndem also highlighted briefly on the assessment and accreditation procedure of NAAC pertaining to Data Validation and Verification (DVV) which ascertains whether the institution is ready for accreditation or not. He then described initiation of Student Satisfaction Survey (SSS) process which is conducted simultaneously in compliance to DVV clarifications and on-site Peer Team Visit to Institution. The resource person stressed on the importance of maintaining all the relevant documents properly and also emphasized on the need of keeping the college website functional and updated for achieving the desired grade. He further stated that after SSR is uploaded successfully in the portal the next procedure will follow subsequently for assessment and accreditation.


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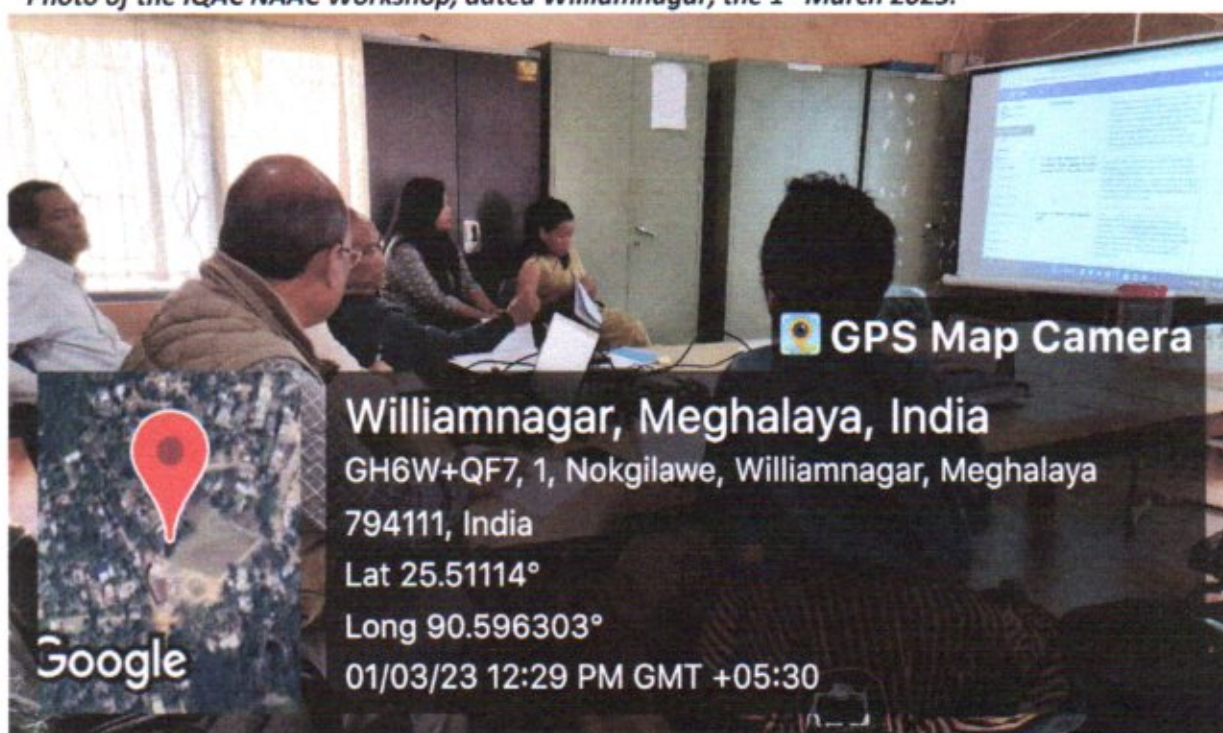

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Dr. Lyndem concluded his session by expressing his thankfulness to the Principal, IQAC team for organizing the workshop and also extended his appreciation to all the faculty members for their active participation in the entire workshop sessions.

The 10th day workshop concluded with a vote of thanks by IQAC coordinator Dr. Om Prakash Khadka. The coordinator thanked the resource person Dr. Lyndem for giving valuable information and suggestions on the whole key aspects of the seven criteria that has tremendously benefitted both the IQAC and criterion members in the preparation of Self Study Report for NAAC Assessment and Accreditation. He also thanked the Principal and faculties for their untiring cooperation and participation in making the workshop productive.

Photo of the IQAC NAAC Workshop, dated Williamnagar, the 1st March 2023.




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Dr Samuel R. Lyndem along with the Principal and faculties of the college, dated Williamnagar, the 10th of March 2023.



Recorded by:

1. Smt. Tojeli K Sangma (IQAC member) – Day 2,6 & 10
2. Smt Greashina R Marak (IQAC member) – Day 3,7 & 8
3. Smt Pynhunmiki Susngi (IQAC member) – Day 1,4,5 & 9


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Principal
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