



**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

MINUTES OF THE IQAC MEETING HELD ON 28-06-2023 WITH THE FACULTIES AND WGCSU

Venue: Principal's chamber

Date: 28 – 06-2023

Time: 10.00 PM

Agenda

1. Review of the NAAC A&A Preparation
2. Assessment of urgent requirements of the college for NAAC PTV
3. Dismantling of old structures in front of new building
4. Any other

The meeting started with the Principal welcoming all the faculties and WGCSU members present in the meeting. IQAC coordinator reminded the faculties to prioritise the pending works of Department records and files as Dr. Lyndem was expected to visit the college on the 3rd July 2023. The following agendas were discussed and the following decisions were taken in the meeting.

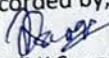
1. **Review of the NAAC A&A Preparation** - The Principal reviewed the work progress and percentage of each Department from the HODs and instructed the Departments to expedite completion of the remaining work at the earliest and also to maintain proper files and records of Department details and events. He further instructed the Criterion convenors to download the latest Self Study Report (SSR) and maintain the file separately for PTV.
2. **Assessment of Urgent Requirements of the College for NAAC PTV**- Assessment were made on the preparations and planning of various committees entrusted with the responsibilities for PTV to ensure timely action and readiness to host the event. After assessing the urgent requirements of the college for NAAC PTV it was decided that three generators will be installed and utilized in three main rooms to ensure that there is no disruption of power supply during the entire two days event. SMART Board will be set up in the room where Power Point Presentation will be held on the first day. New College building will be utilized for NAAC PTV and WGCSU General Secretary was instructed to mobilize the students to clean the new building and the college campus.




3. **Dismantling of Old Structures in front of New Building** – Discussions to dismantle the old structures in front of new college building was thoroughly discussed along with the faculties and WGCSU members. The Principal informed that old structured Boys' hostel in front of the new hostel building and one teachers' quarter in front of the new Girls' hostel was in a dilapidated and irreparable condition and not in use by the College because of its dilapidated condition. The Principal further stated that both the old structures were blocking the designated Hostel buildings. However, some portion of the old Boys' hostel will be retained for use if it is feasible to do so. Hence, taking all these reasons into consideration it was unanimously decided and approved by everyone present that the Institution will approach the concerned Department and follow certain official guidelines/proceedings for dismantling of the old structures in the College premises.

The meeting ended with the Principal thanking all the members for attending the meeting and also for sharing their views and suggestions.

Recorded by,


Tojeli K Sangma
IQAC member
Williamnagar Government College

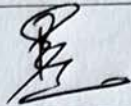
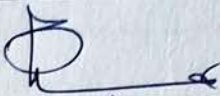
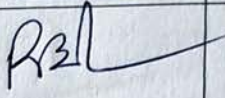
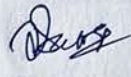


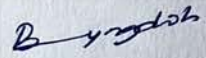

Coordinator, IQAC
Williamnagar Govt. College
Williamnagar-794111.


Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya

Williamnagar Government College



Attendance of the faculty members present in the staff meeting held on 28th June 2023 at the College premises

Sl. No.	Name	Designation	Department	Signature	Remark
1	Shri Rajiv K Marak	Principal	Botany		
2	Dr Om Prakash Khadka	IQAC Coordinator	Education		
3	Shri Robert Basumatary	IQAC joint Coordinator	Pol. Science		
4	Smt. Tojeli K Sangma	IQAC member	English		
5	Smt. Greashina R Marak				
6	Smt. Pynhunmiki Susngi				
7	Dr. Pyallie D Sangma	Asst. prof	Economics		
8	Smt. Balkari B Sangma	Lecturer	Economics		
9	Smt. Bandakerlin Lyngdoh	Asst. Prof	Economics		
10	Shri. Salkam L S Momin				
11	Shri Artis Lincton Sohshang				
12.	Smt. Chonje Ch. Marak				
13.	Smt. Nokmera K. Sangma			LEAVE	
14.	Smt. Preityna M. Marak			LEAVE	



Name	Designation	Department	Signature	Remark
Smt. Reviewlet Kharumnuid				
Smt. Sonabell W. Momin	Lecturer	English		
Dr. Cherik Donish Sangma	Asst. Professor	English		
Smt. Banrishisha Mawnai				
Smt. Doriel Ch. Marak	Lecturer	Garo		
Smt. Sengchi R. Marak	Asst. Prof.	Garo		
Shri Sengrik M. Sangma	Asst. Prof.	Garo		
Smt. Peary Dokgre Marak	Asst. Prof.	Garo		
Dr Bilnang K. Sangma	Professor	Garo		
Shri Rikrak D. Momin				
Smt. Beatrice M. Sangma	Lecturer	History		
Shri Wilver Wilkins D. Shira	Lecturer	History		
Smt. Eubina Sungoh				
Shri Sitshall Lyngkhoi				
Dr Antarwell Warjri				
Shri Pringle K Marak				
Shri Savanth Star Dkhar	Dy Librarian			



Williamnagar Government College

Attendance of WGCSU members in the staff meeting held on 28th June 2023 at the College premises

Sl. No.	Name	Designation	Department	Signature	Remark
1	Churika G. Monin	WGCSU General Sect	Garro (Hons)		
2	Didima Ch. Sangma	Magazine Secretary	Garro (Honours)		
3	Trisingtaben N. Sangma	Social welfare cum cultural Secretary	(Garro) (Hons)		
4	Bonchurang R. Sangma	Game and Sport Secretary	Garro (Hons)		
5					
6					
7					



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NOTICE

WGC.196/IQAC/94

27/06/2023

This is to inform all faculty members, HODs, Criteria Convenors and the Librarian that there will be a staff meeting tomorrow, the 28th June 2023 at 10.00 AM. to discuss on the following agendas.

All are therefore requested to attend the meeting without fail.

Agenda of the meeting:

1. Review of the NAAC A&A Preparation.
2. Assessment of urgent requirements of the college for NAAC PTV
3. Dismantling of old structures in front of new building.
4. Any other.

Coordinator, IQAC
(Dr. Om Prakash Khadka)
Williamnagar Govt. College
Coordinator, IQAC
Williamnagar Govt. College
Williamnagar-794111.

Principal
(Shri Rajiv K Marak)
Williamnagar Govt. College
Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya



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9th IQAC Workshop on NAAC Assessment Preparation

Date: 2nd August, 2023

Venue: Teachers' Common room

Time: 10:00 AM

Resource Person: Dr. S. R. Lyndem,

RUSA Consultant

Contact Number: 094361-10344

Agenda:

- Status of Preparation of the College for NAAC Peer Team Visit
- Power Point Presentation (Department wise).


MINUTES OF THE MEETING

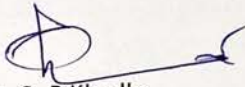
Day 1 (2nd August 2023)

1. The 1st day of NAAC Workshop was held on the 2nd August 2023. The Principal of the College Shri Rajiv K. Marak welcomed Dr. S.R. Lyndem, RUSA Consultant and all the teaching faculties for the workshop. The Principal informed all the faculties members of each department to be ready with the power point presentation.
2. The power point presentation commenced with the College Profile which was presented by the Principal of the College Shri Rajiv K. Marak. Dr. S.R. Lyndem gave certain suggestions which has to be incorporated in the College profile i.e., clarity about data of students enrolled, infrastructure, scholarship, and non-teaching staff.
3. After the college profile presentation, Economics Department gave the next presentation. Dr. S.R. Lyndem suggested the department to change the work load and also to include the teaching plan.
4. The next power point presentation was by the Department of History. Dr. S.R. Lyndem mentioned that the department's workload should tally with the academic calendar and also to add the teaching plan of Even and Odd semesters. He also suggested them to change the faculty profile and to attach the syllabus in the power point presentation.

5. To the Department of English, Dr. S.R. Lyndem suggested them to prepare the teaching plan of Odd semester and Even semester.
6. To the Department of Education, Dr. S.R. Lyndem suggested them to distribute the workload from 2021-2022, to arrange allotment of classes year wise and to prepare the teaching plan.
7. To the Department of Political Science, Dr. S.R. Lyndem suggested them to maintain department's profile from 2011 onwards, to prepare teaching plan in accordance with the workload and also to make some changes in the department's vision and mission.
8. After the department's power point presentation Dr. S.R. Lyndem gave demonstration on ICT i.e., Quizziz. ICT such as Quizziz will be helpful for teachers in effective delivery of curriculum.
9. And lastly the first day of the workshop ended with a vote of thanks by the Principal to Dr. S.R. Lyndem and to all the teaching staff. The principal also reminded all the teaching faculties to work on the suggestions given.

Recorded by:


Smt. Greashina R. Marak
IQAC Member
Williamnagar Govt. College


Dr. O. P Khadka
IQAC Coordinator
Williamnagar Govt. College
Coordinator, IQAC
Williamnagar Govt. College
Williamnagar-794111.




Principal

Williamnagar Govt. College
East Garo Hills, Meghalaya



Attendance of the faculty members present in the IQAC Workshop held on 2nd August 2023 at the college premises

Sl. No.	Name	Designation	Department	Signature	Remark
1	Shri Rajiv K Marak	Principal	Botany		
2	Dr S R Lyndem	Resource Person	RUSA		
2	Dr Om Prakash Khadka	IQAC Coordinator	Education		
3	Shri Robert Basumatary	IQAC joint Coordinator	Pol. Science		
4	Smt. Tojeli K Sangma	IQAC Member	English		
5	Smt. Greashina R Marak	IQAC Member	Pol. Science		
6	Smt. Pynhunmiki Susngi				
7	Dr. Pyallie D Sangma	Asst. Prof	Economics		
8	Smt. Balkari B Sangma	Asst. Prof	Economics		
9	Smt. Bandakerlin Lyngdoh	Asst. Prof	Economics		
10	Shri. Salkam L S Momin	"	Economics		
11	Shri Artis Lincton Sohshang	Asst. Prof	Economics		
12	Smt. Chonje Ch. Marak	Asst. Prof	Education		
13	Smt. Nokmera K. Sangma				
14	Smt. Preityna M. Marak				



Name	Designation	Department	Signature	Remark
Smt. Reviewlet Kharumnuid	Asst. Prof	Education		
Smt. Sonabell W. Momin	Asst. prof.	English		
Dr. Cherek Donish Sangma	Asst. Prof.	English		
Smt. Banrishisha Mawnai	Asst. Prof.	English		
Smt. Doriel Ch. Marak	Asst. Prof	Garo		
Smt. Sengchi R. Marak	Asst. Prof.	Garo		
Shri Sengrik M. Sangma	Asst. Prof.	Garo		
Smt. Peary Dokgre Marak	Asst Prof	Garo		
Dr Bilnang K. Sangma	Asst prof	Gao		
Shri Rikrak D. Momin	Asst. Prof.	History		
Smt. Beatrice M. Sangma	Asst Prof.	History		
Shri Wilver Wilkins D. Shira		History		
Smt. Eubina Sungoh	Asst. Prof	Polsc		
Shri Sitshall Lyngkhoi		polsc		
Dr Antarwell Warjri	Assistant Professor	Pol. Sc.		
Shri Pringle K Marak	lectura	E.V.S		
Shri Savanth Star Dkhar	Dy Librarian	Library		



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**MEETING MINUTES OF 9TH IQAC WORKSHOP ON PREPARATION FOR NAAC PEER TEAM
VISIT**

Date: 3rd August 2023

Venue: Teachers' common room

Resource Person: Dr. Samuel R. Lyndem

RUSA Consultant

Contact Number: 09436110344

Venue: Teachers' Common Room

Date: 03-08-2023

Time: 10.00 AM

Agenda:

1. Power Point Presentation of Garo Department, RUSA, NSS and NCC
2. Checking of Criterion documents submitted for SSR

The 2nd Day NAAC Workshop meeting started with a welcome address by the Principal to the resource person Dr. Lyndem and all the faculty members present in the workshop. The Principal directed the HoDs and the convenors of seven criterions to approach Dr. Lyndem for queries or suggestions to any changes or update in their Department profile. The morning session started with power point presentation of the Departments.

1. Power Point Presentation of Garo Department, RUSA, NSS and NCC-


1. The Garo Department presented the power point presentation of their department profile and after reviewing the presentation Dr. Lyndem suggested the department to update the Teaching plan by including the course objectives, methodology and teaching aids to the teaching plan.
2. RUSA coordinator was directed to keep all the audit documents properly.
3. The suggestion made to NSS was to include SWOC analysis and future plan in their presentation.
4. The suggestion made to NCC was to include the mission, SWOC analysis and future plan in their presentation. Dr. Lyndem also instructed the NSS programme officer to provide the purpose of cleaning the Memo Lake adopted by Ong.telaigipa Club. And also, to arrange the different metric number of NSS documents as mentioned in Criteria 3 and Criteria 4 of SSR.

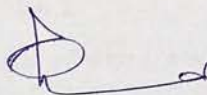



2. **Checking of Criterion documents submitted for SSR** – The criterion documents were checked and suggestions were made to orderly arrange the documents in metric number as mentioned in the Self Study Report.

1. Criterion 1 was instructed to keep the latest Teaching plan, department syllabus and course distribution and master routine of Academic session updated.
2. Criterion 3 was instructed to check some of the printing error and to give justification for the mistakes when peer team seeks any clarification.
3. Dr. Lyndem instructed Criterion 4 Convenor to put sticky notes on the metric number of the supporting documents to locate the pages easily for the presenter.
4. Criterion 5 was instructed to check the Alumni Association documents and to arrange it orderly.
5. Criterion 6 was directed to highlight the relevant words/dates on the documents mentioned in the SSR to make it easier for the presenter to show the peer team as and when the documents are asked to produce.

The Workshop session concluded with a vote of thanks by Dr. Om Prakash Khadka, Coordinator, IQAC to the resource person Dr. Lyndem and the faculty members for their active participation.

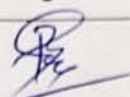

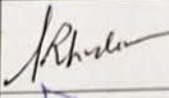
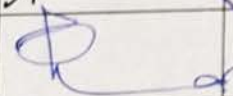
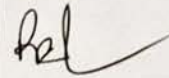


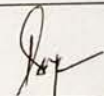
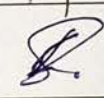
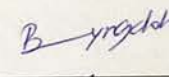
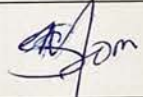

Recorded by, 
Tojeli K Sangma
IQAC Member
Williamnagar Govt. College


Coordinator, IQAC
Dr. Om Prakash Khadka
Williamnagar Govt. College
Dr. O.P. Khadka
Coordinator, IQAC
Williamnagar Govt. College
Williamnagar-794111


Principal
Williamnagar Govt. College
Williamnagar
Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya

Williamnagar Government College

Attendance of the faculty members present in the 2nd day of Workshop with resource person Dr S. Lyndem, RUSA NAAC Consultant held on 3rd August 2023 at the College premises.

Sl. No.	Name	Designation	Department	Signature	Remark
1	Shri Rajiv K Marak	Principal	-		
2	Dr S. R. Lyndem	RUSA NAAC Consultant	Resource Person		
3	Dr. Om Prakash Khadka	IQAC Coordinator	Education		
4	Shri. Robert Basumatary	Asst. Prof	Pol. SC		
5	Smt. Tojeli K Sangma	IQAC Member	English		
6	Smt. Greashina R Marak	IBAC Member	Pol. Science		
7.	Smt. Pynhunmiki Susngi				
8.	Dr. Pyallie D Sangma	Asst Prof	Economics		
9.	Smt. Balkari B Sangma	Asst. Prof.	Eco		
10.	Smt. Bandakerlin Lyngdoh	Asst. Prof	ECONOMICS		
11.	Shri. Salkam Leezer S Momin	Asst Prof	ECONOMIC		
12.	Shri. Artis Lincton Sohshang	Asst. prof.	E "		
13.	Smt. Chonje Ch. Marak				
14.	Smt. Nokmera K. Sangma	LEAVE			
15.	Smt. Preityna M. Marak	LEAVE			



Name	Designation	Department	Signature	Remark
16. Smt. Reviewlet Kharumnuid	Asst. Prof.	Education		
17. Smt. Sonabell W. Momin	Asst. Prof.	English		
18. Dr. Cherek Donish Sangma	Asst. Prof.	English		
19. Smt. Banrishisha Mawnai	Asst. Prof.	English		
20. Smt. Doriel Ch. Marak	Asst. Prof.	Garo		
21. Smt. Sengchi R. Marak	Asst. Prof.	Garo		
22. Shri Sengrik M. Sangma	Asst. Prof.	Garo		
23. Smt. Peary Dokgre Marak	Asst. Prof.	Garo		
24. Dr. Bilnang K. Sangma	Asst. Prof.	Garo		
25. Shri. Rikrak D. Momin	Asst. Prof.	Hist		
26. Smt. Beatrice M. Sangma				
27. Shri. Wilver Wilkins D. Shira	Asst. Prof.	History		
28. Smt. Eubina Sungoh	Asst. Prof.	Polsci		
29. Shri Sitshall Lyngkhoi	Asst. Prof.	Political Science		
30. Dr. Antarwell Warjri	Asst. Prof.	Political Science		
31. Shri Pringle K Marak	Asst. Prof.	E.V.S		
32. Shri Savanth Star Dkhar	Dy. Lib	Library		



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iqacwgcl9@gmail.com

9th IQAC Workshop on NAAC Assessment Preparation

Date: 4nd August, 2023

Venue: Teachers' Common room

Time: 10:00 AM

Resource Person: Dr. S. R. Lyndem,

RUSA Consultant

Contact Number: 094361-10344

Agenda:


1. Verification of documents of Criterion 2 and 7.
2. Discussions about the Programme of NAAC Peer Team Visit.

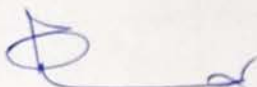
MINUTES OF THE MEETING, DAY 3 (4nd August 2023)

- The 3rd day of NAAC Workshop was held on the 4th August 2023. The IQAC Coordinator Dr. O. P Khadka welcomed again Dr. S.R. Lyndem, RUSA Consultant and all the teaching faculties for the workshop. He also reminded members of Criterion 2 and Criterion 7 to be ready with verification of documents.
- Dr. S.R. Lyndem checked and verified all the documents of Criterion 2. He suggested the criterion to prepare the teaching plan, to prepare department routine year wise, to arrange all the extension activities in one file along with the certificates and documents. Further, he also suggested the criterion to prepare the programme unit wise and also to show the drop out and failed students in the table.

- Dr. S.R. Lyndem checked and verified all the documents of Criterion 7. He suggested the criterion to put labelling on every metrics. Furthermore, he also mentioned to the criterion that the NAAC Peer Team will visit Memo Lake on the second day of the visit.
- Dr. S.R. Lyndem also discussed with the IQAC members about the programme of the NAAC Peer Team visit. The Peer Team visit will be of two days i.e., the 28th -29th August 2023. He also mentioned that the first power point presentation should be by the head of the institution followed by all the six departments, RUSA, NCC, NSS and the last presentation by the IQAC.
- The 4th day of the workshop ended with a vote of thanks by the IQAC Coordinator to Dr. S.R. Lyndem and to all the teaching staff.

Recorded by:


Smt. Greashina R. Marak
IQAC Member
Williamnagar Govt. College


Dr. O. P Khadka
IQAC Coordinator
Williamnagar Govt. College
Coordinator, IQAC
Williamnagar Govt. College
Williamnagar-794111.


Principal
Williamnagar Govt. College
East Gare Hills, Meghalaya.



Williamnagar Government College



Attendance of the faculty members present in the IQAC Workshop held on the 4th August 2023 at College premises

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Smt. Banrishisha Mawnai	Asst. Prof.	ENGLISH		
Smt. Doriel Ch. Marak	Asst. Prof.	Garo		
Smt. Sengchi R. Marak	Asst. Prof.	Garo		
Shri Sengrik M. Sangma				
Smt. Peary Dokgre Marak		Garo		
Dr Bilnang K. Sangma	Asst prof	Garo		
Shri Rikrak D. Momin	Asst Prof	History		
Smt. Beatrice M. Sangma	Lectur	History		
Shri Wilver Wilkins D. Shira	Lectur	History		
Smt. Eubina Sungoh	Asst. Prof.	Polsc		
Shri Sitshall Lyngkhoi	Lecturer	Polsc		
Dr Antarwell Warjri	Assistant professor	Pol. SC		
Shri Pringle K Marak				
Shri Savanth Star Dkhar	Dy Librarian			





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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

Minutes on the 9th IQAC Workshop on NAAC Assessment Preparation

Date: 5th August, 2023

Venue: Teachers' Common room

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

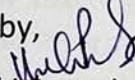
Contact Number: 094361-10344

Agenda:

**1. Checking the progress and guiding the college on Preparation for NAAC
Peer Team Visit**

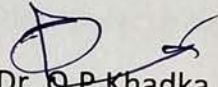
Day- 4 (5th August, 2023)

The workshop was conducted at 10:00 A.M in the Principal's chamber. The workshop was attended by Dr S. Lyndem, RUSA Consultant, Principal and faculty members. In the workshop Resource person met few Committee members to discuss matters relating to NAAC Peer Team visit. Resource person also informed those present that they should all keep their respective documents in respective files. Anything mentioned in the ppt should have documents to support them. All files should be kept ready and in order.

Recorded by,

Pynhunmiki Susngi

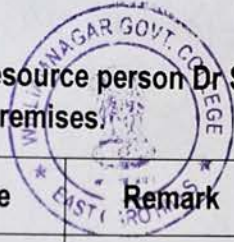
IQAC Member


Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya.


Dr. O.P. Khadka

Dr. O.P. Khadka
Coordinator, IQAC
Williamnagar Govt. College
Williamnagar-794111.

Williamnagar Government College



Attendance of the faculty members present in the 5th day of Workshop with resource person Dr S Lyndem, RUSA NAAC Consultant held on 5th August 2023 at the College premises.

Sl. No.	Name	Designation	Department	Signature	Remark
1	Shri Rajiv K Marak	Principal	-		
2	Dr S. R. Lyndem	RUSA NAAC Consultant	Resource Person		
3	Dr. Om Prakash Khadka	IQAC Coordinator	Education		
4	Shri. Robert Basumatary	IQAC Joint Coordinator	Political science		
5	Smt. Tojeli K Sangma	IQAC Member	English		
6	Smt. Greashina R Marak	IQAC Member	Political science		
7	Smt. Pynhunmiki Susngi	IQAC Member	English		
8	Dr. Pyallie D Sangma				
9	Smt. Balkari B Sangma	Asst. Prof Eco			
10	Smt. Bandakerlin Lyngdoh				
11	Shri. Salkam Leezer S Momin	Asst. Prof Economics			
12	Shri. Artis Lincton Sohshang				
13	Smt. Chonje Ch. Marak	Asst. Prof Education			
14	Smt. Nokmera K. Sangma				
15	Smt. Preityna M. Marak				

Name	Designation	Department	Signature	Remark
Smt. Reviewlet Kharumnuid	Asst Prof	Education		
17. Smt. Sonabell W. Momin	Asst. Prof.	Kanghthi		
18. Dr. Cherek Donish Sangma	Asst. Prof.	English		
19. Smt. Bannishisha Mawnai				
20. Smt. Doriel Ch. Marak	Asst. Prof.	Garo		
21. Smt. Sengchi R. Marak	Asst. Prof.	Garo		
22. Shri Sengrik M. Sangma	Asst. Prof.	Garo		
23. Smt. Peary Dokgre Marak	Asst Prof	Garo		
24. Dr. Bilnang K. Sangma	Asst prof	Garo		
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26. Smt. Beatrice M. Sangma	Lectur	History		
27. Shri. Wilver Wilkins D. Shira				
28. Smt. Eubina Sungoh	Asst. Prof.	Polsc		
29. Shri Sitshall Lyngkhoi				
30. Dr. Antarwell Warjri				
31. Shri Pringkle K Marak				
32. Shri Savanth Star Dkhar	Jy. Librarian	Library		





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wgcw2k@gmail.com

MEETING MINUTES OF 9TH IQAC WORKSHOP ON PREPARATION FOR NAAC PEER TEAM VISIT

Date: 7th August 2023

Resource Person: Dr. Samuel R. Lyndem

RUSA Consultant

Contact Number: 09436110344

Venue: Teachers' Common Room

Date: 07-08-2023

Time: 10.00 AM

Agenda:

1. Meeting with the students
2. Preparation of Administrative and Academic Audit Report

The 5th Day NAAC Workshop started with a welcome address by the Principal to the resource person Dr. Lyndem and all the faculty members present in the workshop. The morning session started with the meeting of students inside the classroom followed by active interaction with Dr. Lyndem, RUSA-NAAC Consultant in the presence of the Principal and the teachers.

1. Meeting with the students -The day session started with Dr. Lyndem meeting the students of all the semesters. Smt. Greashina R Marak, IQAC member, welcomed Dr. Lyndem, the Principal, Teaching faculty and all the students present in the students' meeting. The Principal then spoke about the purpose and importance of holding the students' meeting and apprised them of the upcoming college assessment by NAAC Peer Team, Bangalore on the 28th and 29th August 2023. During the interaction the students were encouraged to speak freely on the questions raised by Dr. Lyndem which covered on college infrastructure, academic related matters such as coverage of syllabus, internal assessment, library and other facilities available in the college. Students expressed satisfaction in academic matters and some students also expressed the need of more facilities like sports equipments, college auditorium and upgrading of library with more books. Dr. Lyndem then motivated and encouraged the students to give their best performance when NAAC Peer Team comes to visit the college.

2. Preparation of Administrative and Academic Audit - Dr. Lyndem checked the Administrative and Academic Audit of the Institution and compared the documents and information furnished in the Audit submitted to the Government. He also instructed the Departments to prepare the Academic Audit along with supporting documents required to be produced to the Peer Team during Department Power Point Presentation.

The session concluded with Dr. Om Prakash Khadka, Coordinator, IQAC thanking the resource person Dr. Lyndem, the Principal and faculty members for their participation in the workshop.

Recorded by,


Tojeli K Sangma
IQAC Member

Williamnagar Govt. College



Coordinator, IQAC
Dr. Om Prakash Khadka
Williamnagar Govt. College

Dr. O. P. Khadka
Coordinator, IQAC
Williamnagar Govt. College
Williamnagar-794111



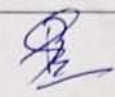

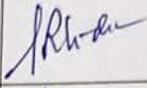
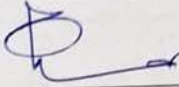


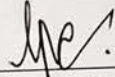
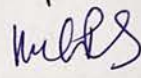
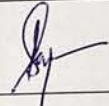

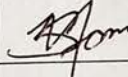


Principal
Williamnagar Govt. College
Williamnagar

Williamnagar Govt. College
East Garo Hills, Meghalaya



Williamnagar Government College

Attendance of the faculty members present in the 5th day of Workshop with resource person Dr S. R. Lyndem, RUSA NAAC Consultant held on 7th August 2023 at the College premises.

Sl. No.	Name	Designation	Department	Signature	Remark
1	Shri Rajiv K Marak	Principal	-		
2	Dr S. R. Lyndem	RUSA NAAC Consultant	Resource Person		
3	Dr. Om Prakash Khadka	IQAC Coordinator	Education		
4	Shri. Robert Basumatary	IQAC Joint Coordinator	Political science		
5	Smt. Tojeli K Sangma	IQAC Member	English		
6	Smt. Greashina R Marak	IQAC Member	Political science		
7.	Smt. Pynhunmiki Susngi	IQAC Member	English		
8.	Dr. Pyallie D Sangma	Asst. Prof	Economics		
9.	Smt. Balkari B Sangma	Asst. Prof	Economics		
10.	Smt. Bandakerlin Lyngdoh				
11.	Shri. Salkam Leezer S Momin	Asst. Prof	Economics		
12.	Shri. Artis Linton Sohshang	Asst. Professor	Economics		
13.	Smt. Chonje Ch. Marak	Asst. Prof.	Educational		
14.	Smt. Nokmera K. Sangma				
15.	Smt. Preityna M. Marak				

Name	Designation	Department	Signature	Remark
16. Smt. Reviewlet Kharumnuid	Asst Prof	Education		
17. Smt. Sonabell W. Momin	Asst Prof.	English		
18. Dr. Cherek Donish Sangma	Asst. Prof.	English		
19. Smt. BanrishishaMawnai				
20. Smt. Doriel Ch. Marak	Asst. Prof.	Garo		
21. Smt. Sengchi R. Marak	Asst. Prof.	Garo		
22. Shri Sengrik M. Sangma	Asst. Prof.	Garo		
23. Smt. Peary Dokgre Marak	Asst Prof	Garo		
24. Dr. Bilnang K. Sangma	Asst Prof	Garo		
25. Shri. Rikrak D. Momin	Asst. Prof.	History		
26. Smt. Beatrice M. Sangma	Lectur	History		
27. Shri. Wilver Wilkins D. Shira	Lectur	History		
28. Smt. Eubina Sungoh	Asst Prof	Polse		
29. Shri Sitshall Lyngkhoi	Lecturer	polse		
30. Dr. Antarwell Warjri				
31. Shri Pringkle K Marak				
32. Shri Savanth Star Dkhar	Dy. Librarian	Library		



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iqacwge19@gmail.com

Report on the 9th IQAC Workshop on NAAC Assessment Preparation

Date: 8th August, 2023

Venue: Teachers' Common room

Resource Person: Dr. S. Lyndem,

RUSA Consultant

Contact Number: 094361-10344

Agenda:

1. Guiding the college on Preparation for NAAC Peer Team Visit

Day- 6 (8th August, 2023)

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

The following are the points discussed and feedback given:

1. Resource person met with departments to discuss matters and clarify doubts and queries relating to NAAC Peer Team's visit.
2. Resource person also informed that Teacher's profile can include all achievements of the teachers prior to the Assessment period.
3. A meeting with the parents (Stakeholders) was conducted with the Resource person along with few teachers to inform them about NAAC Peer team's visit and also about the significance of their presence for interaction with NAAC Peer team on the dates of visit.
4. Resource person also elaborately guide heads of departments on the questions asked in the Information for Academic and Administrative Audit of the Department.
5. Academic Performance Indicators (API) mentioned in Information for Academic and Administrative Audit of the Department was explained by the Resource person, whereby he instructed faculty members to get



a copy of the CAS form and eligible faculty members can fill up the necessary details in the form.



Williamnagar, Meghalaya, India
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Lat 25.511389°
Long 90.596466°
08/08/23 12:26 PM GMT +05:30



Williamnagar, Meghalaya, India
GH6W+QF7, 1, Nokgilawe, Williamnagar, Meghalaya 794111, India
Lat 25.511287°
Long 90.596427°
08/08/23 12:23 PM GMT +05:30

Recorded by: *[Signature]*
Smt Pynhunmiki Susngi
IQAC Member

[Signature]
Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya.



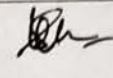
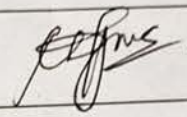

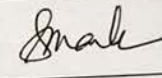
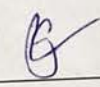
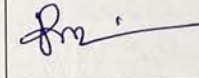




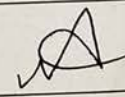
[Signature]
Dr. O. P Khadka
IQAC Coordinator
Williamnagar Govt. College
Williamnagar-794111.

Williamnagar Government College

Attendance of the faculty members present in the 5th day of Workshop with resource person Dr S Lyndem, RUSA NAAC Consultant held on 8th August 2023 at the College premises.



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Dr. Bilnang K. Sangma	Asst prof	Garo		
Shri. Rikrak D. Momin	Asst. Prof.	History		
Smt. Beatrice M. Sangma	Lectur	History		
Shri. Wilver Wilkins D. Shira				
Smt. Eubina Sungoh	Asst Prof	Polse		
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Minutes on the 9th IQAC Workshop on NAAC Assessment Preparation

Date: 9th August, 2023

Venue: Teachers' Common room

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

Contact Number: 094361-10344

Agenda:


1. Checking the progress and guiding the college on Preparation for NAAC Peer Team Visit

Day- 7 (9th August, 2023)


The workshop was conducted at 10:00 A.M in the Principal's chamber. The workshop was attended by Dr S. Lyndem, RUSA Consultant, Principal and faculty members. In the workshop Resource person met with all Committee members to discuss matters relating to NAAC Peer Team visit. Resource person interacts with Food Committee members. He told them to prepare details of the menu. They are also to prepare a list of students volunteers. The committee is to see that tea and snacks for Peer team is ready before the scheduled time in the programme. Tea break is not part of the programme but open to all and available at all time. Resource person also met with the Decoration and Beautification Committee to discuss about their preparedness. The hall intended to be used for the programme was inspected. Interaction and discussion with members of the Cultural Committee was also conducted. An update was given by the members on their progress. Cultural committee are preparing four items that is, Wangala dance, short skit, choir and Fusion dance on Meghalaya Anthem song. Resource person mentioned that the committee should prepare a well-laid and definite plan for example Teacher-in-charge, list of student's participants, pamphlets of the four items containing write-up, pictures and explanation of the four items to be performed. He also informed that a rehearsal of the four items to be done on the 12th of August 2023. Resource person mentioned the importance of the Cultural programme saying that it is the climax of NAAC Peer Team's visit. A meeting with the Transport Committee was also conducted. Members of the Committee informed that



they have already booked vehicles for picking and dropping of Peer team for four days that is the 27th, 28th, 29th and 30th of August 2023. There will be three separate vehicles with three members to look into that. It was suggested that proper arrangement among the committee members should be made in advance as the three Peer team members will land in the airport in different timings. if needed a hotel room to be booked for Transport Committee members in Gauhati. Resource person also remind everyone to see that there is time management and discipline among all Teaching staff, non-teaching staff and students. At no point of time should Peer team wait. Regarding the second day of NAAC Peer team visit, he mentioned that programme will start right after Peer team finished their report writing and for that Principal informed all to be in the college at 9:00 A.M or earlier. Meeting between Peer team and Teaching staff will be led by MGCTA's President Sir O.P. Khadka. All documents and files to be kept ready in the centralized room since there are no separate department rooms. All presentations will be conducted in the conference room. It is also mentioned that the Librarian of the college will assist during Peer team's interaction with the Non-teaching staff and at the same time will assist in time management during all presentations.

Recorded by: 
Smt Pynhunmiki Susngi
IQAC Member




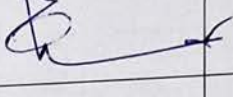
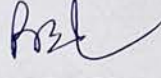
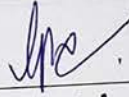



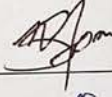



Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya


Dr. O. P. Khadka
IQAC Coordinator

Dr. O. P. Khadka
Coordinator, IQAC
Williamnagar Govt. College
Williamnagar-794111.

Williamnagar Government College

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Act of 1956

wgcw2k@gmail.com

MEETING MINUTES OF 9TH IQAC WORKSHOP ON PREPARATION FOR NAAC PEER TEAM VISIT

Date: 10th August 2023

Resource Person: Dr. Samuel R. Lyndem

RUSA Consultant

Contact Number: 09436110344

Venue: Teachers' Common Room

Date: 10-08-2023

Time: 10.00 AM

Agenda:

1. Preparation of Academic Audit Report
2. Preparation and maintenance of Academic Diary

The 8th Day NAAC Workshop started with a welcome address by the Principal to the resource person Dr. Lyndem and all the faculty members present in the workshop. The morning session started with Dr. Lyndem meeting the faculty members in regard to preparation of Academic Audit and maintaining of Academic Diary.

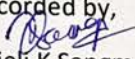
1. **Preparation of Academic Audit Report** – Dr. Lyndem informed the faculty members that all the departments will have to prepare Academic Audit report in the format which is an important process to ascertain departments have effective quality mechanisms to improve the quality of teaching and learning of the faculty and the institution as a whole. He further informed that documents in support of the information furnish in the report must also be provided. Academic Audit report will be assessed by the Principal of the college.
2. **Preparation and maintenance of Academic Diary**- Dr. Lyndem also informed that Academic Diary must be maintained from the beginning of the academic session to the end of the academic year. He directed the Departments to maintain Academic diary to improve the quality of work by keeping record of academic activities on daily basis. Dr. Lyndem also checked the Teacher's Attendance Register which the Departments have



been maintaining throughout the academic years and directed the Head of the Department to put the signature at the end of every month with the Head seal. He also instructed that Students Register must be maintained in the same manner.

The session concluded with Dr. Om Prakash Khadka, Coordinator, IQAC thanking the resource person Dr. Lyndem, the Principal and faculty members for their participation in the workshop.

Recorded by,


Tojeli K Sangma

IQAC Member

Williamnagar Govt. College



Coordinator, IQAC

Dr. Om Prakash Khadka

Williamnagar Govt. College

Coordinator, IQAC

Williamnagar Govt. Collc.

Williamnagar-794111.



Principal

Williamnagar Govt. College

Williamnagar



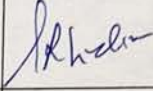

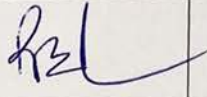

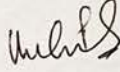



Principal

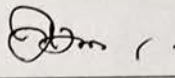


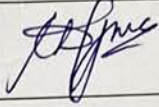
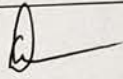
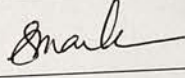

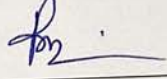
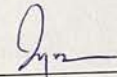


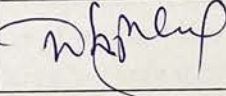

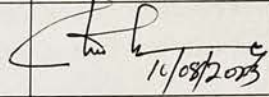
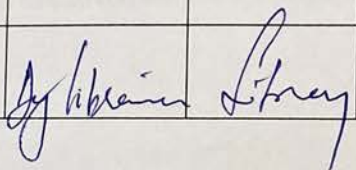
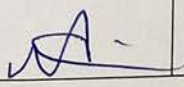
Williamnagar Govt. College

East Garo Hills, Meghalaya

Williamnagar Government College

Attendance of the faculty members present in the 5th day of Workshop with resource person Dr S. Lyndem, RUSA NAAC Consultant held on 10th August 2023 at the College premises.

Name	Designation	Department	Signature	Remark
Shri Rajiv K Marak	Principal	-		
Dr S. R. Lyndem	RUSA NAAC Consultant	Resource Person		
Dr. Om Prakash Khadka	IQAC Coordinator	Education		
Shri. Robert Basumatary	IQAC Joint Coordinator	Political science		
Smt. Tojeli K Sangma	IQAC Member	English		
Smt. Greashina R Marak	IQAC Member	Political science		
Smt. Pynhunmiki Susngi	IQAC Member	English		
Dr. Pyallie D Sangma	Asst Prof	Eco		
Smt. Balkari B Sangma	Asst Prof	Eco		
Smt. Bandakerlin Lyngdoh				
Shri. Salkam Leezer S Momin				
Shri. Artis Linton Sohshang	Asst. Prof.	Economics		
Smt. Chonje Ch. Marak				
Smt. Nokmera K. Sangma				
Smt. Preityna M. Marak				

Name	Designation	Department	Signature	Remark
Smt. Reviewlet Kharumnuid	Asst	Education		
Smt. Sonabell W. Momin	Asst Prof.	English		
Dr. Cherik Donish Sangma	Asst. Prof.	English		
Smt. Banrishisha Mawnai				
Smt. Doriel Ch. Marak	Asst. Prof.	Garos		
Smt. Sengchi R. Marak	Asst. Prof.	Garos		
Shri Sengrik M. Sangma	Asst. Prof	Garos		
Smt. Peary Dokgre Marak	Asst Prof	Garos		
Dr. Bilnang K. Sangma	Asst prof	Garos		
Shri. Rikrak D. Momin	Asst. Prof	History		
Smt. Beatrice M. Sangma	Lectur	History		
Shri. Wilver Wilkins D. Shira	Lectur	History		
Smt. Eubina Sungoh	Asst Prof	Polse		
Shri Sitshall Lyngkhoi	Lecturer	polse	 11/08/2013	
Dr. Antarwell Warjri				
Shri Pringkle K Marak				
Shri Savanth Star Dkhar				



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WILLIAMNAGAR GOVERNMENT COLLEGE
WILLIAMNAGAR, EAST GARO HILLS, MEGHALAYA**

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iqacwgc19@gmail.com

MEETING MINUTES OF IQAC AND FACULTY ON PREPARATION FOR SUBMISSION OF AQAR

Venue: Teachers' Common Room

Date: 24-11-2023

Time: 1.00 PM

Agenda:

1. Preparation for filing of Annual Quality Assurance Report (AQAR)
2. Preparation and Maintenance of Department Activities Report
3. Any other

The meeting started with the Principal welcoming all the faculty members present in the meeting. The IQAC coordinator then took over the meeting and apprised the members that AQAR needs to be submitted to NAAC manually and AQAR filing is mandated for all HEI on or before the 31st December every year. The following agendas were discussed by the members.

1.Preparation for filing of Annual Quality Assurance Report (AQAR) - The IQAC coordinator requested the Heads of the Department, and criterion convenors to prepare year's data as per guidelines covering all departments, sections, committees and sections. He also requested the criterion members to check the AQAR manual and SOP and submit the detailed report on or before 6th December 2023.

2.Preparation and Maintenance of Department Activities Report – The IQAC coordinator informed the faculty members that all the detailed activities of the departments conducted from 1st June 2022 to 31st May 2023 need to be prepared and reports are to be submitted within the timeline that is, on or before 6th December 2023. The following reports and details are to be prepared and maintained by the departments and other requirements may also be sought by the respective criterion members.

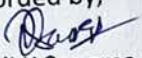
1. Enrollment of BA 1st, 3rd and 5th semesters with category-wise details namely, male/female, GEN/SC/ST/OBC, PWD & Minority, email, contact number etc.
2. Drop out number of students semester-wise with details of category.
3. Final year result data of 6th semester with name of the student, roll no, pass percentage, category-wise and other statistics.
4. Preparation of Academic calendar, Routine, Workload, and Lesson/Teaching Plan for both Odd and Even Semester 2022-2023.
5. Programme conducted report by each Department.
6. Students feedback report and mentoring report.
5. File/Register with records of Internal marks semester wise.

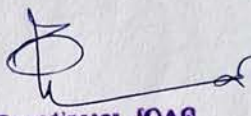



6. Maintenance of Teacher's Attendance Logbook by entering the classes and topics taken on regular basis.
7. Maintenance of Student's Attendance registers along with records of monthly percentage of attendance.
8. Casual Leave records by each Department.
9. All the committees need to submit the report on activities/programme conducted
10. It was unanimously decided that 5 incentive marks under Continuous Internal Evaluation (CIE) will be given to those students who attend classes regularly with good percentage of attendance, starting from next Academic session 2024.

The meeting concluded with a vote of thanks by the Principal to all the members present for sharing their ideas on the agendas put forth in the meeting and also directed all the faculty members to expedite the work and submit all the data and report within the timeline.

Recorded by,


Tojeli K Sangma
IQAC Member
Williamnagar Government College


Coordinator, IQAC
Williamnagar Govt. College
Williamnagar-794111,


Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya.



IQAC MEETING WITH PRINCIPAL, TEACHING FACULTY HELD ON 24TH NOVEMBER 2023.

MEMBERS PRESENT

1. Shri Rajiv K. Choudhary — By
2. Dr. Anuprakash Khadka — [Signature]
3. WILVER D. BAIRIA — [Signature]
4. Dr. Chiruk D. D. Songma — [Signature]
5. Tejendra K. Songma — IQAC Member — [Signature]
6. Suresh M. Songma — [Signature]
7. Robert Garibung — [Signature]
8. Beatrice M. Sagar — [Signature]
9. Peary D. Marak — [Signature]
10. Chong Ch. Marak — [Signature]
11. Doriel Ch. Marak — [Signature]



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iqacwgc19@gmail.com

Minutes of the IQAC Meeting

Date: 6th December, 2023

Venue: IQAC Cell

Agenda:

Status of Preparation of the College for the Annual Quality Assurance Report (AQAR) by the National Assessment and Accreditation Council (NAAC).

- The IQAC Coordinator Dr. Om Prakash Khadka welcomed the Principal of the College Shri Rajiv K. Marak and all the IQAC Members for the meeting.
- The primary focus of the meeting revolved around delving into the vital aspects pertaining to the Annual Quality Assurance Report (AQAR), a requirement mandated by the National Assessment and Accreditation Council (NAAC).
- In the meeting the IQAC Coordinator, Assistant coordinator and all the IQAC Members meticulously examined the institutional data, aiming to ensure accuracy and relevance. Additionally, the discussion also encompasses an in-depth analysis of ongoing quality initiatives undertaken by the institution, assessing their efficacy and impact.
- Furthermore, the meeting undertook a thorough examination of budgetary allocations, ensuring alignment with the institution's strategic objectives.
- The meeting was concluded by the Principal of the College, Shri Rajiv K. Marak, urging IQAC members to maintain their good work and strive even harder for the AQAR. He also reminded all the Criterion and Departments to complete their work before the 31st December 2023.






Williamnagar, Meghalaya, India
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 Long 90.596195°
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Williamnagar, Meghalaya, India
 GH6W+QF7, 1, Nokgila, Williamnagar, Meghalaya 794111, India
 Lat 25.511324°
 Long 90.596195°
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Recorded by:


 Smt. Greashina R. Marak
 IQAC Member
 Williamnagar Govt. College
 Williamnagar, East Garo Hills
Asst. Professor
 Williamnagar Govt. College
 Williamnagar-794111.


Coordinator, IQAC
Williamnagar Govt. Colley
Williamnagar-794111

Dr. Om Prakash Khadka
 IQAC Coordinator
 Williamnagar Govt. College
 Williamnagar, East Garo Hills



Principal
 Williamnagar Govt. College
 East Garo Hills, Meghalaya





Members present in the IQAC Meeting held on 6th December, 2023 at IQAC Cell.

1. Shri. Rajiv K. Marak

2. Dr. Om Prakash Khadka

3. Shri. Robert Basumatary

4. Smt. Tojeli K. Sangma

5. Smt. Greashina R. Marak

6. Smt. Pynhunmiki Susngi

[Handwritten signatures in blue ink corresponding to the list items above]



Government of Meghalaya
Office of the Principal: Williamnagar Govt College
Williamnagar, East Garo Hills,
Meghalaya- 794111

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wgcw2k@gmail.com

Dated: 5th March 2024

Venue: College Conference Room

Time: 12:30 PM


MINUTES OF THE IQAC MEETING

Agendas of the meeting

- Meeting with Academic Council
- Progress on Criteria 1: Curricular Aspects
- Progress on Criteria 2: Teaching-Learning and Evaluation
- Progress on Criteria 3: Research, Consultancy and Extension

Discussion

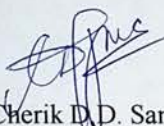
- The IQAC Coordinator Dr. Cheric D.D. Sangma started the meeting by welcoming the Principal of the college, Head of Departments, all the conveners and members of criteria 1, 2 and 3. The main objective of the meeting was to discuss and finalise the AQAR for submission of NAAC and to check the progress update of different criteria.
- The IQAC Coordinator had a discussion with the members of the Academic council and all the three criteria convener and members in view of the current status of their criteria work that is what is the progress, how many metrics have been completed and how much criteria work is still pending during the meeting.
- The Academic council discussed the draft AQAR report, highlighting the institution's achievements, challenges and future plans.



Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya.



- While all the three criteria were progressing with their work, there has been some challenges faced by criteria 2.
- Criteria 2 has some challenges in obtaining data since it has the highest number of metrics. However, they were working diligently on all the metrics and were developing an integrated plan to identify and collect data.
- Also, the qualitative parameters of criteria 1 need to reflect the work of the institution more effectively.

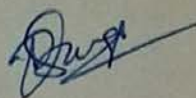
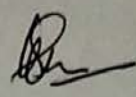
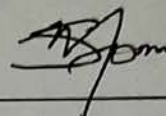
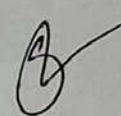
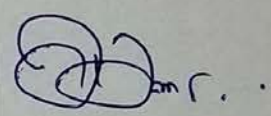
The meeting was concluded with a vote of thanks by Joint Coordinator Shri Artis Linton Sohshang.


Dr. Cherik D.D. Sangma
IQAC, Co-ordinator, IQAC
Williamnagar Govt. College.


Shri Rajiv K. Marak
Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya.

Attendance of the members present in the IQAC Meeting held on 5th March 2024 at 12:30 PM in the Conference Room, Williamnagar Govt. College.

Sl. No.	Name	Designation	Department	Signature
1.	Shri Rajiv K. Dandekar	Principal		
2.	Artes L. Sohchang	IQAC Joint coordinator	Economics	
3.	Dr. Chiruk D. D. Sangma.	IQAC Coordinator.	English	
4.	Shri Ch. N. N. N.	Lecturer	Education	
5.	Peary D. Mohan	IQAC Member	Geo	
6.	Dr. Pratap K. Saha	Asst prof	Geo	
7.	Dr. A. K. K.	Lecturer	Geo	
8.	Dr. O. P. Khadka	Asst Prof	Education	
9.	Walter D. Shiva	Asst Prof	History	

10	Topeli. B. Sangma	Asst. Professor	English	
11.	Senabell W. Monuin	Asst. Professor	English	
12	Salkam S Mpm	Asst. Prof	Economics	
13	Beatrice M. Sangma	Asst Prof	History	BM-Sangma
14	Sengrih M. Sangma	Asst. Prof	Garo	
15	Reverotet Khavumid	Assistant Professor	Education	



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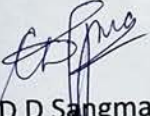
iqacwgc19@gmail.com

7th March 2024

Action Taken for IQAC Meeting on 5th March 2024

The IQAC checked the progress of work for each criterion (i.e. Criterion 1, 2 and 3).

- Since criteria 2 faced more challenges in documentation, the IQAC allotted its member, Dr Pyallie Sangma to assist Criterion 2 in collecting data and documentation.
- The qualitative metric of Criteria 1 was found to be inadequate and the members of the criteria were asked to review and rewrite.


Dr Cherik D D Sangma
IQAC Co-ordinator.
Co ordinator, IQAC
Williamnagar Govt. College.



Government of Meghalaya
Office of the Principal: Williamnagar Govt College
Williamnagar, East Garo Hills,
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wgcw2k@gmail.com

Dated: 6th March 2024

Venue: College Conference Room

Time: 12:30 PM

MINUTES OF THE IQAC MEETING

Agendas of the meeting

- Progress on Criteria 4: Infrastructure and Learning Resources
- Progress on Criteria 5: Student Support and Progression
- Progress on Criteria 6: Governance, Leadership and Management
- Progress on criteria 7: Institutional Values and Best Practices
- Report on Mentoring
- Grievances

Discussion:

- The meeting started on a welcome note by IQAC Coordinator Dr. Cheriak D. D. Sangma. The main objective of the meeting was to check the progress update of different criteria.
- During the meeting, the IQAC Coordinator had a discussion with each of the criteria convener and members regarding the progress made, challenges faced and what are the future plans for improvement.
- Around 40% of the work has been completed in both qualitative and quantitative parameters by all the four criteria. Criteria write ups were completed and submitted for revision of IQAC.


Principal
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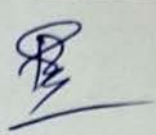
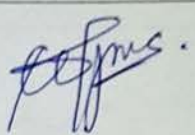
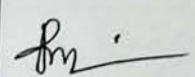


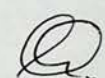
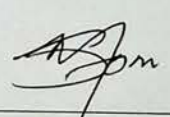
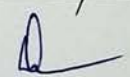

- The IQAC coordinator and members will review the progress and will initiate measures for faster completion of criteria work.
- Discussion was also held regarding the mentor-mentee program conducted by the college.
- The Mentoring Committee consisting of each mentor from different departments which was initiated to provide guidance and support to students also presented their report on mentoring of students. Regular mentoring of students was conducted between mentor and mentees. Further progress was monitored through regular feedback sessions and evaluations.
- The grievance committee provided a overall report of the grievance redressal mechanism including the number of grievance received and resolved.

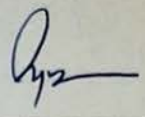

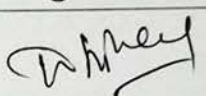
The meeting was concluded with a clear action plan and responsibilities assigned to ensure progress on addressing each criterion and a vote of thanks by IQAC member Smt. Peary D Marak.

Dr. Cherik D.D. Sangma
IQAC Co-ordinator
Co-ordinator, IQAC
Williamnagar Govt. College.

Shri Rajiv K. Marak
Williamnagar Govt. College
Principal
East Garo Hills, Meghalaya.

Attendance of the members present in the IQAC Meeting held on 6th March 2024 at 12:30 PM in the Conference Room, Williamnagar Govt. College.

Sl. No.	Name	Designation	Department	Signature
1.	Rajiv K. Danda	Principal		
2.	Dr. Shantik D. D. Sangma	IQAC Coordinator	English	
3.	Peary D. Marak	IQAC Member	Garzo	
4.	Artis Z. Sohsang	IQAC Joint coordinator	Economics	
5.	Dr. Pyallie D Sengma	IQAC Member	Economics	
6.	Shriji Ch. Nyak	Lecturer	Education	
7.	Sankar S. Njam	Asst. Prof	Economics	
8.	Daniel Ch. Nyak	Lecturer	Garzo	
9.	Dr. P. P. Khadra	Asst Prof	Education	

10	Dr. Bambang K Sapa	Asst Prof	Garo	
11	Pojeli - b. Sarga	Asst. Professor	English	
12	Sonabell W Monin	Asst. professor	English.	
13	Sengrih M-Sargma	Asst. Prof.	Garo	
14	Wilner D. Mue	Lectur	History	
15	Reviestot Knavaud	Associate Professor	Education	
16	Beatrice M. Sargma	Asst Prof	History	B. M. Sargma



**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

NAAC Accredited Institute

iqacwgc19@gmail.com

7th March 2024

Action Taken for IQAC Meeting on 6th March 2024

1. The IQAC checked the progress of work for Criteria 4, 5, 6 and 7.
 - Since only 40% of the work had been completed in both qualitative and quantitative parameters by all the four criteria, all the four criteria were asked to complete the remaining 60% work by May 30th 2024.

2. The work of the Mentoring Committee was reviewed.
 - Regular mentoring of students was conducted between mentor and mentees. Further progress was monitored through regular feedback sessions and evaluations.

3. The work of the Grievances Committee was reviewed.
 - The Committee presented a report which showed the committee's redressal mechanism, number of grievances resolved and resolved.

Dr Cherik D D Sangma

IQAC Co-ordinator

Co-ordinator, IQAC

Williamnagar Govt. College,



Government of Meghalaya
Office of the Principal: Williamnagar Govt College
Williamnagar, East Garo Hills,
Meghalaya- 794111

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wgcw2k@gmail.com

Dated: 24th April 2024

Venue: College Conference Room

Time: 1:30 PM

MINUTES OF THE IQAC MEETING

Agendas of the meeting

- To review the progress of each criterion
- To review the progress of each Departments by HoDs for AQAR
- Establish a timeline for completion and review of tasks

Discussion:

- The IQAC meeting on 24th April 2024, was started with a welcome note by the Joint Coordinator Shri Artis Linton Sohshang. The main objective of the meeting was to review the progress of each criterion and department in submission of AQAR and to establish a timeline for completion of each task.
- The Head of Department of each department discussed and presented their reports with regards to the various data needed for the submission of AQAR.
- Criteria 1 discussed the changes made to the curriculum, including the introduction of new courses and revision of their existing one and presented their findings of their curriculum review, curriculum development process, implementation and evaluation. The committee also discussed the level of difficulty and the assessment methods used.


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East Garo Hills, Meghalaya.



- Criteria 2 discussed and presented the various teaching-learning methods used, teacher quality and development in view of the institution's faculty development programs, student assessment and evaluation etc.
- Criteria 3 discussed and presented the funds received by the institution, number of publications, extension activities like community outreach program etc.
- Criteria 4 presented a report on the institution's physical; infrastructure including classroom, library, other facilities etc. technology-based learning resources and maintenance and upgradation of infrastructure.
- Criteria 5 presented a report on admission and counselling processes, student welfare, career guidance and placement student progression etc.
- Criteria 6 presented a report on the institution's governance structure, leadership and management, policy framework, financial management including budgeting, accounting and auditing process.
- Criteria 7 presented a report on the institution's values and best practices like community engagement program, institutional social responsibility like social inclusion programs, environmental sustainability programs and alumni engagement.

All the seven criteria have presented and submitted their respective reports. A final meeting will be schedule after reviewing the respective reports for the final submission of AQAR.

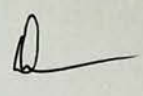
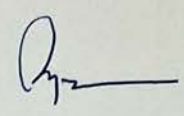


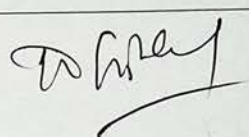
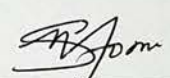
Dr. Cherik D.D. Sangma

IQAC, Co-ordinator
Co ordinator, IQAC
Williamnagar Govt. College.

Shri Rajiv K. Marak
Principal
Williamnagar Govt. College
East Garo Hills, Meghalaya.

Attendance of the members present in the IQAC Meeting held on 24th April 2024 at 1:30 PM in the Conference Room, Williamnagar Govt. College.

Sl. No.	Name	Designation	Department	Signature
1.	San Rajiv K. K. K.	Principal		
2.	Dr. Chelik D. D. Sangma	IQAC Co-ordinator.	English	
3.	Dr. Pyallie D Sangma	IQAC Member	Economics	
4.	Arts L. Solshay	IQAC Joint Co-ordinator	Economics	
5.	Peary D. Marak	IQAC Member	Garro	
6.	Reviolet Khosumid	Assistant Professor	Education	
7.	Dr. An Prakash Khedka	Head & Asst Prof	Education	
8.	Tojeli. b. Sangma	Asst. Professor	English	
9.	Sonabelt W. Momin	Asst. Professor.	English.	

10.	Daniel A. Harsh.	Lecturer	Geo	
11	Dr. Bihang K. Sangra	Asst prof	Geo	
12	Sengrit M. Sangra	Asst. Prof.	Geo	
13	Chang K. Maal	Lecturer	Education	
14.	Wilmer D. Shiu	Lecturer	History	
15.	Salkan S. Jom	Asst. Prof	Economics	
16 .	Beatrice M. Sangra	Asst. Prof	History	B. M. Sangra



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Dated: 25th April 2024

Action Taken for IQAC Meeting on 25th April, 2024

1. Reviewed the progress of each criterion.
 - With respect to the changes in curriculum, Criteria 1 presented a curriculum review, curriculum development progress, implementation, and evaluation.
 - Criteria 2 suggested few changes in teaching-learning methods and also proposed for more teachers' participation in Faculty Development Programmes.
 - Criteria 4 suggested the urgent need for IT facility rooms in the institute, and the IQAC apprised the Principal of the same.
 - Criteria 5 proposed for steps to engage the alumni in the form of reunions, fund raisings, concerts etc.
 - Criteria 7 presented a plan of action with respect to best practices.
2. The Head of Departments were asked to submit the department activity reports, course distribution teaching plans, work load to IQAC within a month's time.

Dr Cherik D/D Sangma
IQAC Co-ordinator
Co ordinator, IQAC
Williamnagar Govt. College.



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Dated: 21st May, 2024

Venue: College Conference Room

Time: 1:30 PM

MINUTES OF THE IQAC MEETING

Agendas of the meeting

- Final review meeting on all criteria for submission of AQAR
- Meeting with Academic council on feedbacks

Discussion:

- The main objective of the meeting was to review and finalise reports by all criteria for submission of the AQAR.
- All the reports by different criteria were reviewed and discussed. All reports were accurate, complete and consistent with institution's policies and procedures.
- The committees confirmed that all data and statistics provided are accurate and consistent with the institution's records.
- The Academic council provided report on feedbacks collected through different departments.
- The feedback mechanism is implemented through online feedback and paper-based feedback forms. The feedback received through these methods are analysed to identify areas for improvement. Based on the analysis of the feedback, necessary actions were taken.


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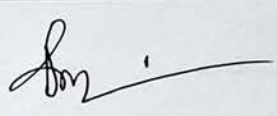



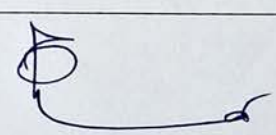
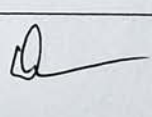


The meeting concluded with the finalization of the AQAR report, which includes all criteria and action plans by the Head of the Departments.

Dr. Cheric D.D. Sangma
IQAC, Co-ordinator
Co ordinator, IQAC
Williamnagar Govt. College.

Shri Rajiv K. Marak
Williamnagar Govt. College
Principal
East Garo Hills, Meghalaya.

Attendance of the members present in the IQAC Meeting held on 21st May 2024 at 1.30 PM in the Conference Room, Williamnagar Govt. College.

Sl. No.	Name	Designation	Department	Signature
1.	Shri Rajiv K. Kumbhar	Principal		
2.	Artis L. Solshay	IQAC Joint co-ordinator	Economics	
3.	Dr. Chiruk D.D. Sangma	IQAC Co-ordinator	English	
4.	Peary D. Meek	IQAC Member	Geo	
4.	Dr. Pyallie D Sangma	IQAC Member	Economics	
5.	Dr. Bilwaj K Sangra	Asst prof	Geo	
6.	Tijeli. K. Sangra	Asst. Professor	English	
8.	A. P. K. Khadka	Asst Prof	Education	
9.	Binu U. Meek	Lecturer	Geo	

10	Sonabell W. Momin	Asst. Prof - -essor.	English	
11	Sengrik M. Sompna	Asst. Prof	Garu	
12	Salkan S Morn	Asst. Prof	Economics	
13	Shuji R. Maah	Lecturer	Education	
14	Widner D. Ghia	Lecturer	History	
15	Reverend Kharama	Assistant Professor	Education	

16. Bannishisha Mawai Asst Prof English Bhaunai.



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23rd May, 2024

Action Taken for IQAC Meeting on 21st May 2024

1. The final review of all the criteria suggested that data collection by the members were 90% complete. The Convenors were asked to complete the remaining 10% before that start of AQAR submission.
2. The HoDs were asked to conduct feedback for all semesters, prepare analysis and upload in the website.


Dr Cherik D. D Sangma
IQAC Co-ordinator, IQAC
Williamnagar Govt. College.