



**IQAC MEETING MINUTES**  
**AND**  
**ACTION TAKEN REPORT (ATR)**  
(1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025)

## **ACTION TAKEN REPORT 2024-25**

1. The Quality Refresher Workshop was held successfully for all students, staff and faculty. The workshop for the students and staff was held on 3 & 8 October 2024, which was presided over by Duvolu Rhakho, HoD of Political Science and Imsuakum, HoD of Economics. The workshop for the faculty was on 7 & 9 October 2024. The Two Day Refresher Workshop emphasised on both quality assurance (QA) and best practices in higher education. Day one focus on the CEC Best Practices which comprise of Attendance & Contact Hour Deficit Make up, Mentorship, Perspective Classes, Katharizo and Canaan Programme. Day two was based on quality enhancement aiming at academic processes, enhancing teaching methods, evaluating assessment systems, and ensuring compliance with accreditation standards. The two days session also include Q&A and Debrief where there was free flow of open discussion for participants to ask questions, share concerns, and discuss practical applications.
2. The 10th Parent Guardian Teachers Conference was held successfully on 13 December 2024. Yajennaro, HoD of Sociology was the Coordinator of the conference.
3. The Faculty Exchange programme was held successfully on 28 & 29 October 2024. The Department of Management Studies from both C-Edge College and Tetso College collaborated successfully with faculty name – Shiva Prasad Dey and Rajesh Tanti respectively.
4. The Student Satisfaction Survey (SSS 2024) and also the Feedback from teaching faculty was successfully conducted during the month of December.
5. The AQAR for 2023-24 was successfully submitted on 23 December 2024.
6. Faculty & Staff Development Programme (FSDP) was conducted successfully on 10 & 11 April 2025 at C-Edge College on the theme “Enhancing Professional Effectiveness through Stress & Time Management and Power Dressing” with Mr. Himanshu Saxena, Communication and Soft Skills and Associate Head of Finishing School at KIET Group of Institutions, Ghaziabad as the Resource Person.



Wapanginla Ao  
IQAC Coordinator

(I)

## IQAC MEETING MINUTES

Date: 21 June 2024

Time: 1:30PM

Place: Conference Room

**In Attendance:** *Dr. Chubatola Aier, Apangben Aier, Duvolu Rhakho, Wapanginla Ao, Daisy Shitio, Imsuakum Longkumer, Obed Patton, and Wawe-u.*

**Reason for the Meeting:** *Upcoming events for new session/semester*

1. Principal Dr Chubatola Aier, the Chairperson of the IQAC welcomed all members present.
2. IQAC Coordinator shared about the upcoming events and activities for the new semesters to be held between July to December 2024, viz -
  - Quality Refresher Workshop for students, staff and faculty – to be held during the month of October 2024.
  - Parents Guardians Teachers Conference (PGTC 2024): To be held during the month of November or December 2024
  - Student Satisfaction Survey 2024: Will be conducted online
  - Faculty Exchange Collaboration with Tetso College: The Department of Management Studies to initiate the collaboration.
  - Introduction & Implementation of Peer Mentorship: IQAC Coordinator with the HoD of Psychology to oversee the entire process
  - EDP for Entrepreneurship Development Centre (EDC): EDP by Educentre in collaboration with the Dept of Industry & Commerce (MOU partner) to be held from August to September 2024.
3. The members present deliberated on the upcoming events and discussed on how to make it an effective and successfully one.
4. The Coordinator also shared about streamlining the upcoming Fresher's Week to be held during the month of July. She talked about quality enhancement focusing on beauty with substance for the Mr & Ms Freshers. She also shared about the Orientation and Grooming sessions for the fresher which need to be enriching.
5. The meeting concluded with a group prayer especially for the success of the new session/semester and all the events and activities.

Recorder:

Wapanginla Ao  
IQAC Coordinator

(II)

## IQAC MEETING MINUTES

Date: 6 September 2024

Time: 1:30PM

Place: Principal's Office Chamber

**In Attendance:** *Dr. Chubatola Aier, Apangben Aier, Duvolu Rhakho, Wapanginla Ao, Daisy Shitio, Imsuakum Longkumer, Obed Patton, CECSF General Secretary and Wawe-u.*

**Reason for the Meeting:** *Review and Update*

1. The Chairperson of the IQAC, Principal Dr Chubatola Aier welcomed all members present and shared on the agenda for the meeting.
2. Review and confirmation of the last meeting minutes was presided by the IQAC Chairperson.
3. IQAC Asst. Coordinator Duvolu Rhakho updated on the Quality Refresher Workshop to be held for all students, staff and faculty. She mentioned that the workshop for the students and staff will be held on 3 & 8 October 2024, which will be presided over by her and Imsuakum, HoD of Economics. She also mentioned that the workshop for the faculty will be on 7 & 9 October 2024. The Two Day Refresher Workshop will emphasise on both quality assurance (QA) and best practices in higher education. Day one will focus on the CEC Best Practices which comprise of Attendance & Contact Hour Deficit Make up, Mentorship, Perspective Classes, Katharizo and Canaan Programme. Day two will be based on quality enhancement aiming at academic processes, enhancing teaching methods, evaluating assessment systems, and ensuring compliance with accreditation standards. The two days session will include Q&A and Debrief where there will be free flow of open discussion for participants to ask questions, share concerns, and discuss practical applications.
4. Wapanginla Ao, IQAC Coordinator also updated on the 10<sup>th</sup> Parent Guardian Teachers Conference which will take place on 13 December 2024. She also mentioned that Yajennaro, HoD of Sociology will be the Coordinator for the conference.
5. Discussion for the Faculty Exchange with Tetso College (MOU partner for academic collaboration) was also discussed. It was updated that the Department of Management Studies will work for their faculty to collaborate with Tetso College. The dates decided to have the faculty exchange will be 28 & 29 October 2024.
6. The members also decided that the Student Satisfaction Survey and Feedback by Teaching Faculty will be conducted as scheduled during the month of December 2024.
7. The meeting concluded with a prayer by the Principal.

Recorder:

Wapanginla Ao  
IQAC Coordinator

(III)

## IQAC MEETING MINUTES

Date: 11 February 2025

Time: 11:30AM

Place: Principal's Office Chamber

**In Attendance:** *Dr. Chubatola Aier, Apangben Aier, Duvolu Rhakho, Wapanginla Ao, Daisy Shitio, Imsuakum Longkumer, Obed Patton, CECSF General Secretary and Wawe-u.*

Reason for the Meeting: *Update for the new session/semester*

1. The Chairperson of the IQAC, Principal Dr Chubatola Aier welcomed all members present and shared on the agenda for the meeting.
2. Review and confirmation of the last meeting minutes was presided by the IQAC Coordinator.
3. Wapanginla Ao, IQAC Coordinator shared on the successful completion of PGTC 2024 (Parents Guardian Teachers Conference) which was held on 13 December 2024.
4. Duvolu Rhakho, Asst. IQAC Coordinator updated on the successful completion of Quality Refresher Workshop held for students, staffs and faculty on 3, 7, 8 and 9 October 2024.
5. Discussion on the successful completion of the Faculty Exchange programme was held. Department of Management Studies from both C-Edge College and Tetso College collaborated successfully on 28 & 29 October 2024.
6. IQAC Coordinator also updated that the Student Satisfaction Survey (SSS 2024) and also the Feedback from teaching faculty was successfully conducted in December. She also updated that the AQAR for 2023-24 was successfully submitted on 23 December 2024.
7. Upcoming event: She also mentioned about Faculty & Staff Development Programme (FSDP 2025) to be held on the month of March or April tentatively. She mentioned that work for the programme will start immediately focusing on the theme, resource person and the other details.
8. Meeting concluded with a group prayer.

Recorder:

Wapanginla Ao  
IQAC Coordinator

(IV)

## IQAC MEETING MINUTES

Date: 14 April 2025

Time: 12:30PM

Place: Principal's Office Chamber

**In Attendance:** *Dr. Chubatola Aier, Apangben Aier, Duvolu Rhakho, Wapanginla Ao, Daisy Shitio, Imsuakum Longkumer, Obed Patton, and Wawe-u.*

Reason for the meeting: *Updates on the End of Semester.*

1. The Chairperson of the IQAC, Principal Dr Chubatola Aier welcomed all members present.
2. The IQAC Coordinator, Wapanginla Ao updated that the Faculty & Staff Development Programme (FSDP 2025) shared that the two day online FSDP was held on 10th & 11th April with Mr. Himanshu Saxena, Communication and Soft Skills and Associate Head of Finishing School at KIET Group of Institutions, Ghaziabad as the Resource Person under the theme- Enhancing Professional Effectiveness through Stress and Time Management and Power Dressing. The event concluded effectively and over-all it was a successful event.
3. Obed Patton, CEC Student Forum Advisor also updated that Guest Speaker for the event is Mr. Lezo Putsure, CEO Educentre. He further highlighted that the distribution of works and other activities are all on track and a review meeting was held with Principal, Commencement team and Director.
4. The other College events were left to be discussed during the Faculty Review Meeting to be held on 16 April 2025.
5. The meeting concluded with the benediction by Principal.

Recorder:

Wapanginla Ao  
IQAC Coordinator