

**INTERNAL QUALITY ASSURANCE CELL  
NAAC STEERING COMMITTEE MEETING**

**25/09/2020**

**1:00 PM**

**Members present: Dr. Vitsosie Vupru, Co-ordinator, Ms. Meripeni Ngully, Dr. Benjongkumba, Mr. Lhipe Naro, Mr. Neiketu Siam, Dr. Maongkala Longchar.**

The minutes are as follows:

1. The Coordinator highlighted that NAAC has sent a letter on **Clarification for submission of IIQA** in relation to the IIQA which was submitted on 24/09/2020. The additional requirements include the subject combinations of the programmes offered by the college, including any diploma or certificate courses and the university affiliation letter for 2020-21.
2. In line with this, the members worked on bringing out all the subject combinations offered by the college. This list is to be forwarded to the Students Assessment Committee for verification.
3. Letters of university affiliation, 2020-21 and recognition of the Diploma Course in Tourism and Hospitality Management run by the Community College have been located and are ready for submission.
4. Papers for the Certificate course in Floriculture under RUSA also need to be kept ready before the next meeting so that it can be uploaded before the stipulated deadline of 30/09/2020. In this regard, **the DGC RUSA Monitoring Cell is requested to do the needful immediately.**
5. Next meeting to be held on 28/09/2020 at 1:30 PM.

Recorded by

Dr. Maongkala Longchar

**Action Taken Report:**

1. All necessary preparations for IIQA submission in full swing. Necessary documents being made ready as the NAAC requirement as communicated by NAAC office.