



Saint Claret College (Autonomous), Ziro

Re-accredited with Grade 'A' by NAAC || Recognized by UGC under 2(f) & 12(B)

Affiliated to Rajiv Gandhi University, Itanagar

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Governing Body Meeting

Date: September 09, 2025.

Time: 2:00 PM.

Mode: Hybrid

Agenda:

1. Ratification of sanction of seats for the various programmes of SCCZ
2. Suspension of B.A. Education programme for the academic year 2025-2026
3. Information on Institution of Scholarships
4. Appointment of teaching Staff for the Academic year 2025-2026
5. Approval of the annual budget of the College
6. Approval of the programme of study leading to Diploma in Computer Applications (under NEP 2020)
7. Institution of various committees
8. Professor of Practice
9. Any other matter with the permission of the chair

Members Present (in-person)

1. Fr. Dr. Joseph Mappilaparambil - Chairperson
2. Fr. Walter Naveen - - do -
3. Fr. Charles Ekka - - do -
4. Dr. Utpal Talukdar - Teacher of the College Nominated by the Principal
5. Dr. Sonisha R. Syiem - -do-
6. Fr. Dency Tharappel - Administrative Officer
7. Fr. Dr. Allwyn Mendoz. - Member Secretary

Members present – online

1. Fr. Arnest Kharmawlong - Nominated by the parent body as per its constitution
2. Fr. Jaison Perumpalliolickal - Nominated by the parent body as per its constitution
3. Dr. Sr. Annamma Philip, fmm- Educationist
4. Dr. A. K. Mishra (DHTE) - State Government Nominee

The Member Secretary informed those present that the meeting was being recorded.

Dr. Ms. Ordetta Mendoza, Coordinator, Academic Planning and Development (SCCZ) was appointed as rapporteur for the meeting.

The Meeting began with all the members praying the Claretine Prayer.

Fr. Dr. Joseph Mappilaparambil, Chairperson, welcomed the members, those who were present both in person and online, by calling out their names.

He invited Fr. Dr. Allwyn Mendoz, Member Secretary, to read out the minutes of the Governing Body Meeting held on Nov. 11, 2024. Passing of the Minutes without any correction / editing was proposed by Dr. Utpal and seconded by Dr. Sonisha Syiem, which was then accepted by all the members present at the meeting.

The chairperson then proceed to discuss and approve the various items on the agenda.

1. Ratification of sanction of seats for the various programmes of SCCZ.:

Bachelor of Business Administration:

The Member Secretary, who is the Principal of the College, informed the members that the affiliating University, Rajiv Gandhi University (RGU), had approved the student intake capacity for B.B.A. as 30 while the AICTE has approved an intake capacity of 60 from the academic year 2025-2026. Since the parent University had already given permission to the College as per the provisions of the Autonomous status, the College has decided to increase its student intake as per AICTE approval. This was for the information of the members.

He then read out the intake capacity for the other programmes in the college which was as follows:

- Anthropology: 50
- Economics: 50
- Education: 50
- English: 60
- Geography: 70
- History: 50
- Political Science: 140
- Psychology: 60
- B.A. Mass Communication: 50
- B.Com: 50
- BBA: 60
- BSW: 60

Dr. Mishra requested that the College may inform RGU of the intake capacity of students for the B.B.A. since the College was accepting the norm set by AICTE.

The members approved the intake capacity by a show of hands which was 100%. A show of hands was also done as acceptance for the intake capacity of the other programmes too.

2. Suspension of B.A. Education Programme for the academic year 2025-2026.

Fr. Dr. Allwyn Mendoz informed the members of the suspension of B.A. Education programme for the academic year 2025-2026. He stated that since there were just two applicants for the B.A. Education programme, the programme was suspended for the A.Y. 2025-26. The applicants were given an option to change their choice of programme before the start of the academic session. The members approved the suspension of the B.A. Education programme for the Academic year 2025-2026.

3. Information on Institution of Scholarships:

The chairperson requested Fr. Allwyn to apprise the members about the institution of the following Scholarships (in addition to the existing ones) which have been instituted in the college through the generous contribution of benefactors.

- a). Tiny Miracles Scholarships by Tiny Miracles Trust based out of Chennai, TN. The scholarships are given under 2 categories - for APST & Non-APST students.
- b). The Nirmala Frank Scholarship, by Mr. Frank Xavier in the name of his wife Mrs. Nirmala Frank.
- c). Pay it Forward Foundation Scholarship for the Topper of the PG Programme in Political Science by Prof. Jeevan Kumar, Department of Political Science, SCCZ.

Dr. Mishra requested that the college inform the DHTE of the institution of scholarships so that it will motivate other institutions also to institute scholarships

Fr. Allwyn Mendoz apprised the members of the other private scholarships that are already instituted in the College numbering to about 15.

The chairperson thanked those who had instituted the scholarship and stated that this would help deserving students to pursue higher education.

4. Appointment of teaching Staff for the Academic year 2025-2026.:

The Principal informed the members that the College had appointed one additional staff each for the departments of Management, BSW and Psychology for the academic year 2025-2026.

5. Approval of the annual budget of the College:

The Chairperson then took up the next item on the agenda which was the approval of the Annual budget of the College. Fr. Allwyn informed the members that the budget was based on the calendar year since this is in accordance with that of the Province of NE India (PNEI) and requested that the Province Econome to look into the feasibility of changing the College accounting to the financial year. Fr. Walter Naveen, PNEI Econome informed the members

that once experts were consulted the PNEI would try and change the college accounting system to the Financial year, starting April 01 to March 31.

The Budget was then presented. Fr. Allwyn Mendoz stated that the academic year for the College began only in August 2025 and therefore the realised budget would be presented in the next GB meeting.

The Chairperson requested the members to give their comments and suggestions.

Dr. Mishra stated that the College must set aside a certain amount as Contingency Fund and this suggestion was accepted by all the members.

6. Approval of the programme of study leading to Diploma in Computer Applications (under NEP 2020) and Certificate Courses.

The Chairperson then went on to the approval of the above item.

The Principal of the College apprised the members of the Diploma course which is being offered to the students of the College. He also stated that a few certificate courses such as Tourism Management, Personality Development, Fine Arts, Short Film Production and Communicative English are also being offered to the students.

Dr. Sr. Annamma Philip wanted to know whether these courses were being reflected on the Statement of Marks issued to the students. The Principal said that this will be done from this academic year.

7. Institution of various committees:

Fr. Mappilaparambil requested Fr. Dr. Allwyn to inform the members about the various Committees that would be set up by the College.

Fr. Allwyn Mendoz stated that as part of Autonomous status various committees such as the Examination Committee, Finance Committee, External Audit committee were already constituted, while the Library Committee, Planning and Evaluation, Co-& Extra- Curricular Activities Committee would be constituted shortly and the members would be informed of the same.

He also said that the NEP 2020 task force as suggested by RGU will be constituted.

The Chairperson then called for comments and further suggestions.

Dr. A. K. Mishra stated that the college should find out whether an Ombudsperson should be appointed for the college and also an Anti-Sexual Harassment Committee be started in the College.

Dr. Sonisha R. Syiem informed the members that the following are already functioning in the College:

Grievance Redressal Cell

Anti-Ragging Cell

Anti-Sexual Harassment Cell

The Member Secretary informed the members that at a recent meeting organised by NAAC there was a discussion that as of now only Universities were mandated with appointing an Ombudsperson but Autonomous Colleges must also appoint one too.

8. Appointment of Professor of Practice (PoP).

He invited Fr. Dr. Allwyn to explain the concept to the members.

Fr. Allwyn explained the guidelines for the appointment of Professor of Practice.

He said that the College had contacted a well-known personality from Ziro - Shri Robin Hibu, IPS, who is currently the Special Commissioner, DGP, Delhi Police. He is also the President of the NGO Helping Hands. The management proposed to appoint him as Professor of Practice in the Department of Social Work at SCCZ. This was in recognition of the yeoman service being rendered by Shri Robin Hibu, IPS, to the society through the NGO Helping Hands. As per prior discussions, he has consented to the offer.

Dr. Mishra, Dr. Sr. Annamma Philip and Fr. Jaison stated that the move was a good one and that the college can go ahead with the same. The other members present also were of the same opinion.

The Chairperson took up one other item although it was not listed in the agenda earlier.

Inter Disciplinary Board

Fr. Dr. Allwyn Mendoz requested Dr. Ordetta Mendoza, Coordinator, Academic Planning and Development, SCCZ, rapporteur for the meeting, to apprise the members of the need for an Inter Disciplinary Board (IDB). She stated that as per NEP 2020 a few Value Added Courses of 2 credits such as Traditional Indian Knowledge System, Environmental Science and Fine Arts, etc., offered by departments did not have faculty who were well versed in these subjects and therefore, required inputs from experts in the respective field of study. This being the case the College could set up an Inter Disciplinary Board (IDB) with experts in the relevant subject from outside the College and also faculty from within the institution who could frame the syllabi and the assessment pattern for such courses.

Dr. Mishra stated the following: i) It would be good to utilise the students of NSS to engage community members as part of their NSS programmes, ii) to utilise some of the college facilities for the above, iii) to promote research activities, iv) to increase community engagement and v) to have collaboration with some Universities and Colleges especially top institutions in our country and abroad to enhance the knowledge of the students.

Dr. Sr. Annamma Philip said although the budget had been passed the College needs to take care of its financial status by building up its resources for faculty development, increasing the faculty strength, as well as initiating fund raising programmes to strengthen its financial

situation. She also stated that having achieved autonomous status, which is an achievement in itself, the College must sustain this position which would need additional financial resources.

The draft proceedings of the meeting were then read by Dr. Ordetta Mendoza, the rapporteur for the meeting. She said the minutes would be edited for typographical and grammatical errors before being finalised.

All the members accepted the draft proceedings in its current form and also her suggestion to edit as required.

Dr. Fr. Allwyn proposed the vote of thanks. He thanked the Chairperson who has travelled from Shillong to be present at the meeting.

He then thanked Dr. A. K. Mishra (DHTTE), who has been a guiding force for the College especially for his guidance during the period of starting out as an autonomous college.

He thanked Dr. Sr. Annamma Philip for her guidance starting from the year 2019 when she along with Dr. Ordetta Mendoza has sown the seeds for the College to go in for autonomous status.

He thanked Fr. Jaison and Fr. Walter Naveen for their presence, guidance and support to the College

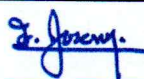
Thanks were rendered to the senior teachers of the college - Dr. Utpal, Dr. Sonisha for their constant support and commitment to the College

To his confreres, Fr. Arnest, Fr. Dency and Fr. Charles - for their presence and for their support in the running of the College and final word of thanks to the Dr. Ordetta Mendoza and Mr. Berinton Boro for the assistance given in recording the proceedings of the meeting.

Fr. Allwyn stated that the minutes would be finalized and circulated to all the members for final approval.

The meeting came to a close at 3.00pm.

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Sl.No	Names	Signature
1	a. Fr. Dr. Joseph Mappilaparambil	
	b. Fr. Jaison Perumpallioliclal	ONLINE
	c. Fr. Arnest Kharmawlong	ONLINE
	d. Fr. Walter Naveen	

	e. Fr. Charles Ekka	Charles
2	a. Dr. Utpal Talukdar	Utpal
	b. Dr. Sonisha R. Syiem	Syiem
3	Fr. Dency Tharappel	Tharappel
4	Sr. Annamma Philip	ONLINE
5	Dr. A. Mishra, SLO, DHTE	ONLINE
6	TBA	
7	Fr. Dr. Allwyn Mendoz	Allwyn Mendoz