



THOMAS JONES SYNOD COLLEGE, JOWAI

WEST JAINTIA HILLS DISTRICT, MEGHALAYA

Regn. No. SR/TJSCJ-80/97 of 1997

Internal Quality Assurance Cell (IQAC)

NAAC Accredited 'B' Grade

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Dated: 13th April, 2021

Minute of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 13th April, 2021.

Members Present:

1. Dr. R.R. Kharkongor	Principal and Chairman
2. Dr. D.G. Lyngdoh	Coordinator IQAC
3. Elder B.N. Lamare	Member GB
4. Shri O. Lamin	Representative from Local Society
5. Smt. L Lytan	Vice Principal
6. Smt. E.N. Lamare	Office Superintendent
7. Smt. T. Bareh	Librarian
8. Shri. M.J. Lamare	Member
9. Shri W. Lamin	Member
10. Smt. L.E. Langstang	Member
11. Smt. U.G. Lamare	Member
12. Smt. C. Bapui	Member
13. Shri L. Ryngkhlem	Member
14. Shri F. Lamare	Alumni
15. Smt. Deinawansha Lyngdoh	Student Nominee
16. Shri Dawanbiang Challam	Student Nominee

Shri P. Nongtdu had earlier conveyed his inability to attend the meeting as he had prior engagements.

The Meeting was opened with a prayer by Elder B.N. Lamare.

Agenda discussed:

1. Confirmation of Minutes of the Last Meeting
2. Action Taken Report
3. Plan of Action for 2020-21 (To be submitted in June 2021 AQAR)
4. Capacity Building/Skill Enhancement programmes
5. Certificate/Add on Courses
6. Special Lectures/Workshops/Seminars to be organised before June 2021
7. Extension Activities
8. Improvement of College Website / Data management
9. Mobilization of funds
10. Best Practices
11. Institutional Distinctiveness
12. Mentoring System
13. Student Counselling
14. A.O.M.

1. **Confirmation of the minutes of the last meeting:** The minutes of the last meeting was read and discussed after which the minutes was confirmed.
2. **Action Taken Report:** The report of the action taken for the year 2019-2020 was read and approved by the members.
3. **Plan of Action for 2020-21 (To be submitted in June 2021 AQAR):** The plan of action to be carried out by the IQAC before June 2021 was placed before the members and suggestions were made to carrying carried out the following:
 - a) **To make the Campus a Plastic Free Campus** – Suggestion was made that signboards are to be kept in the college campus in order to create awareness the student community.
 - b) **Introduction of new Add-on / Certificate courses for students** – A Sub-committee comprising of the following members was constituted to explore this matter and identify courses that the College could introduce:
 1. Principal
 2. IQAC Coordinator
 3. Shri W.E.H. Lamin – Convener
 4. Smt. C. Bapui
 5. Shri M.J. Lamare
 6. Shri L. Ryngkhlem
 - c) **Upgrading of IT Infrastructure and Physical Facilities in the College** -It was brought to the notice of the Principal and Coordinator that the Department computers need to be checked and improved on a regular basis to enhance the teaching-learning process. In this connection, the Principal mentioned that what the institution could do at the present was to check and ensure that the computers so that defective computers and and projectors could be repaired or replaced.
 - d) **Workshop on Office Procedure for Teaching and Non-Teaching staff** - It was resolved that in order to increase and enhance the effectiveness of the office, teaching and non-teaching staff should be well acquainted with the office procedures. Hence, the college should organise programmes for the teaching and non-teaching faculty on a regular basis. The procedure for carrying this out was entrusted to the Coordinator.
 - e) **Lecturers on Cross Cutting Issues** – It was resolved that the IQAC Coordinator should identify important issues and significant dates so that such lectures could be conducted on a regular basis.
 - f) **Participation in NIRF** – The coordinator informed the members that the college has participated in the NIRF for the year 2021.
 - g) **To encourage teachers to present papers in National and International/ Seminars/ Conferences/ Workshops** – The principal informed that the teachers have been encouraged to participate in seminars, conferences, and workshops organized by other institutions or research institutions, and also to present papers as well as organize these programmes on their own.
 - h) **To organize National Seminars** – The Principal and coordinator should take up this matter and encourage departments to organize national seminars.
 - i) **To improve the mechanism for Online Classes / Purchase of G-Suite:** The Principal informed the members that the College was organising online classes and other activity through various platforms like Zoom and Google Classroom using the free versions of these software that were free but not very secure and that a paid version of any of these platforms would

offer better features and reliability. It was therefore resolved that the College could purchase G-Suite or Google Workspace for the benefit of all concerned.

- j) To collaborate with the Local Headman for Extension Activities: It was decided that the IQAC Coordinator could get in touch with the local Headman to identify areas where the college could carry out extension activities.

This Action Plan for 2020-21 was approved by the members of the IQAC.

4. **Capacity Building/Skill Enhancement programmes/ Certificate/Add on Courses** – A sub-committee was constituted to look into courses and programmes which the college can offer.
 - a) Principal
 - b) IQAC Coordinator
 - c) Shri W.E.H. Lamin – Convener
 - d) Shri M.J. Lamare
 - e) Shri L. Ryngkhlem
 - f) Smt. C. Bapui
5. **Special Lectures/Workshops/Seminars to be organised before June 2021** – It was resolved that the Coordinator should identify the important days and to hold such programmes. It was also suggested that the departments should contact NEHU professors for arranging special lectures for the students of the College.
6. **Extension Activities** - It was resolved that an extension committee should be set up consisting of all the NCC, NSS, RRC and BSG units to look into the extension activities related matters. It was also suggested that collaborations with Local Headmans and Jowai Municipal Board should be made in order to carry out certain extension activities programmes and also to arrange cleaning drive programmes for cleaning the college surroundings.
7. **Improvement of College Website / Data management** – In this regard it was suggested by the members that the coordinator should write a letter to the Governing Body of the College requesting that College hire a proper agency or firm for creating a good College Website with a proper front-end and a fully functional back-end for proper data management and for easy access and data storage.
8. **Mobilization of funds** – Seeing the need to carry out several programmes by the IQAC, it was resolved that the Coordinator should write a letter to the Governing Body of the College for allocation of funds for organizing various programmes which are required for improving the quality of the college.
9. **Best Practices and Institutional Distinctiveness** – A sub-committee has been constituted to identify two best practices of the college:
 - a) Principal
 - b) IQAC Coordinator
 - c) Vice Principal - Convener
 - d) Smt. L. E. Langstang
 - e) Smt. U. G. Lamare
10. **Mentoring System** - It was resolved that a meeting with the Head of Departments should be held to discuss and improve on the existing system.
11. **Student Counselling** – It was resolved that the Principal along with the Coordinator should write to the Governing Body of the College stating the need of appointing of a professional Counselor.

12. A.O.M. –

- a) It was suggested that discussions was to be held with the Head of Departments to contact their Alumni department-wise and to arrange an Alumni meet at least once a year.
- b) It was also resolved that a Sports Committee should be set up for carrying sports related activities:
 - i) Principal
 - ii) IQAC Coordinator
 - iii) Shri M. J. Lamare
 - iv) Smt. C. Bapui
 - v) Shri. F.S. Lamare
- c) It was also suggested that a mock interview should be organize for the benefit and confidence of students who will be facing interviews in the future.

Dr. R.R. Kharkongor
Principal,
Thomas Jones Synod College, Jowai

Dr. D.G. Lyngdoh
IQAC Coordinator
Thomas Jones Synod College, Jowai