



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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No. TJSC/IQAC/2018-19/

Dated: 10th October, 2018

Minute of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 5th September, 2018

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on Wednesday the 5th September, 2018 at 11.00 am in the Conference Room.

Agenda	Action Taken
1. Confirmation of Minutes	
It was suggested that as part of the exchange programme with Lady Keane College, Shillong in the last Academic session, the IQAC need to prepare certificates to be given to the teachers and students of the said college who were involved in the exchange programme.	Certificates are prepared and given to teachers and students of Lady Keane College participating in the Exchange Programme.
Prof. L.S. Gassah also pointed out that since it was already decided in the last meeting regarding the Workshop on Research Methodology to be organized involving professors from the Departments of Education or Sociology, NEHU, Shillong as resource persons, the IQAC should, therefore, make efforts in materializing it.	One-Day Workshop on Research Methodology was organized.
2. NAAC Peer Team Report and Recommendations	
The institutions and the faculty of the Departments in particular, should make efforts to approach national agencies for research funding.	The institution has applied for Permanent affiliation to enable it to apply for UGC 12(B) which would make it eligible to apply for funding for research from the UGC.
Teachers should be given encouragement to apply for short-term research projects to the ICSSR North-Eastern Regional Centre, Shillong from time to time.	
The importance of computer knowledge among the faculty should be emphasized. In this regard, the college can make effort	Arrangement is being made for the conduct of regular short term course on computers for teachers.

at offering short-term computer programmes for teachers on a regular basis.	
Teachers should make proper use of the seed money for Research provided by the institution.	Departments have applied for research fund from the institution.
Teachers should make efforts not only to participate in seminars, conferences, and workshops organized by other institutions or research institutions, but also to present papers as well as organize these programmes on their own.	Teachers have participated and presented papers in International/National Seminars and Conferences.
The Coordinator, IQAC should constantly look for information on the web in connection with the conduct of seminars and conferences in other institutions. The information should be brought to the notice of the departments concerned for necessary actions.	Information regarding this has been regularly sent to the notice of Departments.
The college or departments can involve students in research activities as investigators so as to improve their academic performances.	Assignments/Students' projects are given by the departments.
3. NAAC Recommendations	
The college should make effort to come under the UGC section 12(B). The Principal further clarifies that for the college to be eligible to apply for UGC section 12(B), permanent affiliation from the university is necessary, the process of which is still going on.	The College applied for Permanent Affiliation to the affiliating University. Result Awaiting
Opening of Science Stream in the College	The institution has received the RUSA fund for this purpose.
Increasing the enrollment of students	Efforts are being made in this area
Offering of Vocational & Self financing course	The Department of English offers short-term course in Spoken English and Communication Skills
Set-up of Language Lab	Under consideration
Department Action Plans	Letters have been forwarded to departments asking them to prepare Department Action Plans at the beginning every Academic Year
Academic and Administrative Audit	The process is being worked out

4. Duties of the Coordinator, IQAC	The duties and responsibilities of the Coordinator, IQAC were chalked out.
5. Teachers' Self-Appraisal	A format has been prepared and distributed to the faculty.
6. Feedback System	Feedbacks were collected from the Students, Alumni and Parents
7. Programmes to be organized	The programmes to be organized were listed out.

Sd/-
Chairman
Dr. R.R. Kharkongor
Thomas Jones Synod College,
Jowai

Sd/-
Coordinator, IQAC
Shri Edmond Lamare
Thomas Jones Synod College
Jowai