



THOMAS JONES SYNOD COLLEGE, JOWAI

WEST JAINTIA HILLS DISTRICT, MEGHALAYA

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

INTERNAL QUALITY ASSURANCE CELL

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No. TJSC/NAAC/IQAC/2016-17/011

Dated: 22nd March, 2017

MINUTES OF THE 5th MEETING OF THE IQAC 17TH MARCH, 2017

The Fifth Meeting of the IQAC was held on Friday, the 17th March, 2017 at 11.00 am in the Principal's Office to discuss the following agenda. The Members present in the meeting are:

1. Dr. R.R. Kharkongor (Principal and Chairman of IQAC)
2. Shri E. Lamare (Coordinator, IQAC)
3. Elder M Bareh (Chairman of Governing Body, and Member of IQAC)
4. Dr. P. Nongtdu (Principal, Jaintia Eastern College and Member of IQAC)
5. Shri M. J. Lamare (Member, IQAC)
6. Smt P. Susngi (Member, IQAC)
7. Smt R.M. Khonglah (Member, IQAC)
8. Shri W.E. H. Lamin (Member, IQAC)
9. Shri M. Pohlong (Member, IQAC)
10. Shri D.G. Lyngdoh (Member, IQAC)
11. Smt U.G. Lamare (Member, IQAC)
12. Shri Tre-em-mi Lamare (Student Representative)

This was the first meeting of the IQAC after its reconstitution. The Meeting started with the introductory words from the Chairman of the IQAC, Dr. R.R. Kharkongor welcoming all the members, especially the new members of the IQAC. This was followed by a short invocation by Elder M. Bareh after which the members introduced each other.

1. Confirmation of the Minutes of the Last Meeting: The Minute of the Fourth Meeting of the IQAC held on 14th September, 2016 was read by the Coordinator which was confirmed after some discussions on some of the important agendas. The agendas of the last IQAC meeting which were put to discussion were:

- a) MoU with Lady Keane College, Shillong:** It was suggested that Reports of the activities as part of the MoU with Lady Keane College should be written and properly maintained along with photographs.
- b) Submission of Regular Reports:** During the course of discussion it was pointed out that the various Departments, Committees, Cells and Clubs of the College should each prepare Action Plans which are to be promptly executed during the

course of the academic year and the same should be reviewed at the end of each academic year. In the meantime all the Reports of activities of the various Departments, Committees, Cells and Clubs should be submitted through the Principal to the Coordinator whose task is to maintain all these in a proper manner.

- c) **Students' Feedback System:** Regarding the Feedback system to be collected from the students, the Coordinator of the IQAC reported that till date a number of students have not return the Feedback Forms distributed to them. Hence, it was suggested that henceforth Feedback from Students should be carried out and collected on the spot in order to avoid any delay on the submission of the same. It was also suggested that Feedback from the out-going students should also be collected, and the responsibility for this task was handed over to the Coordinator, IQAC.
 - d) **Teachers' Self-Appraisal Format:** In this regard Dr. P. Nongtdu suggested that the Format provided by the UGC should be followed. It was also insisted that all Teachers should fill in the details asked for and maintain this Format as it forms an indispensable part from the point of view of NAAC Accreditation.
 - e) **Arrangement for Guest Lectures:** It was decided that all Departments should arrange for the same at the earliest. The importance of Inter-Disciplinary classes within the College was also discussed whereby it was pointed out that in such cases, Certificates or Letters of Thanks should be prepared and given by the concerned Departments to the Teacher taking these classes.
2. **Report on the Progress of SSR:** It was reported that the process of Writing the SSR of the College is almost completed and that the same would be put up online by the end of March, 2017. It was also reported that the collection of documents/evidences for each criteria would be completed by the third week of March, 2017. Dr. P. Nongtdu also suggested that the task of collection of documents should be allotted to each Departments, Committees, Cells and Clubs for smooth and easy functioning and reference.
 3. **LoI and IEQA:** The IEQA Evaluation Report of NAAC was discussed whereby the suggested areas of improvement were brought to the notice of everyone. It was also reported that the College have been able to address a number of these issues and is hopeful of improving other areas which need to be taken care of.
 4. **Interaction of various Departments with the Chairman of the Governing Body, Elder M. Bareh and Dr. P. Nongtdu:** As part of the Rehearsal for the NAAC visit, it was arranged that Elder M. Bareh and Dr. P. Nongtdu will visit the college in the month of April, the date of which would be decided by the Principal. In this connection, the Principal, Departments, Committees, Clubs and Cells should each prepare a presentation. They will meet the Principal of the College, Coordinator, IQAC, Departments, Committees, Cells, Clubs, and HoDs respectively. The Departments should also be asked to maintain the Department Profiles as this document is considered very important for NAAC Accreditation. It was also resolved that the Parents, Alumni and Students of the college should be trained properly for interaction with the NAAC Peer Team.

5. **Various kinds of Feedback to be Collected:** The various kinds of Feedbacks to be collected included Feedback from Students, Alumni, Parents as well as the Teachers.
6. **Identification of Best Practices/ Innovative Practices:** The Best Practices of the College should be categorized into two, i.e., Spreading of Computer Literacy and Community Development Programmes. In the first category should be included all the Computer Trainings provided to the students as well as the District Administrative Staff. These are to be placed under the Career Guidance and Placement Cell. In the second category should be included all the programmes of NSS, Theatre Club, Eco-Club, as well as Health and Sanitation Committee, etc. It was also suggested that the MoU with North-East Career Academy should also be placed under the Career Guidance and Placement Cell.
7. **Programmes to be conducted by the IQAC:** The IQAC should make arrangement for the conduct of Seminar/ Workshops on Research Methodology for the teachers in the college and it was suggested that either the Professors from Education Department or Sociology Department, NEHU be invited for this purpose. Arrangement for the conduct of workshop on Office Procedure should also be made.
8. **Identification and Training Programmes for Students and Alumni for the Interaction with the Peer Team Members:** This responsibility was handed over to the Coordinator, IQAC and the Alumni in-charge.
9. **Exchange Programme with Lady Keane College, Shillong:** Regarding the Exchange Programme it was suggested that arrangement of the Departments who would be asked to go to Lady Keane for Teacher Exchange should be worked out and the various Departments should also work out the topics to be taught by Teachers from Lady Keane College.
10. Besides the above, some important issues were also discussed such as the need for students to regularly put their complaints and suggestions in the Complaint/Suggestion Box. Dr. P. Nongtdu also emphasised on the importance of willing cooperation among the teachers as NAAC Accreditation depends fully on the performance of the Teachers.

The meeting ended with a short prayer by Dr. P. Nongtdu.

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

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

- Copy to: 1) Principal, Thomas Jones Synod College, Jowai
- 2) Dr. P. Nongtdu, Principal Jaintia Eastern College, Khliehriat.
 - 3) Elder M. Bareh, Chaimain Governing Body.
 - 4) Rev. I.U.B. Pala, Executive Secretary and i/c CED KJP Synod Mihngi.
 - 5) Shri M. J. Lamare, Asst. Prof. Political Science Department.
 - 6) Smt P. Susngi, HoD English Department.
 - 7) Smt R.M. Khonglah HoD Khasi Department.
 - 8) Shri W.E. H. Lamin Asst. Prof. History Department.
 - 9) Shri M. Pohlong Asst. Prof. Economics Department.
 - 10) Shri D.G. Lyngdoh, Asst. Prof. Philosophy Department.
 - 11) Smt U.G. Lamare, Asst. Prof. Education Department.
 - 12) Smt. E.N. Lamare, Administrative Staff Representative
 - 13) Mr. Trippleson Muksor, Secretary, Alumni Association.
 - 14) Shri Tre-em-mi Lamare, Student Representative, B.A. 4th Semester.

Chairman
Dr. R.R. Kharkongor
Thomas Jones Synod College
Jowai

Coordinator, IQAC
Shri E. Lamare
Thomas Jones Synod College
Jowai