



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

Email: tjsciqac@gmail.com

Phone/fax: 03652-221459/8259967745

Dated: 2 December, 2019

Minute of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 26 November, 2019

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on Monday the 26 November, 2019 at 11.00 am in the Principal's Office to discuss the following agenda:

1. Confirmation of the Minutes of last meeting
2. Student Induction Programme
3. Improvement of Classroom facilities
4. Computer Training programme for teachers
5. Online System of Collecting Feedback from Students

1. Confirmation of the minutes of the last meeting: The meeting began with a short prayer by one of the members. After this, the minutes of the last meeting was read and discussed after which the minutes was confirmed.

2. Student Induction Programme: It was notified that the Coordinator and one of the one of the members of IQAC had attended a programme on Student Induction organized by UGC at Down Town University Assam. It was then suggested that the college could think of organising an Induction Programme for the newly admitted students in the next academic session. The Coordinator was, therefore, asked to work out the programme and activities to be included in this programme.

3. Improvement of Classroom facilities: It was brought to the notice of the Principal and Coordinator that the classroom facilities, in particular the LCD Projectors, needed to be checked and improved on a regular basis to enhance the teaching-learning process in the classroom. In this connection, the Principal mentioned that the what the institution could do at the present was to check and ensure that the LCD Projectors and computers in the classroom were in good condition.

4. Computer Training Programme for teachers: It was resolved that in order to increase and enhance the effectiveness of teaching-learning process in the classroom, teachers should be well acquainted with the use of computer and LCD projectors. Hence, the college should organise computer training programme for the teaching faculty on a regular basis. The procedure for carrying this out was entrusted to the Coordinator.

5 Online System of collecting feedback from students: In relation with this matter it was suggested that the Coordinator should try and find out the ways and means of conducted students' feedback online.

Sd/-

Chairman

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

Sd/-

Coordinator, IQAC

Shri Edmond Lamare
Thomas Jones Synod College
Jowai



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Action Taken Report:

The following are the action taken on the agenda of the Meeting of the IQAC which was held on 26 November, 2019:

Agenda	Action Taken
Student Induction Programme	The Coordinator has been working on the programme and procedure for conducting a Student Induction Programme for the newly admitted students.
Improvement of Classroom facilities	Computers and LCD Projectors has been checked form time to time to ensure that that they work properly.
Computer Training Programme for teachers	The Coordinator has been working out the process and procedure this could be carried out on a daily basis so that it does not disturb the classes and timing of the teachers.
Online system of collecting Feedback from Students	The system of feedback collection was carried out through an online process.

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

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Coordinator, IQAC
Shri Edmond Lamare
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