



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/2016-17/008

Dated: 20th September, 2017

MINUTES OF THE 4th MEETING OF THE IQAC 14TH SEPTEMBER, 2016

The Fourth Meeting of the IQAC was held on Wednesday, the 14th September, 2016 to discuss the following agenda. The members present in the meeting are:

1. Dr. R.R. Kharkongor (Principal and Chairman)
2. Shri E. Lamare (Co-ordinator, IQAC)
3. Elder M. Bareh
4. Smt W.M. Chullai
5. Smt C.D. Tongper
6. Smt A. Thma
7. Smt R.M. Khonglah
8. Smt A. Lamare
9. Smt S. Dkhar
10. Smt P. Susngi
11. Smt S. Shylla

The meeting commenced with a short introductory speech from the Chairman of the IQAC (Dr. R.R. Kharkongor, Principal of the College). This was followed by a short prayer by Elder M. Bareh.

1. **Report of interaction with Lady Keane College, Shillong and Jaintia Eastern College, Khliehriat:** The Chairman and the Co-Ordinator of the IQAC presented a brief report of the interaction with Lady Keane College, Shillong and Jaintia Eastern College, Khliehriat which was part of the process for preparation of the SSR of the college and NAAC Accreditation.
2. **MoU with Lady Keane College, Shillong:** It was also informed that the interaction with Lady Keane College has subsequently resulted in the signing of the MoU whereby it was agreed upon that as part of the MoU, there would be Cultural Exchange programme, Students' Exchange programme as well as Teachers' Exchange Programme between the two colleges. It was also pointed out that in connection with this, the college would have to streamline its academic routine as well as the lesson plans with that of Lady Keane College so as to facilitate the Students' and Teachers' Exchange programmes.

3. **Quality Related Seminar:** Regarding the organization of quality related seminar by the IQAC of the college, it was resolved that necessary arrangements for a one day Seminar with Prof. Rakesh Mohan, NEHU regarding NAAC Accreditation should be carried out. It was also pointed out that Workshops/ Seminars should be organized within the college to train and enhance teachers' skills in the use of ICT in the classroom. In this connection, it was felt that there was a necessity in installing LCD Projectors in the classroom so as to facilitate the use of ICT teaching by the faculty members.
4. **Files to be maintained by all Departments:** As part of the preparation for writing of the SSR it was considered important that departments and their faculty members should maintain important documents for any further reference. For this purpose it was decided that files should be provided for each department as well as faculty members.
5. **Submission of Regular Reports:** The Departments as well as the various Committees, Cells and Clubs of the college are asked to submit regular reports to the IQAC regarding the various programme and activities conducted by them. It was also resolved that these reports would have to be submitted within the time limit of ten (10) days from the completion of the programme conducted.
6. **Student Feedback System:** The IQAC was asked to formulate Questionnaire to be distributed to students for obtaining their feedback.
7. **Arrangement for Guest Lectures:** The Departments are also requested to arrange for Special Lectures or Guest Lectures for the student community by eminent scholars from other institutions, in particular the Professors from NEHU.
8. **Teachers Self-Appraisal Format:** The responsibility for preparing a basic Format for Teachers Self-Appraisal was also entrusted to the Co-ordinator, IQAC, and the same should be distributed to teachers.
9. **Waste Management System:** Taking in consideration the importance of creating an environmental awareness among the faculty and students of the college, it was deemed necessary that the college should have a proper waste management system along with the proper segregation of wastes into biodegradable and non-biodegradable. It was proposed that the NSS unit of the college should be asked to look into the possibility of obtaining funds from the NSS (NEHU) regarding the construction of the Vermi-compost and proper dustbins in the college. In the meanwhile, these problems should be notified to the Governing Body of the College for its approval as well as financial assistance.
10. **Fire Safety in the College:** With the aim of providing basic amenities in the college to prepare itself for NAAC Accreditation, it was resolved that Fire Extinguishers should be installed at strategic places in the College. It was also decided that an estimate for the purchase of these materials should be prepared by the college and submit to the Governing Body for its approval.

11. **Evaluation Blueprint for Departments:** Based on one of the requirements in the SSR regarding the Evaluation Blueprints, it was decided that the IQAC should write to the Examination Committee to prepare this important document for the college.
12. **Health Facilities in the College:** The importance of providing health facilities within the college was also discussed and it was suggested that the Principal along with the Co-ordinator, IQAC should meet the Medical Superintendent or Dr. Vikash of Norman Tunnel Hospital, Jowai.
13. **Waste Water Management System:** Another important environmental problem which was discussed in the meeting was regarding Waste Water Management. The responsibility for finding out details about Water Treatment Plan was entrusted to the Co-ordinator, IQAC.
14. **Rain Water Harvesting:** In connection with the above it was also pointed out that, even though the facility for Rain Water Harvesting is available in the college, it has not been used and maintained in a proper manner. It was, therefore, decided that the proper system of management and usage of Rain Water Harvesting would be entrusted to the Eco-Club of the College.
15. **Staff Development Programmes:** Regarding the importance of Staff Development Programmes, it was resolved that the faculty members should be encouraged from time to time to attend such programmes.
16. The signing of the MoU with ASER (Annual Status of Educational Report) was also brought to the notice of the members who suggested that this matter has to be informed to the Governing Body of the College.

The meeting was concluded with a short invocation by Smt R.M. Khonglah, Asst. Professor of the Department of Khasi.

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

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