



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: 14 August, 2019

Minute of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 9 August, 2019

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on Monday the 9 August, 2019 at 11.30 am in the Principal's Office to discuss the following agenda:

1. Confirmation of the Minutes of last meeting
2. National Seminar
3. Academic & Administrative Audit (AAA)
4. Training Programme On Office Procedure
5. Faculty Development Programme
6. Students' enrichment courses

1. Confirmation of the minutes of the last meeting: The meeting began with a short welcome speech by the Principal welcoming all the members present. After this, the minutes of the last meeting was read by the Coordinator, IQAC followed by a short discussion and the minutes were confirmed.

2. National Seminar: The Coordinator, IQAC along with one of the members of the IQAC on whom the responsibility of preparing a proposal for the National Seminar presented the progress of the work. After a short discussion, it was suggested that the a committee constituting the Coordinator along with the teachers from the Departments of History and Philosophy would work out the procedure of applying for funding from funding agencies such as the ICHR, ICPR and ICSSR.

3. Academic & Administrative Audit (AAA): The Coordinator presented the issue before the members also mentioning the requirements necessary for evaluating and auditing this. It was then suggested that the Principal along with the Coordinator would look into the matter of constituting the Internal Body for this purpose. The format for carrying this out was also entrusted to the Coordinator.

4. Training Programme on Office Procedure: In relation to this matter, the Coordinator was entrusted with the task of finding and contacting the resource person for the conduct of this programme and report the same to the Principal.

5. Faculty Development Programme: The Faculty Development Programme was believed to be one of the best ways to empower the teaching faculty in their day to day task. Therefore, it was proposed that since the College would not be able to bear the expenses of such programme on its own, the Coordinator should try and find out the possible ways of obtaining funding from funding agencies.

6. Student enrichment courses: It was pointed out that enrichment courses for students would go a long way in preparing them to face their future challenges after they graduated from this

institution. In this regard, it was suggested that Departments should be notified and asked to think of enrichment courses and worked out the processes and procedures of carrying out these courses.

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

Sd/-
Coordinator, IQAC
Shri Edmond Lamare
Thomas Jones Synod College
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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 9th August, 2019:

Agenda	Action Taken
National Seminar	The Committee constituting the Coordinator along with the teachers of the Departments of History and Philosophy was constituted. The members of this committee also arranged a meeting with some of the Professors from NEHU, Shillong and met them personally to seek their advice and suggestions.
Academic & Administrative Audit (AAA)	The format for Academic & Administrative Audit was prepared by the Coordinator.
Training Programme on Office Procedure	The Coordinator had contacted and made arrangement with the resource person for the conduct of this programme.
Faculty Development Programme	The Coordinator had contacted some of the organising agencies for this programme to find out the programmes they conducted and the expenses required.
Students' enrichment courses	The Departments were notified and asked to work out and frame a syllabus for the Students' enrichment courses.

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