

JAINTIA EASTERN COLLEGE, KHLIEHRIAT

MINUTES OF THE IQAC MEETING HELD ON THE 17th APRIL 2023 AT 2:00 P.M. IN PRINCIPAL'S CHAMBER

Members Present:

- | | |
|---|------|
| 1. Dr. Phervision Nongtdu, Principal | Sd/- |
| 2. Shri. Nishwa Rymbai, Coordonator IQAC | Sd/- |
| 3. Rev. F. S Rymbai, President Governing Body | Sd/- |
| 4. Dr. D. S Diengdoh, Asst Professor | Sd/- |
| 5. Shri. L. Bareh, Member Governing Body | Sd/- |
| 6. Dr. (Mrs) Pyrkhatlang A Shadap, Asst Professor | Sd/- |
| 7. Shri. Lancaster Nongtdu, Asst Professor | Sd/- |
| 8. Shri. B. Papang, Asst Professor | Sd/- |
| 9. Shri. M. Pala, Accountant | Sd/- |
| 10. Smt. W. B Bamon, Librarian | Sd/- |
| 11. Shri. S. Rymbai, Asst Professor | Sd/- |
| 12. Smt. S. Dkhar, Asst Professor | Sd/- |
| 13. Shri. J. Lyngdoh, Asst Professor | Sd/- |
| 14. Shri. F. Dkhar, Asst Professor | Sd/- |
| 15. Smt. K. Lyngdoh, i/c RUSA Projects | Sd/- |

The meeting commenced with the welcome address of the Chairman to the member present and called the meeting to order. The chairman expresses appreciation for the member's dedication towards the good cause and concern for uplifting the quality of the College. Thereafter, he requested the IQAC coordinator to read out the agenda for discussion and deliberation.

The agendas of the meeting were taken up for discussions with the permission of the Chair and made the following resolutions:

1. **Confirmed the minutes of last meeting held on 31st March 2023:** The minutes of the meeting held on the 31st March 2023 was read out and approved without any modification.
2. **Reports from Departments & Committee:** The IQAC Coordinator informed the meeting that the reports of activities conducted by different departments and committees during the session 2022-23 were received and are now in the custody of the IQAC Coordinator. The meeting resolved to upload the same in the NAAC AQAR Portal as and when it is opened.
3. **Teacher Manual cum Record Book:** The meeting after a threadbare discussion resolved to continue the Teacher Manual cum Record Book as done earlier. - **Action Academic Committee**
4. **Academic Calendar-** The committee also resolved to prepare the Academic Calender for the year 2023-24. **Action Academic Committee**
5. **IQAC Action Plan 2023-24:** The Action Plan for the year 2023-24 was prepared and resolved to implement the same for the growth and development of the college.
6. There being no other business to transact the meeting concludes with a vote of thanks from the chair.



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

Action Taken Report

1. Reports were collected from Departments and Committees
2. The Teacher Manual cum Record Book was prepared by the Academic Committee and implemented
3. Academic Calendar for 2023-24 was published
4. IQAC Action Plan for the session 2023-24 was prepared.



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

JAINTIA EASTERN COLLEGE, KHLIEHRIAT

MINUTES OF THE IQAC MEETING HELD ON THE 4th AUGUST 2023 AT 03:00 P.M. IN PRINCIPAL'S CHAMBER

Members Present:

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|---|------|
| 1. Dr. Phervision Nongtdu, Principal | Sd/- |
| 2. Shri. Nishwa Rymbai, Coordonator IQAC | Sd/- |
| 3. Rev. F. S Rymbai, President Governing Body | Sd/- |
| 4. Dr. D. S Diengdoh, Asst Professor | Sd/- |
| 5. Shri. L. Bareh, Member Governing Body | Sd/- |
| 6. Dr. (Mrs) Pyrkhatlang A Shadap, Asst Professor | Sd/- |
| 7. Shri. Lancaster Nongtdu, Asst Professor | Sd/- |
| 8. Shri. B. Papang, Asst Professor | Sd/- |
| 9. Shri. M. Pala, Accountant | Sd/- |
| 10. Smt. W. B Bamon, Librarian | Sd/- |
| 11. Shri. S. Rymbai, Asst Professor | Sd/- |
| 12. Smt. S. Dkhar, Asst Professor | Sd/- |
| 13. Shri. J. Lyngdoh, Asst Professor | Sd/- |
| 14. Shri. F. Dkhar, Asst Professor | Sd/- |
| 15. Smt. K. Lyngdoh, i/c RUSA Projects | Sd/- |

The meeting started with the welcomed address of the Chairman to the member present and called the meeting to order. The agendas of the meeting were read out by the IQAC Coordinator for deliberation and resolved as follows:

- 1. Confirmation of the minutes of last meeting held on 17th April 2023:** The minutes of the IQAC meeting held on the 17th April 2023 was read out and approved without any changes.
- 2. Mentor- Mentee System:** After a threadbare discussion on the need to provide support to the students, the committee resolved to implement the Mentor-Mentee System for the session 2023-24 as done earlier and each teacher will be allotted more or less equal number of mentees- **Action- Academic Committee.**
- 3. Fresher's Meet 2023:** The matters related to conducting of Fresher's Meet was discussed and resolved to conduct the same for the newly enrolled students in this session 2023-24- **Action -Student Welfare Committee.**
- 4. Parting Social 2023:** The matter pertaining to the passed out students were discussed and the meeting resolved to conduct Parting Social on their behalf in the month of September 2023- **Action -Student Welfare Committee.**
5. There being no other business to transact the meeting concludes with a vote of thanks from the chair.



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

Action Taken Report

1. Mentor-mentee format was prepared and circulated among the mentors.
2. Freshers' Meeting/ Orientation Programme was conducted.
3. Parting Social for the outgoing students were conducted.



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

JAINTIA EASTERN COLLEGE, KHLIEHRIAT

MINUTES OF THE IQAC MEETING HELD ON THE 16th NOVEMBER 2023 AT 03:00 P.M. IN PRINCIPAL'S CHAMBER

Members Present:

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|---|------|
| 1. Dr. Phervision Nongtdu, Principal | Sd/- |
| 2. Shri. Nishwa Rymbai, Coordonator IQAC | Sd/- |
| 3. Rev. F. S Rymbai, President Governing Body | Sd/- |
| 4. Dr. D. S Diengdoh, Asst Professor | Sd/- |
| 5. Shri. L. Bareh, Member Governing Body | Sd/- |
| 6. Dr. (Mrs) Pyrkhatlang A Shadap, Asst Professor | Sd/- |
| 7. Shri. Lancaster Nongtdu, Asst Professor | Sd/- |
| 8. Shri. B. Papang, Asst Professor | Sd/- |
| 9. Shri. M. Pala, Accountant | Sd/- |
| 10. Smt. W. B Bamon, Librarian | Sd/- |
| 11. Shri. S. Rymbai, Asst Professor | Sd/- |
| 12. Smt. S. Dkhar, Asst Professor | Sd/- |
| 13. Shri. J. Lyngdoh, Asst Professor | Sd/- |
| 14. Shri. F. Dkhar, Asst Professor | Sd/- |
| 15. Smt. K. Lyngdoh, i/c RUSA Projects | Sd/- |

At the outset, the Chairman warmly welcomed the member present and called the meeting to order. The agendas of the meeting were read out by the IQAC Coordinator and resolved as follows:

1. **Confirmation of the minutes of last meeting held on 4th August 2023:** The minutes of the IQAC meeting held on the 4th August 2023 was read out to the members present and approved accordingly.
2. **Awareness Programme on CUET:** The meeting after a threadbare discussion resolved to sensitize the UG students of the college and the 10+2 section of the Jaintia Eastern Higher Secondary School Khliehriat on CUET by conducting an Awareness Programme on this aspect. **Action-IQAC.**
3. **Collection of feedback from stakeholders:** The meeting after a threadbare discussion resolved to obtain feedback from different stakeholder of the college – **Action: Member Secretary Feedback Committee.**
4. There being no other business to transact the meeting concludes with a vote of thanks from the chair.



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

Action Taken Report

1. Awareness programme on CUET was organized for 10+2 level students and UG students of the college.
2. Feedback format was circulated and feedbacks collected from the students by the Feedback Committee



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

MINUTES OF THE IQAC MEETING HELD ON THE 28th MARCH 2024 AT 03:00 P.M. IN PRINCIPAL'S CHAMBER

Members Present:

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|---|------|
| 1. Dr. Phervision Nongtdu, Principal | Sd/- |
| 2. Shri. Nishwa Rymbai, Coordonator IQAC | Sd/- |
| 3. Rev. F. S Rymbai, President Governing Body | Sd/- |
| 4. Dr. D. S Diengdoh, Asst Professor | Sd/- |
| 5. Shri. L. Bareh, Member Governing Body | Sd/- |
| 6. Dr. (Mrs) Pyrkhlang A Shadap, Asst Professor | Sd/- |
| 7. Shri. Lancaster Nongtdu, Asst Professor | Sd/- |
| 8. Shri. B. Papang, Asst Professor | Sd/- |
| 9. Shri. M. Pala, Accountant | Sd/- |
| 10. Smt. W. B Bamon, Librarian | Sd/- |
| 11. Shri. S. Rymbai, Asst Professor | Sd/- |
| 12. Smt. S. Dkhar, Asst Professor | Sd/- |
| 13. Shri. J. Lyngdoh, Asst Professor | Sd/- |
| 14. Shri. F. Dkhar, Asst Professor | Sd/- |
| 15. Smt. K. Lyngdoh, i/c RUSA Projects | Sd/- |

The meeting commenced with a welcomed address of the Chairman to all the member present and called the meeting to order. Thereafter, the agendas of the meeting were read out by the IQAC Coordinator and resolved as follows:

Agenda: 1

1. **Confirmation of the minutes of last meeting held on 16th November 2023:** The minutes of the meeting held on the 16th November 2023 was read out and confirmed without any modification.
2. **Annual Report:** The meeting was informed that few reports had been received from concerned departments and committees whereas few other are yet to submit the same. After a brief discussion the meeting resolved to collect the remaining Annual Report from the heads of Departments and Member Secretaries of all Sub-committees. **Action: IQAC Coordinator.**
3. **Action Plan for the session 2024-25:** The meeting after a brief deliberation resolved to prepare action plan for quality initiative for the upcoming session 2024-25. **Action: HODs & Member Secretary Sub – Committees**
4. As there are no business to transact, the meeting concludes with a vote of thanks from the chair.



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

Action Taken Report

1. Annual Reports were collected from Departments and Committees and the same is being uploaded into the NAAC AQAR Portal
2. Action Plan for the session 2024-25 was prepared by IQAC on consultation with the Action Plans of all Departments and Committees.



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat