

Minutes of the IQAC meeting held on the 30th July 2020 at 4:00 pm on Online mode (via Google Meet).

Member Present:

- | | |
|-----------------------------------|-------------|
| 1. Dr. Phervision Nongtdu | Chairperson |
| 2. Dr. (Mrs) Pyrkhatlang A Shadap | Coordinator |
| 3. Shri. N. Rymbai | Member |
| 4. Smt. R.M Nongtdu | Member |
| 5. Shri. B. Papang | Member |
| 6. Shri. M. Pala | Member |
| 7. Prof. M. Bareh | Member |
| 8. Smt. W.B Bamon | Member |

At the very outset, the Chairman welcomed the member present and called the meeting to order. He briefed the purpose of the meeting and requested the members to share their views and opinions for the smooth functioning of the College. He then called the IQAC Coordinator to read out the agenda for discussion and deliberation. The agenda items were taken up for discussions with the permission of the Chair.

The meeting made the following decisions:

1. Confirmed the minutes of last meeting held on 3rd March 2020.
2. Discussion and deliberations on the action plan for the academic session 2020-21 received from the following Departments/Committees, etc.
 - Extension Committee (NSS/RRC)
 - Academic Committee
 - Anti-Ragging Cell
 - Health and Sanitation Committee
 - Disaster Management
 - Department of English
 - Department of Education
 - Department of Khasi
3. To remind remaining departments and committees to submit their action plan as to enable the cell to follow up their activities: **Action IQAC Coordinator**.
4. In view of the Covid-19 pandemic, the cell encourages the heads of departments to conduct online classes with immediate effect as to enable the college to cover the syllabus in time. **Action Head of Department**
5. To organize Regional/National webinar. **Action IQAC Coordinator**
6. To organize webinar for students on Career Guidance. **Action IQAC Coordinator**
7. To collect feedbacks from students and other stakeholders. **Action IQAC Coordinator**
8. To organize Online Orientation and Induction Ceremony for the fresher's in the second part of August 2020. **Action IQAC Coordinator**
9. The Cell briefly discussed the NAAC Second Cycle reassessment and requested all the HoDs and various Committees to prepare for their reports in the next meeting.

There being no business to transact the meeting concludes with a vote of thanks from the chair.



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College

Action Taken Report

1. Collected reports of activities from the Head of Departments and the Member Secretary of various sub-committees.
2. Conduct online classes as to enable the college to cover the syllabus in time.
3. Organized Regional/National webinar.
4. Organized webinar for students on Career Guidance.
5. Organized online Orientation and Induction Ceremony for the fresher's.



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College

MINUTES OF THE IQAC MEETING HELD ON 1st SEPTEMBER 2020 AT 4:00 PM (Google Meet)

Member Present:

- | | |
|---------------------------------|-------------|
| 1. Dr. Phervision Nongtdu | Chairperson |
| 2. Dr. (Mrs) Pyrkhlang A Shadap | Coordinator |
| 3. Shri L. Nongtdu | Member |
| 4. Shri. N. Rymbai | Member |
| 5. Smt. R.M Nongtdu | Member |
| 6. Shri. B. Papang | Member |
| 7. Shri. M. Pala | Member |
| 8. Prof. M. Bareh | Member |
| 9. Smt. W.B Bamon | Member |

At the very outset, the Chairman welcomed the member present and called the meeting to order. The chairman highlights the purpose of the meeting and requested the member to participate in the meeting through discussion and suggestions. He expressed his thankfulness to all the members present for sparing their time to attend the online meeting. He then called the IQAC Coordinator read out the agenda for discussion and deliberation. The agenda items were taken up for discussions with the permission of the Chair and resolved the following decisions:

1. The meeting resolved to confirm the minutes of last meeting held on 30th July 2020.
2. Resolved to organize Parent Teacher and Alumni meeting during the academic session. **Action IQAC Coordinator**
3. Resolved to apply for NAAC reaccreditation in the month December 2021 (Six months before the due date i.e May 2021).
4. To ease and reduce workload of IQAC while preparing SSR, the meeting resolved to allot work related with NAAC (Second Cycle) to different departments criteria wise – Criterion-I (Curricular Aspects) Department of History; Criterion – 2 (Teaching Learning and Evaluation) Political Science; Criterion III (Research Innovation and Extension – Shri. Deibor Nongpoh; Criterion – IV (Infrastructure and Learning Resources English Department; Criterion-V (Students support and Progression) Shri. Banpynskhem Papang and Shri. Jamphrang Lyngdoh; Criterion – VI (Governance, Leadership and Management Department of Economics and Education and Criterion-VII (Institutional values and Best Practices Department of Sociology. **Action IQAC Coordinator**
5. Resolved to remind the HoDs and the Member Secretary of various sub-committees to submit report of activity for adequate data for SSR preparation. **Action IQAC Coordinator**
6. Resolved to conduct Student Satisfaction Survey (SSS) on November 2021 or before winter vacation.

There being no business to transact the meeting concludes with a vote of thanks from the chair.



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College

Action Taken Report

1. Applied for NAAC reaccreditation (IIQA) in the month December 2021.
2. To ease and reduce workload of IQAC while preparing SSR, work related with NAAC (Second Cycle) was allotted to different departments criteria wise – Criterion-I (Curricular Aspects) Department of History; Criterion – 2 (Teaching Learning and Evaluation) Political Science; Criterion III (Research Innovation and Extension – Shri. Deibor Nongpoh; Criterion – IV (Infrastructure and Learning Resources English Department; Criterion-V (Students support and Progression) Shri. Banpynskhem Papang and Shri. Jamphrang Lyngdoh; Criterion – VI (Governance, Leadership and Management Department of Economics and Education and Criterion-VII (Institutional values and Best Practices Department of Sociology. Resolved to remind the HoDs and the Member Secretary of various sub-committees to submit report of activity for adequate data for SSR preparation.



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College

MINUTES OF THE IQAC MEETING HELD ON 11th NOVEMBER 2020 AT 11:00 A.M AT
PRINCIPAL'S CHAMBER

Member Present:

1. Dr. Phervision Nongtdu	Chairperson
2. Dr. (Mrs) Pyrkhlang A Shadap	Coordinator
3. Dr. Davidson Diengdoh	Member
4. Shri L. Nongtdu	Member
5. Smt. E. A. Nongtraw	Member
6. Shri. N. Rymbai	Member
7. Smt. R.M Nongtdu	Member
8. Shri. B. Papang	Member
9. Shri. M. Pala	Member
10. Shri. C. Rymbai	Member
11. Smt. W.B Bamon	Member

At the very outset, the Chairman welcomed the member present and called the meeting to order. The chairman highlights the purpose of the meeting and requested the member to participate in the meeting through discussion and suggestions. He expressed his thankfulness to all the members present for sparing their time to attend the online meeting. He then called the IQAC Coordinator read out the agenda for discussion and deliberation. The agenda items were taken up for discussions with the permission of the Chair and resolved the following decisions:

The meeting made the following decisions:

1. Confirmed the minutes of last meeting held on 1stSeptember 2020.
2. Report from Coordinator that the Parent – Teacher Committee and Alumni meeting could not be held due to Covid – 19 Pandemic.
3. The meeting received draft SSR criterion wise from HoDs, and individual teacher for preparing final SSR according to new NAAC guidelines. **Action IQAC Coordinator**
4. Received and discussed on the data and supporting documents from HODs and Member Secretary of various sub-committees.
5. Resolve to conduct Online feedback for students. **Action IQAC Coordinator**

There being no business to transact the meeting concludes with a vote of thanks from the chair.



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College
Khliehriat

Action Taken Report

1. Parent – Teacher Committee and Alumni meeting could not be held due to Covid – 19 Pandemic.
2. Received draft SSR criterion wise from HoDs, and individual teacher for preparing final SSR according to new NAAC guidelines.
3. Received data and supporting documents from HODs and Member Secretary of various sub-committees.



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College
Khliehriat

Minutes of the IQAC meeting held on the 18th February, 2021 under the chairmanship of Dr. P Nongtdu, Principal.

Members Present:

1. Rev. F. S Rymbai, President Governing Body Sd/
2. Dr. Phervision Nongtdu, Principal Sd/
3. Dr. (Mrs) Pyrkhatlang A Shadap Sd/
4. Dr. D. S Diendoh, Asst Professor Sd/
5. Shri. L. Bareh, Member Governing Body Sd/
6. Shri. Nishwa Rymbai, Asst Professor Sd/
7. Shri. Lancaster Nongtdu, Asst Professor Sd/
8. Shri. B. Papang, Asst Professor Sd/
9. Smt. M. Pala, Accountant Sd/
10. Shri. W. B Bamon, Librarian Sd/
11. Smt. S. Rymbai, Asst Professor Sd/
12. Shri. 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 welcomed the members present and called the meeting to order. Firstly, he briefs the members about the NAAC process and submission of Self Study Report (SSR) for re-accreditation of college (Second Cycle). He then called the Coordinator to read out the agenda for the smooth transaction of the college activity in connection with IQAC.

The meeting resolved the following decisions are made:-

1. The meeting resolved to confirm the minutes of the meeting held on 11th November 2020
 2. To avoid delay in submission of reports/SSR in future, the HoDs/ Member secretaries of respective department/committees including Librarian are reminded to submit their report on or before the fixed date by the college/IQAC.
 3. Furthermore, the meeting resolved to request the Governing Body to sanction Rs. 7.50 lakhs for meeting the NAAC expenditure including Assessment and Accreditation fee and expenditure for preparation for Peer Team visit.
 4. After threadbare discussion, the meeting resolved to entrust responsibility to Cultural Committee and JECSU to prepare for cultural dance and folk songs to welcome the Peer Team visit.
 5. Resolved to conduct various programmes by departments and various committees example Career Guidance, etc.
 6. As building infrastructure is one of the parameters in achieving and delivering quality education, the meeting resolved to express its thankfulness to RUSA, Meghalaya for funding the same.
- Dr. D. Diengdoh delivered vote of thanks. And the meeting ended by the chairman at 2:30.PM



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College
Khliehriat

Action Taken Report

1. HoDs/ Member secretaries of respective department/committees including Librarian are reminded to submit their report on or before the fixed date by the college/IQAC.
2. Requested the Governing Body to sanction Rs. 7.50 lakhs for meeting the NAAC expenditure including Assessment and Accreditation fee and expenditure for preparation for Peer Team visit.
3. Entrusted responsibility to Cultural Committee and JECSU to prepare for cultural dance and fold songs to welcome the Peer Team visit.
4. Conducted various programmes by departments and various committees example Career Guidance, etc.



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College
Khliehriat

MINUTES OF THE IQAC MEETING HELD ON THE 19th MARCH 2021 AT 02:00 P.M. IN PRINCIPAL'S CHAMBER

Members Present:

1. Dr. Phervision Nongtdu	Chairperson
2. Dr. (Mrs). Pyrkhatlang A Shadap	Coordinator
3. Dr. Davidson Diengdoh	Member
4. Shri. L. Nongtdu	Member
5. Smt. E.A Nongtraw	Member
6. Shri. N. Rymbai	Member
7. Shri. M. Pala	Member
8. Rev. F.S Rymbai	Member
9. Shri. C. Rymbai	Member
10. Smt. W.B Bamon	Member

At the very outset, the Chairman welcomed the entire member present and called the meeting to order. He expressed his thankfulness to the member present. Thereafter, requested the IQAC coordinator to read out the agenda for discussion and deliberation:

Next, the agenda items were taken up for discussions with the permission of the Chair.

The meeting made the following decisions:

Agenda: 1

1. Confirmed the minutes of last meeting held on 18th February 2021.
2. To collect report from the heads of department and the Member Secretary of various sub-committee.
3. Resolved to prepare action plan for quality initiative – **Action: Member Secretary Sub -Committees.**
4. Resolved to obtain feedback from different stakeholder of the college – **Action: IQAC Coordinator.**
5. Proposed to organized various activities in the upcoming session. **Action: IQAC Coordinator.**

There being no business to transact the meeting concludes with a vote of thanks from the chair.



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College
Khliehriat

Action Taken Report

1. Collected from the heads of department and the Member Secretary of various sub-committee.
2. Prepared action plan for quality initiative.
3. To organized various activities in the upcoming session.



Dr. P.A Shadap
IQAC Coordinator
Jaintia Eastern College
Khliehriat