

## **Minutes of the IQAC meeting held on the 5<sup>th</sup> April 2018 at 11:00 AM**

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:

The meeting made the following decisions:

### **Agenda: 1**

1. Confirmed the minutes of last meeting held on 2<sup>nd</sup> February 2018.
2. The Heads of department and the Member Secretary of various sub-committees to submit their Plan of action for the next academic session. **Action: IQAC Coordinator.**
3. To collect reports of activities from the Head of department and the Member Secretary of various sub-committee. **Action: IQAC Coordinator.**
4. To obtain feedback from various stakeholders of the college. **Action by IQAC Coordinator.**
5. Proposed to organize National Seminar in the month of November 2018 under the theme: Innovative Pedagogy and Effective Teaching Learning. **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. Received reports and plan of action from the Heads of department and the Member Secretary of various sub-committees. **Action: IQAC Coordinator.**
2. Collected feedback from 3<sup>rd</sup> and 5<sup>th</sup> Semester students, Parents and alumni of the college and analyzed. **Action by IQAC Coordinator.**
3. Work on proposed National Seminar on the theme: Innovative Pedagogy and Effective Teaching Learning is in process. **Action: IQAC Coordinator.**



Dr. P.A Shadap  
IQAC Coordinator  
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## Minutes of the IQAC meeting held on the 30<sup>th</sup> June 2018 at 1:00 PM

At the very outset the Chairman welcomed the entire member present and called the meeting to order. He expressed his thankfulness to all the member for their kind response and requested them to share their views and opinions in the meeting. Thereafter, he requested the IQAC coordinator to read out the agenda for discussion and deliberation:

The meeting made the following decisions:

### Agenda: 1

1. Confirmed the minutes of last meeting held on 5<sup>th</sup> April 2018.
2. To organize one day National Seminar on the 15<sup>th</sup> November 2018 as proposed in the last meeting. **Action: IQAC Coordinator.**
3. The Organizing Committee for One Day National Seminar was constituted under the chairmanship of Dr. Phervision Nongtdu, Principal and Dr (Mrs). Pyrkhatlang A Shadap as a Coordinator for smooth conduction of the said National Seminar along with the following as mentioned below:-
  1. Chairman : Dr. P. Nongtdu
  2. Coordinator : Dr (Mrs) P. A. Shadap
  3. Asst. Coordinator : Smt. T. Kyndait, HoD Education
  4. Adviser : Dr. B. P. Sahu, Professor DACE, NEHU, Shillong
  5. Members Dr. D. Duiengdoh, Department of Khasi
    - i) Mr. F. Dkhar, Department of English
    - ii) Mr. N. Rymbai, Department of Political Science
    - iii) Smt. P. Phawa, Department of Khasi
    - iv) Mr. L. Ryngkhlem, Department of Commerce
    - v) Mr. M. Pala, Accountant, JEC
4. To seek financial help from ICSSR, NEHU, Shillong and RUSA Meghalaya. **Action: IQAC Coordinator.**
5. The meeting entrusted Dr. P. Nongtdu, Principal to contact Dr. J. Mawthoh, Professor DACE, NEHU, Shillong to witness the National Seminar as Chief Guest and Dr. (Mrs) P. A Shadap is entrusted to contact the following Resource Persons as mentioned below:- i). Professor D. Patil, Director, DLLE, Mumbai University, Maharashtra; ii). Dr. Vinda Manjramkar, VPMBN, Vandokar College of Science, Thane, Maharashtra; iii). Professor B. P. Sahu, DACE, NEHU, Shillong
6. The nearby Higher Secondary schools and Colleges of East and West Jaintia will be invited to participate in the National Seminar.

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. Finalized the date for organizing one day National Seminar on the 15<sup>th</sup> November 2018.  
Action: IQAC Coordinator.
2. Constituted Organizing Committee for smooth conduct of One Day National Seminar
  - i). Chairman : Dr. P. Nongtdu
  - ii). Coordinator : Dr (Mrs) P. A. Shadap
  - iii). Asst. Coordinator : Smt. T. Kyndait, HoD Education
  - iv). Adviser : Dr. B. P. Sahu, Professor DACE, NEHU, Shillong
  - v). Members
    - i). Dr. D. Diengdoh, Department of Khasi]
    - ii). Mr. F. Dkhar, Department of English
    - iii). Mr. N. Rymbai, Department of Political Science
    - iv). Smt. P. Phawa, Department of Khasi
    - v). Mr. L. Ryngkhlem, Department of Commerce
    - vi). Mr. M. Pala, Accountant, JEC
3. Applied for financial help from ICSSR, NEHU, Shillong and RUSA Meghalaya.
4. Contacted Chief Guest and Resource Persons
5. Invited nearby Higher Secondary schools and Colleges of East and West Jaintia will be invited to participate in the National Seminar.



Dr. P.A Shadap  
IQAC Coordinator  
Jaintia Eastern College  
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## **Minutes of the IQAC meeting held on the 8<sup>th</sup> September 2018 at 11:00 AM**

At the very outset Dr. P. Nongtdu, Principal and Chairman of IQAC welcomed the entire member present and called the meeting to order. He expressed his thankfulness to the members for sparing their valuable time to attend the meeting requested the IQAC coordinator to read out the agenda for deliberation:

The meeting made the following decisions:

### **Agenda: 1**

1. Confirmed the minutes of last meeting held on 30<sup>th</sup> June 2018.
2. To scrutinize the brochure for the proposed One Day National Seminar with minor changes related with sub-themes - **Action by 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  
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## **Action Taken Report**

1. Scrutinized and finalized sub-themes as printed in the brochure for the proposed One Day National Seminar to be held on 15<sup>th</sup> November 2018



Dr. P.A Shadap  
IQAC Coordinator  
Jaintia Eastern College  
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## Minutes of the IQAC meeting held on the 4<sup>th</sup> October 2018 at 11:00 AM

At the very outset the Chairman Dr. P. Nongtdu, Principal welcomed the entire member present and called the meeting to order. The chairman expressed his thankfulness to the entire member present. Thereafter, he requested the IQAC coordinator to read out the agenda for deliberation:

The meeting made the following decisions:

### Agenda: 1

1. Confirmed the minutes of last meeting held on 8<sup>th</sup> September 2018.
2. The committee after deliberation had resolved the following Assistant Professors as in-charge of various activities for the smooth conducting of One Day National Seminar as mentioned below:
  - i). Food & Tea: Teacher i/c Smt. Renuka Pde & Smt. Jinalin Pynrge: Volunteer -Smt. Roselyne Suchen, Shri. Hame Bareh, Shri. Roling Dkhar, Smt. Rilaburom Nongtdu , Smt. Dimon Nongtdu.
  - ii). Hall Decoration: Teacher i/c Smt. Sophikitbok Dkhar & Smt. Percia Phawa
  - iii). Resource Persons: Teacher i/c Smt. Theilinda Kyndait, Shri. Banpynskhem Papang:
  - iv). Volunteers: Smt. D.P Bareh, Shri. Firsterborn Dkhar Students: Volunteers Shri. J. Lyngdoh, Shri. Shanbor Malang, Shri. Shembha Lamare, Shri. Wansauni War
  - v). Registration: Smt. Batskhem, Shri. Richard, Smt. Santona, Smt. Matali, Shri. Anand, Shri. Bishnu, Shri. Prakash, Smt. Susie Grabeth, Shri. Shembha (Teacher i/c Smt. Dianghun Shadap, Smt. Hanahbell Lapasam)
  - vi). Volunteers (Hall): Teachers i/c Firsterborn Dkhar, Jamphrang Lyngdoh
  - vii). Welcome song: Teachers i/c Smt. D.P. Bareh and Shri. Poly Syrti
  - viii). P A System: Teacher i/c Shri. Bhalang Swer and Mr. Royal Nongtdu
  - ix). Rapporteur: Smt. R. Merika Nongtdu & Shri. Nishwa Rymbai, Smt. Sophi kitbok Dkhar & Smt. F. Dalamki Lytan, Smt. Affinda Gretty Lapasam & Shri. Banpynskhembha Papang, Smt. Eva aibok Nongtraw.
  - x). Bouquet, etc: Teacher i/c Smt. S. Siangshai & Smt. T. Bareh

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  
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## **Action Taken Report**

1. Informed the in-charge of various activities for the smooth conduct of One Day national Seminar as resolved in the meeting dated 4<sup>th</sup> October 2018.



Dr. P.A Shadap  
IQAC Coordinator  
Jaintia Eastern College  
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## **Minutes of the IQAC meeting held on the 8<sup>th</sup> March 2019 at 10:00 AM**

At the very outset the Chairman Dr. P. Nongtdu, Principal welcomed the entire member present and called the meeting to order. The chairman expressed his thankfulness to the entire member present. Thereafter, he requested the IQAC coordinator to read out the agenda for deliberation:

The meeting made the following decisions:

### **Agenda: 1**

1. Confirmed the minutes of last meeting held on 4<sup>th</sup> October 2018.
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 parents, students, alumni, teaching and non teaching staffs – **Action by IQAC Coordinator.**
5. To upload the AQAR in the College website with duly approval of the Governing Body through NAAC website – **Action by IQAC Coordinator.**
6. Proposed to organized Regional and National level seminars in the upcoming session.

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  
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## **Action Taken Report**

1. Received report from various sub-committee and departments.
2. Prepared action plan for quality initiative.
3. Obtained feedback from parents, students, alumni, teaching and non teaching staffs.
4. To upload the AQAR in the College website with duly approval of the Governing Body.



Dr. P.A Shadap  
IQAC Coordinator  
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