

MINUTES OF THE IQAC MEETING HELD ON THE 19th APRIL 2022 AT 2:00 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 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 agendas of the meeting were taken up for discussions with the permission of the Chair and resolved the following :

- 1. Confirmed the minutes of last meeting held on 30th March 2022:** The minutes of the meeting held on the 30th March 2022 was read to the meeting and approved without any modification.
- 2. Common University Entrance Test (CUET):** With the implementation of CUET for admission to UG and PG programmes there is a need to create an awareness amongst the students of Higher Secondary Schools in the District and the students of the college. The meeting after a thorough deliberation on the matter had decided:
 - (1) to inform the Head of Higher Secondary Schools and to invite them for meeting so that they will be able to prepare their students for CUET- **Action Office.**
 - (2) To organize Awareness Programme on CUET- **Action IQAC**
 - (3) To write a memorandum to the Deputy Commissioner for setting up of a testing centre in the District for the conveniences of the students- **Action Office**
 - (4) To set up a facilitation centre in the College as a means to help the students who need the support of the centre for assisting them in enrolling for the CUET- **Action Office**
- 3. 15 Days Training on YOGA COMMON PROTOCOLS:** The meeting after a threadbare discussion had unanimously resolved to organize a 15 days Yoga training programme for the students and faculty of the college with a 2 days per week training session and to celebrate the International Yoga Day. **Action IQAC**
- 4. Teacher Manual:** The meeting resolved to continue the practice of using the Teacher Manual cum record of Classes taken by the individual teacher- **Action Academic Committee**
- 5. Academic Calendar-** The committee also resolved to prepare the Academic Calender for the year 2022-23. **Action Academic Committee**

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. Meeting with Head of Institutions regarding CUET was conducted.
2. Awareness Programme on CUET was organized.
3. Memorandum to the District Head for establishing a CUET testing centre was submitted.
4. Facilitation Centre for CUET application was set up in the college.
5. Training Programme on Yoga was conducted.
6. Teachers Manual cum Record Book was prepared and distributed to the teaching faculty.
7. Academic Calender was prepared



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

MINUTES OF THE IQAC MEETING HELD ON THE 21st JULY 2022 AT 03:00 P.M. IN PRINCIPAL'S CHAMBER

Members Present:

1. Rev. F. S Rymbai, President Governing Body Sd/-
2. Dr. Phervision Nongtdu, Principal Sd/-
3. Shri. Nishwa Rymbai, Coordonator IQAC 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 19th April 2022:** The minutes of the last IQAC meeting held on the 19th April 2022 was read out to the members present and approved without any changes.
2. **Workshop on Indian Knowledge System(IKS):** After a threadbare discussion on the importance of inculcating the Indian Knowledge System in higher education and as per requirement of the NEP 2020, the meeting resolved to organize a one day workshop on this theme for the teaching faculty. **Action IQAC.**
3. **5 Days Training Programme on Basic Computer Operation for 1st Semester students:** After due consideration of the matter that majority of the students enrolled in the first semester BA/B.Com lacks computer education, the meeting resolved to conduct a 5 Days Training Programme on Basic Computer Operation for the First Semester without charging any fees. **Action-Computer Education & Technical Committee.**
4. **Programme outcome & course outcome of PG:** With the start of PG programmes in the college, there is a need to prepare the programme outcome & course outcome of both Khasi & Education for necessary uploading in the NAAC website. Hence, the meeting resolved to intimate the concern departments to prepare the same. **Action- Khasi Department(PG) & Education Department(PG)**
5. **One Day Regional Workshop for the Elementary School Teacher:** The meeting after a threadbare discussion resolved to organize a One Day Regional Workshop on "*Effective Implementation of NEP 2020 and adapting to the changing educational scenario*" for the Elementary School Teachers of both East & West Jaintia Hills District. **Action- Education Department.**

6. **Mentor-Mentee system:** The meeting after a brief discussion resolved to continue the Mentor-Mentee system. **Action- Academic Committee.**
7. 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. Workshop on Indian Knowledge System(IKS) was organized on 30 September 2022.
2. 5 Days Training Programme on Basic Computer Operation for 1st Semester students was conducted from the 29th August – 2nd September 2022.
3. PO & CO were received from the Khasi Department(PG) & Education Department(PG) and uploaded to the NAAC website.
4. The One Day Regional Workshop on “*Effective Implementation of NEP 2020 and adapting to the changing educational scenario*” for the Elementary School Teachers of both East & West Jaintia Hills District was organized on the 9th September 2022 by the IQAC in collaboration with Education Department.
5. All teachers of the college was allotted students in the Mentor-Mentee system



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

**MINUTES OF THE IQAC MEETING HELD ON THE 24th NOVEMBER 2023 AT 03:00 P.M.
IN PRINCIPAL'S CHAMBER**

Members Present:

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|---|------|
| 1. Rev. F. S Rymbai, President Governing Body | Sd/- |
| 2. Dr. Phervision Nongtdu, Principal | Sd/- |
| 3. Shri. Nishwa Rymbai, Coordonator IQAC | 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 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:

1. **Confirmation of the minutes of last meeting held on 21st July 2022:** The minutes of the last IQAC meeting held on the 21st July 2022 was read out to the members present and approved without any changes.
2. **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.**
3. **5 Days Training Programme in Basic Computer Operation for College faculty:** The meeting after a brief discussion resolved to conduct a 5 days Training Programme in Basic Computer Operation for college faculty. **Action- Computer Education & Technical 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. Feedbacks form were circulated to the 6th Semester students by the Feedback Committee.
2. 5 days Training Programme in Basic Computer Operation for college faculty was conducted during 15th -21st March 2023 by the **Computer Education & Technical Committee.**



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat

MINUTES OF THE IQAC MEETING HELD ON THE 31st MARCH 2023 AT 03:00 P.M. IN PRINCIPAL'S CHAMBER

Members Present:

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|---|------|
| 1. Rev. F. S Rymbai, President Governing Body | Sd/- |
| 2. Dr. Phervision Nongtdu, Principal | Sd/- |
| 3. Shri. Nishwa Rymbai, Coordonator IQAC | 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 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

- Confirmation of the minutes of last meeting held on 24th November 2022:** The minutes of the IQAC meeting held on 24th November 2022 was read out to the house and confirmed without any modification.
- Annual Report:** The meeting after a brief discussion resolved to collect the Annual Report from the heads of Departments and Member Secretaries of all Sub-committees. **Action: IQAC Coordinator.**
- Action Plan for the session 2023-24:** The meeting after a brief deliberation resolved to prepare action plan for quality initiative for the upcoming session 2023-24. **Action: HODs & Member Secretary Sub –Committees**
- There being 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

- Collected Reports from the Heads of Departments and the Member Secretaries of Sub-Committees.
- Collected action plan for quality initiatives from Head of Departments and Sub- Committees.
- Prepared the IQAC Action Plan for 2023-24.



Shri N. Rymbai
IQAC Coordinator
Jaintia Eastern College
Khliehriat