



NONGTALANG COLLEGE, NONGTALANG

West Jaintia Hills District, Meghalaya, India – 793019

Internal Quality Assurance Cell (IQAC)

<http://www.nongtalangcollege.org> nongtalangcollege@gmail.com

+91 89742 32644

No.

Date: 22nd March, 2022

Minutes of the Meeting with members IQAC held on 22nd March 2022

Members Present:

1. Dr. Ryan Reid Kharkongor
2. Shri. Kmen Myrchiang
3. Shri Jubor Sing S Nongrum
4. Mr. Tensingh Nongpoh
5. Dr. Solony Bareh
6. Shrimati. Seeta Merry Lyngdoh
7. Shri. Spainlinmi B Lapasam
8. Shri. Famous Syiem
9. Shri. Arness Mannar
10. Shri. Michael Myrchiang
11. Shri. Fernando Myrchiang
12. Shri. Eleazer Rymbui

List of recommendation of NAAC peer team visit in the year 2017, that has been fulfilled by the College

1. Transportation services plying from Amlarem to Nongtalang.
2. New salary structure of teachers salary under the Meghalaya People College Grant –In-Aid Scheme.
3. Introduction of Add On courses such as Communication in English, Traditional music and others, which are subjected to availability of funds. The college intends to introduce more Add on courses on a Permanent basis.

Alumni.

There was discussion among the members to re-constitute the Alumni Association of the college.

IIQA

To fix the time for submission of IIQA after the submission of the AQAR of the year 2021-21

Important days

Days which are mandatory for all members of the college to organize and observed :

- i) Republic Day on 26th January
- ii) Independence Day on 15th August
- iii) World Environment Day on 5th June
- iv) International Women Day

List of days selected by member from the list of important days

- Intellectual Property Day: The responsibility given to IQAC to organize events on this day
- Anti- Tobacco Day: NSS and RRC
- World Blood Donor Day: NSS and RRC
- Drugs Abuse Day: RRC
- Thomas Jones Day: Khasi Department
- Yoga Day: NSS
- World Indegenous Day: College
- Sambhavna Divas
- Tourism Day: Yuva Tourism Organisation
- Non-Violence Day: College
- Ekta Divas or National Unity Day: NSS
- World Aids Day: RRC
- Soso Tham Day: History and Khasi Department
- Tirot Singh Day: History and Khasi Department
- National Constitution Day: Oath to Preamble

The holding of events on important days mentioned above must be co-ordinate with IQAC along with the department or Cell. In matters pertaining to the generation of funds for holding such events, the Secretary of the Governing Body, Mr. Kmen Myrchiang will communicate to the Governing Body.

Remedial Classes

The members agreed that remedial classes should be a continuous process as it would improve the learning outcomes of the student. For the purpose, there is a need of regular funding to organise the holding of such classes. The members has put forward a suggestion through the principal and the Secretary to the Governing Body of the college.

The members also agreed that the remedial classes should be a part of the mentoring system.

Feedbacks

It was agreed in the meeting, that feedbacks should be distributed, collected, analyse and compile for each Semester. The feedbacks should be for either employers, Alumni, students, teachers, parents and stakeholders of the college. Report and analysis of the feedbacks should be submitted to the office of IQAC. The IQAC office shall analyse the reports on feedbacks and take up for discussion in one of its meetings and to take decision on the course of action to be taken.

Projects and Fieldworks

Each departments are given the responsibility base on their discretion to organise project works or field trips that meets up with the contents in their syllabus. As a point of example, the Principal suggested that Political Science Department can take students to Meghalaya Legislative Assembly or Jaintia Hills Autonomous Council during one of its session. Interested department can contact Mr. Andrew Simons for any kind of field trip to Jaintia Hills Autonomous District Council.

Extension activities

The Nongtalang College Students Council has been given the responsibility to plan and organise any extension activities in the college. However, the council must submit details of its extension activities to the principal for his approval before its execution.

Provisions with matters of Teachers pursuing Higher studies

The College must work out the details in matters related to teacher pursuing higher studies which are as follows

- a) Matters of appointing officiating teacher.
- b) Matters of duration and salary of the officiating teacher. The college must be clear with regard to the duration of officiating. It must also be clear whether the salary to the officiating teacher should be borne from the college or from the teacher pursuing higher studies.

Mentoring System

There is a need to improve the Mentoring System that was implemented in the year 2020.

For this purpose a meeting will be call with the teachers for suggestions with the objective to improve on the existing Mentoring System

Administrative Training

The college must organise programs that provides training to improve the administrative skills of the non-teaching staffs of the college. The trainings can be in the basic computer skills, NLIST, and others

Teachers Training



The IQAC must organise programs in the college that seeks to improve the teachings of teachers.


Budget and Audit

The matter of maintaining a college budget was discussed, a decision was reached that as per AQAR metrics that was a need to maintain budget and also to carried out administrative, financial and environmental audit from time to time

It was decided that the above matters will be brought up the Governing Body for discussion.

The meeting was close with a speech from the Principal of the college Dr. R.R. Kharkongor and secretary of the Governing Body, Mr. Kmen Myrchiang.

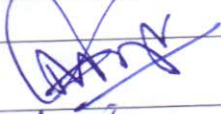
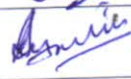

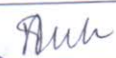
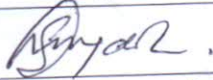
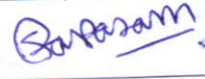



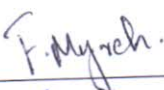




Mr. Jubot Sing S Nongrum
IQAC Co-Ordinator
Nongtalang College, Nongtalang




Dr. R.R. Kharkongor
Nongtalang College
Nongtalang College, Nongtalang


IQAC MEETING ATTENDANCE

TIME: 2.P.M.

DATE: 22/03/2022

SI.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. R.R. Kharkongor	Chairperson	
2	Shri Glorystar Syiemlieh	Teacher	
3	Shri Tensingh Nongpoh	Teacher	
4	Dr. Solony Bareh	Teacher	
5	Smt. Seeta Merry Lyngdoh	Teacher	
6	Shri Spainlinmi B Lapasam	Teacher	
7	Shri Famous Syiem	Teacher	
8	Shri Kmen Myrchiang	Secretary of Governing Body	
9	Shri Kat Kassar	Local Body Representative	
10	Shri Arness Mannar	Senior administrative Officer	
11	Shri Siangmin Lyngdoh Giri	Alumni Representative	
12	Shri Fernando Myrchiang	President of Student Union	
13	Shri Eleazer Rymbui	Gen.Secretary of Student Union	
14	Shri Michael Myrchiang	Industrialist	
15	Shri Jubor Sing S Nongrum	IQAC Co-Ordinator	


 Shri Jubor Sing S Nongrum
 IQAC Co-Ordinator
 Nongtalang College, Nongtalang


 Dr. R.R. Kharkongor
 Principal
 Nongtalang college, Nongtalang



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No.

Date: 20 May, 2022

IQAC ACTION TAKEN DRAFT REPORT

- 1) Formation of Committees : The members of the IQAC and the principal of the college had raised the matters of the formation of committees for the proper execution of decision, programs and for the overall smooth functioning of the college. For this purpose, twenty committees were formed with the teaching, non-teaching and the management as members. The members were given clear instruction on the purpose and function of the committee, they are part of.
- 2) Bus facility for Students: To ease the travels of the students from Amlarem to Nongtalang College, the college was able to purchase another 20 seater bus under the CMSDRF fund. The bus was inaugurated on 3rd December, 2021.
- 3) Implementation of Pension Scheme: To improve the quality of teaching and to meet the NAAC Peer team visit recommendation of the year 2017, the college was able to implement the National Pension Scheme for the Teachers and Non-Teaching staffs under the Meghalaya People College Grant-in-Aid Scheme with effect from 1st September 2021.
- 4)


Mr. Jubot Singh S Nongrum
IQAC Co-Ordinator
Nongtalang College, Nongtalang


Dr. R.P. Kharkongor
Principal
Nongtalang College, Nongtalang.

- c) The college should be clear whether the responsibility of looking for officiating teacher rest on teacher pursuing higher studies or on the college.

Teacher welfare scheme

- a) National Pension Scheme
b) Travelling and Dearness allowance from the college to teachers participating in academic platforms under different capacity
c) Payment of membership fee to Academic Professional Bodies like North East India Historical Association,(NEIHA), Indian Political Science Association(IPSA), All India Poetry Association (AIPA), Khasi Authors Society (KAS) and others. Teachers who wishes to be member of any professional bodies must inform the Principal office in writing to avail the financial support.

Training programs

- a) Training program must be organise to make the teachers and students aware of the availability of NLIST in the library. To make them aware on how to avail and use the above e-resources.
b) The Governing Body must be inform about the need of financial, environmental and energy audit as per the AQAR requirements.
c) The IQAC is given the responsibility to find more information on Administrative audit.
d) To matters pertaining to energy audit, the secretary of the Governing Body made the suggestion of installing solar power infrastructure in the campus to meet its energy needs. He also gave assurance that he will raise up the issue in the Governing Body meeting.

Academic programs to be held by the College

The Principal raise the issue of the need to organise programs such as workshop, conferences, seminars and others that are more academic in nature.

The members agreed that a minimum of two seminars should be organise by the college in a year.

The Khasi department has taken up the first initiative of organise such seminar in the offline or online mode.

Departments are encourage to look for others means beside the Governing Body for organising any academic programs. The Principal inform that the ICSR, NEHU is ready to give the venue and financial grants to social science departments for holding workshops, seminars and others.

Reservation Policy

As per the need to fill the AQAR, the college must be clear with its reservation policy and follow it in letter and spirit. The state government reservation policy should be clearly describe in the college prospectus and website.

ICT teaching and learning

There is a need to promote ICT based teaching and learning. To ensure its proper implementation, a committee will be form to monitor the progress of such learning

It has also been decided that there should be one room to be designated as ICT based learning classroom

There should be a minimum of two ICT base learning and teaching once a week

In the event of any electrical outage, generator will be put in standby to support such classes.

Attendance

The Examination department will work out the details of Attendance in excel sheets to be distributed to each department for maintenance of Students attendance records.

Meeting for the above purpose will be discussed by Examination department with the Principal, IQAC Co-ordinator and HODs.