

GOVERNMENT OF MEGALAYA
OFFICE OF THE PRINCIPAL::TURA GOVERNMENT COLLEGE, TURA

NOTICE

No. 376

Dated 10th December 2015

It is hereby notified that as per UGC XII Plan Guidelines, the Internal Quality Assurance Cell of Tura Government College, is constituted for a period of 2(two) years with the following members.

- a) Chairperson: Principal
- b) 1. Senior Administrative Officer : Vice-Principal
2. Smt. Judith G Momin, Associate Professor, Department of History
3. Shri. Tejan A Momin, Sr Lecturer, Department of Physics
4. Smt. Nazina C W Momin, Assistant Professor, Department of English
5. Dr. Kiewshaphrang Kharnaier, Assistant Professor, Department of Chemistry
6. Smt. Chelsea Ch Momin, Lecturer, Department of Commerce
- c) External Experts:
1. Prof. C. P. Suresh, HOD, Department of Horticulture, NEHU, Tura Campus
2. Smt. Bellibone W Momin, Retd. Associate Professor, TGC, Tura
7. Coordinator : Smt. Silmeritha P Marak, HOD, Department of Physics
8. Co-opted Members:
- i. Shri Benedict W Sangma, Deputy Librarian
ii. Shri Kriswin K Sangma, Head Assistant

The IQAC shall function as per UGC XII Plan Guidelines for Establishment and Monitoring of IQACs in Colleges (2012-2017). It shall be responsible for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the college.

- Sd -

Principal

Tura Government College, Tura

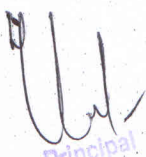
Memo. No. TGC/TED-26(A)/ 7950-51

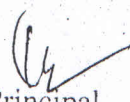
Dated Tura, 10th December 2015

Copy to:

1. Persons concerned for favour of information and necessary action
2. Convenor, UGC Committee, TGC, Tura
3. Notice Board/ File, etc.




Principal
Tura Govt. College, Tura


Principal
Tura Government College, Tura
Tura Govt. College, Tura.

GOVERNMENT OF MEGHALAYA
OFFICE OF THE PRINCIPAL::TURA GOVT. COLLEGE,TURA::WEST GARO HILLS.

O R D E R

No.38, Dated Tura, the 10th February/2016.

It is hereby notified that the following Lecturers have been appointed as Coordinator, Convenors and Members of different Committees constituted for NAAC accreditation. They are all requested to cooperate in compliance the duties assigned to them for the benefit of the College as well as of all concerns, that the SSR is to be prepared and submitted to NAAC Bangaluru immediately as per the order from the Higher Authorities.

I. **Co-ordinator:-** Shri. Terence D. Marak, Associate Professor, HOD, Pol.Science.

II. **Convenors and Members Criteria-wise**

1. **Curricular aspects**


- | | | | |
|----------------------------------|---|---|-----------|
| (1) Shri. Samir Bhowmick | - | - | Convenor. |
| (2) Shri. Rajiv K. Marak | - | - | Member. |
| (3) Smt. Judith G. Momin | - | - | " |
| (4) Shri. M. Deka | - | - | " |
| (5) Smt. Reena Sheerin A. Sangma | - | - | " |
| (6) Smt. Balaphynhun S. Kharbuki | - | - | " |
| (7) Dr. Proforma Suchiang | - | - | " |
| (8) Smt. Runa Velarie M. Sangma | - | - | " |

2. **Teaching, Learning & Evaluation.**

- | | | | |
|---------------------------------|---|---|-----------|
| (1) Shri. Nitish Pandit | - | - | Convenor. |
| (2) Shri. Monoranjana R. Marak | - | - | Member. |
| (3) Smt. Donme Lizana A. Sangma | - | - | " |
| (4) Smt. Domitilla N. Marak | - | - | " |
| (5) Smt. Tweetie M. Momin | - | - | " |
| (6) Shri. Manman A. Sangma | - | - | " |
| (7) Shri. Ananta Singha | - | - | " |
| (8) Smt. Cheerfulness Lyngdoh | - | - | " |
| (9) Shri. Golden Chain Dkhar | - | - | " |

3. **Research, Consultancy & Extension.**

- | | | | |
|----------------------------------|---|---|-----------|
| (1) Smt. Meena A. Sangma | - | - | Convenor. |
| (2) Dr. Kelo Leeda R. Marak | - | - | Member. |
| (3) Dr. Alok Kr. Saha | - | - | " |
| (4) Dr. Kiew Shaphrang Kharnaier | - | - | " |
| (5) Shri. Marma A. Sangma | - | - | " |
| (6) Smt. Chickoo B. Marak | - | - | " |
| (7) Smt. Benora B. Marsharing | - | - | " |
| (8) Shri. Debasish R. Marak | - | - | " |
| (9) Smt. Jena G. Momin | - | - | " |


Principal
Tura Govt. College, Tura



4. Infrastructure and Learning Resources

- | | | | |
|--------------------------------|---|---|-----------|
| (1) Shri. Sengrak R. Marak | - | - | Convenor. |
| (2) Shri. Tejan A. Momin | - | - | Member. |
| (3) Shri. Paritosh Chakravorty | - | - | " |
| (4) Smt. Sunitha Ch. Momin | - | - | " |
| (5) Smt. Jessica A. Sangma | - | - | " |
| (6) Shri. Medan F.R. Marak | - | - | " |
| (7) Smt. Goldameries Pala | - | - | " |
| (8) Smt. Silme D. Shira | - | - | " |

5. Students' Support and Progression.

- | | | | |
|-------------------------------|---|---|-----------|
| (1) Smt. Magrisha Lyngwa | - | - | Convenor. |
| (2) Shri. Isaac W. Momin | - | - | Member. |
| (3) Smt. Dimchi K. Marak | - | - | " |
| (4) Shri. Bithingkon G. Momin | - | - | " |
| (5) Dr. Damewan Suchiang | - | - | " |
| (6) Smt. Idaphenia Warjri | - | - | " |
| (7) Shri. Chaturvedi Daring | - | - | " |
| (8) Smt. Chelsea Ch. Momin | - | - | " |
| (9) Smt. Ridalyn Nongbri | - | - | " |

6. Governance and Leadership *and MANAGEMENT*

- | | | | |
|--------------------------------|---|---|-----------|
| (1) Smt. Lucietha K. Sangma | - | - | Convenor. |
| (2) Smt. Jyotsna D. Sangma | - | - | Member. |
| (3) Smt. Nazina C. W. Momin | - | - | " |
| (4) Shri. Taseng K. Marak | - | - | " |
| (5) Shri. R. Balzack M. Sangma | - | - | " |
| (6) Shri. Aloster Nongrum | - | - | " |
| (7) Smt. Soja D. Marak | - | - | " |
| (8) Shri. Firdosh A. Momin | - | - | " |
| (9) Smt. Kerbadri Nongkhlaw | - | - | " |

7 Innovative Practices

- | | | | |
|------------------------------|---|---|-----------|
| (1) Smt. Sukriti D.A. Rema | - | - | Convenor. |
| (2) Dr. Nancie M. Sangma | - | - | Member. |
| (3) Shri. Armstrong K. Marak | - | - | " |
| (4) Shri. Badlang Tariang | - | - | " |
| (5) Jojrang Garnet D. Shira | - | - | " |
| (6) Smt. Emly L. Tariang | - | - | " |
| (7) Smt. Shweeta Pryamvada | - | - | " |
| (8) Smt. Nikme R. Marak | - | - | " |

8. Library Awareness Cell

- | | | | |
|--|---|---|-----------|
| (1) Shri. Kenneth Smooth G. Momin | - | - | Convenor. |
| (2) Shri. Benedick W. Sangma (Dy. Librarian) | - | - | Member. |
| (3) Shri. Tyngshain Star Lyngdoh Mawlong | - | - | " |
| (4) Smt. Euphemia Ch. Momin | - | - | " |
| (5) Smt. Christilla A. Sangma | - | - | " |
| (6) Smt. Eglentina Jana | - | - | " |
| (7) Smt. Humkibai Passah | - | - | " |
| (8) Smt. Menakshi Buragohain | - | - | " |

9. Grivance Redressal Cell

- | | | | |
|---------------------------------|---|---|-----------|
| (1) Smt. Pritha D. Sangma | - | - | Convenor. |
| (2) Smt. Verlia Semchi G. Momin | - | - | Member. |

[Signature]

Principal
Tura Govt. College, Tura



- | | | | |
|--------------------------------|---|---|--------|
| (3) Smt. Rubilush R. Marak | - | - | Member |
| (4) Shri. Jerome W. Sangma | - | - | " |
| (5) Shri. Fabian T. Marbaniang | - | - | " |
| (6) Smt. Noda Merie R. Marak | - | - | " |
| (7) Smt. Porthyna R. Marak | - | - | " |

10. Steering Committee NAAC, Tura Govt. College.

- (1) The Steering Committee of NAAC of Tura Govt. College constituted with one overall Coordinator and all the 9(nine) Convenors of the criterion.

11. IQAC Committee for the periods of 2(two) years constituted with the following Members:-


- (a) Chairperson - Principal.
- (b)
- | | | |
|-----------------------------------|---|-----------------|
| (1) Senior Administrative Officer | - | Vice Principal. |
| (2) Smt. Silmeritha P. Marak | - | Co-ordinator. |
| (3) Smt. Judith G. Momin | - | Member |
| (4) Tejan A. Momin | - | " |
| (5) Smt. Nazina C.W. Momin | - | " |
| (6) Dr. Kiew Shaphrang Kharnair | - | " |
| (7) Smt. Chelsea Ch. Momin | - | " |

(8) Coopted Members

- (1) Shri. Benedick W. Sangma- Dy Librarian
- (2) Shri. Kreshwind K.Sangma – Office Head Assistant.

(c) External Experts.

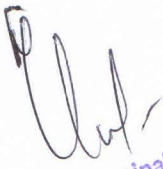
- (1) Prof. C.P. Suresh, HOD, Horticulture, NEHU, Tura.
- (2) Smt. B.W. Momin, Retd. Associate Professor, Tura Govt. College, Tura.

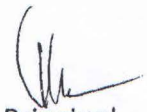

 Principal,
 Tura Govt. College, Tura.

Memo.No.TGC/TED-26(A)/2015-16/370-71, Dated Tura, the 10th February/2016.
 Copy to:-

1. The Director of Higher and Technical Education, Meghalaya, Shillong for favour of information and necessary action.
2. ~~All~~ the concerned Lecturers for favour of information and necessary action.
3. Order Book/File etc.




 Principal
 Tura Govt. College, Tura.


 Principal,
 Tura Govt. College, Tura.

GOVERNMENT OF MEGHALAYA
OFFICE OF THE PRINCIPAL TURA GOVT. COLLEGE, TURA::WEST GARO HILLS, TURA

ORDER

NO. 754,

Dated Tura the 8th July, 2019.

Smt. Luceitha K. Sangma, Associate Professor & Head of Department, Education is hereby appointed as Co-ordinator, IQAC, Tura Govt. College, Tura vice Dr. Meena A. Sangma promoted as Principal, Captain Williamson Memorial Govt. College, Baghmara.


Principal,

Tura Govt. College, Tura.

Memo No. TGC/TED-26(A)/2019-20/4266-67,

Dated Tura the 8th July, 2019.


Copy to:

1. The Director Higher and Technical Education, Meghalaya, Shillong for favour of information and necessary action.
2. ✓ Smt. Luceitha K. Sangma, Associate Professor & Head of Department, Education, Tura Govt. College, Tura for favour of information and necessary action.
3. Order Book/File etc.


Principal,

Tura Govt. College, Tura.




Principal
Tura Govt. College, Tura

GOVERNMENT OF MEGHALAYA
OFFICE OF THE PRINCIPAL: TURA GOVERNMENT COLLEGE: TURA

Notice
No. 100, Dated 12th September 2018.

It is hereby notified that as per Guidelines for the Creation of Internal Quality Assurance Cell (IQAC) given by NAAC, IQAC of Tura Government College is hereby constituted/nominated for a period of 2(two) years with the following members.

A. Chairperson: Principal, Tura Government College, Tura.

B. Members from Senior Administrative Officers:

1. Shri Benedict W Sangma, Deputy Librarian.
2. Shri Kriswin K Sangma, Head Assistant.

C. Members from Faculty:

1. Shri Sengrak R Marak, Associate Professor and Head, Commerce Department
2. Shri Isaac W Momin, Associate Professor and Head, Chemistry Department.
3. Shri Rajiv K Marak, Associate Professor and Head, Botany Department.
4. Smt. Lucietha K Sangma, Associate Professor and Head, Education Department.
5. Smt. Jyotsna D Sangma, Associate Professor and Head, History Department.
6. Smt. Chickoo B Marak, Senior Lecturer, Garo Department.
7. Smt. Ripamchi A Sangma, Assistant Professor, Department of Political Science.
8. Smt. Chelsea Ch Momin, Lecturer, Department of Commerce.

D. Member from Management/Governing Body:

1. Executive Engineer, PWD (Building), Tura Division, Tura.

E. Members from Local Society, Students and Alumni:

1. Smt. Anmilla R Marak, Retired Principal, Baghmara Government College
2. General Secretary, Tura Government College Students' Union, Tura Government College.

F. Members from Employers/Industrialist/Stakeholders:

1. Smt. Biana W Momin, Retired Senior Member, Meghalaya Public Service Commission.
2. Smt. Chire Nora K Sangma, Retired Principal, Williamnagar Government College.

G. Coordinator: Dr. Meena A Sangma, Associate Professor and Head, Department of Zoology.

The IQAC shall function as per NAAC Guidelines for establishment and monitoring of IQAC's in colleges and subsequent preparation of IQAR. It shall also be responsible for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the college.

Principal,

Tura Government College, Tura.


Dated Tura the 12th September, 2018.

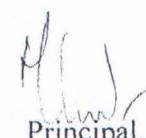
Memo. No. TGC/TED-26(A)/ 3616,

Copy to:

1. Persons concerned for favour of information and necessary action.
2. Notice Board/File etc.




Principal
Tura Govt. College, Tura


Principal,
Tura Government College, Tura.

Minutes of the meeting of Internal Quality Assurance Cell, Tura Govt. College, on 27th April 2016 at 12.30pm in the office chamber of the Principal, Tura Govt. College.

Members present:

1. Sh. M C Sharma, Principal i/c & Chairman IQAC - Sd
2. Smt. S P Marak, Coordinator, IQAC - Sd
3. Smt. Bellibone W Momin, External Expert, IQAC - Sd
4. Sh. T A Momin, Member, IQAC - Sd
5. Smt. Chelsea Ch Momin, Member, IQAC - Sd
6. Smt. Judith G Momin, Member, IQAC - Sd
7. Smt. Nazina C W Momin, Member, IQAC - Sd
8. Sh. Benedict W Sangma, Dy. Librarian & Co-opted Member - Sd
9. Sh. Kreshwind K Sangma, Head Asst. & Co-opted Member - Sd

Principal welcomed all the members present in the meeting and briefed about the importance of IQAC. He also read out the agenda and then handed over the rest of the meeting to the Co-ordinator.

Co-ordinator explained why IQAC has been constituted although normally it is a post accreditation process. Further it was informed that since the college is yet to be accredited, the Action Plan of IQAC may not be directly based on the 7 Criteria of NAAC, but rather concentrate on step by step quality assurance measures. UGC XII Plan Guidelines on Establishment of IQAC were distributed to the members.

After discussion the following decisions were taken:

Action Plan

1. Iqac participation in preparation of SSR and NAAC Accreditation

The meeting decided that in order to facilitate the Preparation of SSR, etc, IQAC shall

- Meet the Convenors of 7 criteria
- Meet the HODs
- initiate Formation of Committees/Sub committees
- convene General body Meeting about importance of NAAC
- recommend Completion of SSR in June.
- take Follow up action on creation of College Website

2. Record of Events

It was decided that

- various events of the college record electronically as per the guidelines
- the amount sanctioned by U.G.C to meet the establishment and strengthening of IQAC shall be utilised.





[Signature]
Principal
Tura Govt. College, Tura.

TURA GOVERNMENT COLLEGE, TURA

5. Smt. Bellibone W Momin requested that the members suggest the future course of action for the IQAC.
6. Members recommended that the following programs may be conducted as a part of functioning of the IQAC.
 - (i) Organise Seminars/Workshops, etc. to sensitize the Teachers /Students about the importance of IQAC in Higher Education
 - (ii) Training/Motivational Programs for Teachers
 - (iii) Orientation Programs for Semesterisation which is due to commence from next academic session
7. The date for the next meeting was fixed on 20th October 2014.
8. As there was no other agenda, the meeting concluded with a vote of thanks from the Convenor, UGC Committee.

Recorded by


Smt. Reena S A Sangma
Assistant Professor
Tura Government College, Tura


Principal 17/10/14
Tura Government College, Tura

3. Plan/ Measures to ensure academic quality.

- Decided to ensure regularity and punctuality of teachers and students.
- Decided that H.O.Ds and Principal will jointly monitor the attendance of the teachers and Casual Leave record. Casual leave is to be forwarded by H.O.D
- Suggested that Departmental meetings should be held at least once a month and minutes of the meeting submitted to IQAC via e-mail.

IQAC e-mail address : tgciqac@gmail.com

So, it is mandatory for every department to open an email ID for effective/faster internal communication and information sharing, curtail use of paper, save office expenditure and manpower.

- Library Awareness Committee has decided to organise
 - o User awareness programme at the beginning of the new session.
 - o Counselling program
 - o Survey of library use
- Remedial classes to be conducted for the 3rd year students.

4. Feedback

Decided to take feedback from students and parents/guardians

- on library use,
- curricular and co-curricular aspects.

5. SWOC Analysis

As SWOC Analysis of the institution is to be submitted with the Executive Summary of SSR, it was decided that IQAC shall facilitate the same.

Each department shall contribute to SWOC analysis of the college. H.O.D.s will be briefed about this in the meeting.

6. Room no. 103 will be allotted for NAAC and IQAC

Recorded by

Sd/-

Smt. Nazina C W Momin

HOD, Dept. of English

S P Marak

Coordinator, IQAC

[Signature]
Principal
Tura Govt. College, Tura



3

Minutes of the meeting of IQAC and NAAC Steering Committee, Tura Government College, Tura, held on 2nd May 2016 at 12.30 pm in the office Chamber of the Principal, Tura Government College

Members present:

- | | |
|--|------|
| 1. Sh. M C Sharma, Principal i/c & Chairman IQAC | - Sd |
| 2. Smt. S P Marak, Coordinator, IQAC | - Sd |
| 3. Sh. T D Marak, Coordinator, NAAC | - Sd |
| 4. Sh. Monoranj R Marak, Convenor i/c (Criterion II) | - Sd |
| 5. Smt. Judith G Momin, Member, IQAC | - Sd |
| 6. Smt. Magrisha Lyngwa, Convenor (Criterion V) | - Sd |
| 7. Smt. Sukriti D A Rema, Convenor (Criterion VII) | - Sd |
| 8. Smt. Lucietha K Sangma, Convenor (Criterion VI) | - Sd |
| 9. Smt. Pritha D Sangma, Convenor, Grievance Redressal cell | - Sd |
| 10. Smt. Meena A Sangma, Convenor (Criterion III) | - Sd |
| 11. Sh Sengrak R Marak, Convenor (Criterion IV) | - Sd |
| 12. Sh. Samir Bhowmick, Convenor (Criterion I) | - Sd |
| 13. Sh. Benedict W Sangma, Dy. Librarian & Co-opted Member, IQAC | - Sd |
| 14. Smt. Nazina C W Momin, Member, IQAC | - Sd |
| 15. Smt. Chelsea Ch Momin, Member, IQAC | - Sd |
| 16. Sh. Kreshwind K Sangma, Head Asst. & Co-opted Member, IQAC | - Sd |

Proceedings:

Sh. M C Sharma, Principal i/c welcomed all the members present and explained that the emergent meeting has been called to discuss the compilation of Self Study Report to be submitted to NAAC. Coordinator of IQAC explained how to proceed and guidelines to be followed during compilation of SSR.

The following decisions were taken.

I. Regarding SSR:

- Executive Summary inclusive of SWOC Analysis will be done by IQAC, as per the decision in IQAC meeting held on 27th April 2016.
- Profile of the Institution is entrusted to Coordinator, NAAC Steering Committee
- Evaluative report of departments to be compiled by HODs, Coordinator to distribute formats.
- Convenors of 7 Criteria will decide Cells/Committees to be formed and recommend names of Convenors/Members to Principal
- Evaluative reports of departments to be submitted by **31st May, 2016**.
- Criteria wise evaluative report to be submitted by **15th June, 2016**.

II. Website committee to be formed consisting of following members: Sh. Tejan A Momin, Sh. Medan F R Marak and Sh. Benedict W Sangma.

III. Principal also suggested that **"Feedback on Teachers"** should be taken. Members decided that it can be done department wise, and it may be discussed with HODs

The meeting came to a close with a vote of thanks from the Principal i/c.

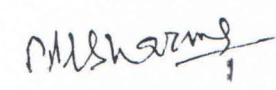
Recorded By


Smt. Chelsea Ch Momin
Dept of Commerce




Principal

Tura Govt. College, Tura


Principal
Tura Government College, Tura

MINUTES OF THE RUSA/NAAC COMMITTEE/IQAC MEETING HELD AT THE OFFICE CHAMBER OF THE PRINCIPAL ON 5th JULY, 2016 AT 1:00 PM.

The principal welcomed all the members to the meeting at the very outset. The meeting was set into agenda by the Principal by highlighting the importance of RUSA and NAAC accreditation as a requirement for getting funds under RUSA.

Report of the various committees was then presented by the Convenors of the different criteria constituted for NAAC accreditation:

Curricular aspects: The Convenor Shri Samir Bhowmik gave a detailed breakup of the work which they are doing and mentioned that work is on the right track.

Teaching, Learning & Evaluation: The Convenor mentioned that work is progressing as expected.

Research, Consultancy & Extension: The Convenor Smt. Meena A Sangma expressed satisfaction at the work being undertaken by RCE. However it was felt and urged the entire faculty to be forthcoming in providing information regarding the research being undertaken by the faculty concerned. She expressed the need to provide such information at the earliest so that report can be compiled at the earliest. She also expressed satisfaction at the creation of research laboratories in the college..

Infrastructure & Learning Resources: In the absence of the Convenor ILR was represented by Shri Tejan A Momin, Member ILR. The work under these criteria is proceeding at a slow pace due to the unavailability of many members who are transferred/promoted to other colleges. In order to expedite the work and seek cooperation from all the members, it was decided to seek cooperation from all the members by having a general body Meeting at the earliest.

It was decided that a General Body meeting will be held on 11th July, 2016 at 1 PM.

Students' Support & Progression: Report could not be obtained due to unavailability of the Convenor, who is transferred to KNGC. It is expected that new Convenor will continue the good work done by the predecessor.

Governance & Leadership: The work under Governance & Leadership is proceeding very nicely and their report will be ready soon.

Innovative Practices: It was mentioned by the Convenor that the various needs of the Committee is proceeding as desired.

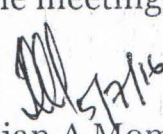
Library Awareness Cell: The Convenor Shri K S G Momin expressed dissatisfaction due to the non-cooperation from various quarters specially the members of the committee. Feedback form has been distributed and once it is returned, the work will proceed and report can be prepared. They mentioned that 2-3 weeks more time will be required to prepare the report.

Grievance Redressal Cell: The Convenor said that their work is proceeding smoothly and on the right track. The Convenor mentioned that report will be ready soon.

IQAC: IQAC Convenor Smt. S P Marak mentioned that in the SSR the Executive Summary and SWOC to be prepared by IQAC. However it was mentioned that the Profile of the College is to be prepared by the NAAC Coordinator. It is expected that work will proceed as desired. Reference was made to the previous meeting with regard to the maintenance of attendance of the teachers in the department. It was mentioned:-

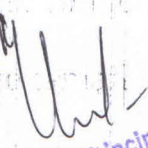
- To keep teachers attendance in the Department
- To provide Wi-Fi to all the teachers and students
- To have Departmental Meetings once in a month
- All the broadband modems in the college to be upgraded to Wi-Fi modem.
- A new broadband connection to be given to all the Arts Stream with Wi-Fi.
- All Departments to have e-mail id.
- E-mail id of IQAC is tgciqac@gmail.com.
- IQAC meeting to be done quarterly
- ICT classroom to be created for the Arts stream

Minutes of the meeting recorded by:


(Tejan A Momin)
Senior Lecturer,

Tura Government College, Tura




Principal
Tura Govt. College, Tura

Library Awareness Cell: The Convenor Shri K S G Momin expressed dissatisfaction due to the non-cooperation from various quarters specially the members of the committee. Feedback form has been distributed and once it is returned, the work will proceed and report can be prepared. They mentioned that 2-3 weeks more time will be required to prepare the report.

Grievance Redressal Cell: The Convenor said that their work is proceeding smoothly and on the right track. The Convenor mentioned that report will be ready soon.

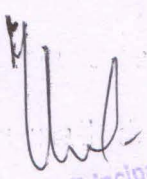
IQAC: IQAC Convenor Smt. S P Marak mentioned that in the SSR the Executive Summary and SWOC to be prepared by IQAC. However it was mentioned that the Profile of the College is to be prepared by the NAAC Coordinator. It is expected that work will proceed as desired. Reference was made to the previous meeting with regard to the maintenance of attendance of the teachers in the department. It was mentioned:-

- To keep teachers attendance in the Department
- To provide Wi-Fi to all the teachers and students
- To have Departmental Meetings once in a month
- All the broadband modems in the college to be upgraded to Wi-Fi modem.
- A new broadband connection to be given to all the Arts Stream with Wi-Fi.
- All Departments to have e-mail id.
- E-mail id of IQAC is tgciqac@gmail.com.
- IQAC meeting to be done quarterly
- ICT classroom to be created for the Arts stream

Minutes of the meeting recorded by:

(Tejan A Momin)
Senior Lecturer,

Tura Government College, Tura


Principal
Tura Govt. College, Tura



MINUTES OF THE MEETING HELD AT THE OFFICE CHAMBER OF THE PRINCIPAL WITH REGARD TO REMOVING PHOBIA OF MATHS AND SCIENCE SUBJECTS AMONG THE CHILDREN OF GARO HILLS REGION.

DATE: 8-07-2016

TIME : 10:30 A.M.

A meeting was held with regard to the idea put forth by the Honourable Member of Parliament, Shri Conrad K Sangma during his visit to the college on 7th July, 2016.

The meeting was attended by Heads of Department of Science Stream and other stakeholders.

It was suggested that to go about achieving this idea, the following points were discussed:-

1. It was decided that a three day workshop can be organized which will have three components:
 - a. A popular talk by a resource person.
 - b. Interaction with the children/students.
 - c. Competition to be organized at the end.

It was felt that both weaker and good students to be invited to the said programme.

2. It was felt that a Workshop for Teachers is much more desired so the teachers especially teachers from rural areas are more equipped to impart meaningful teaching in maths and science. This in turn will have a positive impact on the young minds.
3. It was suggested a body may be created in the college to achieve this target/idea.
4. It was felt that incentive in the form of awards/certificate from among the highest marks obtained in Maths by the students of Garo Hills may be created to create awareness, motivate and remove phobia among the students.
5. It was also desired that some sort of coaching for IIT-JEE and NEET may also be created so that the students from Garo Hills can be much benefitted.

Minutes of the meeting recorded by:



[Signature]
Principal
Tura Govt. College, Tura

[Signature]
Smt. I Warjri
Asstt. Professor, Maths Dept.

Proceedings of the Academic Council meeting held at Principal's chamber on 02nd May 2018.
 Convened and chaired by the principal the meeting discussed on the following Agenda:

1. Changing the nomenclature of the 'Academic Council' in accordance with the NAAC guidelines and reconstitution of the council for the academic session 2018-19.
2. Preparation of the Academic calendar for the current session.
3. Discussion on Programme Outcomes (Pos), Programme Specific Outcomes (PSOs) and Course Outcomes (COs).
4. Other agenda if any.

The discussion, initiated by the principal, dwelt first on the change of the nomenclature. As was informed by the NAAC Co-ordinator, the name of the 'Academic Council', in accordance with the NAAC guidelines, was changed to "Academic Committee".

As a practice here in TGC, the Academic Committee comprises of the principal and all the HODs. The default Chairman of the Academic committee is the principal and all the HODs are the default members. On being suggested by some of the members present, it was decided to incorporate the Deputy Librarian, the Chairman of the Exam Committee and the Head Assistant of the TGC Office to be the co-opted members the Committee.

The house took the unanimous decision to entrust Shri N.Pandit and Shri Rajiv K Marak to prepare the Academic Calendar for the current session.

The NAAC Co-ordinator wanted to have a discussion on Programme Outcomes (Pos), Programme Specific Outcomes (PSO) and Course Outcomes (COs) relating to NAAC SSR. Prolonged discussion resulted in sending a mail to NEHU requesting to provide guide lines for the POs and PSOs and COs as the programmes are designed by the university.

As the morning shift is a part and parcel of the college, the house univocally decided to incorporate some of the senior teachers from the morning shift to the different Criteria of NAAC so that they can provide updated information about the morning shift.

In a previous meeting held recently the name of Smt. Euphemia Ch Momin was proposed to be the Co-ordinator of IQAC. But she has expressed her inability to accept the responsibility due to some unavoidable reasons. The house accepted her logic and proposed the name of Dr.Meena A Sangma as the IQAC co-ordinator which was supported by all the members.

As Dr.Meena A Sangma was appointed as the IQAC Co-ordinator, she wanted to shift the responsibility of being the convenor of the category "Research, Innovations and Extension". Since Dr. Alak Saha is the senior most member in that category, house after much persuasion convinced him to become the convenor of the category "Research, Innovations and Extension".

Shri N. Pandit wanted the house to discuss on the issue of repeating the internal tests. Some students approached the principal requesting him to allow them to repeat the internal tests in the papers they have failed. As because there is no proper guideline from NEHU in this regard, principal was requested by the house to communicate to NEHU.

Regarding syllabus implementation (Criterion-1), the convenor of the criterion Shri Rajiv K Marak requested the HODs to submit certain documents relating to their departments. Check-list of the documents to be submitted will be provided to the HODs.



JPW
2/5/18

Proceedings recorded by Smt. Soja D Marak.

Principal
Govt. College, Tura

MINUTES OF THE MEETING HELD AT THE OFFICE CHAMBER OF PRINCIPAL REGARDING
NAAC, RUSA, AND IQAC ON 6th August, 2018 WITH RUSA CONSULTANT, GOVT. OF
MEGHALAYA.

The Principal welcomed the RUSA consultant and after welcoming all the stakeholders to the meeting, the meeting was handed over to the RUSA consultant and the following points were discussed:-

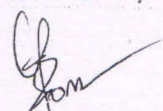
1. Offline survey needs to be ready and priority must be accorded for speedy completion of the NAAC process. It was urgently felt that AISHE works needs to be done on an urgent basis.
2. The NAAC templates need to be done offline and ready for online submission. Data for the last 5 years is to be made ready.
3. Verification of data will be done the Peer Team who will visit the college.
4. Value based programmes need to be conducted by the various committees.
5. Student weightage needs to be stressed upon where students correspondence carries a weightage of 350 points.
6. 70 % data collection needs to be stressed.

The following checklist is prepared:

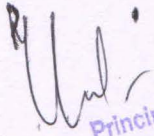
1. To constitute members of IQAC as per new guidelines.
2. To constitute different committees under IQAC.
3. To collect data which is required as per NAAC template. To be done in offline mode to be input later on.
4. All the in-charge of different criteria should prepare the as per criteria data and submit to IQAC
5. Time for next meeting scheduled for 6th October, 2018.

GOVT. COLLEGE, TURA
NO. 1378
DATE 7-08-18
FILE NO. A-52(C)

Recorded by:


Jena G Momin,
Assistant Professor, English Dept.
Tura Govt. College.

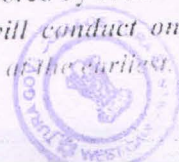



Principal
Tura Govt. College, Tura.

NOTES OF THE MEETING OF THE HOD's IN CONNECTION WITH NAAC HELD IN THE
OFFICE CHAMBER OF THE PRINCIPAL ON 20th AUGUST 2018 AT 12:00 NOON

The Meeting was chaired by the Principal of the College, Sir Terence D Marak, who welcomed the HOD's present in the meeting. It was then handed over to the Coordinator of the steering committee to continue with the discussions on the various agenda

- At the very outset the Coordinator of Steering Committee pointed out the years on which the college will concentrate for NAAC related works
 - ❖ The current academic year 2018-2019
 - ❖ The previous four years
 - 2017-2018
 - 2016-2017
 - 2015-2016
 - 2014-2015
- The coordinator highlighted the various points for perusal and retrospection:
 - ❖ Quality concerns are institutional
 - ❖ Quality assessment(QA) can be done through self-examination
 - ❖ Quality assessment (QA) will serve as a catalyst for institutional self-improvement, promote innovation and strengthen the urge to excel.
 - ❖ Self-evaluation and subsequent preparation of SSR will involve
 - Management
 - Faculty members
 - Administrative staff
 - Students
 - Parents
 - Employers
 - Community
 - Alumni
- It was felt that **Alumni Association** needs to be formed at the earliest to achieve the objectives of NAAC accreditation.
- The coordinator highlighted once again that in the 7 criteria, we have 32 key indicators which are again delineated into two metrics
 - ❖ Qualitative metrics consisting of 41 points which needs to put in essay format not exceeding 500 words each.
 - ❖ Quantitative metrics having 80 points which needs to be justified and corroborated by data collected by different criteria.
- Formation of different committees required for NAAC
 - ❖ Academic Committee
 - ❖ IQAC
 - ❖ Research Committee
 - ❖ Governing Body
 - ❖ Library Advisory Committee
 - ❖ Student Welfare Committee
 - ❖ Building Committee
 - ❖ Purchase Committee
- Creation of various cells required by NAAC
 - ❖ Anti-Ragging Cell
 - ❖ Prevention of Sexual Harassment Cell
 - ❖ Counselling Cell
 - ❖ Grievance Redressal Cell
 - ❖ Career Guidance and Placement Cell
 - ❖ Medical Care Unit
- Initiatives needed to be carried by the Departments are:
 - ❖ To have a departmental meeting at the beginning of each session followed by proper documentation which needs to be submitted to IQAC for documentation.
 - ❖ To allot units/sections of the syllabus at the beginning of each session/semester.
 - ❖ The allotted units/sections to be put in the department notice board so that the students can refer to it.
 - ❖ Preparation of daily Lesson Plan by each teacher and to be monitored by HOD.
 - ❖ *In this respect it was decided that Education Department will conduct one day workshop for all the teachers on Lesson Plan at a suitable date at the earliest.*
 - ❖ Enrich academic skill of teachers with ICT use.



[Signature]
Principal

Tura Govt. College, Tura

❖ In this respect it was impressed on the Principal to provide Internet connection to the departments especially for arts stream who are yet to avail the facility of internet connection

❖ It was decided that NELine may be approached for new connections in the college.

❖ Tutorial classes for the progress and benefit of the students especially slow learners/lacking basic knowledge etc.

❖ Student seminar: to submit a report to IQAC for documentation.

❖ Assignment

❖ Group Discussion

❖ Projects

❖ Study tour

❖ Use of ICT by students

❖ Teachers to supervise Library visits by students

➤ Maintenance of students profile in the form of excel file in the format having (very important): -

❖ Serial Number, Roll Number and Name

❖ E-mail ID and Mobile Number (required for SSS-Student Satisfaction Survey)

❖ Attendance and percentage of attendance

❖ Marks of Internal test

❖ End Semester marks

❖ Records of projects etc.

❖ And to submit a report to IQAC and NAAC steering committee.

➤ Some more initiative to carried out by the department are

❖ Departmental newspaper

❖ Guest Faculty/Visiting Faculty

❖ Periodic Departmental meetings

❖ Creation of Add-on courses.

▪ Examples

• English speaking courses

• Use of 'raka' in garo language

• Garo traditional wood curving course

• Etc.

• The departments are requested to come up with their own unique add-on courses.

➤ Preparation of Academic Calendar needs to be given utmost priority by the College Academic Committee(CAC).

➤ To have workshop/seminar in the college every academic session and to make it a regular habit.

❖ At least one or two seminar/workshop in a year

➤ Plan for Regional Seminar/Workshop

➤ Plan for National Seminar/Workshop

➤ Workshop on Disaster Management with NDMA.

➤ Creation of certificate /diploma programs in the college

❖ We have none till date

❖ To start certificate/diploma courses at the earliest.

❖ There were varied opinions on this and nobody could come to a concrete decision.

But the Coordinator felt that these is required to be started in the best interest of quality improvements in the college.

The meeting ended with the vote of thanks by the Principal of the college



Recorded by: -

Dr. Damewan Suchiang.

Assistant Professor, Physics Department,

Tura Government College, Tura.

Principal
Tura Govt. College, Tura

9

MINUTES OF THE MEETING OF CRITERIA CONVENORS HELD AT THE OFFICE CHAMBER
OF THE PRINCIPAL ON 11st SEPTEMBER 2018 AT 1:00 PM

The Principal welcomed everyone into the meeting and the following agendas/points were discussed.

A. Review of progress of data collection by different criteria:

- I. Criteria I: Curricular Aspects: Shri Rajiv K Marak, Convenor of Curricular Aspects stated that the data collection is ready and informed that information collection is more or less complete
- II. Criteria II: Teaching Learning and Evaluation: Smt. Donme L A Sangma informed that work is going on and they have made steady progress and the students enrolment data is ready.
- III. Criteria III: Research, Innovations and Extension: The query related to this criterion was given by Dr. Kelo Leeda R Marak. She said that data collection is still going on. However, data collection on extra-curricular activities has been done.
- IV. Criteria IV: Infrastructure and Learning Resources: Smt. Sunita Ch. Momin represented this criterion and she said the work is progressing in a good pace. The data collection related to physical infrastructure is almost done and other works are going on in a good pace.
- V. Criteria V: Student Support and Progression: Shri Chaturvedi Daring informed the gathering that data collection is almost ready.
- VI. Criteria VI: Governance, Leadership and Management: Data collection in this criterion is almost 50% ready as reported by Convenor
- VII. Criteria VII: Institutional Values and Best Practices: The Convenor informed the gathering that some decisions need to be undertaken
 - i. All light bulbs to be replaced by LED lights.
 - ii. A proposal letter is to be sent to MeCL to supply LED bulbs which may be obtained under concession.
 - iii. Under Green initiatives, she said work is under process.


B. Preparation of criteria-wise summary:

The Coordinator of NAAC Steering committee informed the members present to prepare a criteria wise summary, as it is required under the Profile of the Institution.

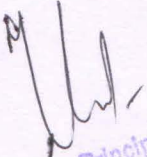
At the very end 10 days more time was proposed till the next review meeting.

The meeting ended with a note of thanks to all stakeholders, criteria convenors and members for carrying on with the good work being carried out.

Minutes recorded by:


Phrangshai Hynniewta
Lecturer, Geography Department &
Core Committee Member,
NAAC Steering Committee.




Principal
Tura Govt. College, Tura.

MINUTES OF THE IQAC MEETING WITH THE CLEANERS,

TURA GOVERNMENT COLLEGE,

VENUE: NAAC & IQAC ROOM, TGC.

DATED 24TH SEPTEMBER 2018.

TIME:1.00 PM

Chairperson: Dr. Meena A. Sangma

Agenda: Clean and Conducive Environment for Quality Teaching and Learning.

1. The Chairperson has commenced the meeting with a welcome address to all the Members presents. She has stressed on dignity of Labour and to value one's work. She has appealed to all the Cleaners, Sweepers and Gardener to work sincerely for keeping the classrooms and the College compound clean for creating conducive environment for Quality Teaching and Learning.
2. Later, it was decided to keep the Teachers as Supervisors for each Building / blockwise / areawise and to direct the Cleaners, Sweepers and Gardeners as and when considered necessary.
3. Members also decided to request the Authority not to engage the cleaners in preparation of tea in the Office Kitchen on daily basis.
4. Members also decided to request the Authority and Chairperson of Exam Committee, TGC, not to engage Cleaners for Exam duties except on unavoidable circumstances.
5. It was also decided to make an appeal to Principal to arrange Municipal truck and Labourers (daily wages system) to help segregate the Massive garbage from behind Dept. of Physics and in front of Dept. of Chemistry.
6. When time was given for the Cleaners, sweepers and Gardeners to speak out their problems, they have requested for the following items:-
 - i. Mops and buckets - 10 nos
 - ii. Long brush for cleaning the cobwebs -4 nos
 - iii. Small towels for cleaning the tables & chairs - 1 dozen
 - iv. Water tanks (Capacity 2000 litres) for toilets, etc - 4 nos
 - v. Gardening tools, water can, pipes, shovels, hedge cutter, etc 1 each
 - vi. Buckets and Mugs for common room -2 each
 - vii. Dressing table with mirror -1
 - viii. Wash basin with stand - 1 no
 - ix. Surgical musk - 1 dozen (Size 5 & 6) each
 - x. Harpic bleach for toilet walls and floors - 10 packets
 - xi. Ladder for cleaning glasses - 2 nos

Recorded by Smt Ripamchi A. Sangma.

IQAC Member.

Sangma
IQAC - Coordinator
Tura Govt College
Tura.



Principal
Principal
Tura Govt. College, Tura.


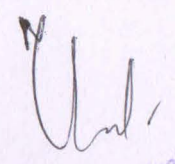
Tura Government College Tura

Teachers' in-charge for supervising the overall cleanliness of the college and re-distribution of duties for the Grade IV Staff

Building/Room/Compound	Teacher In-charge	Grade IV Staff
(1) Main Building Classrooms (Zoology, Geography, Botany)	(a)Smt. Sabaree Y. A. Sangma (b)Ridalin Nongbri (c)Smt. Grimchi A. Sangma	Storina A. Sangma
(2) Administrative Building , Ground Floor Main Building (Arts) & Library	(a)Smt. Rosemilla A. Sangma (b)Shri. Benedict W. Sangma	Smt. Tengchi Ch. Momin
(3) Auditorium & Commerce Block	(a)Smt. Judith G. Momin (b)Sunita Ch. Momin	Smt. Nobalin T. Sangma
(4) Main Common Room & Teachers Staff Rooms (Arts)	(a)Smt. Dotsna D. Sangma (b)Lucieta K. Sangma	Smt. Bandira A Sangma
(5) Teachers Staff Room & Classrooms (Chemistry & Physics)	(a)Donme Lizana A. Sangma (b)Cheerfulness Lyngdoh (c)Smt. Humkibai Passah	
(6) All the Toilets, sweeping of compound & Geography Block	(a)Smt. Sukriti D. A. Rema (b)Dr. (Mrs) Meena A. Sangma	Smt. Lalti Basor
(b) Cleaning of Jungles in and around the college compound & Gardening	(a)Shri. Firdosh M. Momin (b)Shri. Armstrong K. Marak (c)Dr (Mrs) K. Leeda R. Marak	Shri Holden Ch. Marak



 Principal
 Tura Govt. College, Tura


 (Dr. Meena A. Sangma)
 IQAC Coordinator
 TGC

 Principal
 Tura Govt. College, Tura

TURA GOVERNMENT COLLEGE, TURA

Minutes of the Meeting of the Head of Departments, Criteria Conveners, and NAAC Steering Committee held on 28th September at 1p.m at the office chamber of the Principal

Agenda:

1. Executive Summay
2. SWOC Analysis
3. College Library
4. Any other agenda

1. Executive Summary

- Copies of the executive summary details have been handed out to the members present at the meeting, where it has been unanimously decided for the prefix 'late' to be removed from the names of the founding members.
- It has been decided that the mention of residential quarters should be stated as "few residential quarters".
- Some sentences have been reconstructed pertaining to UG Degree courses.
- It has been decided that the *Vision and Mission* will remain the same.

2. SWOC Analysis ✓

Institutional Strength

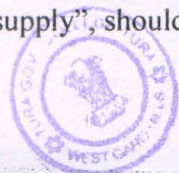
- It has been decided that the first two points should be combined and reframed as "It is located at the heart ... being the oldest College in Garo Hills".
- The 5th point has been edited as "The college mostly caters to the rural and economically weaker sections of the society"
- Point no. 9 has been reframed as "Students' interest for sports and other extracurricular activities."
- It has also been pointed out that the term "adequate space" in point no.6 should either be reframed or reconsidered.
- It has been suggested that point no. 10 may add the availability of book bank facilities in the college along with library facilities.
- Addition of 'facilities for PWD students have also been suggested.

Institutional Weaknesses

- It has been suggested that, "communication/language problem of the learners..." in point no.4, may be reframed and made more comprehensible with the exact intent of the sentence.
- Point no.6 has been rectified into "Unreliable internet facility in the college/region.

It has been decided that point no. 9 "scanty water supply", should be scraped

Principal
Tura Govt. College, Tura



Institutional Opportunities

- It has been decided that point no.3 should be reframed as 'Intake capacity of the college can be increased'.
- Point no. 9 "Complete data-based management of institutional parameters" to be included in Institutional Weakness.
- Point no.3 "Number of students seeking admission" is to be scraped.
- 'Providing teaching-learning facilities' to be added as a point.

Institutional Challenges

- 'First generation learners' to be added as a point.
- 'Administering to differently abled students poses a challenge' to be added.

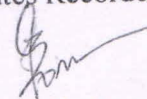
3. College Library

- It has been reported by the Deputy Librarian, that the data base work can be done by only one person with only one computer at a time.
- It has been suggested by the members present in the meeting that the data base should be upgraded to 'shared data base' and Library Management System has to be implemented.
- It has been concluded that the Dy.Librarian will communicate with the software technicians regarding upgradation.

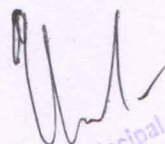
4. Discussion on SSS

- It has been suggested that the admission forms should be upgraded.
- Date of alumni meet to be fixed soon.

Minutes Recorded by:



Jena G. Momin
Lecturer, Dept., of English



Principal
Tura Govt. College, Tura.

Tura Government College Tura

No. TGC/IQAC-2018-2019/2 _____ dt. 3/10/2018

The minutes of IQAC Meeting held on 3rd October 2018 at 1:00 PM with IQAC members in the Principal's Room. The meeting was chaired by Shri. T. D. Marak, Principal of TGC, and the agendas of IQAC was open to discussion for the members present by Dr. Meena A. Sangma, Coordinator of IQAC, TGC.

Members Present (Enclosed)/-

Resolutions passed are as follows:-

1. Teachers' Attendance:

- A crucial aspect under NAAC to be maintained by the HODs and updated from the year 2014
- Record of teachers' signature to be submitted to the Principal at the end of every month

2. Measures to be adopted for Quality Teaching-Learning Process:

- To approach the State Government to limit the intake of student admissions in college
- Proposal to install LCD projectors for Arts and Commerce Rooms
- Teacher-Student Ratio mentioned under NEHU guidelines to be strictly adhered to
- Student Attendance below 75% not to be allowed to appear internal exams and uniformity in adhering to this decision should be maintained in every Department

3. Drawbacks for Quality Teaching-Learning Process:

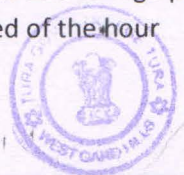
- Huge number of students is a difficulty in ensuring quality Teaching
- Pressure from the Government to increase the intake in the number of students' admission

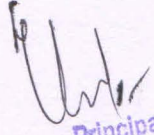
4. Departmental Meetings to be conducted and documented at the start of every Semester and report to be sent to IQAC email

5. Installation of Lease Line for Internet Provision is in process for which JIO network provider has been approached to provide wi-fi facility for the entire campus

6. Upgradation of College Library:

- Library Assistant needs to be appointed on contract basis as a college post
- Library digitalisation and software installation is the need of the hour




Principal
Tura Govt. College, Tura.

- Library Awareness Program should be conducted every year and it has been decided to conduct such program in the next Even Semester

7. Feedback from Students and Parents:

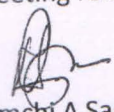
- Questionnaire for Parents feedback need to be prepared
- Feedback from Students is undergoing
- About 80% of students are from rural area and are first generation literates
- Parent-Teacher Meeting to be conducted during academic session (at a convenient time)

8. Examination Admit Cards:

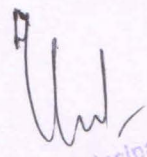
- Issuing of admit cards for students is found to be a major problem because the office is under staff
- Suggestion made to distribute admit cards to Students from Day-shift by the respective Departments or handled by the Exam Committee as was done in previous years

The meeting was closed by Dr. Meena A. Sangma with the resolution to carry out the above decisions in the presence of IQAC members present.

Minutes of the Meeting recorded by:


(Ripamchi A Sangma)
Assistant Professor
IQAC Member
Tura Government College




Principal
Tura Govt. College, Tura

TURA GOVERNMENT COLLEGE, TURA

FCC/IQAC-20182019/3 _____ dt 4th October, 2018

Minutes of the meeting held on 4th October, 2018 at 10:30 a.m, with RUSA consultant

Dr. Daniel R. Lyndem, IQAC Coordinator and Members, NAAC Steering Committee, Criteria Reviewers and Members.

Members present enclosed.

Resolutions are as follows:

1. Science affiliation letter needs to be procured at the earliest.
2. Renewal of commerce affiliation needs to be done at the earliest. Permanent affiliation needs to be applied for with reference to criteria fulfillment as per NEHU guidelines.
3. Duplicate documents for science affiliation need to be applied for by finding out the original copy.
4. NEHU permanent affiliation for Geography honours, elective in Bengali and Assamese Department's need to be applied for.
5. Dr. Lyndem proposed to help the college to acquire the missing/misplaced affiliation letters from DHTE.
6. To procure a letter from DHTE certifying that the college is recognized and run by the Government of Meghalaya.
7. The Principal is requested to write to UGC Delhi, for 12(B), duplicate copy certificate.
8. Assamese and Bengali to be included in the programme.
9. It has been decided that Mr. Badlang Tariang should be included in the teaching staff category as he teaches in Commerce stream.
10. Minutes need to be maintained with proper file numbers, where all the minutes of the IQAC meetings need to be uploaded in the college website.
11. Dr. Lyndem stresses upon the need to install MIS in the college for the purpose of Governance.
12. Internal Portal has also been given emphasis, which also falls under ICT.



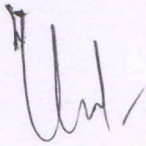
[Signature]
Principal
Tura Govt. College, Tura.

13. With reference to departmental profile, the working days of teachers should not be less than 180 days. A detailed record of classes, internal tests, exam duties and other kinds of work pertaining to the college must be maintained. Also the college has to maintain equal distribution of classes/routine irrespective of honours, elective etc.

The meeting resolved to meet again on 5th, 6th and 8th October 2018

The meeting resolved to place on record the clarification of the NAAC criteria as follows:




Principal
Tura Govt. College, Tura

$$\frac{\text{Number of full time teachers participating in such bodies}}{\text{Average number of full time teachers for last five years}} \times 100$$

$$= \frac{10}{109} \times 100 = 9.17\%$$

Under additional informations- All teaching staff comes under MGCTA ,

1.2.1 Percentage of new Courses introduced of the total number of courses across all Programmes offered during last five years.

- New course in last five years
- Geography (BA2)
- Certificate course(bsc)
- Bengali elective(BA2)
- Assamese elective (BA2)

1.3.1. Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

- To invite guest on gender issues
- To talk on human values by sir Lyndem
- To invite guest to talk on professional ethics for both teaching and non teaching staff

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

- course done by Avenues
- IQAC initiative should be included in the prospectus

1.4.1 Structured feedback received from

- Take 10 questions related to teaching and learning
- 50 weightage is given to SSS
- Feedback should take from teachers, students and parents



[Signature]
Principal
Tura Govt. College, Tura

- Feedback from students and teacher should be complementary
- Feedback draft should be shown to NAAC consultant by 5th October 2018.

Criteria 2- Teaching- Learning and Evaluation (350)

Key Indicator- 2.1 Student Enrolment and Profile (30)

2.1.1 Average percentage of students from other States and Countries during the last five years

- Average students from other states per year should be calculated for 2014-15, 2015-16, 2016-17, 2017-18, 2018-19.

2.2.1 The institution assesses the learning levels of the students, after admission and organises special Programmes for advanced learners and slow learners

- For Arts and commerce stream 1st and 2nd divisions will be considered as fast learners and 3rd divisions will be considered as slow learners
- For science stream above 55-60% will be considered as fast learners and below will be considered as slow learners
- For fast learners coaching class for competitive exams will be conducted
- For slow learners remedial/tutorial class will be conducted
- Organise parents meeting for slow learners, which will be stream wise

2.2.2 Student- Full time teacher ratio (current year data)

- Students teacher ratio should be calculated
- Every department should give students teacher ratio
- For students data, AISHE data will be referred

2.3.2. Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-Learning resources etc.

(current year data)

- Use of ICT (available)



[Signature]
Principal
Tura Govt. College, Tura

2.3.3 Mentor and mentee for stress related issue

2.3.4. *Innovation and Creativity in teaching- learning*

- Title of the program, list of students, passed students related to the Brail embroser should be kept recorded by teacher concern which deals with brail embroser.

2.5.1. *Reforms in Continuous Internal Evaluation (CIE) System at the Institutional level*

2.5.2. *Mechanism of internal assessment is transparent and robust in terms of frequency and variety*

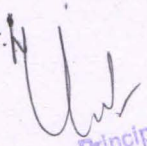
- When the website is ready all the internal marks should be uploaded in the website (final marks only)
- Grievances cell will deal with stressed students which may be related to internal marks
- Publicity cell should come under IQAC
- College should have on P.A. system for announcement
- For transparency, notice boards and website will be used

2.6.2 *Attainment of Programme outcomes, Programme specific outcome*

POs (which is the outcome of the course after the graduation program)

- PSOs(related to specific subject outcomes for example English subject)
- Cos (outcomes related to particular topic related subject)
- HODs of every department should submit Pos, PSOs, Cos.
- Attainment of Pos, PSOs, Cos will get from students feedback.
- Pass perentage should include both elective and honours subject together.




Principal
Tura Govt. College, Tura.