

re: email i.d. for students in college

nt: on program should conduct for students for NAAC process.

Criteria 3- Research, Innovations and Extension (120)

Key Indicator 3.1- Resource Mobilization for Research (10)

3.1.1- *Grants for research projects sponsored by the government and non government sources such as industry, corporate houses, international bodies, endowment, Chairs in the institution during the last five years(INR in Lakhs)- NIL*

- It has been suggested that the college may allow grants for publications etc/incentive of encouragement.

3.2.1. *Has the institution created an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge*

- Incubation centre has been suggested for Zoology department.
- Knowledge outsourcing in the form of workshops etc, for local farmers or anyone interested, may be conducted.

3.2.2. *Number of Workshops/ seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years*


- Arrangement of Lecture on IPR, by lawyers or experts has been suggested.

Key Indicator - 3.5 Collaboration (20)

3.5.1. *Number of linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research etc during the last five years.*

- It has been suggested that a proposal may be made to Don Bosco College, for student-teacher enhancement programmes.




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Criterion 4 - Infrastructure and Learning Resources

Key Indicator – 4.1 Physical Facilities (30)

- Dr. Lyndem while discussing library issues with the Deputy Librarian, has stated that Mr. Badlang Tariang is to assist the librarian pertaining to library work.
- It has been sternly stated that library technician, having a minimum of B.Lib degree, must be appointed on contractual basis for a few months, until the work in the library has been cleared and completed.
- Advertisements in local news papers calling for appointments has also been suggested.

Criterion 5- Student Support and Progression (130)

Key Indicator- 5.1 Student Support (50)

5.1.3. Number of capability enhancement and development schemes

- Yoga and personal counseling to be included.

5.1.6. The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

- The redressal cell needs to be functional and the minutes of the meeting pertaining to the cell are required to be maintained.

Key Indicator- 5.3 Student Participation and Activities (25)

5.3.2. Presence of an active Student council & representation of students on academic & administrative bodies/ committees of the Institution.

- Collection of data from the Students' Union has to be collected and maintained.

Key Indicator- 5.4 Alumni Engagement (10)

- An alumni meeting is yet to be conducted. Dates for the same has to be fixed.

5.4.2. Alumni contribution during the last five years (INR in Lakhs)



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6.3.5. *Institution has Performance Appraisal System for teaching and non-teaching staff*

- Mr. Bithingkon G. Momin has volunteered to provide the format from Chemistry department.

Key Indicator- 6.4 Financial Management and Resource Mobilization (20)

6.4.1. *Institution conducts internal and external financial audits regularly*

- All the audits are to be documented separately and accordingly. (not an audit of the college as a whole)

6.4.2 *Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)(INR in Crores)*

- It has been resolved that the committee incharge will organize food fests etc. to mobilize funds for the college pertaining to NAAC related work.

Key Indicator- 6.5 Internal Quality Assurance System (30)

6.5.1. *Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.*

• Dr. Lyndem explains that Quality Assurance consists of four key systems. Namely:

- Quality Enhancement
- Quality Management
- Quality Control
- Quality Assessment

6.5.2 *Incremental improvements made for the preceding five years (in case of first cycle)*

Post accreditation quality initiatives (second and subsequent cycles)

Incremental improvements such as , opening of courses, transition of annual system to semester system can be mentioned.

The pass percentage of students/college may also be mentioned if the pass percentage is impressive. (if not, then the mention of it should be avoided)

Improvement of ICT in the administration domain has been stressed upon again.

Criterion 7- Institution Values and Best Practices



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7.1.1. Number of under equity promotion Programmes organized by the institution during the last five years

- Advantages of location(still pending)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

- Activities done by NSS
- To add adopted villages by NSS

7.1.12. Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

- To include code of conduct for students in next prospectus

7.1.13 Display of core values in the institution and on its website

- Imparting education to the young students of whole West Garo Hills
- Non-commercialisation of education
- Maximum students are from backward background
- Statics will be collected from district statistical office.

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental

- Political science department will take care of this issue.

7.1.15. The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental

- To conduct a seminar on human value by sir Lyndem.

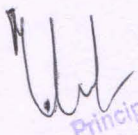
7.1.17. Number of activities conducted for promotion of universal values(Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

- Ugc website

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

- Audit is completed




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7.1.1 Describe at least two institutional best practices (as per NAAC format given in next page)

- Inclusive Education
- Renewable energy (solar-wind hybrid)


7.1.2 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

- Ending

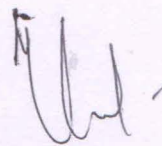
The meeting was closed by remarks from the IQAC coordinator Dr.Meena A.Sangma at 8:00p.m

Minutes recorded by:

1. Momin
(Lecturer, Dept. of English)


2. Shri Jojrang G D Shira
(Lecturer, Dept. of Physics)




Principal
Tura Govt. College, Tura

Tura Government College, Tura

No TGC/IQAC-2018-19/4

dated 5th October, 2018.

Minutes of the meeting held on 5th October, 2018 with RUSA consultant Dr. Samuel Lyndem, IQAC Coordinator and members, NAAC Steering Committee, NAAC Criteria convenors and members.

The following resolutions are:

- * Check list for Departmental profile was discuss
- * Clarification of the different criteria convenors/members was discuss.
- * Discussion on quality assurance was discuss
- * Resolved that the college should have Women's Club as a distinct character to initiate programs regarding the problems of the girls' student. It was entrusted to the criteria incharge 7 to formally inaugurate the program. TGC/IQAC

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



Recorded by

Shira
Jojrang Garnett D. Shira
Lecturer, Tura Govt. College, Tura



[Signature]
Principal
Tura Govt. College, Tura

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No. TGC/IQAC-2018-19/5

dated 6th October, 2018

Minutes of the meeting held on 6th October, 2018 at 10:30 am, with RUSA consultant Dr. Samuel R. Lyndem, NAAC Steering Committee, Criteria Convenors and Members.

Members present enclosed.

The resolutions are as follows:

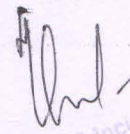
1. QnM and QIM , document link should be given instead of description
2. Awareness on Key indicators weightage and Key indicator wise weightage grade points was given by Dr. Samuel R. Lyndem
3. Academic flexibility was discuss. College has a potential for academic flexibility, which has to be utilized to the maximum.
4. To open short-term courses which can be joined from any stream for academic flexibility.
5. Courses suggested are (a) Painting (b) Spoken English.
6. IQAC will prepare report in PPT about decisions taken and action taken reference to minutes, meetings etc.
7. Pollution control board certificate is to be obtained for all vehicles entering the College.
8. College should take initiative about giving sapling instead of bouquet.

Meeting was resolved to held again on 8th October, 2018.



Recorded by


Jojrang Garnett D. Shira
(Lecturer, Department of Physics)


Principal
Tura Govt. College, Tura

Meel

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**Tura Government College
Tura**

No. TGC/IQAC-2018-19/6

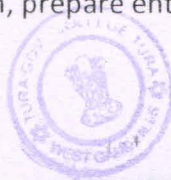
dated 8th October, 2018.

Minutes of NAAC meeting with Dr. S. Lyndem, Rusa Consultant, at 10:00 AM NAAC Room along with the Head of Departments who presented their respective departmental profiles, NAAC Coordinator and Committee Members, IQAC Coordinator and Members.

Members present enclosed.

The resolution passed are as follows under Departmental Profile:


1. Teaching Report to be submitted to IQAC.
2. Student Survey to be conducted which will be assessed by NAAC Consultant in the month of November.
3. Students Seminar conducted by Departments needs to be documented in table form (mention topic, batch, month & date).
4. Morning Shift Degree Students' record to be included in Departmental Profile.
5. Departmental Work Load to be prepared in tabular form - based on Class Routine taking into account one academic year (more than 180 working days).
6. Department Diary/Lesson Plan needs to be prepared and submit to IQAC.
7. To serve Notice to the absentee teachers recommended to the Principal by NAAC Consultant.
8. Program Outcome on Program of Study to be prepared by IQAC.
9. Student learning:
 - For Participative Learning - departmental seminars & discussions.
 - For Experiential Learning - Field trips and exposure trips .
 - Suggestion made - Field Trip to cement factory for Students of Chemistry Department .
10. Course Outcome/Program Specific Outcome :
 - Outcome of each unit to be made in order to assess the subject utility to be prepared by Department concerned.
 - Questionnaire for Students Feedback on the basis of Curriculum to be prepared for each unit semester wise.
 - Attainment of outcome to be calculated percentage wise from students' feedback.
 - Follow-up action from data collected to improve Teaching-Learning.
11. Vision and mission of each department should be specific.
12. Drop out and pass percentage of students should be included in the departmental profile semester wise. Footnotes to be included to justify the reasons of student drop out.
13. "Students profile" should be replaced by "examination result".
14. Prepare code for program specific outcome, course outcome e.g. PSO1, PSO2 etc.
15. Under student's progression, prepare entry point and exit point table.



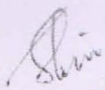
[Signature]
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16. Under student's progression profile, "unemployment" should be replaced by "applied for".
- (1) Departmental library should be documented in departmental profile (whosoever applicable).
 - (2) Success stories & placement of students should be included (if present).
 - (3) All science department laboratory should be documented.
 - (4) Students – teacher ratio should be prepared.
 - (5) SWOC analysis should be prepared by every department.
 - (6) IQAC, should collect the SWOC analysis data from every department to prepare SWOC analysis for institution.
 - (7) Future plan of action should be drafted in departments' profile.
 - (8) Examination Result Data of Morning shift and day shift should be prepared in different table in order to give the justification of poor result.

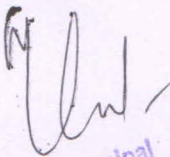
Recorded by,


1. Ripamchi A Sangma
Assistant Professor,
Department of Political Science.




2. Joyrang Garnett D. Shira
Lecturer,
Department of Physics.




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Ref: TGC/IQAC-2018-2019/4 _____ dt. 11/10/2018

The minutes of IQAC Meeting held on 11th October 2018 at 11:00 AM with IQAC members in the IQAC Room. 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. To include Email-id in the form for commerce and arts stream.
2. "Rules and Regulations" heading in the prospectus to be changed to "Codes and Conduct".
3. Point no 1 and Point no 6 under rules and regulations in the prospectus to be clubbed together.
4. Profile of IQAC to be added under Facilities Available in the prospectus.
5. Acknowledgement slip to be duly filled in and signed properly by the receiving officer.
6. Under N.B in the form, Point No 7 stating "Email id is compulsory to be filled up" to be included.
7. There has been a printing mistake of SEMISTER at the top left corner of the form which is to be duly corrected.

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



[Signature]
Principal
Tura Govt. College, Tura

Minutes of the Meeting recorded by:

[Signature]
(Chelsea Ch. Momin)
Lecturer
IQAC Member
Tura Government College

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No. TGC/IQAC-2018-2019/5 _____ dt. 29/10/2018

The minutes of IQAC Meeting held on 29th October 2018 at 1:00 PM with IQAC members in the IQAC 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 :

- Talk on NAAC Quality Assurance in Higher Education by Dr S.R. Lyndem to be held on 20th November, 2018 from 11:45 a.m – 12:30 p.m.
- Talk on Value Education by Dr Jim P. Marak to be held on 20th November, 2018.
- Talks on Intellectual Property Rights and Human Rights to be held on 13th November, 2018 under two sessions with a break of fifteen minutes in between.
- 1st Session on Intellectual Property Rights will be conducted by Advocate Bikash Jogi at 12:00 noon and 2nd Session on Human Rights will be conducted by Advocate Tengsrang M. Sangma at 1:00 p.m.
- Talk on Professional Ethics by D.C, West Garo Hills to be held on 15th November, 2018 at 11:00 a.m.
- Talk on Gender Issues also to be held on 15th November, 2018 tentatively.
- The program is to be chaired by Madam Jyotsna D. Sangma on the 15th November, 2018 and by Dr Jena G.Momin on the 13th November, 2018.
- Banners for the mentioned programmes to be prepared by Sir Medan F.R. Marak.
- Certificates to be prepared by Sir Tejan Momin .
- To write and send official letters for the Resource Persons by the Principal, TGC.
- Honorarium for local resource persons – Rs 1000/- and non- local resource persons – Rs 2000/2500.
- Programmes to be held in Room No – 010.
- Talk on Human Rights for students to be held separately for the students by Madam Soja D. Marak and the date to be decided by the Pol. Science Department.

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:



[Signature]
Principal
Tura Govt. College, Tura

[Signature]
(Chelsea Ch. Momin)
Lecturer, IQAC Member
Tura Government College.

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NO. TGC/IQAC-2018-2019/ 7

DATE: 20.11.2018



Minutes of the Meeting on "NAAC QUALITY ASSURANCE IN HIGHER EDUCATION"
on 20th November, 2018 for the Faculty of Tura Government College, Tura.

- The meeting was chaired by NAAC Coordinator, Sir Tejan A. Momin, Associate Professor, Department of Physics, Tura Government College, Tura.
- Welcome address was delivered by Dr. Meena A. Sangma, IQAC Coordinator, HOD and Associate Professor of Department of Zoology, Tura Government College, Tura.
- First Session : Talks on the following topics were given by Dr S.R Lyndem, Resource Consultant, RUSA and Retired Principal of UCC, Umiam and he stressed and explained about the importance of each topic.
 - Importance of Management Information System.
 - Quality Assurance through Management Information System.
 - Quality Enhancement and the progressiveness of work associated with quality enhancement.
 - Quality Enhancement , Quality Initiative and Quality Assessment.
 - Inspection based quality control.
- Apart from his talks, he also gave suggestions for the Faculty to be trained to use Management Information System and to apply for RUSA around December.
- In the second session, Departmental Profile was presented by the Heads of each Department and suggestions/alterations to be done were given by Dr. S. R. Lyndem.
- Vote of thanks was delivered by Madam Silmeritha P. Marak, RUSA Coordinator, HOD & Associate Professor, Department of Physics, TGC, Tura.

Recorded by:

Chelsea Momin

(Smt Chelsea Ch. Momin)

Lecturer,

Department of Commerce,
Tura Government College, Tura.



[Signature]
Principal
Tura Govt. College, Tura

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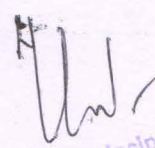
No. TGC/IQAC-2018-19/ 8

Date: 20.11.2018

Minutes of a Program on a Talk on "Value Education" for College Students organized by IQAC, Tura Government College, Tura.

- Program was chaired by Smt. Benora Masharing, Assistant Professor, History Department, TGC.
- Welcome address delivered by Shri. T. D. Marak, Principal, Tura Government College, Tura.
- First Session - Students feedback for BA/BSc/BCom students conducted. Questionnaire distributed by a Team of Five Teachers from Mendipathar College, North Garo Hills and Union Christian College, Umiam assisted by TGC IQAC members.
- Students feedback to be analysed and summary report to be prepared by the same team
- Second Session – A talk on "Value Education" presented by Dr. Jimcarbrist P. Marak, IQAC Coordinator, UCC for one hour through a power point presentation. The resource person highlighted the core values of NAAC and importance of values system among students
- Third Session – After a short 30 minutes break, the session started with a special song presented by students of Zoology.
- Another round of Students feedback was conducted for B.Sc and B.Com students by distributing questionnaires.
- Dr. Jimcarbrist P. Marak again presented a motivational talk on "Value Education" for the students. He stressed on the importance of values for (1) Personal attributes & judgement (2) Influence our decisions & choices (3) Pattern of our behavior & relationships (4) Impact the core of our dreams & visions
- Presentation of Tree sapling and certificate to the resource persons
- Vote of Thanks delivered by Dr. Meena A. Sangma, IQAC Coordinator and Head, Department of Zoology, TGC.
- The programme ended with a National Anthem sung by all present in the hall.



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- Students feedback data compiled and entered department wise, analyzed and graphical representation prepared by the team from Union Christian College and Mendipathar college assisted by IQAC and NAAC members of TGC.

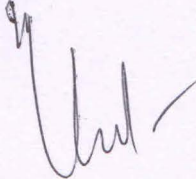
Minutes Recorded

By:



(Ripamchi A.
Sangma)

IQAC Member
Tura Government
College
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Tura Govt. College, Tura.

TURA GOVERNMENT COLLEGE,



NO. TGC/IQAC-2018-2019/ 9

DATE: 21.11.2018

Minutes of the Recordings of the Faculty Programme for NAAC Preparation.

- The programme started in the college conference hall at 10:00 a.m with the welcome address by Shri Tejan A Momin, NAAC Coordinator and Assistant Professor of Department of Physics, Tura Govt. College, Tura. He specially welcomed Dr S.R. Lyndem and the rest of the time was given for criteria discussion.
- First, it started with discussion of Criteria II which includes teaching, learning and evaluation .
- After that, Criteria wise presentation was made by each Criteria Convenor .
- Suggestions given to Criteria I –
 - Lesson Plans to be implemented by each departments.
 - Guest Lectures and Seminars to be invited/ held department wise and documents of the programmes organised to be attached. e.g photos of the programmes.
 - To give feedback of the curriculum to the Principal of what is relevant and send it to NEHU and take the receipt from the receiving officer.
 - Action Plan to be taken internally.
- Suggestions given to Criteria II – To segregate morning shift and day shift students.
- Suggestions given to Criteria III –
 - Sir Taseng Marak's minor project has to be inserted. MOU has to be signed between colleges of Tura for exchange programmes and the documents to be attached.
 - Upgradation and collection of certificates (documents) to be provided for the datas already mentioned.
- Suggestions for Criteria IV –

The following to be updated under criteria IV –

 - Photos of the infrastructures to be updated.
 - Room No plates to be made.
 - Measurement of Class rooms.
 - Seat Plan.
 - Building maintenance, expenditures.
 - Plan period for UGC Grants sanction letters/utilisation certificates audited by Chartered Accountant.
- Suggestions for Criteria V –
 - To update scholarship records from Director of Higher and Technical Education, Shillong.
 - Percentage of student's (outgoing) placement with the name of the employer details and the number of students already placed are to be collected from the departments.
 - Write up on Alumni and their contribution to the college to be submitted.




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- Suggestions for Criteria VI –
 - To write on the plan to introduce Management Information System as strategic plan of the college.
 - To change the word from GPF loan to temporary withdrawal.
 - It was also suggested that the number of faculties have to be included which comes under Performance Appraisal System.
 - Seniority against the vacancy for the promotion of the non- teaching staff.
 - Suggestions are made to write audits as periodical in place of “regular”.
 - To incorporate with IQAC for 6.5 (key indicator).
- Suggestions for Criteria VII –

Suggestions are made on best practices in the college to have the following points :

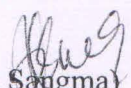
 - Practices which bring benefits to majority of the students.

After the criteria wise presentation, Report on IQAC was given by Dr Meena A. Sangma, IQAC Coordinator, HOD and Associate Professor of Zoology, Tura Government College, Tura.

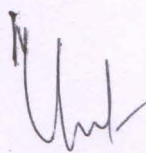
- Suggestions given for IQAC :
 - IQAC must have a roadmap. 7 action points by Dr Ganesh A Hegde has to be referred.
 - Concrete steps to be taken to improve IQAC.
 - IQAC will have to modified after every five years.

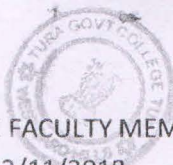
The program ended with a vote of thanks by Shri Tejan A. Momin, NAAC Coordinator and Assistant Professor of Department of Physics, Tura Govt. College, Tura.

Recorded by :


 (J.D. Sangma)
 Head of Department,
 Department of History,
 Tura Govt. College, Tura.




 Principal
 Tura Govt. College, Tura



PROCEEDINGS OF THE MEETING OF THE FACULTY MEMBERS WITH DR.S.R.LYNDEM, RESOURCE CONSULTANT, RUSA, MEGHALAYA ON 22/11/2018.

Shri Tejan A.Momin, Coordinator, NAAC Steering Committee, Tura Govt. College, Tura welcomed the Resource Consultant and the teaching faculty into the programme.

The programme for the day started with HODs report on POs, PSOs and COs. All the HODs presented the report and the following suggestions were made.

- * Attainment of PO should be done at three levels :
1) Departmental level, 2) Student level and 3) College level.
- * At the departmental level through departmental regular meetings, discussions, etc.
- * At the student level through questionnaires, mark sheets, how much syllabus is covered, etc
- * At the college level : Questionnaires to be prepared semester wise to identify fast and slow learners.
- * Quality handbook to be prepared.
- * Departmental diary/calendar for every academic year to be prepared.
- * Faculty workload are to be prepared in the format given by Physics department.
- * Workload to be presented in graph.
- * Teachers ' weekly report on teaching- learning to be maintained.

In the second session, the same programme continued for some of the departments. After this, students feedback on students satisfaction survey was discussed with all the departments and suggestions were given for all the departments for improvement.


All the departments, except departments of History and Education are asked to reconduct the survey.

In the programme certificates were distributed to all faculty members for participation in the talk on NAAC Quality Assurance in Higher Education by Dr. S.R.Lynden.

The meeting concluded with vote of thanks by Shri T.D.Marak, Principal, TGC, Tura.



Recorded by
Smt.L. K. Sangma, HOD,
Education Deptt. and
IQAC member.


Principal
Tura Govt. College, Tura

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TCG/IQAC-2018-2019/ 11

DATE: 23.11.2018


Minutes of the meeting held on 23.11.2018 at 3:00 p.m.

The meeting started in the college IQAC and NAAC room at 3:00 p.m with the welcome address by Shri Tejan A Momin, NAAC Coordinator and Assistant Professor of Department of Physics, Tura Govt. College, Tura.

Resolutions passed :

1. Matters relating to 20th and 21st November, 2018 regarding the programmes and meetings which were held was discussed.
2. Attendance of the students to be strictly maintained internally. Attendance register format to be prepared in such a manner so as to include 30 days attendance, space to note down slow and fast learner, mentoring classes and remarks.
3. Quality handbook is a part of Quality Assurance as advised by Dr Ganesh A Hegde and so based on his book, the college is required to maintain college quality handbook and which has to be revised every year. The college quality handbook has to include the introduction, the core values, mission and vision, the actual quality parameters and the NAAC guidelines.
4. Under Criteria I in the college handbook, there should be :
 - Effective curriculum delivery in each stream i.e Science, Commerce and Arts.
 - Curriculum enrichment to be taken from the conveners.
 - Feedback to be included from the sample.
 - To identify slow and fast learners.
5. Under Criteria II in the college handbook, learning outcomes and the following to be included :
 - Programme Outcomes(POs) for BA, B.Com & B.Sc.
 - Programme Specific Outcome (PSO) for all departments to be added in quality handbook as a quality parameter.
 - Attainment of PO, PSO, CO to be taken up in the department level, college level and student level.
 - After 2nd round of Student Satisfactory Survey, the result to be updated in the quality handbook.
6. Under Criteria III in the college handbook, emphasis to be given to innovation from the student's or teacher's side. Women's cell (Norombi), Charity work, Visit to Jail, Visit to Orphanage etc to be included under extension activities of the college.
7. Under Criteria VI in the college handbook :
 - Internal Quality Assurance System should include method of maintaining quality parameter taking the role of the education system and few best practices taken up by the college.
 - Questionnaires to be given to the students to identify slow and fast learners.
 - Questionnaires for curriculum to be prepared and given to Parents, Students and Alumni and after compilation, it should be send to NEHU.
 - Feedback for 2nd round to be organised by IQAC from 28th to 30th November, 2018.




Principal
Tura Govt. College, Tura

- Continuous Internal Evaluation System to be made uniform and structure for the same to be provided to make it uniform. CIE should be continuous.
- Feedback outcome to be addressed.
- 9. Workload format to be supplied to all departments.
- 10. Department Academic Calender to follow CIE system.
- 11. To have Teacher's Quality Handbook and to include UGC Code Of Conduct, Lesson Plan, Attendance for teachers etc. Dr S.R.Lyndem, Resource Consultant, RUSA will be lending his help in preparing Teacher's Quality Handbook.
- 12. Total grievances will be taken from the second survey which will be conducted.
- 13. Apart from the above resolutions passed, following suggestions were also given:
 - To consult Advisory Board/DC for the appointment of sweeper in the college.
 - To request funds from local MLA/ Chief Minister for NAAC Process/MIS/ICT and to address some of the problems of the college.
 - The first draft of SSR to be submitted in offline mode in December.

Recorded by :

(J.D. Sangma)

Head of Department,
Department of History,
Tura Govt. College, Tura.




Principal
Tura Govt. College, Tura



TURA GOVERNMENT COLLEGE:: TURA:: WEST GARO HILLS:: MEGHALAYA

NO.TGC/IQAC/2018-2019/12

DATE : 24/11/2018

Minutes of the meeting of the members of Alumni Association, TGC, Tura with Dr S.R.Lyndem, RUSA Consultant, Govt. of Meghalaya.

The Principal of the College, Shri T.D.Marak welcomed Alumni Association members and every one present in the meeting and handed over to the IQAC Coordinator, Dr Meena A. Sangma to chair the meeting.

The meeting discussed various activities of the Alumni Association and how to prepare questionnaire for feedback from the alumni. The following suggestions were given by Dr S.R.Lyndem.

- *Which year you have come to this college.
- *From the time you were a student and after you left what you see now
- *What improvements are to be made.
- *What are the contributions made by the alumni to the college.

The meeting also suggested that the program for alumni and parents should be organized for feedback. The questionnaires to be drafted by IQAC.

In the meeting the Secretary of the Alumni Association informed about the draft constitution of the association and also informed that general body meeting will be held in the early part of January 2019 and approve the constitution.

It is also informed that the association after the approval of the constitution by the general body it will be registered with the Registrar of Cooperative Societies and after registration the association will conduct career counseling, seminars and conferences to the students and faculty as well. The Secretary also said that they will make the association strong and vibrant.

In the meeting the NAAC Coordinator informed that registration form of Alumni Association and all the information will be uploaded in the College website.

The meeting concluded with vote of thanks by the IQAC Coordinator.

Recorded by

Smt L.K.Sangma,HOD,
Education Deptt. and
IQAC Member



Principal
Tura Govt. College, Tura

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TURA GOVERNMENT COLLEGE :: TURA :: WEST GARO HILLS :: MEGHALAYA

NO.TGC/IQAC/2018-2019/13

DATE : 24/11/2018

Minutes of the meeting of IQAC with RUSA Consultant.

The meeting is chaired by IQAC Coordinator.

In the meeting, the following were discussed :

- Measurement of attainment of course outcome at department level
 1. Coverage of syllabus
 2. Understanding of syllabus – Feedback for Course Outcome to be taken. If attainment is low, tutorials and mentoring is suggested.
- Questionnaire or feedback form : Questions to be made in easy level, medium level & high level.
- Marks obtained in final semester examinations for all semesters to be considered for measurement of course attainment.
- Commerce, Assamese and Philosophy Department made powerpoint presentation of departmental profile.
- Botany and mathematics department HODs discussed about course outcomes of their respective departments.

Recorded by :

Chelsea Ch. Momin

(Chelsea Ch. Momin)
Lecture of Commerce Deptt.
Tura Govt. College, Tura.



[Signature]
Principal
Tura Govt. College, Tura

TURA GOVERNMENT COLLEGE,
TURA.

NO. TGC/IQAC-2018-2019/ 14

DATE: 26.11.2018

Minutes of the Faculty and HODs Meeting with IQAC for NAAC Preparation held on 26th November, 2018 at 2:00 p.m.

The meeting started with the welcome address from the Principal.

Resolutions passed :

- Dr Meena A. Sangma, IQAC Coordinator, HOD and Associate Professor of Zoology, Tura Government College, Tura informed the heads of each department to take the necessary steps to finish the feedback process and submit it back to IQAC by Friday i.e the 30th November, 2018 for further analysis.
- The feedback from Parents also needs to be taken for NAAC process and for the same, a tentative date has been fixed for 8th February, 2019 at 11:00a.m for all the streams i.e Science, Commerce and Arts. The invitation letter for the parents to be sent from the Principal's Office.
- The feedback from the Alumni of Tura Government College also needs to be collected. Alumni feedback to be collected on the same day of the Alumni General Meeting to be held in the college somewhere in Mid – January. Questions to be included in the Questionnaire has been suggested by Dr S.R.Lyndem, Resource Consultant, RUSA, Meghalaya.
- Quality handbook for Tura Government College needs to be prepared and Shri Tejan A Momin, NAAC Coordinator and Assistant Professor of Department of Physics, Tura Govt. College, Tura has volunteered to compile the data for the handbook and has requested all the HODs to handover soft copies of Programme Specific Outcome and Course Outcome for the same.
- Departmental Calender to be prepared by the HODs of each department..
- Continuous Internal Evaluation (CIE) to be prepared by all the departments uniformly. It was decided that out of 25 internal marks , 20 marks will be for internal test and 5 marks will be for student's attendance, sincerity and participation in the class. The distribution of 5 marks will be as below :

Science (2 +2+1=5)			Commerce & Arts (3+2=5)		
Attendance (2)	Marks Distribution		Attendance (3)	Marks Distribution	
81 - 100	2	2 marks for practicals & 1 mark for practical handbook	81- 100,	3	2 marks to be given for sincerity & participation in the class .
61 - 80	1.5		61 - 80	2	
41 - 60	1		41 - 60	1.5	
Below 40	0.5		Below 40	1	



[Signature]
Principal
Tura Govt College, Tura

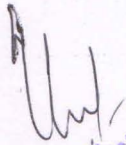
The marks distribution to be displayed in the notice board so as to make the students aware and to improve their attendance.

- The format given by Dr S.R. Lyndem, Resource Consultant, RUSA, Meghalaya for attendance and mentoring to be followed by each department. The attendance register will be customised according to the format and given to each department. The ideal teacher mentor ratio is 1 : 15.
- Slow Learner and Fast learner also needs to be separated according to the given format by Dr S.R. Lyndem based on markings of the questionnaire prepared by the departments. It was decided that below 59 % will be categorised as slow learner and above 60 % will be categorised as fast learner.
- Attainment of Programme Outcome (PO), Programme Specific Outcome (PSO) and Course Outcome (CO) to be calculated under three levels i.e College level, Department level and Student level.
- Test to be conducted once in a month by every teacher after completion of each topic.
- In the departmental profile, it was decided to include year of establishment and also the names of prominent retired teachers who contributed to the development of the college.
- For NAAC accreditation, it is necessary to interchange classes between colleges and so a decision was taken to interchange classes with Don Bosco College two days a month taking two periods at a stretch. It is not considered necessary for all the departments but departments interested can participate in it. For the same purpose, MOU to be signed for a year.

Recorded by :

(Chickoo B. Marak)
Senior Lecturer
Department of Garo,
Tura Govt. College, Tura.




Principal
Tura Govt. College, Tura

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TURA GOVERNMENT COLLEGE,
TURA.

NO. TGC/IQAC-2018-2019/15

DATE: 28.11.2018

Minutes of the Meeting regarding Hostel Grievances with the Superintendents of both Boys and Girls Hostel, Tura Govt College held on 28th November, 2018 at 2:00p.m in IQAC Room.

The meeting started with the welcome address from the Principal, Tura Govt College.

Soon after, time was given to Smt. Jessica Sangma, Superintendent of Girls Hostel, Tura Government College and the following problems were highlighted by her :

- Water Problem
- Appointment of full time cleaner
- Wall painting of the hostel building
- Renovation of the kitchen.

Time was also given to Shri Debasish R. Marak, Superintendent of Boys Hostel, Tura Government College and the following problems were highlighted by him :

- Water Problem
- Appointment of full time cleaner
- Wall painting of the hostel building
- Renovation of the kitchen
- Encroachment from outsiders as there is no boundary wall and people are using the field for anti- social activities.

Resolutions passed :

- New water pipes to be installed for both the boys and girls hostel.
- Wall painting in both the hostels to be done after the painting in the college is over.
- Explanation call to be given to irregular cleaners who are appointed and instruct them to clean the hostels on a regular basis.
- To draft a letter to the village development committee from the Principal's Office stating the use of the field for anti-social activities by outsiders and request their cooperation to eliminate the same. Copy to Nokma, Secretary of the development committee.
- To request installation of CCTV in both the hostels.
- To use the field, prior permission from the Principal needs to be taken.
- To write to the Government to create two post, one for male warden in Boys Hostel & one for female warden in Girls Hostel.
- Full time cleaner to be appointed in both the hostels.
- Renovation of the kitchen to be taken up with Public Works Department.

Recorded by :

Chelsea Ch. Momin

Chelsea Ch.Momin
Lecturer of Commerce Dept.,
Tura Govt. College, Tura.



[Signature]
Principal
Tura Govt. College, Tura

- The meeting with Hostel Warden for both boys and girls was conducted on 28th November 2018 to discuss the problems faced by the hostellers. The Hostellers have various problems such as water shortage, cleaners were required for the Hostel and renovation of hostel kitchen is needed.
- Preparation for NAAC : It was informed that the painting has started with the wall, main building, Hostel Auditorium, Commerce department building and has to be completed before NAAC team arrives.
- Parent's meet was postponed from 8 to 18/2/2019
- Feedback of Alumni has to be prepared with 100 number of questionnaire and hand it over to Principal on 17/12/18 for approval
- All the PSO, CO, etc., are to be handed over to IQAC
- It was informed that PO has been completed stream wise
- PSO stream wise is still going on.
- Departmental calendar to be prepared by HODs (under process) and has to be reviewed in the next HOD meeting.

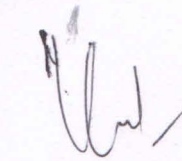
The meeting was concluded by the vote of thanks by Dr. Meena A. Sangma.

Recorded by:

1. Shri Todik N. Sangma



2. Shri Smarling Suting


Principal
Tura Govt. College, Tura.


TURA GOVERNMENT COLLEGE, TURA.

NO. IQC/IQAC-2018-2019/16

DATE: 29.11.2018

Minutes of IQAC and HODs meeting held on 29th November, 2018 at the Principal's Chamber at 2:00 p.m.

The meeting started with the welcome address from the Principal, Tura Govt College.

Resolutions passed :

- * The order has already been given for customised register which will take time so in the meantime, mentor – mentee record to be maintained in the old attendance register.
- * Mathematical methods of calculating attainment level of PSO, PO & CO was discussed in detail. Methods worked out by Sir Rajiv Marak, Associate Professor & HOD of Botany Department, Tura Govt College and Madam Silmeritha P Marak, Associate Professor, HOD of Physics Department and RUSA Coordinator, Tura Govt College was considered to calculate the attainment level.
- * For the time being, Method II suggested by Madam Silme to be followed and later on, Method I suggested by Sir Rajiv to be followed.
- * Measurement of PO, PSO & CO :

Programme Outcome (PO) → Level of Attainment → Measurement based on :

- ✓ Examination Result
- ✓ Student's Progression Post
BA/B.Sc/B.Com

Programme Specific Outcome (PSO) → Level of

Attainment → Measurement based on :

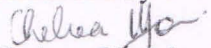
- ✓ Student's Progression
i.e marks obtained in concerned
subject in a particular semester.
- ✓ Histogram for every semester.

Course Outcome (CO) → Level of Attainment → Measurement based on :

- ✓ Internal Assessment Marks
- ✓ Internal Questions to include
multiple choice questions.

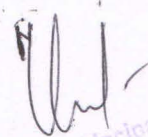
- * Problem is being faced by Criteria II wherein the ID card no is required so a new ID card has to be made including the ID card no, email id etc.

Recorded by :


Chelsea Ch. Momin

Lecturer of Commerce Department,
Tura Government College, Tura.




Principal
Tura Govt. College, Tura

Measurement of Attainment of PSOs
Sample Format for only one semester and which is to be followed for all semesters

Indicators

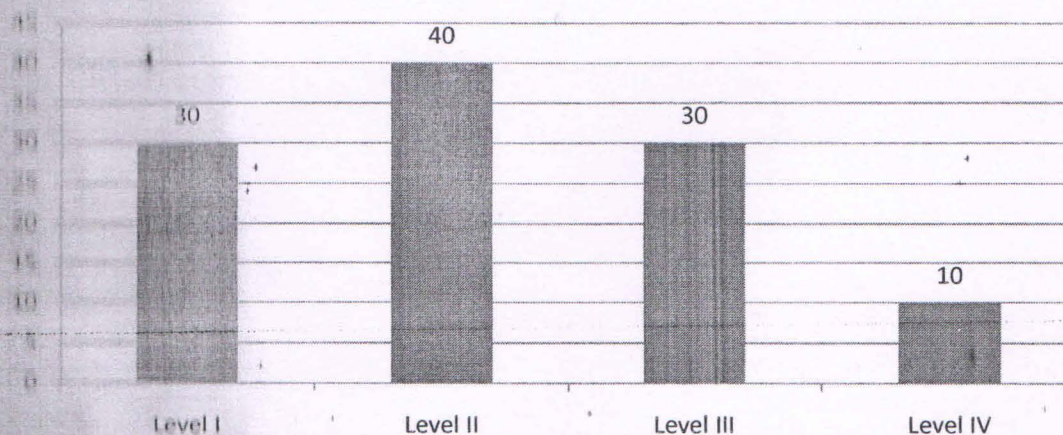
Percentage of Marks obtained in a semester

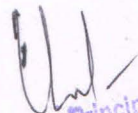
Level I	60% and above	I Division
Level II	45% and above but below 60%	II Division
Level III	Below 45% but secured pass marks i.e 30	Simple Pass
Level IV	Below 30%	Failed

• Level determined as per University criteria for awarding DIVISION

Sl No	Class	Student Name	Marks Obtained	Level I	Level II	Level III	Level IV
1	IV Sem	A	65	1			
2	IV Sem	B	44			1	
3	IV Sem	C	50		1		
4	IV Sem	D	48		1		
5	IV Sem	E	58		1		
6	IV Sem	F	62	1			
7	IV Sem	G	25				1
8	IV Sem	H	43			1	
9	IV Sem	I	51		1		
10	IV Sem	J	61	1			
Total No of Students = 10				3	4	2	1
Percentage of Students				30	40	20	10

PSO Attainment for Physics - IV Semester





Principal
 Tura Govt. College, Tura

No. TGC/IQAC-2018-19/_____

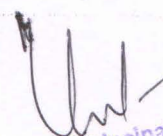
Date: 30.11.2018, Venue: IQAC Room, TGC

Proceedings of IQAC meeting with the newly appointed teachers (3f) of TGC

- Sir T. D. Marak, Principal TGC, welcomed the new teachers appointed under 3(f) and highlighted the necessity to induct them in the 7 Criteria Committees under NAAC
- IQAC Coordinator, Dr M A. Sangma, presided over the meeting and brought to the table certain posts/seats which are lying vacant in various criteria committees due to the transfer of teachers
- Under Criteria No. 3 - Research Innovation & Extension, a decision was made to appoint Dr Silme D. Shira, faculty from the Department of Zoology as a committee member
- Under Criteria No. 5 - Student Support and Progression, (1) Miss Stilchi M. Sangma, (Department of Botany) and (2) Dr. Jane Wanry Shangpliang (Department of Zoology) were inducted as new committee members
- Under Criteria No. 2 - Teaching Learning & Evaluation, it was decided to appoint three new teachers for this committee – (1) Miss Lisa Valerie K. Marak (Department of Chemistry), (2) Dr. Pynsakhiat Miki Gashnga (Department of Chemistry) and (3) Mr. Smarling Suting (Department of Chemistry)
- Under Criteria No. 7 - Institutional Values & Best Practises, (1) Miss Manyung Shylla (Department of Chemistry) was appointed in place of Smt. Humkibai Passah (transferred to KNC, Jowai)
- A decision was made to appoint 5 (Five) New members from the teaching Faculty for Internal Quality Assurance Cell (IQAC) – (1) Mr. Smarling Suting (Department of Chemistry), (2) Dr. Pynsakhiat Miki Gashnga (Department of Chemistry), (3) Mr. Todik Nengminza Sangma (Department of Economics), (4) Mr. Namsang K. Marak (Department of Commerce) and (5) Mr. Sengba Salnasan M. Sangma (Department of Physics).
- A Counselling Cell was formally constituted for the institution by appointing 10 (ten) members from the teaching faculty with Dr. Meena A. Sangma (IQAC Coordinator) as its Convenor.
- Members of Counselling Cell – (1) Dr. Jane Wanry Shangpliang (2) Dr Silme D. Shira (3) Dr. Pynsakhiat Miki Gashnga (4) Miss Lisa Valerie K. Marak (5) Miss Manyung Shylla (6) Mr. Smarling Suting (7) Mr. Todik Nengminza Sangma (8) Miss Stilchi M. Sangma, (9) Mr. Namsang K. Marak (10) Mr. Sengba Salnasan M. Sangma
- Counselling Cell will work out the logistics with a professional Counsellor from Tura Civil Hospital Tura to organise counselling programs and sessions with the students of TGC.

Minutes Recorded By: 
Ripamchi A. Sangma
Assistant Professor
IQAC Member




Principal
Tura Govt. College, Tura

Review meeting on IQAC


Dated 14th December 2018

The meeting was started by the Principal Shri. T. D. Marak welcoming all the new members as well as existing members and noted the review meeting for IQAC is necessary for NAAC accreditation.

Later the meeting was chaired by Dr. Meena A. Sangma and discussed the following agendas:

- Regarding the proposal for installation of LCD projector for Arts and Commerce department it was informed that it is under process.
- Review meeting has to be conducted to give marks for students on attendance.
- Installation of Jio WiFi for departments is still under process.
- Library Assistant need to be appointed under contractual basis and request for appointment has been sent to District Selection Commission and informed the house that no response from DSC.
- Digitalisation of library is still under process.
- Feedback receive from students will have to be uploaded on February as suggested by Dr. Samuel Lyndem.
- Parents' feedback will be conducted on 18/2/19 at 11 AM. General questionnaire will be drafted by IQAC member in English and Garo language.
- Admit Cards for examination for semester system will be distributed only for the Day Shift students by the respective departments.
- ID card colour for Day shift student will be Maroon colour and for Morning Shift student's ID card colour should be different from that of Day Shift.
- The house was informed about the following popular talks. The talk on intellectual Property Rights by Mr. Bikash Jogi, Advocate , Tura Bar Association and Talk on Human Right was given by Mr. Tengsrang M Sangma , Public Prosecutor , Tura.
- On 15th November Talk on Professional Ethic was given by Shri. Ram Singh, IAS Deputy Commissioner of West Garo Hills.
- On the same day the Talk on Role of Education Sector for Gender Inequality was given by Madam Charlotte W. Momin Retired Joint Director of School and Education Literacy.
- On 28th November Talk on NAAC quality Assurance in Higher Education was given Dr. S. Lyndem and Talk on Value Education was given by Dr. Jim P. Marak. On the same day student feedback was conducted by five Lecturers from Union Christian College and Mendipathar College.




Principal
Tura Govt. College, Tura

TURA GOVERNMENT COLLEGE, TURA


MINUTES OF THE PARENT'S MEETING HELD ON 02 March 2019

Organized by: IQAC TURA GOVERNMENT COLLEGE, TURA

The Parent Teachers Meeting for Tura Govt. College, Tura was scheduled on 02nd March 2019 at 11: 00 am to collect the feedback about students' progress and performance at College. The Parents were intimated about the meeting well in advance through letters.

- ❖ The meeting was chaired by Smt. Jyotsna D. Sangma (HOD, Deptt. Of History).
- ❖ Shri. T. D. Marak (Principal of TGC) extended a warm welcome to the parents and highlighted the purpose of organizing a parent's meet. Further, he emphasized on the need to prepare for NAAC accreditation, as it would certainly help in procuring the central government funds for infrastructural development of the college.
- ❖ Dr. Meena A. Sangma (IQAC Co-coordinator and HOD, Zoology) then addressed a keynote on NAAC and its significance. She elaborated that the objectives of NAAC which was to assess and accredit institutions of higher learning with all objective of helping them to work continuously to improve the quality of education. She further spoke on the existing facility like science lab, computer lab, LCD projectors in class rooms, abundant collections of books in the college library with Xerox services that has impacted the student's education and their growth in more positive way.
- ❖ The meeting was also entertained as the student viz., Shri. Riksrang D. Sangma from B.A 4th Semester and Shri. Salrak G. Momin from B.com 4th semester presented the special song.
- ❖ The chairman then gave time for the parent's feed-back session by giving out questioners to the parents where they simply have to tick mark the given option and which after completion, it was collected by the members of the IQAC for evaluation.
- ❖ After the feed-back session the chairman then gave time for the parents to deliver a short speech to which quite a number of parents both men/women came forward to deliver their speech. In their speech the Parents expressed their happiness for having their ward studying in this esteemed Tura Government College. They also expressed their gratitude regarding the care taken by the Principal and also the teaching faculty for the Growth of their wards.




Principal
Tura Govt. College, Tura

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INTERNAL QUALITY ASSURANCE CELL(IQAC)
TURA GOVERNMENT COLLEGE, TURA

No. TGC/IQAC-2018-2019/ 18

dt. 5th March, 2019

Report of NAAC preparation

The following are the **completed work** for the NAAC Preparation in Tura Government College, Tura as on 6th March 2019

1. AISHE Data online submission to MHRD, New Delhi.
2. 1st Draft of Self Study Report.
3. 1st Draft of Documentation of Data.
4. Qualitative Matric Report of seven Criteria of NAAC.
5. Parent's feedback
6. Students' feedback.
7. Alumni feedback.
8. Teacher's feedback.
9. College Profile in power point presentation by Principal.
10. Editing of all reports completed.
11. NAAC registration completed.

Pending Work

1. NEHU Affiliation Certificate.
2. List of student receiving scholarship from DHTE.
3. Editing 2nd Draft of Self Study Report.
4. Any other matter arises.

Dated: Tura the 6th March, 2019



Recorded By.

Reuter B M Sangma,
Lecturer,
Physics Department,
Tura Government College, Tura.



Principal
Tura Govt. College, Tura.

No. TGC/IQAC-2018-2019/

17

dt 5th March, 2019

Minutes of the meeting held on 5th March, 2019, with RUSA Consultant Dr. Samuel Lyndem, IQAC, NAAC and Criteria convenors at Tura Govt. College from 10:30 am

The minutes of the meeting and consultation of criteria convenors with Dr. Samuel Lyndem, RUSA consultant are as follows:

Criteria 1

1. It has been clarified that the certificate course in Pisciculture can be conducted without the approval of the CDC, NEHU
 - a) If there is collaboration with other departments NOC should be signed.
 - b) Governing body should approve the certificate course
 - c) Course content should be printed at the back of the certificate.
 - d) At the completion of the certificate course programmes should be conducted for distribution of certificates.
2. Resolutions, feedback and actions taken should be reported and submitted to IQAC and the Governing body. The analysis of the same should go through the Principal to the Governing body and is to be documented and maintained by the Governing body itself.
3. A separate file is to be maintained for resolutions taken by the Governing body.
4. Curricular aspect should be linked with the website.

Criteria 2 – Teaching Learning Evaluation

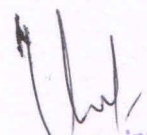
1. The prescribed format needs to be checked.
2. Letter from NEHU regarding the intake if students (norms for students' intake) is to be checked.
 - a) Letter from DHTE to the Principal regarding reserved category is to be checked.
 - b) It has been established that 90% of the work is to be allotted to permanent teachers.
- 2.2.3. Student-teacher ratio is to be verified in the extended profile.
3. Data after NAAC assessment to be submitted to NIRF. From the college website provided by the Controller of Exams.
4. Average pass percentage of students (current year data) is to be cross-verified
5. Data of all India Survey on Higher Education (AISHE) 2018-19 uploaded to MHRD website should tally with college data and figures.

Criteria 3- Research, Innovation and Extinction

1. 3.3.5. Photocopy of the cover page, content page, first page of the published research work needs to be provided.
2. 3.4.3. To collect newspaper coverage of programmes and awards of NSS, NCC etc

Criteria 4- Infrastructure and Learning Resources




Principal
Tura Govt. College, Tura

1. Metrics 4.1.1. To get the correct figure for ICT rooms.
2. Metrics 4.1.4. Average percentage of budget allocation for infrastructure augmentation for the last five years to be prepared by office and included in this metrics.
3. Metrics 4.2.2. List of rare books to be prepared by Library and included in this metrics.

Criteria 5- Student Support and Progression

1. Metrics 5.1.1. Scholarship statement to be obtained from DHTE Shillong for all the five years in addition to the one already obtained.(Year 2014-2015)
2. Metrics 5.1.3: In the Remedial Coaching Classes conducted by the College, list of teachers conducting remedial classes to be provided including the attendance of the teachers, including the routine and attendance of students signed by the teacher.
3. Metrics 5.2.2. Student progression to be obtained from department concerned as they have done the data collected and it may be compiled to be presented in this metrics.
4. Metrics 5.4.1: Alumni Registration certificate to be obtained etc.

Criteria 6- Governance, leadership and Management

1. Metrics 6.3.2: Office order of the teachers getting financial support to attend conferences/workshops/ seminars to be collected from office and included in this metrics
2. Metrics. 6.5.1. IQAC initiatives undertaken in the previous years to be prepared and included in this metrics

Criteria 7- Institutional Values and Best Practices.

1. Metrics 7.1.9: Two Wheel chairs to be purchased by principal, in addition to the facility of Braille which is already available in the college.
2. Metrics 7.1.13: Core values of the college is to be prepared, which will include the sub-values under the core values.
3. Metrics 7.2.1: Under Best Practices, Green Practices to be taken as one of the Best Practices, under which initiative Cleaning Drive to be organised in the college on 7th March, 2019 at 9:00 AM in the which the Resource Consultant of RUSA, Dr. S R Lyndem will also participate.
4. Metrics. 7.1.11: Under this metrics the initiative taken by the Principal to get rid of social evils like unauthorised gathering in the locality of Teteng Aja near the college field to be considered and highlighted in the metrics.

Dated Tura the 5th March, 2019

Recorded By.

Tejan A Momin,
Senior Lecturer,

Physics Department,
Tura Government College, Tura.



Principal
Tura Govt. College, Tura

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IQAC Meeting

Minute of IQAC meeting

Date: 2nd July 2019

Time: 01:00 pm

Venue: IQAC Room

Chairperson: Dr M. A. Sangma

Agenda:

1. Orientation program for First Semester Student 2019

There will be *two session* on that day

(a) Student Session will held in the morning session

(b) Teacher's session will be held in the afternoon session

Expected turnover of students – 150 (B. Sc) + 50 (B. Com) + 300 (BA) = *500 students*

Programme of the *Orientation of Students*

Chairperson: Madam Ripamchi A. Sangma of Political Science Department TGC, Tura

Location: Auditorium Hall

Welcome speech: Sir Principal

Welcome song in-charge: John (89749-49472) and GS (88370-05655)

Speech about College's Rule & Regulation and Infrastructure: HoD of Zoology Dr. M. A. Sangma

Library Information and awareness: By Deputy Librarian – Shri B. W. Sangma

Solo Song

Chairman of the TGC Managing Committee: Sir Ram Singh our respected DC

Vote of thanks: Madam Chickoo B. Marak of Garo Department TGC, Tura

Light refreshment for students: Fruti (Ten rupee each)

2. *Second Session /Teacher Session*

Chairperson: Madam Jyotsna D Sangma of History Department TGC, Tura

Location: Conference Room

Light refreshment in-charge: 1. Sir Namsang R Marak of Commerce Department

2. Sir Sengba Salnasa M Sangma of Physics Department

3. Sir Smarling Suting of Chemistry Department

4. Sir Pynsakhiat Miki Gashnga of Chemistry Department

Tentative refreshment item and estimation are: Sugar, tea leaves, milk, cups (*should use office one not disposal cup*), and water can (big can and not bottle)

Estimated numbers of Faculty members to attend: 60+

Speech: Sir Principal


2nd Speech: Sir Ram Singh (IAS), Chairman of TGC Managing Committee

Interaction of TGC Teacher with DC

Vote of thanks: Sir Tejan A. Momin HoD Physics Department TGC, Tura

(Note: For above agenda the date will be fix and decide by Principal of TGC, Tura)




Principal
Tura Govt. C.

Singing Competition

Date: 19th July 2019

Venue: Auditorium Hall, TGC, Tura

Time: 11:00 am

Organizing body: TGC Alumni

- Invited:
1. Madam Chickoo B. Marak of Garo Department TGC, Tura
 2. Shri B. W. Sangma, Deputy Librarian of TGC, Tura
 3. Jingjang M. Marak
 4. Romulus Ch. Marak

To write the information for student on the whiteboard: Madam Chickoo B. Marak

To prepare a format for judging criteria

To prepare a banner – in charge Sir Namsang R Marak

To prepare certificates and buy gifts (Sponsored by TGC Alumni) ✓

To get the sound system ready – Have to send a request to Principal

Prizes will be awarded to 1st, 2nd and 3rd winner only the rest of the Participant only certificate will be given

Participant has to register before 17th July 2019

Registration in charge:

1. Madam Chickoo B. Marak of Garo Department TGC, Tura
2. Sir Namsang R Marak of Commerce Department TGC, Tura

Registration: *Category wise*

Group song: Limit of Participant is 8- 10 (Eight to Ten- not more than that in each group)

Anchor: Smt. Bānrishisha Mawnai of English Department TGC, Tura
Shri Firdosh A Momin of Economics Department TGC, Tura

Certificate Design: Sir Sengba Salnasa M Sangma of Physics Department

Secretary: General Secretary of TGC Alumni, Tura

In charge of Gift:

1. Madam Jyotsna D Sangma of History Department TGC, Tura
2. Madam Chickoo B. Marak of Garo Department TGC, Tura
3. Madam Lucietha K Sangma of Education Department TGC, Tura

Estimation for the Singing Competition

Banner: Rs 650

Banner for advertisement: Will be given to students to draw on the old flex

Gifts for Judges: Towels sets or Bed sheets sets/ certificates

Food Items: Chicken chow and vegetables chow

For 4 (Judges) + 2 (Anchor) + IQAC Members (30) + Alumni (10) = 50 persons

How to be order: 15 plates = (10 plates Chicken chow + 5 plates vegetables chow)



[Signature]
Principal
Tura Govt. College, Tura

Certificate: Rs 25 per certificate

Total numbers of certificates to be printed will be 70 (seventy), estimated cost = Rs 1750

Gifts for participants = Rs 2500

Estimated expenditure:

1. Banners – Rs 650

2. Refreshment – Rs 2100

3. Certificates – Rs 1750

4. Gifts for students – Rs 2500

Total = Rs 7000

1. Miscellaneous

- 1) Remind Sir Principal or DC – To give Eviction Notice: Encroacher in Government College land.
- 2) Notice to Vigilante Committee: To draft “Do and Don’t” and hang it on the College Notice Board
- 3) College Foundation Day to be celebrated

- On 9th September
- With Cultural programme
- Light refreshment will be provide

4) College Anthem

- Form a College Choir
- In charge: Sir Namsang R Marak of Commerce Department TGC, Tura
- Sir Namsang R Marak will get the original tune of College Anthem from Sir Forster
- College Anthem should be recorded and play every day during the break (Time: 12.30-12.45 pm)

- 5) Suggestion from DC (Sir Ram Singh) for the Alumni TGC, they should have Alumni Board-
The list of successful alumni

The board should contained: Name/Years of passing/Designation (Current)

6) Drinking Water Filter (TGC College)

- Remove the permanent marker
- Paste printed paper

7) Notice Board

- Office Notice Board: Should be segregated into three stream (Science/Arts/Commerce)

8) Remind Principal

Toilet of middle floor should be close

Appointment of new sweeper (Temporarily)

Recorded:

Shri Pynsakhiat Miki Gashnga



[Signature]
Principal
Tura Govt. College, Tura

Tura Government College

Tura

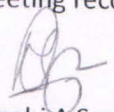
No. TGC/IQAC-/2018-2019/ 33 dt. 7/8/2019

Minutes of IQAC Meeting

The meeting of IQAC held on 7th August 2019 at 2:00 PM in the room of Grievance Redressal Cell was chaired by Smt. L. K. Sangma, Coordinator of IQAC, and the following agendas were discussed

- (1) Programme for Farewell Function for two outgoing teachers (2) Programme for College Foundation Day
- Date for farewell function has been fixed on 30th August 2019
- Venue will be in the Conference Room, TGC Auditorium
- It was decided that Shri I.W. Momin, Head, Department of Chemistry will be chairing the farewell function.
- The program for the farewell function was chalked out.
- Distribution of work among teachers by forming committees such as Reception Com., Food Com., Decoration Com. was done.
- Date for a talk by Smt. Balmuri K. Marak on the topic "Common Areas of mental health and Emotional conflict" yet to be confirmed with her.
- Program for College Foundation Day to be observed on 9th September was chalked out.

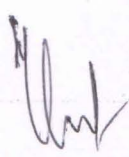
Minutes of the Meeting recorded by:


(Ripamchi A Sangma)

IQAC Member

Tura Government College




Principal
Tura Govt. College, Tura

TURA GOVERNMENT COLLEGE, TURA

2019-2020/ 34 dt 12th August, 2019

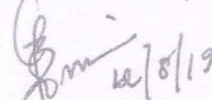
MEETING HELD ON 12th AUGUST, 2019 AT TURA GOVERNMENT COLLEGE, TURA
WITH DR. R. LYNDEM, RUSA CONSULTANT, H.O.Ds, AND CRITERIA CONVENORS

12th AUGUST, 5:00PM

Minutes present, enclosed.

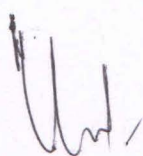
1. SWOC analysis has been thoroughly discussed with the heads of the various departments such viz., Deptt. of Physics, English, Economics, Philosophy, Education, Zoology, Botany, Chemistry, Geography, Bengali, Garo, Maths.
2. The students' feedback has been thoroughly discussed by Dr. Lyndem with the head of the departments where, it has been made clear that teachers' comments are to be added for every feedback.
3. Actions taken should be mentioned, based on students' feedback.
4. Curriculum feedback is to be made up to date with reference to the students' feedback.
5. Copy of the curriculum feedback is to be uploaded in the college website and sent to NEHU.
6. SWOC has been discussed and analysed, where reasons for the SWOC analysis has to be stated.
7. It has been stressed that teachers' attendance for library log book is to be maintained.
8. It has been strongly suggested that biometrics is to be introduced for the teachers in the library.
9. Field trips/exposure trips have been suggested.
10. It was also reminded that all programmes conducted by the college should be certified by IQAC.
11. Criteria convenors of Criteria 1,3 and 4 have consulted Dr. Lyndem regarding their respective criteria, whereby various feedback and suggestions have been duly noted by the convenors.

Minutes recorded by:

 12/8/19

Dr. Jena G. Momin
Lecturer, Deptt. of English
Tura Government College, Tura




Principal
Tura Govt. College, Tura

TURA GOVERNMENT COLLEGE, TURA

No. TGC/IQAC-2019-2020/ 35 dt 13th August, 2019

MINUTES OF THE MEETING HELD ON 13th AUGUST, 2019 AT TURA GOVERNMENT COLLEGE, TURA
WITH DR.SAMUEL R. LYNDEM, RUSA CONSULTANT,H.O.Ds, AND CRITERIA CONVENORS

TIME 10:00AM- 6:00PM

Members present, enclosed.

- The consultation with Dr. Lyndem starts with Criterion 7, where a pertinent point has been raised regarding the procurement of certificates from the Dept. of Social Welfare certifying the disability of the differently abled students.
- Discussion and consultation of Criteria 2 takes place with Dr. Lyndem, and is suggested that NAAC is to compile the details of the same which is to be edited by the department of English.
- Department of Commerce had met with Dr. Lyndem and a review of the departmental profile was done, where rewriting of SWOC analysis of the department on the basis of SSS has been suggested.
- Department of Political Science (HOD) was also asked to prepare the required SWOC analysis based on SSS.

Minutes recorded by:

Shirang G D Shira
13/8/19

Jojrang G D Shira
Lecturer, Deptt. of Physics



[Signature]
Principal
Tura Govt. College, Tura

35
H.O. No. 2019/2020/ 36 dt 14th August, 2019

MINUTES OF THE MEETING HELD ON 14th AUGUST, 2019 AT TURA GOVERNMENT COLLEGE, TURA
CHIEF DR. VANDULL R. LYNDEM, RUSA CONSULTANT, H.O.'Ds, AND CRITERIA CONVENORS

TIME: 10:00AM - 5:00PM

- 1. Criteria 5 sits with Dr. Lyndem where scholarships of students, data on career counselling, remedial coaching and skill development have been reviewed and discussed.
- 2. Department of Botany has also met with Dr. Lyndem presenting their progress and taking down suggestions on curriculum and SSS.
- 3. Department of Political science has also met Dr. Lyndem and have discussed the departmental profile thoroughly.
- 4. The department of Commerce has also presented the departmental profile.
- 5. The department of English has also met with Dr. Lyndem and has made a complete presentation of the departmental SWOC, where suggestions in terms of the attainment of the students' have been made.

Minutes recorded by:

[Signature]
14/8/19

Jojrang G D Shira
Lecturer, Deptt. of Physics



[Signature]
Principal
Tura Govt. College, Tura.

Tura Government College,

Tura

No.TGC/IQAC/2018-2019/37

Dated 15.08.2019

Minutes of the Meeting of the different NAAC Criteria Conveners and the HODs with the Resource Consultant, Dr. Samuel Lyndem on 15th August, 2019 from 12:00 noon onwards.

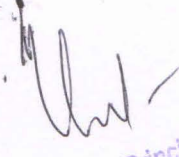
- It was discussed with teacher representative of Commerce Department on the preparation of curriculum feedback.
- Discussion was made with the Criterion 4 Convener on the various points in line with the new SOP.
- The HOD of Physics department also had a discussion on the curriculum feedback.
- Discussion was also made with the HOD, Botany Department on the preparation of curriculum feedback.
- The HOD of History Department presented the department's curriculum feedback.
- The HOD of Education Department also presented the department's curriculum feedback and discussion was held on the feedback.

Recorded by:



(Lucietha K Sangma)
Associate Professor

Tura Government College, Tura.



Principal
Tura Govt. College, Tura

Proceedings of IQAC Meeting.
Tura Govt. College, Tura
Date: 5th March 2020, Time: 12:00 Noon

- The meeting was held on 5th March 2020 at 12:00 Noon in IQAC Room of the Tura Govt. College with Welcome words by the IQAC convenor Smt. L.K. Sangma.

- Agenda:
- i) Discussion on Teachers Attendance
 - ii) Corona Virus Awareness Programme
 - iii) Quality Enhancement Programme

Agenda - i) Teachers attendance:

Teachers attendance record is important and required for NAAC. Based on order given since 2016 to maintain teachers attendance,

A decision has taken to give out a circular again to each department to maintain teachers attendance with effect from the year 2017 (February 2017 of starting of academic session).

Agenda - ii) Awareness campaign on Corona Virus:

A decision has taken to sent an official letter to DM&HO, Tura to organize this awareness programme on Corona Virus (Covid - 19).

Chalk out programme:

- Chairperson: Smt. Chelsea Ch Momin
- Welcome address: Principal, Tura Govt. College, Tura
- Vote of thanks: Smt. L.K. Sangma, IQAC Convenor
- Banner flex i/c Shri Sengam G Momin and Shri Albish K Sangma
- Decision has taken to give honorarium of Rs. 2000/- (Rupees Two Thousand) to the resource person
- Date for the Programme to be decided after consultation with DM&HO, Tura

Agenda - iii) Quality Enhancement Programme:

1. Orientation Programme;

It is suggested that Orientation programme to be conducted for the first semester of B.A, B.com and Bsc in the new academic session by the Head of the Institution along with HOD history department.

Date: July 2nd week tentatively at the start of the new academic session.

Programme for orientation:

- Chairperson: Smt. Soja D Marak and Smt. Domitilla N Marak
- Resource Person: Principal and senior teachers of the college
- Special group songs: By students of arts, commerce and science streams.

2. Counseling cell;

It is suggested to coordinate with Dr. Silme Shira to organize counseling programme for the students.

Smt. Emly Tariang from Education department is to be inducted as a new member for counseling cell.

Another agenda, it is suggested that Principal of the college to conduct General Body Meeting (GBM)

for teachers regarding;

Classes and syllabus coverage

College week

And other related issues.

Members present enclosed:

Recorded by
Smt. Ripamchi A Sangma



[Signature]
Principal
Tura Govt. College, Tura

Minutes of the IQAC meeting held on 11th March, 2020 from 10:00 Am to 5:00 Pm in the IQAC/IQAC room, Tura Government College, Tura in connection with NAAC Assessment/ Accreditation of the Tura Government College, Tura in the presence of Dr. Samuel Lyndem, Resource Consultant, HUDA Meghalaya.

Members present: Enclosed

The following resolution has been taken in the meeting:

1. Meeting was started with Principal's welcome speech.
2. All the different Criteria convenors have discussed with DR. S. Lyndem regarding the changes of matrix, QnM etc in accordance with new NAAC manual.
3. Students curriculum feedback are to be adopted from Pune university's student feedback model with some modification.
4. Sample feedback need to be uploaded in the website of the college.
5. Feedback from parents should include Garo translation.
6. Tura Government College, doesn't follow the admissionreservation as it laid down in Central act 2006, given in Meghalaya gazette , 13th june 2013 as it is for technical profession and is not applicable for Colleges.
7. Organogram should be same as given in the DHTE, Meghalaya website
8. Teachers, daily activity should be replaced by Teachers' self appraisal report or Teachers' academic diary and it is to be uploaded in college website.
9. All add on/ certificate courses should not be less 30 hours.
10. College needs to pursue to get the letter of appointment from the NEHU for evaluation of answer scripts.
11. All the photos of the programme should be geo tagged photos.
12. Names prominent personalities of college (ex students) should be included in the write up of best practices, criteria 7.
13. Principal has to write to PWD department to certify various infrastructure work executed in the college. College has no jurisdiction to certify the same.
14. Bandwidth of the internet used in the college is required.
15. Zero Anti-raging/anti harassment certificate needed to get from local leaders/ police department.

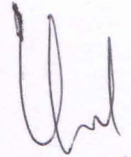
Recorded by,



Jojrang Garnett D. Shira
Physics Lectuer, Tura Govt. College, Tura



IQAC, Coordinator
Tura Govt. College, Tura



Principal
Tura Govt. College, Tura

No. TGC/IQAC/2019-20/39

Date 12th March 2020

Minutes of the IQAC meeting held on 12th March, 2020 from 10:00 Am to 5:00 PM in the NAAC/IQAC room, and in the Office Chamber of the Principal, Tura Government College, Tura in connection with NAAC Assessment/ Accreditation of the Tura Government College, Tura in the presence of Dr. Samuel Lyndem, Resource Consultant, RUSA Meghalaya.

Members present: Enclosed


The following resolution has been taken in the meeting:

1. To create newsletter of the college, since newsletter serves as validation of data and to be released volume wise yearly. Recommended that all the departments to create journal and newsletter. A committee in this regard to be created by the Principal for this purpose.
2. To improve the feedback collected from students, parents, alumni and employees. New format of feedback to be followed and feedback to be formulated on the curriculum. Feedback to be signed by the Principal.

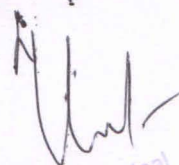
Meeting of the Faculty at 2:30 PM was held in the office chamber of the Principal. The following actions were taken.

1. Feedback of Faculty on curriculum was taken from the faculty present in the meeting.

Minutes of the meeting recorded by;


Shri Jojrang G D Shira,
Lecturer, Physics Department,
Tura Government College, Tura.




Principal
Tura Govt. College

Tura Government College, Tura.

IQAC



No. TGC/IQAC/2020-2021/ 40,


date: 02-12-2020.

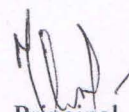
Minutes of the meeting of the different NAAC Criteria Convenors with Resource Consultant, Dr. Samuel Lyndem, RUSA Meghalaya from 17-11-2020 to 02-12-2020 held in IQAC room No. 103A.

1. Review of all Qualitative and Quantitative Metrics in the offline mode since there is an update in the manual (updated in the NAAC website on 16/11/2020).
2. Review of Revised SOP as updated on 16/11/2020 in NAAC website.
3. Filling up of Revised Data Templates for affiliated colleges in the offline mode.
4. Filling up of Revised Extended Profile Templates for affiliated colleges in offline mode.
5. The College website can now be updated from the College itself. With the initiative of IQAC, the login credentials of updating website have been provided by Akal Infosys to the college.
6. The report on the talk on NAAC Quality Assurance on Higher Education was submitted.
7. The College NAAC report is prepared at the preliminary level to be finalised in January 2021 after receiving the NEHU affiliation letter of Commerce Department.
8. It was found that 90% of data collection as required for submission to NAAC is collected.
9. It was decided that the next time line for Self Study Report preparation which will be followed up by January 2021:-
 - a. SSR to be made ready for submission to NAAC.
 - b. Department profile to be made ready.
 - c. College Profile to be made ready.
 - d. Mock Drill to be conducted for inspection of the Peer Team.
 - e. Website to made ready as per requirement by NAAC.

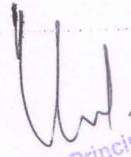
The College would like to place in record the immense help and facilitation that **RUSA Meghalaya** has rendered to the college for the preparation of SSR right from the beginning, especially Dr. Samuel Lyndem, Resource Consultant, RUSA Meghalaya for visiting the college time and again. He has been of immense inspiration for us to carry forward the various works and other activities. We would therefore like to thank **RUSA Meghalaya** for all the help, support and guidance that you have extended to us.

Recorded by:


Lucietha A Sangma,
Head, Education Department & Co-ordinator, IQAC,
Tura Government College, Tura


Principal,
Tura Government College, Tura.




Principal
Tura Govt. College, Tura