



**COLLEGE OF TEACHER EDUCATION (PGT)**  
**BOYCE ROAD, LAITUMKHRAH**  
**SHILLONG – 793 003, MEGHALAYA, INDIA**  
Ph. (0364) 2224007, Fax (0364) 2226509  
[www.ctepgtshillong.com](http://www.ctepgtshillong.com)  
Email - [ctepgtboyceroadshillong@gmail.com](mailto:ctepgtboyceroadshillong@gmail.com)

*NAAC Accredited with CGPA of 2.81 at B Grade*

**April 4, 2017**

**Minutes of the IQAC Meeting held on 22<sup>nd</sup> February, 2017 in the Conference room of the College at 12.00 P. M. (Noon) with Dr. (Mrs.) V. Kharmawphlang, Principal, in the Chair.**

The Principal welcomed the members and called the meeting to order. She also extended her appreciation for the support given by Dr. (Mrs.) M. P. R. Lyngdoh, Members of the Governing Body, Shri. Aaron Warjri. Alumni of the College during the NAAC Peer Team Visit.

### **Report of the NAAC Peer Team Visit**

**Agenda 1: Reading of the report of the NAAC Peer Team Visit recommendations for bringing about the College's qualitative development by Dr. (Mrs.) M. A. Jyrwa, Associate Professor.**

The Principal apprised the members that the NAAC Peer Team 1<sup>st</sup> Cycle) visited the College on 13<sup>th</sup> and 14<sup>th</sup> March, 2015.

The Recommendations put forth by them are:

- Need based short-term courses be organised.
- Smart Classrooms be arranged.
- Funded minor and major research projects be taken up by the faculty.
- Perspective plan be prepared for future development.
- Networking with National level institutions be established.
- Faculty be facilitated to attend seminars and other FDPs outside the state.
- Transport facility be arranged for the students and teachers.

- A Model School for practice teaching be established.
- Practice teaching be strengthened.
- Girls' Common Room be arranged separately.
- Efforts be taken up to form a cluster with colleges to share resources.
- M.Ed. Programme be started after ensuring creation of adequate faculty positions.

Dr. (Mrs.) M. A. Jyrwa, IQAC Coordinator read out on the Strengths, Weaknesses, Opportunities and Challenges: -

Institutional Strengths: -

- Committed management and faculty.
- Good stakeholder relationship.
- Own building but needs expansion.
- Prominent citizens among the alumni of the College.
- Catering to the educational needs of the remote areas and tribal population.

Institutional Weaknesses: -

- Problem of space in hill areas.
- Absence of motivation for research.
- Less number of teachers in comparison with number of method subjects offered.
- Poor research related activities.
- Absence of Perspective Plan.

Institutional Opportunities: -

- To develop language communication skills among students and teachers
- To nurture and nourish research and consultancy.
- To start add-on courses.
- To undertake funded research projects.

- To mobilize resources for establishing endowment & scholarships.

**Institutional Challenges:-**

- To empower the deputed student-teachers for the B.Ed. Programme.
- To create research culture and take up research projects.
- To facilitate teachers to attend FDP and seminars, etc.. outside the state.
- Adoption of learner centred teaching-learning strategies.
- Expansion of campus.

**Agenda 2: Submission of AQAR(1" Cycle)**: Dr. (Mrs.) M. A. Jyrwa. IQAC Coordinator reported that the AQAR has been submitted on the 19<sup>th</sup> September 2016 and that the letter of acknowledgement has also been received by the College on 19<sup>th</sup> September, 2016. She also highlighted on the Plan of Action as per AQAR submitted to NAAC. These are as follows:

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• To organise personality development programme for staff and students.</li> <li>• To implement internal annual Academic Audit to be done.</li> <li>• To enhance ICT enable teaching learning.</li> <li>• To organise more seminar/workshop.</li> <li>• To re-structure college assessment methods and to evaluate student learning outcomes.</li> <li>• Regional Seminar.</li> <li>• Dissemination of Information on Rain Water Harvesting.</li> </ul>	1 Cycle of AQAR

### **Agenda 3: Any Other Matter.**

- To submit proposals for minor research & seminar to avail funding from UGC, ICSSR NEC and Education Department of the State.

#### **On any other matter:**

1) **SUGGESTIONS:** The following suggestions were put forward in the meeting:

#### **Suggestions from Student-Teachers:**

- The student-teachers expressed overlapping of topics (in papers under the 2nd & 3rd Semester).
- There should be a separate Common Room for men and women.

#### **Suggestions from the Teaching Faculty:**

- The teaching faculty suggested that the College should write to the Government to sanction more teaching posts as per the NCTE norms.

#### **Suggestions from the Non-Teaching Staff:**

- To consider sanctioning of one college post.

#### **Suggestion from Alumni:**

The members of the student alumni felt that an alumni meeting should be called immediately.

#### **Other Suggestions:**

- Scholarship to be worked out from RUSA.
- Dr. (Mrs.) M. P. R. Lyngdoh, suggested that IQAC meeting should be held once in three months preferably after the Governing Body meeting. An IQAC meeting is to be held before submission of the next cycle of AQAR.


- Perspective Plan & Add-on Courses to be presented in the next scheduled of the IQAC meeting.

2) The Principal placed before the members on the need to select another person from the community/locality such as the headman/executive member to be a stakeholder from the community in the College. This matter needs to be placed and discussed in the Governing Body meeting of the College.

3) The Principal, Dr. (Mrs.) V. Kharmawphlang, extended her appreciation to all the stakeholders, Dr. (Mrs.) R. M. Tongper, NAAC Coordinator, Teaching Staff and Non-Teaching Staff of the College, for their continuous support which enabled the College to secure a CGPA of 2.8.

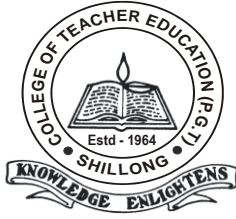
The Coordinator of IQAC, Dr. (Mrs.) M. A. Jyrwa informed the members that the next submission of AQAR will be in the month of August of 2017.

The meeting concluded with a vote of thanks from the chair.



Dr. (Mrs.) V. Kharmawphlang  
Principal  
College of Teacher Education (PGT)  
Shillong

*Principal*  
College of Teacher Education (PGT)  
Boyce Road, Shillong-793003  
Meghalaya



**COLLEGE OF TEACHER EDUCATION (PGT)**  
**BOYCE ROAD, LAITUMKHRAH**  
**SHILLONG – 793 003, MEGHALAYA, INDIA**  
Ph. (0364) 2224007, Fax (0364) 2226509  
[www.ctepgtshillong.com](http://www.ctepgtshillong.com)  
Email - [ctepgtboyceroadshillong@gmail.com](mailto:ctepgtboyceroadshillong@gmail.com)

*NAAC Accredited with CGPA of 2.81 at B Grade*

**September 25, 2020**

**Minutes of the IQAC Meeting held on September 24, 2020 at 11.00 A. M. in the  
Conference room of College of Teacher Education (PGT) with Dr. (Mrs.) V.  
Kharmawphlang, Principal and Chairperson IQAC, in the Chair.**

**Members Present:**

Dr. (Mrs.) V. Kharmawphlang, Principal & Chairperson

Dr. (Mrs.) M.P. R. Lyngdoh, Nominee, Local Society

Mrs. D.A. Kharmylliem, Teacher Representative

Mrs. T. Swer, Teacher Representative

Shri. Terrence Thangkhiew, Student Representative

Dr. (Mrs.) B. Tron, IQAC Coordinator

Shri. B. Kharpuri, Representative, Administrative Staff

**Day's Agenda**

1. Composition of New IQAC
2. Activities of the IQAC
3. Any other matter

**Points of Discussion**

The meeting started with a welcome note from Dr. (Mrs.) V. Kharmawphlang, Principal and Chair Person of IQAC. In her welcome note, the Chairperson also express her thanks and appreciation all the members for their effort to attend the meeting in such a difficult time. The first agenda was then taken up for discussion.

## **Agenda 1 – Composition of New IQAC**

With regards to the first agenda, Dr. (Mrs.) V. Kharmawphlang, Principal, informed the members that soon after the first cycle of Accreditation in 2015, the first IQAC was constituted on 22<sup>nd</sup> December, 2015 with Dr. M.A. Jyrwa as the IQAC Coordinator and the IQAC functioned till November 2017 owing to the discontinuation of Assessment and Accreditation of TEIs by NAAC. However, in the month of March 2020 the NAAC uploaded the updated manual for assessment and accreditation of Teacher Education Institutions (TEIs). Taking cognizance of the need to get the College accredited by NAAC, the College reconstituted the IQAC on 23<sup>rd</sup> June, 2020 and the same was approved by the Governing Body on 9<sup>th</sup> July, 2020. Owing to the COVID restrictions, the holding of IQAC meeting got delayed. The Chair person, again thank all members for their cooperation to be part of the IQAC.

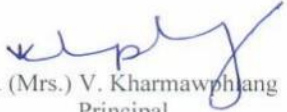
## **Agenda 2 – Activities of the IQAC**

With regards to the second agenda, Dr. (Mrs.) B. Tron, IQAC Coordinator, informed the members that the validity of accreditation expired on 23<sup>rd</sup> June, 2020, since the accreditation status is valid only for a period of five years. The coordinator also informed that the previous IQAC was not able to take up or organize as it was functional only for two years and the coordinator is yet to compile the work done by the previous IQAC. The coordinator, also stated that the present IQAC would not be able to organize activities as the IQAC will have to initiate the submission of the Annual Quality Assurance Reports (AQARs) for the past four years. The coordinator also informed that the AQAR for the year 2015-2016 was already submitted by the previous Coordinator Dr. M.A. Jyrwa. The members present suggested that the IQAC should find out the validity of the AQAR already submitted and start the preparation for the remaining fresh AQARs. The coordinator also informed the members that the process and preparation of Assessment and Accreditation by the NAAC is mostly in online mode prior to eligibility for the NAAC peer team visit. As per the requirement, the College has registered itself in the NAAC portal.

### **Agenda 3 – Any other matter**

On any other matter, a concern was raised by Dr. B. Tron, Coordinator, with regards to the name of the coordinator to be filled in the AQARS for the past four years, since the new coordinator was selected with effect from June 2020. In this regard, the members shared different views and after a threadbare discussion, the members resolved to fill the name of Dr. M.A. Jyrwa in the first AQAR for AY 2016-2017 and from AY 2017-2018 onwards Dr. B. Tron's name may be filled.

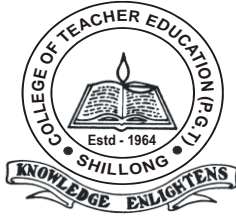
The meeting ended with a thank you note to and from the chair.



Dr. (Mrs.) V. Kharmawphiang  
Principal  
College of Teacher Education (PGT)  
Shillong

*Principal*  
College of Teacher Education (PGT)  
Boyce Road, Shillong-793003  
Meghalaya





**COLLEGE OF TEACHER EDUCATION (PGT)**

**BOYCE ROAD, LAITUMKHRAH**

**SHILLONG – 793 003, MEGHALAYA, INDIA**

Ph. (0364) 2224007, Fax (0364) 2226509

[www.ctepgtshillong.com](http://www.ctepgtshillong.com)

Email - [ctepgtboyceroadshillong@gmail.com](mailto:ctepgtboyceroadshillong@gmail.com)

*NAAC Accredited with CGPA of 2.81 at B Grade*

**July 3, 2021**

**Minutes of the IQAC Meeting held on July 2, 2021 at 11.00 A. M. in the Conference room of College of Teacher Education (PGT) with Dr. (Mrs.) V. Kharmawphlang, Principal and Chairperson IQAC, in the Chair.**

**Members Present:**

Dr. (Mrs.) V. Kharmawphlang, Principal & Chairperson

Dr. (Mrs.) M.P. R. Lyngdoh, Nominee, Local Society

Mrs. D.A. Kharmylliem, Teacher Representative

Mrs. T. Swer, Teacher Representative

Shri. Terrence Thangkhiew, Student Representative

Dr. (Mrs.) B. Tron, IQAC Coordinator

Shri. B. Kharpuri, Representative, Administrative Staff

**Day's Agenda**

1. Coordinators Report
2. Preparation for SSR
3. Any other matter

**Points of Discussion**

The meeting started with a welcome note from Dr. (Mrs.) V. Kharmawphlang, Principal and Chair Person of IQAC. The meeting was then opened and called to order.

## **Agenda 1 – Coordinator’s Report**

With regards to the first agenda, Dr. B. Tron, coordinator informed the members that the required AQARs for the past four years have been submitted and accepted by NAAC through its portal. The submission dates are as follows:

First AQAR for AY 2016-2017 submitted on 30-12-2020

Second AQAR for AY 2017-2018 submitted on 24 - 02 – 2021

Third AQAR for AY 2018 - 2019 submitted on 24 - 03 – 2021

Fourth AQAR for AY 2019 - 2020 submitted on 22 - 04 – 2021

The coordinator presented a detailed report of the submitted AQARs by citing the number of items filled under the separate criterion. The members present were also briefed on the reasons for not being able to supply data for some items. The coordinator further informed the members that the next step in the assessment and accreditation process is the submission of Institutional Information for Quality Assessment (IIQA) along with the required fee. The coordinator assured the members, that filling of IIQA is not as complicated as the AQAR, however, the same will not be submitted immediately because if it is accepted then the IQAC will have less time to prepare the SSR. Hence, IIQA submission is kept pending.

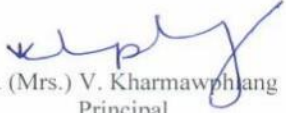
## **Agenda 2 – Preparation of SSR**

With regards to the second agenda, Dr. (Mrs.) B. Tron, IQAC Coordinator, informed the members that preparation of SSR is much more complicated and time consuming as detailed information will have to be submitted ranging from institutional profile to the daily activities of the College, infrastructural facilities, funds, etc. Detailed information in quantitative form will have to be supplied along with supporting documents. There are components in which information will have to be supplied in written description. Considering the comprehensive exercise in the SSR preparation, the members suggested that the task for compilation of data criterion wise should be delegated among all full-time teaching staff.

### **Agenda 3 – Any other matter**

Raising concern on the need to take up decisions regarding the preparation and organization of activities by the IQAC, the coordinator proposed the formation of the steering committee of the IQAC to be comprised of the principal and the full-time teaching faculty of the College. The members present agreed to the proposal and further suggested that the steering committee can plan, decide, and delegate work related to the preparation of SSR and subsequent requirements in the assessment and accreditation process. Further, the members also suggested that any decision or action taken should be brought to the notice of the IQAC whenever meetings are held.

The meeting ended with a thank you note to and from the chair.



Dr. (Mrs.) V. Kharmawphiang  
Principal  
College of Teacher Education (PGT)  
Shillong

*Principal*  
College of Teacher Education (PGT)  
Boyce Road, Shillong-793003  
Meghalaya



**COLLEGE OF TEACHER EDUCATION (PGT)**  
**BOYCE ROAD, LAITUMKHRAH**  
**SHILLONG – 793 003, MEGHALAYA, INDIA**  
Ph. (0364) 2224007, Fax (0364) 2226509  
[www.ctepgtshillong.com](http://www.ctepgtshillong.com)  
Email - [ctepgtboyceroadshillong@gmail.com](mailto:ctepgtboyceroadshillong@gmail.com)

*NAAC Accredited with CGPA of 2.81 at B Grade*

**June 20, 2023**

**Minutes of the Emergent IQAC Steering Committee Meeting held on June 20, 2023  
at 12.00 noon in the Conference room of College of Teacher Education (PGT) with  
Dr. B. Tron, Coordinator IQAC, in the Chair.**

**Members Present:**

Dr. (Mrs.) M.A. Jyrwa, Principal I/C & Chairperson

Dr. (Mrs.) R. M. Tongper, Teacher Representative

Dr. T. Swer, Teacher Representative

Mrs. F. Marbaniang, Teacher Representative

Dr. (Mrs.) B. Tron, IQAC Coordinator

**Day's Agenda**

1. NAAC Matters
2. Any other matter

**Points of Discussion**

The meeting started with a welcome note from Dr. B. Tron, Coordinator, IQAC of College of Teacher Education (PGT) Shillong. Dr. B. Tron informed the members about the informal discussion with Dr. M. A. Jyrwa, Principal i/c who raised concern about the difficulty of the IQAC to hold meetings since some of the members like student representative, alumni members are no longer representing the categories since they have passed out or no longer the office bearers as recorded in the approved list of IQAC members. Dr. M. A. Jyrwa expressed that even the name of the Principal and Chairperson must be changed in the list of IQAC members, because the name of Dr. (Mrs.) V. Kharmawphlang, Retired Principal is still included as Chairperson of the



IQAC. Dr. M.A. Jyrwa further suggested that as teaching staff, we can propose for the reconstitution of the IQAC and placed it in the Governing body for approval. Dr. B. Tron, suggested that even if new names are proposed and selected, it would be better to include only the position, office or post that the individuals may represent so that even if new members are selected or nominated the representation will not change. All the teachers agreed to the suggestion after which the names of individuals for the different categories or position in the IQAC are proposed. The following names were proposed:

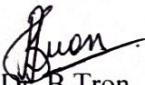
1. Smti. Meena Kharkongor and Dr. S. Lyndem as nominees from local society. Dr. Meena Kharkongor to be contacted by Dr. M.A. Jyrwa and Dr. S. Lyndem to be contacted by Dr. B. Tron for their approval.
2. Shri. Samborlang Diengdoh as member representing industrialist/Entrepreneur to be contacted by Dr. B. Tron for his approval.
3. Prof. B. B. Kharbiryumbai as member from stakeholders, to be contacted by Dr. B. Tron for approval.
4. President and Secretary of Student Council to be included as Students Representative.
5. President and one member of alumni association to be included as Alumni Representative.
6. Nominee from DERT and DHTE to be included as Nominees from Employer.

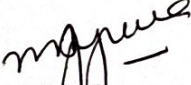
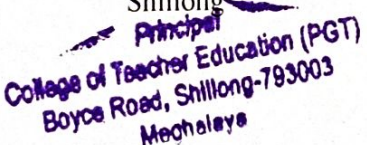
The member agreed that upon acceptance and approval by the proposed members, the list of the reconstituted IQAC members will be placed by the Principal i/c in the upcoming Governing Body meeting for approval.

#### **Agenda 2 – Any other matter**

No other issue was raised by the members

The meeting ended with a thank you note to and from the chair.

  
Dr. B. Tron  
Coordinator, IQAC  
College of Teacher Education (PGT)  
Shillong

  
Dr. M.A. Jyrwa  
Principal I/C  
College of Teacher Education (PGT)  
Shillong  
  
College of Teacher Education (PGT)  
Boycs Road, Shillong-793003  
Mechaleya



**COLLEGE OF TEACHER EDUCATION (PGT)**  
**BOYCE ROAD, LAITUMKHRAH**  
**SHILLONG – 793 003, MEGHALAYA, INDIA**  
Ph. (0364) 2224007, Fax (0364) 2226509  
[www.ctepgtshillong.com](http://www.ctepgtshillong.com)  
Email - [ctepgtboyceceroadshillong@gmail.com](mailto:ctepgtboyceceroadshillong@gmail.com)

NAAC Accredited with CGPA of 2.81 at B Grade

December 20, 2023

### ACTIONS TAKEN

**Based on the minutes of the IQAC Meetings and IQAC Steering Committee Meetings the following actions were taken by the College:**

1. As suggested in the IQAC meeting held on 22<sup>nd</sup> February, 2017, a member to represent a stakeholder from the community was selected and placed in the GB for approval.
2. First AQAR was submitted in 2017 via email.
3. As decided in the IQAC meeting held on 24<sup>th</sup> September, 2020 the name of Dr. M.A. Jyrwa was filled as Coordinator in the first AQAR for AY 2016-2017 and from AY 2017-2018 onwards Dr. B. Tron's name was filled.
4. As decided in the meeting held on 2<sup>nd</sup> July 2021, the task for compilation of data criterion wise was delegated to all full-time teaching staff and the IQAC Steering Committee was accordingly constituted comprising of all full-time teaching staff.
5. As decided in the steering committee meeting held on 20<sup>th</sup> June 2022, the IQAC was reconstituted with the change in few members and approved by the Governing Body on 23<sup>rd</sup> June, 2023.

Dr. (Mrs.) R.M. Tongper,  
Principal I/c  
College of Teacher Education (PGT) Shillong  
*Principal*  
College of Teacher Education (PGT)  
Boyce Road, Shillong-793003  
Meghalaya