

**GOVERNMENT OF MEGHALAYA  
EDUCATION DEPARTMENT**

**ORDERS BY THE GOVERNOR -  
NOTIFICATION -**

**Dated Shillong, the 4<sup>th</sup> January, 2012**

**No.EDN. 171/2010/33** :- The Governor of Meghalaya is please to constitute the Advisory Committee of College, of Teacher Education, Rongkhon (Tura) with the following persons as Members thereof and with immediate effect.

**Constitution of the Advisory Committee of College, of Teacher Education, Rongkhon (Tura) -**

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|--|---|
| 1. Chairman  | -Deputy Commissioner, West Garo Hills District, Tura.   |
| 2. Vice --Chairman                                   | -Addl. Deputy Commissioner , West Garo Hills District, Tura.  |
| 3. Secretary   | -Principal, College, of Teacher Education, Rongkhon.  |
| 4 & 5. Teachers' Representatives                     | - (a) Seniormost, Lecturer in History.<br>(b) Seniormost., Lecturer in Biology.                         |
| 6. E.E. PWD (Building) Tura Division.                |   |
| 7. E.E. PHE, Tura Division.                          |   |
| 8. E.E. Me.CEL. Tura Division.                       |   |
| 9. District Sports Officer, West Garo Hills , Tura.  |   |
| 10 & 11. Two prominent local educationist/ citizens: | (a)Dr.K.K.Bhattacharjee,Hamakhana,Tura-794001<br>(b) Smti.Viola K.G.Momin,Proper Chanmari, Tura -794002 |
| 12 & 13. NEHU representatives :                      | To be nominated by VC, NEHU.  |

**The Terms of Reference are as under:-**

- 1 Recommending proposals to Govt. for teaching and non-teaching posts.
- 2 Finalizing the duties and functions of teaching and non-teaching staff of the College as recommended by the Principal.
- 3 Performance evaluation and review of different Departments after examination results.
- 4 Recommend to the government for disciplinary action against any teaching and non teaching staff.
- 5 Recommend co-curricular and extra curricular activities that will add quality to the academic life of the college.
- 6 Constitution of various Committees for sports and cultural activities.
- 7 Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
- 8 Recommends proposal for creation of infrastructure.
- 9 Organization of workshops, seminars on quality related themes and promotion of quality circles.
- 10 Documentation of the various programmes / activities leading to quality improvement.
- 11 Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- 12 (a)Evolve strategies concerning on ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.  
(b)Optimization and integration of modern methods of teaching learning and evaluation.
- 13) Look into students grievances.

Sd/-  
( P. S. Thangkhiew, IAS.,)  
Principal Secretary to the Govt. of Meghalaya,  
Education Department