

Meeting Minutes.

5th July 2021

The following points were discussed.

1. In view of the prevailing Covid19 situation, classes to be conducted through online mode, until further instruction from the directorate. Commencement of classes from the 2nd week of August 2021. All necessary information to be circulated through Telegram and also to be uploaded in the college website
2. Lily Angami, HoD Economics dept to assist the Vice Principal in working out the details of the Online class routine as well as the Orientation program for the freshers.
3. Admission to the college hostel will be opened only when offline classes starts.
4. All the HoDs to distribute the course and time table to the teachers on time for smooth start of classes.
5. Capacity Development program for the non teaching staff which was cancelled due to the sudden lock down will be organized as and when situation improves. It was also decided that a Faculty development program for the teaching faculty should be conducted. Dr Christina, HoD Sociology was entrusted to contact resource persons for the same.
6. The IQAC coordinator informed that the data collection from the different cells for preparation of AQAR 2020-21 is in process.
7. Research Cell Coordinator informed about the successful conduct of inter-departmental seminars of English, Economics and Education department. History and Environmental science department is tentatively fixed on 17th July
8. Cells/ Committees to organize activities in commemoration of important days.

9. CBCS - core committee to study the CBCS guidelines and give recommendations for implementation.

10. College Authority and HoDs to revise the members list of the various committees at the earliest, as the 3 years tenure of the present team has expired.



Lona Katiry

Asst. Coordinator, IQAC



Sungjeminla

Coordinator, IQAC

Coordinator

IQAC

Kohima College Kohima

4th Oct' 21

Meeting Minutes.

- Meeting was convened to place the AQAR 2020-21 before the IQAC for approval for onward submission to NAAC Bengaluru. Inputs given by some members were taken to be incorporated in the final draft.
- As decided during the HoDs meeting with the college authority on 30th Sept'21, the tentative date for resuming offline class was fixed for 20th Oct'21. However, keeping in view the SOP for Covid19, only BA 1st sem and B.Com 1st, 3rd and 5th sem classes will start, subject to verification and permission from District Task Force. The other classes will continue online until further notice. Vice Principal to prepare new class routine for the same. Hostel facilities will open only for the 5th sem students subjected to production of negative results of COVID-19 tests or vaccination report.
- It was decided that all teachers will be asked to be present in the college from 28th Oct- 8th Nov'21 to facilitate during the filling up of form for University examination by the students, wherein students can interact with the teachers and also clear any doubts that they may have regarding their lessons.
- It was also informed that the Library committee would be carrying out renovation work of the library and more book shelves to be added.

- Research committee informed that the college journal will be published by Feb-March'22.
- Dr. Konei apprised the members of the initiative of IQAC for the introduction of a certificate course on Entrepreneurial Skills in the college. Correspondence is ongoing with Educenter, Dimapur for the same. She said the course fees comes to around Rs.3000/- per head for a class of 30 students. The house agreed to realize Rs.500/- each from the students and make an appeal to the Alumni Association to pay the rest of the amount.
- As the college will be going for the 3rd cycle of Assessment and Accreditation by NAAC in 2022, a Steering committee was constituted for preparation of the SSR with the following as members
 1. Dr. Ralimongla Principal
 2. Sungjeminla Coordinator IQAC
 3. Dr. Konei Nakhro Asst. Coordinator
 4. Lona Katiry Asst Coordinator

Reminder to be sent to all departments to keep track of their students' progression.



Asst. coordinator, IQAC



Coordinator, IQAC
 Coordinator
 IQAC
 Kohima College Kohima

Meeting Minutes.

2nd Feb- 2022

- The coordinator IQAC started the meeting by extending a warm welcome to all the members. Report of the successful submission and acceptance of AQAR 2020-21 by NAAC, Bengaluru was also given.
- It was decided that those cell/ committees which have not conducted any activity last semester, must try to organize some activities for the benefit of the students this session.
- National seminar, which was proposed to be conducted in the later part of 2021 could not materialize due to some problems. However the house deliberated on the matter and acknowledging the importance of such seminars and to encourage the faculty members towards research works, it was agreed to conduct such a seminar this year. The Research Cell was entrusted to take care of all the details pertaining to it.
- Dr. Konei informed the house about the willingness of Alumni Association to fund the certificate course, which is tentatively scheduled to begin from March.
- In order to encourage and acknowledge meritorious students, the house proposed to introduce the 'Scholar's Badge' award from the 4th sem external examination. Badge to be given to the highest scorer in each subject. Students should possess the required class attendance percentage and no backlogs in any semesters.
- The proposal to Commemorate College Foundation Day on 9th of August Annually was accepted by the house
- Members shared concern about the college website to be more dynamic, more so with the impending NAAC assessment and accreditation later this year. Ms. Lashili, Asstt professor was nominated to work with IQAC Coordinator for the content and design of the website. The house also decided to continue with Rameitech Solution for hosting the college website.
- IIQA of the college to be submitted by June'22

- To convene a meeting with the SSR Criterion co-ordinators in the later part of the month.
- To remind the Alumni Association to expedite the registration process of the association
- To visit all the Mentee colleges at least once before the semester

Sungjemima

Coordinator

Kohima College
Kohima

Meeting Minutes of IQAC and Criteria Coordinators

A meeting of IQAC and Criteria Coordinators was held on 16th February 2022 at 10:30 AM in the Conference Hall. A total of 18 members attended the meeting.


The meeting was chaired by Ms.Sungjeminla Coordinator IQAC, KCK. The chairperson welcomed the members and stated that the meeting was called to start intensive preparation for SSR which need to be ready by the month of April'22 for submission to NAAC for the 3rd Cycle of Assessment. She briefed the house about the procedures and the latest SOP guideline updated by NAAC for preparation of SSR. Detailed deliberation and discussion was made on many important matrix and aspects of the SSR.

A total of 18 members attended the meeting.

The important outcomes are highlighted below:-

1. All HODs to see that the Departmental Profile is complete and data systematically organized for the last 5 years.
2. 2.5.2 – Internal Assessment Mechanism to be finalized and prepared by Principal, Vice-Principal and HODs latest by 1st week of March'22.
3. Remedial Record for slow learners and students with disabilities to be maintained by all departments. The record should clearly mention-
 - a) Steps for Identification and
 - b) Steps/Remedial measures taken.
4. To request Oking Hospital to organize an activity in the college by March. I/c Ms.Lily.
5. Village Adoption Committee to kindly expedite the matter of Village Adoption. I/c Vice Principal.
6. 4.1.4 – Data collection. I/c Ms Lily.
7. 4.2 & 4.3 – Data collection. I/c Mr. Evothung.
8. 5.2.2 & 5.2.3
 - Relevant data of past students to be collected.
 - All departments to help in identifying students and in dispatch of Questionnaires through Google form.
 - Preparation of Questionnaire through Google form. I/c Ms. Medoseno & Ms. Lashili.
9. 5.4.1 – College authority to write a letter of request to the Alumni Association for getting the Association registered with the Government of Nagaland.

10. 6.2.3 – To collect necessary data from Proctur and Rameitech Solutions. i/c Ms. Lily.
11. College authority to approach Smart City Officials to extend any possible help in installing Wi-Fi facility in the college campus.
12. 6.3.1 – KCTA to submit details of the Welfare Fund.
13. 6.5.2 - Internal Academic Audit to be conducted by IQAC by 2nd week of March'22.
 - All departments to prepare for the same following the Checklist given out to the HoDs.
14. 7.1.2 – Collection of data. i/c Mr. Evothung.
15. 7.1.8 – Culture Conservation being a best practice of the college, it was agreed that this aspect should be given due priority in co-curricular activities. Therefore, the Cultural Club should organize some activities at the earliest.
16. 7.1.10 – Code of Conduct for students, teachers and administrators to be displayed at strategic locations.
17. The existing posters to be replaced with new and recent ones in the hallway.
18. Criteria Coordinators to collect and compile all required data and submit to IQAC by 1st week of March positively.
19. The meeting ended with an exhortation by Dr.Ralimongla Principal, Kohima College. In her speech, she acknowledged the efforts made so far by all members especially the IQAC and further encouraged the members to continue to contribute to the best of their ability and co-operatively work together to take the college to greater heights.



(Lona Katiry)

Assistant Coordinator
IQAC, KCK

Meeting minutes of IQAC

A meeting consisting of the core committee and members of IQAC was held on 28.04.2022 at 10:30 am at the Principal's office. The main agenda was to plan for the IQAC'S visit to Peren Govt College. In addition, some other points were also discussed.

1. Visit to Peren College for Consultancy was fixed on 5th May. Decided not to take consultancy fee from the Mentee. An amount of 12,000/ (twelve thousand) was sanctioned for the trip. The Principal Dr. Ralimongla, along with the following faculty to visit the college-Ms. Sungjeminla, Ms. Lona, Dr. Christina and Ms Prescilla.
2. Visit to Baptist College and Oriental college was also discussed.
3. The house agreed to continue with the Admission Policy as Institutional Distinctiveness. Mam' Mego was entrusted to go through it and do necessary changes.
4. Discussion for Recreational space/Girls-boys common room was deliberated
5. Ms. Medoseno is appointed as the Secretary of Development Committee. Record keeping including vouchers...etc will be maintained.
6. Regarding Students Satisfaction Survey, the house decided to give awareness and grooming session to all the students. i/c IQAC
7. Departmental files to be checked on 12th May.
8. To check the Display Board.
i/c-Mam Principal
9. The house agreed on upgradation of the Research journal to Peer Review journal
10. Internal Assessment for the faculty and Staff.



(Lona Katiry)

Assistant coordinator, IQAC



Sungjeminla
Coordinator, IQAC

Coordinator
IQAC
Kohima College Kohima