

Meeting Minutes.

1st September 2022

- The coordinator IQAC started the meeting by extending a warm welcome to all the members. A special welcome was also given to Dr. Libanthung the new Principal of the college and who is also the Chairman of IQAC. The coordinator expressed hope that under his leadership and with his sound knowledge of the intricacies of NAAC process, he would guide the college to greater heights.
 - The chairman, Dr. Libanthung presided over the meeting. The following agendas were discussed.
 1. Plan of Action 2022-2023
 2. Adopt new best practice
 3. Sign MoUs with some institutions for Academic purposes.
 4. Allocation of Annual Budget and Audit to be done by Chartered Accountant annually. Audit committee of the college was entrusted to do the needful.
 5. Set up a search committee for the next IQAC team
 6. Meetings with departments incharge of the various criterion
 7. Award of scholarship by the family members of late Dr. Sato
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1. Plan of Action-
 - i) All the cells/ committee to submit their plan of Action
 - ii) IQAC to chalk out an activity for the academic session
 - iii) To organize Faculty Development Programs
 2. Best Practice- the house decided to adopt 'Students' Welfare Fund' as one of the best practices, to provide financial support to needy students through contributions from the faculty members. The Poor Students Cell was entrusted to work out the modalities.
 3. The house also deliberated on the idea of adopting more villages and educational institutions, as suggested by principal. But no concrete decision could be taken on the day of the meeting.
 4. Principal also suggested that arrangements for IQAC budget allocation should be made and put up in the college website
 5. The Principal, Vice Principal along with the senior HoDS- Megovono, Zeneinuo, were entrusted with the task.

6. IQAC to meet separately with all the departments in charge of the various criterion to prepare for DVV process.
7. The college graciously accepted the Award of scholarship consisting of a citation and a cash amount of Rs.30,000/- set up by the family of late Dr. Satuo Sekhose, one of the four founding members of the college, to be given to a deserving student of the college.

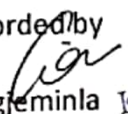
The department of English was tasked with the naming of the award and also to work out the criteria for eligibility.

In addition to these, the following matters were also discussed and agreed upon by the house

1. The house also agreed to accept the application of Mr. Omnei, driver, attached to the principal to occupy the type 1 staff quarter of the college, which was recently vacated by Ms. Akhono, Asst Prof, department of Commerce.
2. H.A to oversee that the janitors/ sweepers are deployed to clean the college premises and the toilets on a regular basis.
3. The house also agreed to accept in principle, the request from the department of Higher Education, Govt of Nagaland, to set up a Japanese language centre in the college.
4. To approach the dept of Industries, Govt of Nagaland for setting up incubation / startups centre in the college.

Members present:

1. Dr. Libanthung Ngullie
2. Keneilesa Neikha
3. Dr. Christina
4. Vezholu
5. Lona Katiry
6. Mhalezolie
7. Temjeninla
8. Lily Angami
9. Dr. Konei Nakhro
10. Medoseno
11. Hyulo
12. Sungjeminla.

Recorded by  Coordinator
Sungjeminla IQAC
Kohima College Kohima
IQAC, Coordinator.

19th January'23

Meeting minutes

An emergency meeting of the members was called for work distribution to respond to DDV process which is to be completed by 25th of January.

1. Around 25 queries were received for verification from the criteria.
2. Almost all the documents asked for verification was available in the college.
3. Principal was given the responsibility to get the necessary documents related to the University.
4. Criteria wise division was done among the members.

Members Present

1. Kaholi Chishi
2. Lily Angami
3. Keneilesa Neikha
4. Dr. Kekhrieseno Christina
5. Ngiplon Rachel
6. Dr. Koni Nakhro
7. Zeneinuo Solo
8. Neikhienuo Mepfuo
9. Mhalezolie Kire
10. Lona Katiry
11. Sungjeminla

Sungjeminla
IQAC Coordinator, Kohima College Kohima

Coordinator
IQAC
Kohima College Kohima

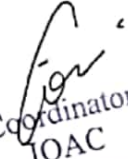
- The coordinator IQAC started the meeting by extending a warm welcome to all the members. Report of the successful submission of DVV clarification to NAAC, Bengaluru on 24/01/23 was also given.
- To remind all the departments/ cells to prepare and keep all necessary reports and files up to date
- The HoDs were asked to encourage the teachers in the respective departments not to avail casual leave as far as possible and to concentrate more on course completion as classes will have to be suspended on account of the general election (NLA) related trainings which is scheduled to be conducted at the college in the month of February.
- Internal exam for all the semesters to be conducted in the later part of March'23. But teachers must continue to take classes even after the exams are over, until official study leave period is declared by the college authority. HoDs to see that performance/ marks of the students be shared with them and remedial measures for weaker students are arranged.
- Cultural day and Parting social day to be organized in the early part of March and early part of April respectively. The Cultural Club and Students' Welfare Cell to take care of the programmes.
- The house also decided to allow the use of college bus for field trips/ educational trips of the different departments. But prior permission to be given to the college authority.
- The need to upgrade the College journal 'Impression', to a peer reviewed journal was deliberated upon. The Research cell was entrusted to do the needful.

- Dr. Christina, member IQAC and coordinator Research Cell gave a short report of the National Seminar jointly organized by St Joseph's College, Jakhama (A) and Kohima College on the theme ' Intercultural thinking: A way forward for diverse living' from 29th-31st January'22, where five faculty from Kohima college presented papers. The importance of conducting more such seminars/ workshops was also discussed. A special edition of the college journal 'Impression' to be published of the papers presented in the Seminar.

Members present

1. Dr. Libanthung Ngullie
2. Keneilesa Neikha
3. Temjeninla
4. Medoseno
5. Vezholu
6. Dr. Christina
7. Lily Angami
8. Kaholi
9. Dr. Konei
10. Lona Katiry
11. Hyulo
12. Sungjeminla.

Sungjeminla
Coordinator, IQAC


Coordinator
IQAC
Kohima College Kohima

5th April'23

Meeting Minute

An emergency meeting of the IQAC was called in order to discuss on the further course of action with regard to the notification received from NAAC, Bangalore on 4th April'23, about the College clearing the pre-qualifier stage for Peer Team visit. The IQAC coordinator was entrusted with the task of uploading the SSR in the college website, and also to make the final payments- 2nd installment for accreditation process (59,000/-) and for the logistic arrangements of the peer team members,(2,36,000) amounting to a total of Rs. 2,95,000/- (two lakhs ninety five thousand only)

The house also deliberated on the three slots for the visit given by NAAC for the PTV

1. 05/05/2023-06/05/2023,
2. 21/05/2023- 22/06/2023
3. 06/06/2023-07/06/2023.

All members were of the opinion that it would be inconvenient to take the assessment during the given periods due to the Nagaland University examinations which is scheduled to begin from 18th of May to 15th of June 2023. The house decided to write a letter to NAAC office stating our difficulty to undertake the assessment on the date slots given to us and request them to reschedule the visit after the University examinations.

It was also decided that mock drills should be conducted to familiarize all the stakeholders about the assessment process. Core members were entrusted to make necessary arrangements for the same after the university examinations.


The house also decided to let the 3rd and 5th semester students take provisional admission immediately after the examination and begin the new session, as the presence of students is important during the PT visit. The college authority was entrusted to do the needful.

Members present

1. Dr. Libanthung Ngullie, Principal
2. Keneilesa, Vice Principal

3. Megovono
5. Dr. Christina
6. Vezholu
9. Dr. Konei Nakhro
10. Medoseno

4. Zeneinuo
6. Lily Angami
8. Lona Katiry
- 10 Ngipion Rachel
12. Sungjeminla.


Sungjeminla
Coordinator

Coordinator
IQAC
Kohima College Kohima

11th April'23


Meeting minute

A meeting consisting of the Core committee and members of IQAC and Librarian was held on 11th April 2023 at 11am in the IQAC office.

The agendum for the meeting was for the preparation of NAAC Peer Team visit. Work distribution was chalked out as enclosed.

Members present

1. Temjeninla
2. Dr. Visiezolie
3. Medoseno Thapo
4. Dr. Nekhieheinu
5. Lily Angami
6. Megosieu
7. Zhavikhoto Phinyo
8. Dr. Konei Nakhro
9. Lona Katiry
10. Sungjeminla.


Reported by
Dr.Konei Nakhro
Asst. Coordinator, IQAC

**Work Distribution for NAAC Peer Team visit
Kohima College, 2023**

Sl.no	Work Distribution	I/C
1.	-Government regulations regarding policies and sanctions -Approvals of regulatory bodies for the programmes run by the institution	Principal
2.	-Act and Statutes of the Affiliating University Rules, regulations, and/or guidelines relating to the composition, powers and functions of the various Academic and Administrative authorities and committees. Details of the : a)Governing Body b)Board of Management c) Academic Calendar d)Rules of recruitment for faculty and staff e)Admissions f)Academic linkages, g)Consultancy h) Extension,	IQAC
3.	-Documents containing the current list of Academic programmes, duration, fee structure etc. -Institutional Annual Calendar -Annual Reports of the past two years -Master plan of the institution	IQAC
4	-MoU with collaborating agencies Special recognition, Grants, Awards, etc	IQAC
5.	Policies of the College	IQAC
6.	Guidelines relating to the composition, powers and functions of Library management Committee.	Megosiou (Librarian)
7.	-Guidelines relating to the composition, powers and functions of Research committee -Criteria for facilitating professional development programmes for the faculty. -Research projects sanctioned by external funding agencies.	Research Cell
8.	Guidelines relating to the composition, powers and functions of Purchase procedures and other financial norms	Dr.Evothung & co
9.	Guidelines for the Grievance Redressal Cell and the	ICC Cell (Nzan, Abeni

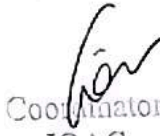
	Complaints Cell for addressing issues of sexual harassment of women at workplace	,Ase)
10.	Records of student feedback	Vezholu & Christina
11.	Annual Budget	Audit Committee (Evo, Diesino, Nozo)
12.	Solar power installation in conference room	Dr. Medongulie Zatsu
13.	Office for Peer Team: <ul style="list-style-type: none"> - Make arrangements to provide a room at the institution with the following: <ol style="list-style-type: none"> 1. A computer 2. Printer 3. Necessary stationery: 4. Additional cartridge for printer 5. Two high density re-writable CDs 6. Secretarial Assistant who is well-versed in stenography and use of computers. As the team discussions are sometimes scheduled for late evenings, secretarial assistance may be required till late hours, as per the requirement of the peer team. 7. One set of the institutional Self Study Report (SSR) may be made available to the Peer Team during its discussion sessions at the place of stay, for reference. 	Paul
14.	Overall in charge <ol style="list-style-type: none"> i. to oversee the entire PT visit period ii. smooth transition of one program to another iii. management of time iv. coordinate with all committee in charge 	i/c Lily, Dr. Christina, Lona, Dr. Konei & Zavikhoto.
15.	Cultural program (Over all) <ul style="list-style-type: none"> - Stage decoration - Chairperson for the program - College Anthem (College choir) + a song 5 + 5 minutes - Drama (youth culture or any) 5 minutes - Cultural dance: Sumi Group – 5 minutes - Cultural song: Angami folk song with Tati 5 minutes - Bollywood dance: NCC girls – 5 minutes 	-Mego & Zenei-Cultural Club, Music and Drama -i/c Dr. Temjenrenla, Dr. Emisen & Dr. Avinuo -Dr. Theyiesinuo Keditso -Dr. Neikehenuo & Dr. Medogulie Tseikha -Dr. Neikehenuo -- -Hyunlo (KCSC) " -Vengotalu

	- Volunteers - NCC	-Vengotalu&Vekhosa
16.	Food Catering Committee (pre arrangement period included)	Economics dept, Tenyidie dept & Hostel cooks
17	Tea & Snacks	i/c- Tenoseno, Dr. Pete, Rhipeŭ
18.	Transportation, Hospitality & sight seeing - To pick up & drop the PT members (Airport/ place of stay)	Ketholelie, Mhalezolie & Dr.Medongulie Zatsu, Mulong, Kethosenuo, Dr.Priscilla
19.	Ascertain the number of buses to arrange for students on Day 1 through google form	Nohol & Keduo Belho, Aosangla.
20.	Beautification of the college.	Dziesebeinuo & Friends of Nature, KCTA
21	Sanitation. i) To make a routine and organise multiple cleanliness drive prior to the PT visit. ii) To ensure all existing toilets are cleaned iii) To clean up the surrounding areas of the college	Swacch Bharat, KCSC, NSS & non teaching staff.
22	Medical Inspection Room Set Up	Lenuo & Dr.Visiezolie
23.	Media: - The institution may at its own discretion issue a press release about the Peer Team Visit to the institution and any reference to NAAC should be of a general nature only. - The PT Report should not be shared with the press till the results are officially announced by NAAC. - Send a few photographs and media coverage (press clippings) of the Peer Team Visit, for NAAC records. - Kindly indicate the name of the institution and the visit dates on the reverse of the photographs.	Lashili & team

	- Press coverage of the Exit meeting is to be strictly avoided.	
24.	Photography: <ul style="list-style-type: none"> - Photos to be taken during the programs and meetings. - Photos to be printed and collected in an Album. - Limit the number of photographs of the team's visit to various locations. 	Thorhu & students
25.	Museum development	Tribal Museum Committee
26.	Interaction Sessions <ul style="list-style-type: none"> • With Parents. • With students. <ul style="list-style-type: none"> - About 30-40 students may be randomly drawn, to have representatives from urban and rural areas, different socio-economic strata, disciplines and levels of study. - It must also include representatives of NCC, NSS and various Co-curricular Clubs and Associations of the institution. All arrangements may be made for facilitating quick interactions. • With Alumni. 	- PT Committee - KCSC & Students Welfare Committee -Alumni Committee
27.	Beautification of Girls' Common Room	-Women Cell & Girl's weifare Secretary,KCSC
28.	Banner/ National flag/ College Flag	Mhale
29.	Presentation	Dr. Christina & Lona
30.	Treasurer/Budgeting	IQAC, Diesino, Eunice & overall incharge Team
31.	Treasurer <ul style="list-style-type: none"> • TA & DA for Peer Team 	Dr.Ketoukhrie
32.	<ul style="list-style-type: none"> • Inspection for Repair & Renovation of physical infrastructure of the college. • Hostel Building. 	-VP, Eunice & Mhale -Hostel Committee
33.	IT Facilities	Evo, Thorhu & Gideon
34.	Organization and arrangement of <ul style="list-style-type: none"> - Ministerial Staff Office - Library - Faculty Room 	-HA, Vila and Palimon -Library Staff & Library Committee -HODs
35.	To put back the code of conduct flex in the corridors	Ketholelie & Molung

36.	<ul style="list-style-type: none"> • Provide all the departments/ faculties with the time-schedule of the visit. • To maintain Department files and profiles of its members • Head of the Department shall give a brief Power Point Presentation the highlights/ achievements of the concerned department within the allotted time. • All HODs are directed to cooperate with the visiting team, to adhere to the time-schedule. Faculty interactions in the departments may be participatory in nature. • HODs are expected to Orient the department on the purpose of the Peer Team visit. (that the team will be visiting the institution after a thorough study and analysis of the SSR provided by the institution. The purpose of the visit is to validate the claims of the institution as detailed in its Self-Study Report, through interactions, inferences and checking relevant documents. Further, the Peer Team will look for evidences, to understand the "collective impact" of the faculty and the institutional ambience, on the educational experience and outcome of the students). 	HODs
37.	Reception of PT members i. at place of stay ii. at the college	IQAC members
38	Recorders	Limayangla, Purlemla, Khekaii, Dr. Ziuziu
39	Sound system i. Cultural evening ii. Conference hall	Dr. Medongulie T & KCSC
40.	Videography	I/C Dr. Konei

Dr.Konei Nakhro
Asst. Coordinator, IQAC


Coordinator
IQAC
(SUNQSEM INLA)
Kohima College Kohima

Internal Quality Assurance Cell
Kohima College Kohima
No.KCK/IQAC-MET-MIN/2023

MEETING MINUTE

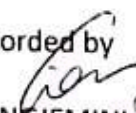
3rd June 2023

A meeting of the IQAC and committee conveners was held to review the progress of work for the NAAC Peer Team visit and matters pertaining to it.

Reports from all the different committee set up for the visit was meticulously reviewed and necessary changes to be made were discussed.

The house decided to have another mock drill on the 8th of June'23 with Dr. Visakhonu Hibo, Principal Japfü Christian College and her team as the expert.

The Principal expressed his satisfaction and encouraged everyone to give their best towards the successful completion of the 3rd cycle of NAAC.

Recorded by

(SUNGJEMINLA) Coordinator
Coordinator, IQAC
Kohima College Kohima
KCK