

IQAC Meeting Minutes

30th August 2016

The IQAC in its meeting lauded the plan of the Fund Raise Fete Day scheduled for 3rd Sept. 2016 organised by The Cooking Cell in collaboration with the Skill Development Cell of the college. The combined cells' request for donation of Rs. 10,000 (Rs. Ten Thousand) only, as donation from IQAC fund towards the event was sanctioned.

In view of the upcoming setting up of the Legal Aid Clinic in the college, it was decided to locate and adjust space to accommodate the said cell. Further, it was decided to identify two faculty members to assist the Legal Aid Cell in the capacity of Para-legal officers.

In compliance with the directive of the Department of Higher Education, Nagaland, for NAAC assessed Government colleges to assist non-NAAC assessed Government colleges in preparation of their SSR, the meeting also decided to fix a convenient date in the month of November 2016 for the IQAC team, Kohima College to make a trip to Pfutsero Government College to offer consultancy services.



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IQAC Meeting Minutes

21st November 2016

The meeting was conducted to finalize the logistics of the IQAC consultative trip to Pfutsero Government College, Pfutsero. It was decided that the Principal along with the Co-ordinator IQAC and Asst. Co-ordinator IQAC would make up the team for the visit. To minimize expenses on the trip, the team decided to travel by Principals car. It being the first consultative service to Pfutsero Government College, the meeting decided to waive off the consultative fee.

The meeting also decided to appoint Smt. Lily as the programme co-ordinator of the ITE & Soft Skill Certificate course to be commenced from December 2016. Soft Skill component of the course would be handled by English and Functional English Departments. It was also decided that an efficient qualified person would be appointed to take care of the ITE component of the said course.



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Kohima College, Kohima
IQAC Meeting: 18th August, 2016

The Coordinator chaired the IQAC meeting and began with a note on the completion and online submission of the AQAR (2015-2016).

The following agenda's were discussed and taken up in the meeting:

1. Division of workload to departments to be criterion-wise, so as to facilitate proper documentation for 2nd Peer team visit, next year.
2. The Principal introduced and welcomed two new members to the IQAC; HoD Commerce dept. & HoD Sociology dept.
3. Review of inputs Criterion-wise and rectifications made where necessary.
4. Some suggestions were made by members as Plan of Action for 2017:
 - a) Tie up with Youth Net for placement of students.
 - b) To hold periodical mock-interviews to prepare students for job placements.
 - c) Revival of coaching classes and to avail UGC grants for the Coaching centre.
 - d) The Commerce dept. to initiate development of entrepreneurial quality among the students.
5. For improvement of Library services, all department were asked to submit at the earliest, their book list for purchase of books; contribution of books to the Library by faculty members to have a submission date; and more current affairs books to be purchased for the Library.
6. Finally, there was a review of all activities of the college, and assessment of its strengths and weaknesses.


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24.06.2016

After a daylong department-wise interactive session with Dr. Behera, external member IQAC, the IQAC sat for a short meeting to discuss the agenda to be placed by IQAC before the general body Alumni Association meeting scheduled for 14.07.2016, as decided in the Alumni Association Executives meeting held on 14.06.2016.

The meeting also chalked out farewell programme for Smti. Alila Ao, Accountant-cum-cashier, the longest serving employee of the college. It was decided that a befitting farewell be accorded to her for her long years of dedicated and loyal service to the college

(Dr. Eunice Alinger)

Asstt. Co-Ordinatot IQAC NAAC

(MOANUMBA KEVICHUSA)

Co-Ordinator IQAC NAAC

IQAC Meeting Minutes

26.04.2016

IQAC office dedication cum meeting was held. With a dedicatory prayer by Smti. Ameu Kire, the program started with a talk by Dr. Behera, External Member, IQAC, on the procedures of preparation of reassessment of NAAC. After a fruitful interactive session with the external member, the meeting took certain decisions on the upcoming events.

- i) Programme was finalized for relaunching of college website.
- ii) Selected teachers were assigned to approach the Forest Department and Soil Department to procure tree saplings for plantation drive on 4th June 2016 to mark the International Environment Day.
- iii) Work distribution for teachers was discussed for the upcoming State Level Consultative Meet on Women and Children, jointly organized by OKD Institute and UNICEF and hosted by the college scheduled for 27th May 2015.
- iv) Department-wise allocation of data collection of Criteria for preparation of AQAR 2015-16 was finalized.
- v) It was decided that concerned committees should format and disseminate questionnaires for various stakeholders at the earliest.
- vi) It was decided that 2 members of alumni be included in the IQAC to liaise with the Alumni Association and Alumni Cell of the college.

(Dr. Eunice Alinger)

Asstt. Co-Ordinator IQAC NAAC


(MOANUNGLA KEVICHUSA)


Co-Ordinator IQAC NAAC

1. Kevileas Keang
2. Katholelie

2. **Golden Jubilee Funds:** Separate fund was to be maintained for the upcoming Golden Jubilee in May, 2017. The Student Union had already initiated a fund raising drive through sale of diary, collecting an total an amount of Rs. 2,00,000/- Suggestions were made to Alumni Committee to initiate and encourage the involvement of Alumni of the College in fund raising activities; to participate in donation of funds for enhancement of infrastructure. It was also felt that Alumni and PTA can involve in other advisoral work/capacity.
3. **Academic Enhancement:** Certain IQAC members were given responsibility to meet the following officials:
 - **Secretary Higher & Technical Education:** Principal to meet the Secretary for appointment of faculty for Sociology Dept.
 - **Finance Department:** Mhale Kire & Moanungla Kevichusa to make appointment to meet CM, for fixed pay to be granted to new faculty in Sociology dept.
4. **Other agendas discussed:**
 - Selection of Student Union members should be done carefully, in order to have a very good team to assist in the assessment process.
 - Teacher assessment format, to be upgraded.
 - SSR Report to be dispatched by September, 2016.
 - Annual Questionnaire for students of 5th Semester/ to be taken up by the Grievance Cell.

The Vice-Principal, Thinuokhrienuo, in conclusion, made the suggestion that working Saturdays should be allotted for activities of the various Cells/ Committees under IQAC. Even on a 3rd Saturday, after Inter- Departmental Seminars, activities of the Cells/ Committees can be held and on the given date, seminars can be held early in order to accommodate these activities.


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**INTERNAL QUALITY ASSESSMENT CELL
KOHIMA COLLEGE, KOHIMA**

MEETING MINUTES – 29TH MARCH 2016

The Internal Quality Assessment Cell of Kohima College met in the Principal's chamber on the 29th of March, 2016. In attendance were the following members:

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|----------------------------|---|-----------------------|
| 1. Principal | : | Dr. Watijungshi Jamir |
| 2. Vice-Principal | : | Thinuokhrienuo |
| 3. Coordinator, IQAC | : | Moanungla Kevichusa |
| 4. Asst. Coordinator | : | Dr. Eunice Alinger |
| 5. HOD, History Dept. | : | Keneilesa |
| 6. HOD, Pol. Science Dept. | : | Zeneinuo Solo |
| 7. Member | : | Dr. Konei Nakhro |
| 8. Member | : | Sungjeminla |

The meeting opened with an appraisal of all activities of different Cells/ Committees of Kohima College by Coordinator, IQAC, Moanungla Kevichusa. Two important Committees; the Alumni Committee and Parents Teachers Association (PTA) were encouraged to reactivate and plan out a future course of action. She then underlined the urgent need for an IQAC Room, in order to start formal documentation process for submission of final Self Study Report.

Dr. Watijungshi, Principal, Kohima College, addressed the members with a call for coordination with IQAC. He shared on the fund position of the college; that the UGC had stopped granting funds to NAAC assessed colleges. Thereafter, he highlighted the need to raise some funds for NAAC Peer team visit and assessment from within the college itself. Another point he raised was the need for horizontal development (academic advancement) as per the last UGC NAAC Peer team visit. To this regard, he shared on the positive advancements made by the college such as getting consent of the Govt. to allow the commencement of Sociology subject & Commerce Stream from June 2016.

Decisions were made on the following agendas listed below:

1. IQAC Fund:

Rupees 10- 15 Lakh to be raised and contributions with suggested amount were:

Faculty- Rs. 10,000/-

Faculty on Contract - Rs. 5000/-

Ministerial staff- to be discussed

Students- Rs. 200/- each

Alumni/ PTA- expected contribution, Rs. 5,00,000/-

} 10,00,000/-

IQAC Meeting Minutes
3rd December 2016

In view of the NSS initiated National Integration Programme wherein college girls under SNDT University, Mumbai, was scheduled to visit Kohima College on 7th December 2016, it was decided to host lunch and refreshment to the visitors. It was also decided that our college students would be asked to prepare some cultural presentation in the day long programme.

The meeting decided to approve of the English Departments' plan to organize its 1st Annual Get-together on 8th December 2016.

Further, it was decided to convene a meeting of the Advisory Board of the college on 15th December 2016.



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