

IQAC  
Kohima College

Meeting Minutes.

26<sup>th</sup> July '2018

Meeting was convened to discuss about the NAAC Consultancy program entrusted by the department of Higher Education to mentor two non accredited govt college viz- Pfutsero College and Peren College. Since the previous IQAC team has already visited Pfutsero twice, the house decide to request Moanungla Kevichusa and Dr. Eunice Alinger to continue to assess them until the college submits their SSR report to NAAC Bangalore. It was also decided that Principal and the new coordinator, Megovono would accompany them during the visit.

Principal, Vice Principal, IQAC coordinators will visit Peren College. This being the first official visit, it was decided that IQAC will bear all the expenses. No consultation fee/TA/DA will be realized from the host college.

Tentative dates for visits- Pfutsero college on 4<sup>th</sup> Sept'18 and Peren college on 7<sup>th</sup> Sept'18 respectively.

Students grievances reflected in the questionnaire feedback was deliberated upon and Students' Welfare Committee was entrusted to make remedial measures.

For smooth functioning of the different classes with regard to changes in the subject combination/ honours/section etc.it was decided that three office assistants will be assigned for each class, who will in turn update student's performance to the teachers.

(Sungjeminla)

Asst. Coordinator IQAC,KCK

(Megovono Usou)  
Coordinator

Coordinator IQAC KCK  
Kohima College Kohima

## Meeting minutes.

Meeting was called to chalk out the details of the IQAC consultancy visit to Peren Govt. college. The team consisting of the Principal, Vice Principal, coordinator and the three asst. coordinators decided to hire another vehicle, in addition the Principal's official vehicle.


As decided in the last meeting, the IQAC Coordinators along with Principal and the vice principal will leave for Peren on 20<sup>th</sup> Sept 2018 at 5:30 am. It was decided that a sum of Rs. 10,000 (ten thousand) only will be sanctioned for the trip from the IQAC fund. (fuel for 2 vehicles and lunch). A tentative program was also chalked out as follows.

1. Welcome address and introduction to be one by Peren College
2. Dr. Watijungshi to give a talk on 'NAAC activities of the college.'
3. Ma'am Megovono to speak on 'IQAC activities of the college'
4. Dr. Konei on the 'Seven criteria' followed by a time of discussion.
5. Time for the meeting from 11:00AM-2:00 PM. Departure from Peren 3:00 PM.

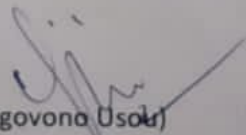
Ma'am Khrienuo was entrusted to arrange for the vehicle

The house decided to organize more life skill based programme for the students.

To create awareness on the importance of 'giving back to society', it was decided that a blood donation camp should be held in the college. Decided to entrust the Red Ribbon club of KCK to arrange the programme

  
(Sung Jeminla)

Asst. Coordinator IQAC,

  
(Megovono Usolu)  
Coordinator  
Co-ordinator IQAC  
Kohima College Kohima

IQAC , KCK

17/09/2018

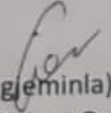
### MEETING MINUTES

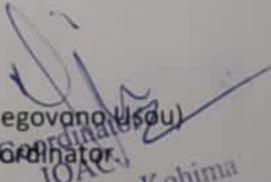
The meeting was called to specially pre review the AQAR (2016-17), prepared for onward submission to NAAC. This AQAR was prepared by the last team members.

A report on the progress of the AQAR preparation (2017-18, also in the old format) was also given by the coordinator.

The principal reminded about the new format for AQAR which has been introduced by NAAC and the time of submission, which is to be done before December until the next assessment. Other important issues pertaining IQAC composition as per the NAAC UGC guidelines and other matters related to academics were also discussed.

The members felt the necessity of equipping all faculty members with at least the basic knowledge of e-learning and therefore it was decided that Library Committee should take the initiative of organizing a workshop for the faculty.


  
(Sungleminla)  
IQAC Asst.Coordinator

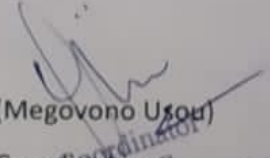
  
(Megovinda Usou)  
Coordinator  
IQAC  
Kohima College Kohima

Meeting minutes

The main agenda of the meeting were

1. A review of the AQAR (2017-18) prepared by the new team. Inputs from various were received and rectifications made.
2. To plan for Principal's farewell programme, who would soon be leaving the college to take up higher assignment as the Additional Director, in the Directorate
3. To chalk out the Golden Jubilee Commemoration of the Kohima College Student's Council. In compliance with the directive from the government not to celebrate jubilees of various government offices/ organizations, the house decided to keep the celebration small and simple.
4. The house discussed about the upcoming 52<sup>nd</sup> parting social of the college. The students' Welfare Committee along with the KCSC was given the responsibility to arrange for a guest speaker.

  
(Sungleminla)  
Asst. Coordinator

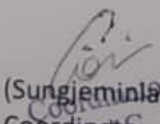
  
(Megovono Uson)  
Coordinator  
IQAC  
Kohima College Kohima

4<sup>th</sup> March 2019

Meeting minutes

The coordinator welcomed all the members and highlighted the activities done so far and informed about the submission and acceptance of the last AQAR by NAAC on 15<sup>th</sup> Dec 2018. The following agendas were discussed

1. Work division for preparation/ writing of AQAR (2018-19). Each dept was allotted a criteria to work on ,for smooth and easy collection of data
  - a. Criterion I- Sociology and Functional English
  - b. II- Education and Fun.English
  - c. III- Political Science
  - d. IV- History and Library committee
  - e. V- Economics
  - f. VI- Tenyidie
  - g. V- English and Evs
2. The house also nominated Ms. Medoseno of EVS dept. to keep a record of all activities done in the college.
3. To remind the Alumni cell to give out the Alumni form to the graduating students of 2019 and keep necessary details of the students.
4. Request Mr. Paul for a hard copy of the latest AQAR submitted to NAAC, Bengaluru.

  
(Sungjeminla)  
Coordinator, IQAC  
Kohima College Kohima

IQAC

Kohima College Kohima

7<sup>th</sup> June 2019

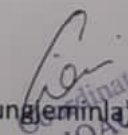
Meeting minutes

The meeting was convened for a pre review of the ongoing data collection criterion – wise for the AQAR preparation, and rectification made where necessary.

The house felt that the various cells need to be more active and resolved to direct the cells to organize activities wherein the involvement of students in such activities can develop and enhance leadership qualities in the students and create awareness towards social responsibilities.

The following were plan were chalked out:

- i. Preparation of questionnaire for students i/c –Mentoring Cell
- ii. Publication of College journal i/c- Research Cell
- iii. Publication of Annual College Magazine i/c- Magazine Committee
- iv. Inter-departmental seminar i/c- Research Cell
- v. To organize Environmental awareness program i/c – EVS dept and FoN
- vi. Organize a Panel discussion on Career Guidance i/c- Career Guidance and Mentoring Cell.

  
(Sunjeemin) a  
Coordinator  
IQAC  
Kohima College Kohima



The first meeting of the new IQAC coordinators with the principal and the Vice Principal was held on the 26<sup>th</sup> July at the principal's chamber. The principal Dr. Watijungshi Jamir presided over the meeting. He expressed his confidence that the new team would successfully carry out all IQAC activities for the development and enhancement of quality education in the college.

Before discussing the agendas, the principal pointed out that the principal and the Vice Principal should be included in the IQAC members list which was inadvertently left out in the committee list. The following agendas from the principal were discussed.

1. Reassessment of the college

The principal informed the house about the Higher and Technical Minister's desire for Kohima college to get an autonomous status and his suggestion to go for NAAC reassessment before 2022. The house discussed on the feasibility of this, though no definite conclusion was arrived at. Further deliberations on this issue to be taken up in the next meeting with the other IQAC members.

2. IQAC fund

The principal informed that every semester an amount of 3 lakhs is collected from the students for IQAC activities, which is deposited in bank account jointly operated by the principal and the coordinator. As a huge amount is spent during the time of NAAC assessment, he suggested to save at least Rs.2 lakhs each semester for the next assessment. The current balance is Rs.3,57,279. (three lakhs fifty seven thousand two hundred and seventy nine) only

3. MoU with MY NORTHEAST APP

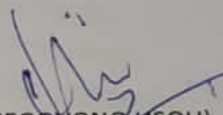
The members felt that the services provided by 'My NORTHEAST APP' would benefit the students community and therefore decided to sign the memorandum of cooperation with them. Payment of annual fees of Rs.5000 (five thousand) only would be borne by IQAC, KCK.

4. To draft letters to all the cells to submit their plan of action and Tribal Museum cell for documentation of artifacts.

5. To conduct workshop / capacity building program for the faculty and staff
6. Inter-departmental Seminar.
  - a. Each department to conduct at least one seminar
  - b. The sanctioned amount of Rs. 3000 (three thousand) for expenses during the seminar, may also be enhanced if necessary
  - c. Certificates to be issued only to the paper presenters and coordinators.
7. Alumni cell to be entrusted for the data collection of graduating students.
8. To conduct cleanliness drive more often involving all faculty, NCC, NSS, EU...

  
(SUNGJEMINLA)

Asst. Coordinator, IQAC

  
( MEGO VONG USOU)  
Coordinator  
Coordinator, IQAC  
Kohima College Kohima