

## **Internal Quality Assurance Cell (IQAC)**

### **1. IQAC Meeting Minutes**

Date: 23<sup>rd</sup> October, 2020

Time: 10:30AM

Place: Online – Google Meet

In Attendance: Dr. Chubatola Aier, Principal

Wapanginla Ao, IQAC Coordinator, HoD of Management Studies

Viseno Routsu, IQAC Asst. Coordinator & HoD of Political Science

Dr. Ranjan Behera, External Member

Dr. Imkong Jamir, External Member, BoG

Wapangkumla Imchen, IQAC Member & Asst. Librarian

Imsuakum Longkumer, IQAC Member & HoD of Economics

Reason for the meeting: Regular Annual Meeting

- Chairperson welcomes all.
- Two new members of IQAC were introduced. Ms. Viseno Routsu joined as the Assistant IQAC Coordinator and Ms. Wapangkumla joined as a new member.
- IQAC Coordinator present the minute minutes of the last meetings. The agendas for the meeting was based on the action plans of the previous meeting minutes as due to the pandemic, some of the programmes and plans were nor executed.
- The following action plans were decided to be implemented in days to come:
  - To have webinar on IPR (Intellectual Property Rights): Mr. Kaikho and Mr. Meya to organise it
  - To have webinar on Gender related issues: to divide it into two or three groups and to implement both talks and activity based on it.
- Sir Imsuakum shared that talks are underway for incubation centre. Due to the lockdown and pandemic, the process has been delayed and that the plan is to impart traditional knowledge and skills at the centre. The members present gave suggestions on setting up of incubation centre in the college.
- Sir Behera also shared about maintaining and keeping records on what role the IQAC & the College played for students, college and community on and during Covid-19.
- The meeting concluded with the IQAC Coordinator sharing that quality enhancement should not be derailed due to the pandemic and quality enhancement should be continued ceaselessly.

Recorder:

Wapanginla Ao

IQAC Coordinator

## 2. IQAC Meeting Minutes

Date: 15<sup>th</sup> February 2021

Time: 1:00PM

Place: Conference Room

In Attendance: Dr. Chubatola Aier, Principal

Ms. Amenla Moa, Administrator

Wapanginla Ao, IQAC Coordinator, HoD of Management Studies

Viseno Routsu, IQAC Asst. Coordinator & HoD of Political Science

Wapangkumla Imchen, IQAC Member & Asst. Librarian

Kaikho Loli, Student Advisor & Asst. Prof of History

Insuakum Longkumer, IQAC Member & HoD of Economics

Reason for the meeting: For FSDP 2021

1. Chairperson welcomed all.
2. IQAC Coordinator shared about Faculty Development Programme for 2021 which is one of the regular annual event conducted as part of promoting quality culture in the college.
3. Principal shared that from this year onwards, Staff members will also be a part of the Faculty Development and thus renamed it as Faculty & Staff Development Programme (FSDP).
4. Discussion were held and finalised about the format of the programme – two sessions:
  - Formal session with the presence of both faculty & staff members.
  - Technical session - separately for faculty and staff.
5. It was also finalised that there will be resource persons for the formal session and for staff technical session only. Staff technical session will be based on the theme “Office Management & Work Ethics”. Faculty technical session will be based on the theme “Education in transition: Rethinking offline and blended modes of teaching and learning”, where each department will give paper presentation. It will be competitive based and the best paper presentation will be judged by the peers. The technical sessions are to be followed by discussions and resolutions.
6. The date for the FSDP was also decided to be held on 25<sup>th</sup> February 2021.
7. IQAC Coordinator along with two of the members to manage and organise the programme in consultation with Principal.

Recorder:

Wapanginla Ao

IQAC Coordinator

## 3. IQAC Meeting Minutes

Date: 26<sup>th</sup> March 2021

Time: 1:00PM

Place: Principal's Office Room

In Attendance: Dr. Chubatola Aier, Principal

Wapanginla Ao, IQAC Coordinator, HoD of Management Studies  
Viseno Routsu, IQAC Asst. Coordinator & HoD of Political Science  
Kaikho Loli, Student Advisor & Asst. Prof of History  
Imsuakum Longkumer, IQAC Member & HoD of Economics

Reason for the meeting: To apply for NAAC Sponsored Seminar

1. Chairperson welcomed all.
2. IQAC Coordinator shared about organising a Seminar, either online or offline depending on the pandemic situation.
3. Discussions were made to apply for NAAC sponsorship.
4. Principal suggested that the IQAC Coordinator and Viseno, Asst. Coordinator can work on the format and guidelines. She also suggested that the other members can also assist whenever needed.
5. It was decided that the application and the other formalities to apply for the NAAC sponsorship should be completed within the time frame, keeping in mind the NAAC committee meeting once in a quarter i.e. first week of March, June, September and December every year.
6. The meeting concluded with the decision for the coordinator and asst. coordinator to work cohesively and by updating Principal and the other members.

Recorder:

Wapanginla Ao  
IQAC Coordinator

### **Action Taken Report 2020-21**

1. Through the initiative of the departments of Political Science, Sociology and Education, a webinar on Gender Equity and Law was organised on 27<sup>th</sup> November 2020. The external resource person for the event was Mrs. Vimeno Nakhro, Advocate of Gauhati High Court (Kohima Bench).
2. The one day special talk on IPR (Intellectual Property Right) was held successfully on 29<sup>th</sup> November 2020. Mr. Kaikho Loli (Asst. Professor of History) and Mr. Meyatemsu (HoD of English) were the resource persons. They highlighted in details on the concept of IPR and the eligibility of patent rights and the steps to acquire it. The participants for the talk included the students of BA/BBA fifth semesters.
3. Teacher's Feedback Survey was conducted successfully on 13<sup>th</sup> November 2020. Analysis of the feedback was also done.
4. Student's Feedback Survey was also conducted successfully with different phase for each semester during the months of November and December 2020.
5. The Faculty & Staff Development Programme was held successfully on 25<sup>th</sup> February 2021 on the following theme:
  - Teaching Faculty: "Education in transition: Rethinking online and blended mode of education"
  - Staff: "Office Management & Work Ethic"

The resource persons for the programme were Rev. Bendang Longkumer of Kingdom Discipleship and Ms. Akangchila Longchar, Director, News and Administration at The Morung Express.

6. YUVA event on Career Choice after Graduation was held on 16<sup>th</sup> April 2021 at the college GK Auditorium with the students. This was a career guidance programme collaborated with Young India (YI). Resource persons from different fields guided the students based on jobs/skills, entrepreneurship, competitive exams and masters/higher education.