

## **IQAC Meeting Minutes**

Date: 18<sup>th</sup> September, 2017

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Praveen Patrick Dukpa, Member

Alila Ao, Member

Meyatemsu, Member

Inza, Member

Reason for the meeting: To review on the NAAC Peer Team visit:

1. Chairperson shared on the success of the NAAC Peer Team visit on September 12<sup>th</sup> & 13<sup>th</sup>.
2. Chairperson congratulates all on the hard work and encourages keeping it up.
3. IQAC Coordinator gave a short review of the NAAC Peer Team Visit.
4. Discusses and deliberated on the preparation of the aftermath of the PTV - to prepared and mail media clippings, video, pictures and other related documents.
5. Meeting concluded with mass prayer.



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)

## IQAC Meeting Minutes

Date: 24<sup>th</sup> October, 2017

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Praveen Patrick Dukpa, Member

Alila Ao, Member

Meyatemsu, Member

Inza, Member

Reason for the meeting: Regular update meeting

1. Chairperson welcomed all.
2. Reading and confirmation of the last IQAC meeting.

**Action taken:**

- a) IQAC team successfully prepared and mailed the media clippings, videos, pictures of PTV to NAAC office.
3. It was mentioned that all documents need to be closed till September 2017 and start with new documentation from October 2017 onwards.
  4. It was also mentioned and pointed out that the college should aim for CPE (Centre with potential for excellence).
  5. It was discussed that the teaching methodology of the teachers needs to be tweaked with the level and needs of the teachers.
  6. It was thus deliberated that the teaching faculty can help the students in the following areas:
    - a) Mind set and attitude of the student (to avoid last minute preparation)
    - b) To inculcate reading habit. Thus, Reading Club to be activated.
  7. The meeting concluded with a prayer.



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)

## IQAC Meeting Minutes

Date: 10<sup>th</sup> November, 2017

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Praveen Patrick Dukpa, Member

Alila Ao, Member

Meyatemsu, Member

Inza, Member

Reason for the meeting: NAAC Accreditation update

1. Chairperson welcomed all.
2. Confirmation of the last meeting minutes.
3. Accreditation letter from NAAC was read to the members present by the Chairperson.
4. IQAC Coordinator read and shared the report by NAAC Peer Team.
5. The following points were discussed:
  - a) SWOC, Research work by faculty and campus placement.
  - b) IQAC Coordinator to coordinate the launch of ECS Textbook release on 17<sup>th</sup> November, 2017.
6. Meeting concluded with a prayer by Principal



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)

## IQAC Meeting Minutes

Date: 15<sup>th</sup> December, 2017

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Praveen Patrick Dukpa, Member

Alila Ao, Member

Meyatemsu, Member

Inza, Member

Reason for the meeting: Regular meeting

1. Chairperson welcomed all.
2. Confirmation of last meeting minute

**Actions taken:**

- a) ECS Textbook was launched successfully.
3. Chairperson/Principal shared that 2017 is a year of Milestones – college completed 5 years, achieved NAAC accreditation & assessment and record levels of admission.
  4. Deliberated on the submission of AQAR annually
  5. It was reiterated that branding of the college will be focused on academic excellence.
  6. IQAC Coordinator shared that some input about Literary Events – to change the structure and remove school style of events and to make it more professional. She suggested that there should be Public Speaking Competition or Debate Competition – where the contestants need to audition, orientation on the event and they will be mentored.

**Actions taken:**

- a) It was accepted, seconded and confirmed unanimously.
- b) IQAC to help and contribute towards refining the events.



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)

## **IQAC Meeting Minutes**

Date: 19<sup>th</sup> January, 2018

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Praveen Patrick Dukpa, Member

Alila Ao, Member

Meyatemsu, Member

Inza, Member

Reason for the meeting: Update on NAAC Letter received

1. Chairperson welcomes all.
2. Reading of NAAC letter no. NAAC/WII/Cert-A&A/EC (28<sup>th</sup> SC/5.1/2017/ dated 18<sup>th</sup> December 2017 by Principal.
3. Highlighted on the Certificate of Accreditation and Quality Profile.
4. To work on Research-Consultancy.
5. Teaching learning-student support and progression (good grade).



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)

## IQAC Meeting Minutes

Date: 12<sup>th</sup> March, 2018

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Er Moa Aier, Management Rep.

Praveen Patrick Dukpa, Member

Alila Ao, Member

Meyatemsu, Member

Inza, Member

Reason for the meeting: For Student's Feedback

1. Chairperson welcomes all.
2. Decided to follow UGC guidelines for Student's Feedback Form from 2018 onwards.
3. 19<sup>th</sup> March 2018 – Feedback forms to be distributed in all the classes for student's to fill in.
4. IQAC Coordinator and the rest of the faculty to take care of the Feedback.
5. Meeting concluded with a Prayer by Principal.



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)

## IQAC Meeting Minutes

Date: 11<sup>th</sup> May, 2018

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Praveen Patrick Dukpa, Member

Alila Ao, Member

Meyatemsu, Member

Inza, Member

Reason for the meeting: Updates and follow up

1. Chairperson welcomes all.
  2. Review of last meeting minutes
- Action taken:**
- a) Feedback by the students conducted successfully.
  3. Decided to do analysis on the feedbacks collected from the students.
  4. IQAC to organise Faculty Development Programme by June for the entire teaching faculty on 22<sup>nd</sup> June 2018.



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)

## IQAC Meeting Minutes

Date: 22<sup>nd</sup> June, 2018

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Praveen Patrick Dukpa, Member

Alila Ao, Member

Meyatemsu, Member

Inza, Member

Reason for the meeting: Updates and follow up

1. Chairperson welcomes all.
2. IQAC Coordinator highlighted the success of the Faculty Development Programme.
3. Launch of OTHM UK certified Hospitality course is scheduled on 29 June – to be taken care by IQAC Coordinator.
4. IQAC Coordinator to assist the Literary Committee at the First Public Speaking Championship to be held on August 2018.



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)



## IQAC Meeting Minutes

Date: 13<sup>th</sup> August, 2018

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Praveen Patrick Dukpa, Member

Alila Ao, Member

Meyatemsu, Member

Inza, Member

Reason for the meeting: Updates and follow up

1. Review of the last meeting

**Actions taken:**

- a) OTHM UK certified Hospitality course was launched successfully.
  - b) IQAC Coordinator assisting & mentoring at the Public Speaking.
2. Public Speaking Championship finale to be on 27<sup>th</sup> August, 2018.



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)

## **IQAC Meeting Minutes**

Date: 9<sup>th</sup> October, 2018

Time: 12:30PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Ms. Wapanginla Ao, IQAC Coordinator

Dr. Ranjan Behera, External Expert

Mr. Yanger Longkumer, External Expert/Community Rep.

Mr. Imsuakum Longkumer, Member/ HoD of Economic

Ms. Tiajungla, Member/Asst. Librarian

Mr. Inza, Member, Member/Asst Prof./Student Advisor

Mr. Hinovi Sumi, CECSF GS/Student Rep.

Reason for the absenteeism: Personal reasons and unavoidable situation.

In Absence: Mr. Moa Aier, President/Management Rep.

Mr. Kiakho Mao, Asst. Prof/Member

Ms. Amenla Moa, Administrator/Establishment Rep.

Mr. Imkong Aier, Member/BoG Rep.

### **Reason for the meeting: First Meeting after the new IQAC Team Formation**

- The Meeting started with the Chairperson introducing everyone especially the new members.
- The main agenda for the meeting was the strategies to implement in the following years since the first accreditation.
- Dr. Ranjan Behera and Mr. Yanger Longkumer, external experts gave the following suggestions:-
  1. To conduct Student Satisfactory Survey.
  2. Orientation to the students about SSS
  3. To have a workshop on research methodology – to be organised by the Research Committee.
  4. To work on the recommendations given by the NAAC Peer Team.
  5. National Digital Library – To used Swayam Prabha for lectures – To have a workshop on it.
  6. To have workshop on MOOC, online courses. (to contact Manoj Prabhakar, NU for the workshop)
  7. To communicate to the faculty about the SUDH GANGA programme where samples of PhD thesis are available – to further the research culture.
  8. To start Journal Publication – to have an Editorial Board with advisor.
  9. Meeting minutes to be uploaded in the website.

- Few thoughts and suggestions were made by the members present such as improvement of library, publication, to give more responsibility to the students' forum and ways to qualitative education.
- The meeting ended with a prayer by Mr. Yanger Longkumer.



Dr. Chubatola Aier  
(Principal)

**Recorder:**



Wapanginla Ao  
(IQAC Coordinator)