

IQAC Meeting Minutes

Date: 29th November, 2019

Time: 2:00PM

Place: Conference Room

Chairperson: Dr. Chubatola Aier

In Attendance: Wapanginla Ao, IQAC Coordinator

Dr. Ranjan Behera, External Expert Member.

Prof. Yanger Longkumer, External Member.

Tiajungla, Member

Imsuakum, Member

Nancy Lovika, Member

Kiakho Loli, Member

Imnatemjen, Student Representative.

Reason for the meeting: Regular Meeting

- Chairperson welcomes all.
- IQAC Coordinator read out the last meeting minute for confirmation and further discussion.
- Based on the last meeting minutes, the following were discussed:
 1. Intellectual Property Rights (IPR): A detailed discussion took place regarding IPR and concluded to have a workshop for students and faculty during January or February 2020 - Ms. Nancy and Sir Kaikho to look into it.
 2. Incubation Centre: Many did not have much idea about Incubation Centre. Sir Akum and Mr Imnatemjen to work on the concept of IC.
 3. Gender Equity Promotion Programmes: Sociology Department to take initiative on this issue on collaboration with Political Science and Education Department.
 4. Collaborative Activity: To have collaboration with other organisations and institutions etc. and to have a talk or an event.
 5. To have National Seminar (NAAC Sponsor/other funding) – to have Ms Visenou & Ms. Kevimusu together with Sir Temjentoshi in the team to work out for the seminar.
 6. Principal shared on the new Best Practices – Perspective Class.
 7. The NAAC recommendations for Quality Enhancement of the college (given by Peer Team) were read out by the IQAC Coordinator so we can be reminded of the areas to work on.
 8. Dr. Ranjan Behera shared on the following points during the meeting:
 - To apply for financial support (external) to conduct activities in the college and to seek his help if needed for working out the procedures.
 - To have academic result analysis
 - Library automation and to educate students about SYAWAM, National Digital Library. He also gave suggestions about students donating a book while graduating.
 - He urged to work on the recommendations given by NAAC.
 9. Mr. Yanger Longkumer also shared on the following:
 - Reassert to work on the recommendations given by NAAC.
 - To install smart boards.

- To have tie-up with other agencies and organisations especially with Horticulture department so that cultivation on flowers can take place.
- The meeting concluded with some words from the Chairperson Dr. Chubatola Aier who urged that quality enhancement will be the guide for the college.

Recorder:
Wapanginla Ao
IQAC Coordinator

IQAC Meeting Minutes

Date: 4th February, 2020
Time: 1:00PM
Place: Administrative Room

Chairperson: Wapanginla Ao, IQAC Coordinator
In Attendance: Amenla Moa, Administrator
Tiajungla, Member
Imsuakum, Member
Kiakho Loli, Member
Innatemjen, Student Representative.

Reason for the meeting: Review from NAAC on AQAR 2018-19

- Chairperson welcomes all.
- IQAC Coordinator distributed and shared on the feedback from NAAC regarding the submission and acceptance of AQAR 2018-19. NAAC gave around 21 suggestions to be incorporated in the next academic year for overall improvement of the institution,
- The following were discussed based on the 21 suggestions given by NAAC:
 - 1) Provide the list of funds by Central/ State Government UGC/CSIR/DST/ DBT/ICMR/TEQIP/World Bank/CPE of UGC (serial number – 8)?
 - To look into the funds provided by state government and entered that from the next AQAR.
 - 2) Certificate/ Diploma Courses introduced (metric number - 1.1.2)?
 - Only have the existing certificate/diploma course, viz. DCA
 - 3) Value-added courses imparting transferable and life skills (metric number - 1.3.1)?
 - Members suggesting having workshop/training on craft making, art/painting, cooking classes and sports coaching such as volleyball. It was also discussed that having such training can be incorporated as Incubation Centre too.
 - 4) Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices (metric number - 3.2.1)?
 - An orientation workshop to be held in the month of February on IPR with students and teachers. The programme is to be organised and conducted by Mr. Kaikho Loli and Mr. Meyatemsu.

- 5) Awards for Innovation won by Institution/Teachers/Research scholars/Students (metric number - 3.2.2)?
 - Members suggested that PCAN can come up with various awards since there are no other awards for higher education teachers and students.
- 6) No. of Incubation centre created, start-ups incubated on campus (metric number - 3.2.3)?
 - Having trainings on life skills to be incorporated as Incubation Centre.
 - To have a separate room allotted for this.
- 7) Incentive to the teachers who receive recognition/awards (metric number - 3.3.1)?
 - Members suggested that PCAN can come up with various awards since there are no other awards for higher education teachers and students.
- 8) Ph. Ds awarded (metric number - 3.3.2)?
 - None
- 9) Research Publications in the Journals notified on UGC website (metric number - 3.3.3)?
 - Faculty who have present papers in national seminar to check regarding their paper publication.
 - More faculty member can be encouraged to write and present papers.
- 10) Books and Chapters in edited Volumes /Books published, and papers in National/International Conference Proceedings per Teacher (metric number - 3.3.4)?
 - Faculty members can be encouraged to present & published papers in national / international conferences
- 11) Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index (metric number - 3.3.5)?
 - None
- 12) H-Index of the Institutional Publications (metric number -3.3.6)?
 - None
- 13) MoUs signed with institutions of national, international importance, other universities, industries, corporate houses (metric number - 3.5.3)?
 - None
- 14) Library is automated {Integrated Library Management System (ILMS)} (metric number - 4.2.1)?
 - None
- 15) E-content developed by teachers such as: e-PGPathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) (metric number - 4.2.3)?
 - Teaching faculty members can record lectures which can be uploaded in SWAYAM/NDL/MOOCs
- 16) Students qualifying in state/ national/ international level examinations during the year (e.g.: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) (metric number - 5.2.3)?
 - Alumni Association in charge can continue to update on the Alumni developments.
- 17) Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (metric number - 5.3.1)?
 - Something to work on.
- 18) Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff (metric number - 6.3.2)?
 - FDP will be conducted regularly.

- Training programme for staffs can be done too.
- 19) No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes (metric number - 6.3.3)?
 - Refresher course or FDP events organised by other institutes can be attended by the college faculty members.
- 20) Gender Equity (Number of gender equity promotion programmes organized by the institution (metric number - 7.1.1)?
 - Sociology department to organised Women related programme in future.
- 21) Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders (metric number - 7.1.5)
 - So far, Professional Ethics Code of Conduct is provided to teaching faculty members only.
- Replacement for Ms. Nancy Lovika, HoD of Sociology and member of IQAC who left the college to pursue her higher studies was discussed. The members suggested Ms. Viseno, HoD of Political Science to be the replacement.
- The IQAC Coordinator also shared on the plan to apply for fund from NAAC regarding organising a National Seminar in the college. The detail of the paper work was shared with all members present for further suggestion. The only thing to work on was the estimation of expenditure for which Mr. Akum Longkumer agreed to help out.

Recorder:
Wapanginla Ao
IQAC Coordinator

IQAC Meeting Minutes

Date: 23rd 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 the 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

Internal Quality Assurance Cell (IQAC) Action Taken Report 2019-20

1. Teachers Feedback Survey took place on 17th December 2019. Around 14 teachers gave their feedback based on various factors such as syllabus, curriculum, admission process, and library, students, learning resources, administration and IQAC.
2. Faculty paper presentation at National Seminar: Ms. Wapanginla Ao, Asst. Professor of Management Studies presented paper on the topic “A study on the Professional Ethics of Higher Education Teachers in Nagaland.” at the Two Days National Seminar on Teaching, Learning & Evaluation” organised by Unity College during- 20th -21st November 2019.
Imsuakum Longkumer, HoD of Economics also attended the Two Days National Seminar.
3. Almost all the faculty members attended various Webinars on professional & skill development during 28th & 29th May 2020.
4. The new updated poster & guidelines on Student Satisfaction Survey (SSS) was shared and oriented to all the students during online process. Poster was also uploaded in the college social media pages and the college website.
5. As part of perspective classes, Special Interactive Lecture series is implemented where prominent and experienced persons from various fields are invited to delivered special lecture and interact with the students. These special lecture series are all conducted through online portal due to the pandemic.