

IQAC Meeting Minutes

Date: 29th October 2021

Time: 11:00AM

Place: Conference Room

In Attendance: Dr. Chubatola Aier, Principal

Wapanginla Ao, IQAC Coordinator

Lito Zhimomi, Asst. IQAC Coordinator

Apangben Aier, Management Representative

Wa We-U, IQAC Member & Asst. Librarian

Imsuakum Longkumer, IQAC Member & HoD of Economics

Kumusuka Chopi, Student Representative (GS of CECSF)

Vesulu Puro, Student Representative (Asst. GS of CECSF)

Reason for the meeting: Regular Meeting

Agenda:

- AAA – Administrative & Academic Audit
 - National Seminar Update
 - IQAC Workshop for faculty, staffs and students
 - Future plans
1. IQAC Coordinator welcomed all. She gave an introduction about IQAC and NAAC as there were new IQAC members present.
 2. Principal shared and encouraged all for the plans and task ahead.
 3. IQAC Coordinator gave the details on the National Seminar preparation which is to be held on 28th & 29th January 2022. Principal added that each department should also write and present a paper.
 4. AAA (Administrative & Academic Audit) – to apply on January 2022. Documentation process to continue and fine-tuned – Principal urged the IQAC Coordinator and Assistant Coordinator to monitor it.
 5. Future Plans (IQAC Activities):
 - IQAC Workshop to be held with the faculty, staff and students on the month of November 2021.
 - To have a leadership development programme for the students.
 - Library event such as best library user etc. and orientation to be held. Librarian to take care of the book donations by outgoing students and Alumni.
 - Departments to pick one sub-theme each from the National Seminar and to organise and held a programme. Example on SSS, Life Skills, Ethics and Values, Skill Development and Personality Development etc.
 - Principal encouraged the CECSF to come up with suggestion for a programme on quality sustenance and enhancement.
 6. Another meeting to be organised including the external members (between 22-26 November 2021)
 7. The meeting concluded with a prayer from Principal.

Recorder:

Wapanginla Ao
IQAC Coordinator

IQAC Meeting Minutes

Date: 20 December 2021

Time: 11:00AM

Place: Principal's Office Room

In Attendance: Dr. Chubatola Aier, Principal

Wapanginla Ao, IQAC Coordinator

Lito Zhimomi, Asst. IQAC Coordinator

Apangben Aier, Management Representative

Wa We-U, IQAC Member & Asst. Librarian

Imsuakum Longkumer, IQAC Member & HoD of Economics

Kaikho Loli, IQAC Member & Student Advisor

Reason for the meeting: Upcoming NAAC Sponsored National Seminar (28-29 January 2022)

- Chairperson welcomed all
- IQAC Coordinator informed that the workshops on quality orientation were held successfully. She mentioned that it was held on two phases – on 18th November 2021 for the Faculty & Staff and on 23rd, 24th & 25th November 2021 for the students.
- As the Convenor of the National Seminar, IQAC Coordinator also updated on the preparedness especially with the logistics.
- IQAC Members involved in the Seminar Committee also updated and mentioned that everything was on track.
- It was also decided that since there was no response from the NAAC North East in charge regarding the keynote speech for the seminar, Principal CEC will be delivering the speech.
- It was also confirm that an update meeting with the Seminar Committee will be held as soon as the college reopens after the winter break.
- The meeting concluded with a prayer by Principal CEC.

Recorder:

Wapanginla Ao

IQAC Coordinator

IQAC Meeting Minutes

Date: 2nd February 2022

Time: 11:00AM

Place: Principal's Office Room

In Attendance: Dr. Chubatola Aier, Principal

Wapanginla Ao, IQAC Coordinator

Lito Zhimomi, Asst. IQAC Coordinator

Apangben Aier, Management Representative

Wa We-U, IQAC Member & Asst. Librarian

Imsuakum Longkumer, IQAC Member & HoD of Economics

Kaikho Loli, IQAC Member & Student Advisor

Reason for the meeting: FSDP 2022 & other events.

Agenda:

- Faculty & Staff Development Programme – FSDP 2022 (11th March 2022)
 - Workshop on Research Methodology (28th February 2022)
 - Awareness event on Anti Ragging & Anti Sexual Harassment
1. Chairperson welcomed all and congratulate all on the success of the NAAC Sponsored National Seminar which was held on successfully on 28-29 January 2022.
 2. Ms. Wapanginla Ao, Convenor of the seminar gave a report on the NAAC Sponsored Two Days National Seminar held on 28-29 January 2022 and mentioned that everything went well except for technical glitches during early part of the first day. She also mentioned that feedback was collected from almost all the participants where the seminar was rated from 3 to 5 points.
 3. It was discussed and decided that the Faculty & Staff Development Programme (FSDP) will be held on 11th March 2022. Principal shared that since it will be the 10th Year Anniversary of the college, the theme for the FSDP was to be on ‘10th Years of Dedicated Service.’ Thus, it was confirmed that the FSDP would be designed based on the Quality Enhancement and Sustenance for the NAAC Assessment and Accreditation Process.
 4. It was planned that a Workshop on Research Methodology for students as well as for faculty will be organised on 28th February 2022. It was decided that it will be a collaborative event comprising of the Research Committee, IQAC and various departments.
 5. The IQAC Coordinator mentioned about the importance of having an awareness programme based on anti-ragging and anti-sexual harassment in the college. It was decided that the committee in charge of the two to organised a dynamic event to spread awareness.
 6. Academic and Administrative Audit (AAA) Mock Drill to be held too. Principal and IQAC Coordinator to work on the date and the procedure for it.
 7. The meeting ended with a prayer by Kaikho Loli, Student Advisor.

Recorder:

Wapanginla Ao
IQAC Coordinator

IQAC Meeting Minutes

Date: 11th April 2022
Time: 11:30AM
Place: Principal's Office Room

In Attendance: Dr. Chubatola Aier, Principal
Wapanginla Ao, IQAC Coordinator
Lito Zhimomi, Asst. IQAC Coordinator
Apangben Aier, Management Representative
Daisy Shitio, IQAC Member & Dean of Social Sciences
Imsuakum Longkumer, IQAC Member & HoD of Economics
Kaikho Loli, IQAC Member & Student Advisor

Reason for the meeting: For AAA, AQAR, SSR

- Chairperson welcomed all and mentioned that this year is an important year for the college as it observes 10th Years and also for the NAAC 2nd Cycle.
- IQAC Coordinator mentioned that the college will be applying for AAA to Higher Education Department, Nagaland. The procedure and how each one can prepare for it were highlighted.
- IQAC Coordinator also shared that the AQAR 2021-22 documentation will be started soon and also mentioned about the new update with regard to Institutional Preparedness for NEP 2020. Miss Lito and Miss Niya of English Department would assist in this year's preparation for AQAR.
- There was also discussion on the Self Study Report (SSR) for the NAAC 2nd Cycle. It was decided that the various departments who was given the task on the various Criteria would be asked to submit it by 5th May 2022.
- The meeting ended with a prayer by Principal.

Recorder:

Wapanginla Ao
IQAC Coordinator

Action Taken Report 2021-22

1. 7th Parents-Guardians-Teachers Conference was conducted on 27th September 2021.
 2. A workshop on Quality Orientation was held on 18th November 2022.
 3. Quality Orientation for students was also conducted on 23rd, 24th & 25th November 2021.
 4. Student Satisfaction Survey (SSS) was successfully conducted on December 2021 with all the BA and BBA semesters.
 5. Feedback by Teachers was also held during the Faculty Review Meeting on 20th December 2021.
 6. NAAC Sponsored National Seminar was effectively organised and held on 28-29 January 2022.
 7. Workshop on Research Methodology was held on 28th February 2022 with Professor Amalesh Bhowal of Assam University as the resource person.
 8. Faculty & Staff Development Programme (FSDP 2022) was held successfully on 11th March 2022.
 9. Awareness campaign against ragging and sexual harassment was held on 23rd March 2022.
 10. Mock Drill for AAA (Academic & Administrative Audit) was held successfully with Dr. Ranjan Behera as the external expert.
 11. Feedback by Students was also conducted on April 2022.
-