

GOVERNMENT OF NAGALAND
OFFICE OF THE PRINCIPAL, KOHIMA COLLEGE
KOHIMA, NAGALAND

No. KC/F/MEET/2007/

/Dated Kohima, the 28th Feb. 2014

IQAC MEETING MINUTES

IQAC held a meeting on the 26th Feb 2014 in the Principal's chamber to discuss important matters relating to NAAC activities.

The Principal welcomed the members & spoke on the need to activate different activities. Moanungla, the co-ordinator brought forth some issues which were discussed in detail and the following decisions were taken by the members:-

- i) Dr. Kevileno who had been the co-ordinator in the last session was requested to continue being a member and help / advise and guide the IQAC.
- ii) Lenuo was entrusted with the preparation of the questionnaire for students and the time frame given was ten days.
- iii) College Journal and the need to publish early was also agreed upon and the journal incharges were reminded to work on it.
- iv) All the Committees were to be re-activated and mentoring programme will be taken care by the Counselling cell.
- v) The Principal will notify the existence of a Grievance Cell and the Student can state their grievance by writing and dropping it in the boxes.
- vi) A disaster management programme will be held sometime in the current session. For this Lona was entrusted with the Assignment.
- vii) More members are added to the committees.
- viii) Dr. Konei was assigned to manage a capacity building programme for the Faculty members in the next academic session.


(PRUBAJALA LONGKUMER)
PRINCIPAL
KOHIMA COLLEGE, KOHIMA

Vice Principal, KCK

Minutes of IQAC Monthly Meeting

11th April 2014

The monthly IQAC meeting for the month of April was held on 11.04.2014. The main agenda of the meeting was to deliberate on the feedback of students to the questionnaire handed out earlier to them and to address their problems whatever was within the ambit of the college authority.

After an analysis of the questionnaire feedback:

1. The college authority took prompt action regarding their complaint of college bus service (questionnaire No.15) by adjusting the timing of pick-up and dropping, and introducing new pick-up points. It was decided that other issues relating to the college bus service would be further reviewed by the College Bus Committee.
2. On the issue of questionnaire No. 18, it was decided that during lean periods, students who are state/national sports persons, opportunity will be given for their participation in sporting events.
3. The numerous feed-back on questionnaire No. 20 was deliberated upon point-wise based on the analysis of the feed-back and it was resolved that the college authority would:
 - i) Improve water facility for drinking/toilet purposes.
 - ii) Improve facility for students in office counter by issuing ID cards in class-rooms to avoid inconvenience of standing in queue.
 - iii) Upgrade IT facilities and start Computer classes in July. This will cater to the needs of students interested in vocational courses.
 - iv) Circulate notices for participation in co-curricular activities outside college whenever information is received by college within sufficient time.
 - v) Plant more greenery in the campus and also construct a mini park beside the auditorium under the initiative of NSS and Friends of Nature Club.
 - vi) Begin this session's Mentoring Programme with the 2014 batch of 1st semester in July to foster teacher-student relationship.
 - vii) Review the Students' Union election process to put a check on tribalism.
 - viii) Form the college choir from the 2014 batch of 1st semester students to provide opportunity for students interested in music.
 - ix) Install name of college at the entrance gate of the college (under process under the initiative of Golden Jubilee Celebration Committee).
 - x) Oversee that whenever a teacher avails leave for 4 or more days, concerned departments will make adjustment for classes.

- xi) Form a Canteen committee to oversee the rate/hygiene/new food items in the college canteen with:
- | | |
|---------------|----------|
| a) Khrienuo | Convenor |
| b) Lona | Member |
| c) Vezhosa | -do- |
| d) Mrs. Yhome | -do- |
| e) Megovonuo | -do- |

Apart from the main agenda, other miscellaneous issues discussed and resolved were :

- i) Students with low attendance percentage will be debarred from promotion to the next semester. Required aggregate attendance percentage will be fixed by the Examination Committee.
- ii) Exposure trip for students to be general and not department-wise.
- iii) Other than voluntary donation by teachers, no fund-rise by students will be entertained within the college campus.
- iv) EU / Department-wise request for making T-shirts will not be permitted.


(Chibatola Longkumer)
Chairperson IQAC


(Moanungia Kevichusa)
Co-ordinator IQAC


(Khrienuo Tseikhang)
Asst. Co-ordinator IQAC

Minutes of IQAC Monthly Meeting
06.06.2014

The main agenda deliberated upon in the June 2014 IQAC monthly meeting is summed up as follows:-

1. Formation of College Choir

As was decided in an earlier meeting, it was resolved that soon after the commencement of 1st semester 2014 batch, forms will be issued to all students of the aforementioned batch interested in being a member of the College Choir. Audition will be held by College Choir to shortlist the interested students.

An additional period will be introduced every working Saturday for choir practice.

The Kohima College Choir will be given opportunity of exposure by finding avenues to participate in important state level events.

2. College Signboard

It was decided that the College signboard will be set up on the right side wall of the entrance gate. Name of the college with the college logo will be painted by professional painters after design, color scheme is approved by the authority.

3. Reactivation of Cells.

The various existing committees will be reactivated with the onset of the new academic session July 2014. Key points discussed on this issue are as listed.

- i) The Research Cell felt the need of feedback from faculty after each departmental seminar. A general format will therefore be designed by the Research Cell to facilitate the same which, with approval by IQAC will be distributed to the faculty.
- ii) As for mentoring, it was decided that henceforth, the faculty will be divided into groups to mentor the 11 sections. Academic, personal, co-curricular and all other aspects of the students will be tackled by the mentors. A format will be designed for quarterly feedback from mentors.
- iii) It was resolved that each Cell will conduct meetings at the onset of the July session and chalk out action plan for various activities to be executed during the said session.

4. Redesigning of Questionnaire Students.

Students' Questionnaire will be redesigned to facilitate more concrete feedback from the students.

5. College Anthem.

The English Department was assigned the task of composing the lyrics of the College anthem.

7. The Alumni Committee is to issue invitations to the Alumni Association office bearers whenever the college observes important events.

8. The Research Cell suggested to conduct seminar on (a) Tourism and (b) Service Rule.

9. The Career and Counselling Cell is to take up the added responsibility of finding avenues of placement for students by tying up with placement agencies and also to find opportunities for economically weak students to earn while they learn.

10. The 2014 university result was discussed at length.


(Chaitanya Chakraborty)
Chairperson
IQAC NAAC


(Moamunga Kanchola)
Co-Ordinator IQAC NAAC


(Nripendra)
Asst. Co-Ordinator IQAC NAAC

Copy to all concerned.

Minutes of IQAC Monthly Meeting:

25.08.2014

The meeting was called mainly to review and discuss the AQAR annual report being prepared to be transmitted to NAAC HQ, Bangalore. Members suggested that an activity for faculty should be planned sometime in the month of September. The necessity of chalking out a field trip for FVS was discussed and it was decided that the teachers /C should work out the date and location for this project. Mentoring should be taken up more effectively. The meeting ended with a decision to have another final sitting on 30.08.2014 for a final review of the AQAR report scheduled to be mailed on 02.09.2014.


(Moanungla Kevichura)
Co-Ordinator IQAC, NAAC


(Khronlao Tsikhano)
Asst. Co-Ordinator IQAC, NAAC

Minutes of IQAC Monthly Meeting:

30.08.2014

A brief meeting for final review of the AQAR report was held. All members present expressed satisfaction over the report. The members decided to have a cooking class for teachers and scheduled it for 13.09.2014. Further, the research cell was asked to organize a seminar on Research Process and to have it scheduled sometime towards end of October. The members also decided to detail Miss Jeeika, 3rd sem. Hist. Hons to represent the college for an inter-college debate competition to be held at Sakshi College on 18.10.2014.


(Moanuntha Vaychasa)

Co-Ordinator IQAC, NAAC


(Khriemut Sukkhana)

Asst. Co-Ordinator IQAC, NAAC

Minutes of IQAC Monthly Meeting:

21.10.2014

Final touches for the seminar on Research Process to be held the next following day was discussed. Details for the upcoming College Week, Cultural Day and Prize distribution day slotted for 4th Nov. 7th Nov. was deliberated at length. Also, it was decided that the traditional Pre-Christmas celebration for teachers should be clubbed up with the felicitation of Smt. Ameu Kire for being awarded Meritorious Teacher's Award for the year 2013. Work distribution for both the events was charted out. In view of the upcoming Term end exam, it was decided that barring some emergency, this meeting would be the final one for the current session.


(Moamunga Revichusa)
Co-Ordinator IQAC, NAAC


(Khriehuo Tseikhano)
Asst. Co-Ordinator IQAC, NAAC