


4. College Annual magazine will be launched on Parting Social instead of the traditional practice of launching in Freshers' Social.

5. The incumbent Co-Ordinator was re-elected to hold the position till the NAAC reassessment in 2017.

6. Jubilee Choir to be reactivated and practice to resume at the earliest.

7. Work distribution for the AQAR report was approved. The list is appended in Annexure-1.

  
(Moanungla Kevichusa)  
Co-Ordinator IQAC, NAAC

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

Annexure-1

Part A 1: Co-Ordinator & Asstt. Co-Ordinator

2: -do-

Criterion I : Curricular Aspects – Tenydie Department

Criterion II : Teaching, Learning and Evaluation – Functional English Department


Criterion III : Research, Consultancy and Extension – Pol. Science Department


Criterion IV : Infrastructure and Learning Resources – Economics Department

Criterion V : Student Support and Progression – Education Department

Criterion VI : Governance, Leadership and Management – History Department

Criterion VII : Innovations and Best Practices – English Department

  
(Moanungla Kevichusa)  
Co-Ordinator IQAC NAAC

  
(Thenokhrienuo Tseikhano)  
Asstt. Co-Ordinator IQAC NAAC

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Minutes of IQAC Monthly Meeting:

15.07.2015

The meeting started by according a warm welcome to the new Principal Dr. Watijungshi. A review of the follow-up of 27.05.2015 meeting was discussed.

1. In this regard, Khrienuo updated the members on the development of the Horticulture project under RUSA. It was informed that some site leveling work for the project is underway and that saplings have been ordered from some local nurseries.
2. Regarding the 1 Student 1 Tree plantation drive, the Forest Minister was approached and he happily agreed to issue whatever tree saplings were available in the department. However we were asked to write a formal application for the same.
3. The signature of the officials for the Golden Jubilee celebration have been appended for the Patronage Solicitation campaign. Fund drive will begin immediately.
4. Format for Annual Questionnaire for students is being prepared for distribution as soon as the 5<sup>th</sup> semester students begin their classes.
5. The Research Cell informed that plans for a national seminar which was in the offing has to be scrapped due to some technical problems of funding by UGC. In its place it was decided that the cell is working out on conducting a state level seminar/workshop on Research Methodology/E Learning.

The points taken up in this meeting are as follows:

1. Regarding the Horticulture Project under RUSA, the Principal suggested that he will approach the Horticulture Department for procuring a polyhouse.
2. The Research Cell will plan out a Job Mela/ Career Guidance program for the 5<sup>th</sup> semester students this session.
3. In view of new addition of faculty, a reshuffle of committee members in the various committees was felt necessary. This will be done in consultation with IQAC.

2. It was decided that to make the campus more green and eco friendly, the college will have a plantation drive with the theme one student one plant. For this the Minister of Forest will be approached to provide us with saplings. The Friends of Nature Cell will be entrusted to initiate the program.
3. It was decided that a national seminar will be planned in Oct/Nov 2015 which will be overseen by the Research Cell.
4. The annual questionnaire for students will be formulated for the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> sem. Students with Aien and Lily as in charge.
5. It was decided that a formula has to be framed out by the Examination Committee to be more strict with the Internal Assessment.
6. The replacement of IQAC NAAC co-ordinator was brought up as the term of the incumbent has been completed. The convener suggested that this will be taken up in the subsequent IQAC meet after the summer break.
7. To hold IQAC meet at the earliest after the summer break.
8. Everyone present marked their happiness at the remarkable improvement in the attendance percentage of students.

  
(Moanungla Kevichusa)

Co-Ordinator IQAC NAAC

  
(Khienuo Tseikhano)

Asst. Co-Ordinator IQAC NAAC

Minutes of IQAC Monthly Meeting:

27.05.2015

The meeting started with a review of the action plan charted out in the previous IQAC meeting dated 17.03.15. and its follow up thereof.

Patronage drive for the Golden Jubilee celebration was fixed to begin after summer break. All necessary signatures from relevant officials is under way.

Articles for publication of college magazine and journal are being collected and in the process of edition.

Roster for Inter-departmental seminar has been brought out.

Mentoring cell have distributed mentee list to their respective mentors. It was decided that a prominent psychiatrist of the community will be invited to address the student body after the 5<sup>th</sup> semester take admission.

Notice circulated to all cells to reactivate their respective cells and submit their action plan by 01.05.2015. Following this the cells conducted meetings and their action plan is being submitted.

As resolved in the last meeting, dt. 17.03.2015 to hold some activities for teachers, a Social Awareness program for teachers with Yanpuo Kikon, I.T Program Consultant, Govt. of Nagaland as resource person was held on 10.04.15. Another program for teachers was organized on 21.04. 2015 with Mr. Niketu Irailu, Social Activist, who lectured on the Human Elements in Our Crisis. A fruitful interactive session followed after both the respective programs.

The Alumni Committee has distributed the Alumni Form to all the Final Year students. The filled-up form will be submitted to the college office when they come to collect their mark sheets after declaration of their result by the university.

The main agenda deliberated upon in the May 2015 dated 27.05.2015 IQAC monthly meeting is summed up as follows:-

1. The 3.75 lakhs RUSA project to set up a vocational program in floriculture was discussed at length. It was decided that students will be made to involve in its setting up. Flowers and vegetables will be grown in the green house meant for it.

### Notice

Dated 20.03.2015

This is a formal notification that in the IQAC meeting dated 17.03.2015 it was resolved that a Media Cell was necessary for covering up all college activities and events and take full charge of disseminating newsworthy items to newspapers. Also, the cell will have the added task of publishing a half-yearly college bulletin starting from session July 2015. The constituted members of the Media Cell are as follows:

1. Lily : Convener
2. Mhalezolie : Member
3. Ketholelie : -do-
4. Theyieseno : -do-

  
(Moanungla Kevichusa)  
Co-Ordinator IQAC NAAC


  
(Thenokhrienuo Tseikhano)  
Asstt. Co-Ordinator IQAC NAAC

Minutes of IQAC Monthly Meeting:

17.03.2015

1. Patronage solicitation for 50<sup>th</sup> year celebration with signature to be appended by Principal, Finance Cell convener, Planning Committee convener was approved.
2. The second cycle of inter-departmental seminar to be organized by the Research Cell for the next session.
3. To inform all cells to hold meetings and submit their action plans to the IQAC by 1<sup>st</sup> May 2015.
4. To plan out some activities for faculty to be taken up in April 2015.
5. Parent-Teacher Committee to organize a program at the earliest.
6. Alumni Committee to prepare a format for data collection of the outgoing 6<sup>th</sup> sem students.
7. A Media Cell was constituted with Lily as convener and Mhalezolie, Ketholelie and Theyieseno as members. They are to cover up all activities and events of the college and also take charge of newspaper publication of newsworthy events. They are also to bring out a college bulletin at half-yearly intervals.

  
(Moanungla Kevichusa)  
Co-Ordinator IQAC, NAAC

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

Next to address the members was Kohima College IQAC, External member, Dr. Behera, from Patkai Christian College. Some of the important suggestions made by him are listed below.

1. **SSR Report preparation:** Review comments and recommendations of previous Peer Team, and to make necessary changes according to their suggestions. To attach the first NAAC certificate copy in next SSR report and to highlight recommendations of the previous team.

2. **IQAC:**

- To print its own writing pad.
- All documentation to be systematic.
- All committees/ cells under IQAC to maintain a very systematic paper work.

3. **Research Cell activities:**

- Publications from all faculty members was to be encouraged; paper publication in academic journals, or writing a book with ISBN, ISSN numbers.
- Paper presentations in seminars (regional/national level) by faculty members.
- Vamp up academic activities.
- Regular publication of Research Journal and to maintain its quality.
- All records to be maintained meticulously.

**Departmental Research activity:** Every Department should make effort to select an Editorial Board and to maintain a Journal department wise. A decision was to be made to call for papers from college/ outside college.

4. **Library:**

- A fully digitized Library with INFLIBNET, essential for the institute. Librarian and other assistants along with faculty members to be trained in software application.
- Check though the UGC/Higher Education Department for funds to upgrade the Library infrastructure.
- Make modifications in library such as partition with glass fittings and increase reading room capacity.
- Library to have subscriptions to national papers, e-journals.
- As a prerequisite of the NAAC report, Kohima College should maintain details on the overall budget allotted for library books.

5. **New Courses:**

- Addition of Commerce Stream to be a plus point for assessment.
- Introduce PG courses, like Kohima Sc. College and Fazl Ali College, Mokokchung.



**INTERNAL QUALITY ASSESSMENT CELL  
KOHIMA COLLEGE, KOHIMA**

**MEETING MINUTES - 7<sup>TH</sup> NOVEMBER 2015**

The Internal Quality Assessment Cell of Kohima College met on the 7<sup>th</sup> of November to discuss and deliberate on issues related to the forthcoming visit and assessment in June, 2017 by NAAC Peer Team. In attendance were the following members:

- |                            |   |                                          |
|----------------------------|---|------------------------------------------|
| 1. Principal               | : | Dr. Watijungshi Jamir                    |
| 2. Vice-Principal          | : | Zetso Sakhrie                            |
| 3. Coordinator, IQAC       | : | Moanungla Kevichusa                      |
| 4. Asst. Coordinator       | : | Dr. Eunice Alinger                       |
| 5. External member         | : | Dr. Behera, Patkai Christian College     |
| 6. External member         | : | Dr. Mimi Kevichusa, Nagaland University. |
| 7. Advisor, IQAC           | : | Dr. Kevileno Sakhrie                     |
| 8. HOD, Education Dept.    | : | :Ameu Kire                               |
| 9. HOD, Economics Dept.    | : | :Lily Angami                             |
| 10. HOD, Pol. Science Dept | : | :Zeneinuo                                |
| 11. HOD, Tenyidie Dept.:   | : | Mhalezolie Kire                          |
| 12. Member                 | : | Thinuokhrienuo                           |
| 13. Member                 | : | Dr. Konei Nakhro                         |
| 14. Member                 | : | Sungjeminla                              |
| 15. Member                 | : | Paul Achumi                              |

Dr. Watijungshi began the meeting by highlighting certain concerns which were to be dealt with urgently, in preparation for the forthcoming assessment. He raised the issue of the need for deliberate and conscious involvement of the faculty of Kohima College in research activities. Next, he reminded the members of various programmes planned out for the college such as the Orientation for ministerial staff which was to take place in the 1st week of December, 2015; the Golden Jubilee of Kohima College in May 2017 and NAAC assessment in June, 2017.

Moanungla Kevichusa, Coordinator, IQAC, took up the task of reviewing all activities of the College, through the IQAC. She began by informing the members present that so far as AQAR (Annual Quality Assessment Report) was concerned, three (3) had been dispatched already, as a prerequisite to the forthcoming assessment. Further deliberations were made on the existing best practices of the institute such as the Mentoring programme and Inter-departmental seminars. It was decided and agreed upon by all in attendance that these two best practices should continue. In conclusion, she laid emphasis on the importance of the Research Cell; and the need for the cell to maintain a consistent activity pattern by improving the quality of its annual Research Journal and other research related activities.

IQAC Meeting Minutes

02.08.2015

The meeting was called to specially place the AQAR (2014-2015) before the IQAC for approval for onward submission to NAAC. Other important issues were deliberated upon and allocation of works for the various activities of the coming months was arranged.

- i) All HoDs and senior teachers were assigned to conduct viva for the selection of Selection of Secondary Teachers under RMSA slotted from 5.08.2015-7.08.2015.
- ii) Teachers were allotted assignments for the 48<sup>th</sup> Freshers Social scheduled for 18.08.2015. The meeting also decided to fix 17.08.2015 for mass social work in preparation for the event.
- iii) Work allocation and tentative programme was worked out for the annual College Week to be held during the last part of September 2015.
- iv) The meeting discussed work allocation for physical arrangements and conducting the upcoming Workshop on Nagaland University Examination Process on 27<sup>th</sup> October 2015 organized by Nagaland University for college teachers located in Kohima and neighbouring districts to be hosted by Kohima College, Kohima.
- v) The meeting approved the proposal of English Department's plan to introduce a talk program by Naga Writers in English under the theme Naga Writers Speak Series as an annual departmental activity. The first series was fixed for 15<sup>th</sup> Oct 2015 with the noted Naga writer/poetess Prof.Dr Temsela Ao as the resource person.
- vi) The members felt the necessity of expanding and reshuffling of the IQAC and it was decided that along with a community representative who would also act in the capacity of an advisor, all Hods would be inducted into the IQAC.

(THENOKHRIENUEO TSEIKHANO)

Asstt. Co-Ordinator IQAC NAAC

(MOANUNGLA KEVICHUSA)

Co-Ordinator IQAC NAAC


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Work Distribution for AQAR 2015

In the IQAC meeting dated 15.07.2015, data collection of the VII Criteria in the AQAR format was assigned to faculty members department-wise. The collected data is to be compiled in consultation and collaboration with the authority, IQAC and relevant committees/ cells and submitted to IQAC latest by 21.08.2015. Details of work distribution is appended in Annexure-1.

  
(Moanungla Kevichusa)

Co-Ordinator IQAC NAAC

  
(Thenokhrfenuo Tseikhano)

Asstt. Co-Ordinator IQAC NAAC

**8. Other suggestions:**


- Exchange programmes (International students).
- Check academic performance and results.
- Have a tree plantation programme – trees planted by alumni to be marked with name plates.
- To make provision for different rooms: Career Counseling room, NAAC room, etc (Each room should be different; it should not be a shared space).
- Intercom facility; maintain a telephone line with fax. Check the UGC website for information of how to get free BSNL line ( Govt. of India, has directed such service providers to provide a telephone line to Govt. institutions, either free of cost/ 70% discounted rate).

Dr. Mimi Kevichusa, External Member, Nagaland University, also made a few important observations and suggestions. She was of the opinion that the research area of the college was to be strengthened and that the college would see growth by adding new courses such as Archaeology (as the Department of History & Archaeology, NU was soon to be bifurcated) Linguistics or even BCA in the UG level. She also called for the establishment of an anti-harassment cell.

After the presentation of views by the two External Members, the IQAC members had a time of discussion and deliberation on the preparation mode and future course of action to be taken for the second Peer team visit and assessment in June, 2017. This was followed by a vote of thanks offered by Dr. Eunice Alinger, Asst. Coordinator, IQAC, Kohima College.



(DR.EUNICE ALINGER)  
Asst. Coordinator, IQAC,  
Kohima College



(MOANUNGLA KEVICHUSA)  
Coordinator, IQAC,  
Kohima College

- Immediate need to introduce two or three Certificate/ Diploma Courses, through application to UGC, Guwahati or New Delhi.
- Immediate need to introduce Community Colleges; courses in carpentry/ tailoring/ other vocational course/ BCA (computer course) etc.

5. **Computer Lab:**

- Computer laboratory to be reactivated.
- During semester break basic course on computer can be offered to students.
- Colleges can tie-up with institutes (like NEILET/ NIIT/ PINNACLE & other recognized firms) to issue valid certificates.

6. **Smart Classrooms:**

- There should be at least one smart classroom.
- Green board in the smart class room.

7. **Alumni:**

- Alumni Committee to coordinate with Alumni Association.
- Alumni Report to be prepared. Collect data of alumni in Nagaland/ outside Nagaland.
- To reactivate the Alumni Association – encourage them to meet on a regular basis.

7. **Internet and Wi-Fi facilities:**

- To offer both Internet and Wi-Fi facilities. Wi-Fi to be password protected and service provider's hotspots to be identified. Certain Internet sites can be blocked for students.
- Kohima Website College: (*Most suggestions made by Dr. Behera has been taken into account while designing the new website*) Departmental profiles/ IQAC/ Examination/Feedback form/ Question bank, etc.

**WEBSITE:**

**Question bank:** HOD's was to instruct faculty members to collect subject wise previous years question papers. Sample questions for NU exams should be posted in website.

**Departmental profiles:** Profiles with bio-data/ extension work/papers published etc.

**IQAC Menu:** Members list/ Objectives/ Mission of IQAC

**Alumni Menu:** Constitution of Alumni

**Different Committees/ cells:** Year wise activities with pictures

**Notice board:**

**Feedback board:**

**Students Union:** Constitution of Students Union

**Examination Menu:** with year wise performance result

**Links:** with UGC / NU Website

**Photo:** display students with awards