


1. The Principal, Vice-principal and the IQAC coordinators were nominated to reconstitute the various cell members upon the expiry of the three year tenure of the old members in June 2021. The house also decided to constitute a Poor Student Fund committee.
2. Grievances received from the students through the Grievance cell and measures to address the same were also discussed.
3. The principal reminded the HoDs to be prepared with the new CBCS syllabus of their respective departments, which is to be introduced from the next academic session as per NU notification. IQAC coordinators were entrusted to provide all necessary information regarding the new system in the college prospectus and the Website.
4. Discussions about adopting a new village by the college, Alumni registration, conducting Parents- teachers meetings were also done.
5. Resignation letter tendered by Temjeninla expressing her inability to continue as IQAC coordinator due to some personal problems, was accepted by the house and Sungjemnla , Asst Coordinator was given the responsibility to be the coordinator.
5. Taking into account the unpredictable COVID situation, the house also agreed to renew the MoU with Eduspace Technologies Pvt Ltd for another year.
6. A Capacity Building Program on the topic 'Work Ethics and Etiquette' for the Non teaching staff has been scheduled to be conducted on the 7th of May'21 with Mr. Andreas, JSO from Administrative Training Institute as the resource person.


Sungjemnla
Asst. Coordinator, IQAC
Kohima College Kohima

Internal Quality Assurance Cell
Kohima College

Meeting Minutes.

6th July 2020

In view of the COVID19 lockdown situation, the following decision regarding academic matters were taken

- i. As per the guidelines of the Directorate of Higher education and University, all academic activities- conduct of classes and examination to be done online
- ii. Admission to be done online for the convenience and safety of everyone. All information about admission to be disseminated through the college website.
- iii. IQAC coordinators to update and publish the college prospectus in the website.
- iv. to approach a reliable firm/company for setting up online classes. The task to make all necessary arrangements was entrusted to Ms. Lily Angami, Asst professor and Mr. Paul Achumi, office assistant.
- v. It was also decided that all the teachers/ students should be given necessary training and Orientation on the use of the online teaching platform, before formal classes starts.
- vi. Vice Principal to chalk out the class schedules, keeping in view the directives received from the Directorate and Nagaland University.

Sunglen Minia

Coordinator IQAC

Kohima College Kohima

The meeting was chaired by the Principal and began by officially welcoming the new IQAC Coordinator Smti. Temjeninla, Asso. Professor History dept.

The coordinator appraised the house of the various activities done by the faculty members during the lockdown period.

- i. Distribution of facemasks to vendors in Kohima town
- ii. Two days community service to 'Central Quarantine Kitchen' by cleaning rice bags
- iii. Lockdown skill activities of faculty
- iv. Updation of college website
- v. The various webinars organized by the different departments.
- vi. Help rendered by faculty in cash and kind to stranded students in hostels and rented houses.
- vii. The Proctur App purchased by the college from Eduspace Technologies Pvt Ltd on 4th Aug 2020 for conducting online classes.

It was decided that all teaching/learning/ evaluation process will continue online until further orders from the directorate.

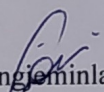
Principal impressed upon the HoDs to oversee that syllabus is covered on time and to give all support to the students.

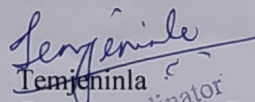
The AQAR (2019-20) was also placed before the house for a final review and approval for onward submission to NAAC Bengaluru

The house also decided that the retirement farewell program for Smti Moanungla Kevichusa, HoD, which was to be held on the 31st of March 2020, but postponed due to the lockdown, should be done before the year ends. In compliance to the directives given by the government for organizing functions and maintaining SOPs, it was decided that a simple program followed by lunch would be organized in her honour, where the principal, Vice principal, HoDs and one member from each department, all faculty of English department and family members of Madam Moanungla would be invited. The tentative date fixed is 12th of December 2020. Vice Principal was given the task of chalking out the programme.

Dr. Konei Nakhro updated the members about the workshop on 'Entrepreneurial Development: Make in India' which is being organized by IQAC in collaboration with Rajiv Gandhi National Institute of Youth Development (RGNIYD) on 10th Dec 2020 for the student community. It is to be held online and registration process is on. Dr. Konei will coordinate and she will be assisted by Sungjemnla as the asst. coordinator.

Mr. Gideon office assistant was entrusted to take care of the internet/wifi connections.


Sungjemnla
Asst. coordinator


Temjeninla
Coordinator, IQAC
Kohima College Kohima

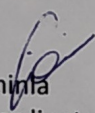
The coordinator chaired the meeting and appraised the house on the successful online submission of the AQAR (2019-2020) on 21/12/2020 and acceptance by NAAC on 12/01/21. She also read out the comments for improvement posted by the NAAC officer with regard to the institution.

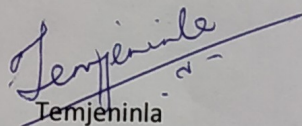
The following agendas were discussed and taken up in the meeting.

1. Taking into consideration the AQAR review comments by NAAC, the house discussed about the possibility of introducing some add-on certificate courses from the next academic session. Members were asked to bring in suggestions in the next meeting.
2. Distribution of work to departments for preparation of AQAR as well as for SSR, so as to facilitate proper documentations for 3rd cycle of Assessment, next year. The seven criteria were divided as under
 - I .Sociology & F.Eng
 - II. Education & Commerce
 - III. Political Science
 - IV. History & Library committee
 - V. Economics
 - VI.Tenyidie
 - VII.English & EVS

It was decided that a coordinator should be nominated by the concerned dept to assist the IQAC in preparation of the SSR.
3. To ask the various cells to come up with a plan of Action for their activities for this session.
 - i. Alumni cell, Students Welfare Committee to prepare questionnaires and give out to students. Analyze the feedback.
 - ii. Women cell to organize a programme to commemorate International Women's day.
 - iii. Cultural Club to organize an activity to create awareness on promotion and preservation of one's culture.

4. It was also decided that a seminar on Intellectual Property Rights be organized for the benefit of the faculty members at the earliest. The task of arranging and contacting resource persons was entrusted to Dr. Theyieseno, Asst Professor.
5. To organize capacity development programmes for the faculty as well as for the ministerial staff of the college. IQAC coordinators to do the needful.
6. Letter from Directorate of Higher edu, dated 18th Nov 2020 for continuation of mentoring non –accredited college was also discussed and decided to extend consultancy services to Peren Govt College and Baptist College Kohima as and when the need arises.


Sungjemina
Asst. coordinator


Temjeninla
Coordinator, IQAC
Kohima College Kohima