

Minutes of IQAC meeting held on 22nd Oct, 2021 at 10:00am IQAC room

Convenor Dr. Seyiekhrielle Whiso chaired the meeting. The meeting was attended by the following members:

Dr. Seyiekhrielle Whiso
Kevilhuninuo Nagi
Dr. Daniel Kibam
Dr. T.Tiakaba Jamir
Dr. Mhathung Yanthan
Dr. Meniele Nuh

Dr. Seyiekhrielle highlighted upon the following agendas for the day.

- Faculty Development Programme
- Mentoring for Colleges

The meeting was brief and discussions concrete.

Following points were discussed:

Theme : One day Faculty Development Programme

Tentative date: 12th November, 2021s

Time: 9:30- registration
10:00- 1st Session

Place: College Auditorium

Topic for the seminar: Service rule on API
Research Ethics (Research writing skills)
or Choice Based Credit System

Resource persons: Prof. Sanjay Sharma and Dr. Seyiekhrielle Whiso and/or Dr. Daniel Kibami

Certificates: i/c Dr. Daniel Kibami

Refreshment: Lunch and tea

Mentoring for Colleges:

The following 3 Colleges

St. Xavier College, Jalukie

Capital College of Higher Education., Kohima

College of Arts and Technology, Nerhe Phezha (Mountain View College)

will be visited by the group tentative 2nd week of November for Kohima and Nerhema and 1st week of December for St. Xaviers College, Jalukie.

The team will visit and look for the outcome of previous visits. The reports for the visit will be submitted to the Directorate by 10th of December.

Review meeting for the progress will be held during the 1st week of November, 2021.


(Dr. Meniele Nuh)

Meeting minutes

Time: 10:00am

Date: 5th Nov, 2021

Members present:

Dr. Seyiekhrielle Whiso

Miss. Kevilhunino Nagi

Dr. Daniel Kibam

Dr. T.Tiakaba Jamir

Dr. Mhathung Yanthan

Dr. Meniele Nuh

Coordinator of the committee Dr. Seyiekhrielle Whiso commenced the meeting with the agendas of the day. Points discussed:

Money for the committee: it was decided that a sum of 2000/- will be disbursed to the research committee as the committee is working on research ethics and other criteria's regarding . As and when need arises the amount will be disbursed to the other committees as well.

Plagiarism software: discussed the need to get software to check plagiarism as PhD program has started in the college and M.Sc dissertation papers will also be checked using the same. The need will be discussed with the librarian.

Felicitation for Dr. Sanjay: it was decided to felicitate Dr. Sanjay Sharma on 10th Nov., 2021, the first recipient to Professorship amongst colleges.

Unloading PO,PSO and Co's: the coordinator will go through the outcomes of the courses submitted by the department's and get the consent from the principal and upload it in the college website.

SSS (Students Satisfaction Survey): the survey will be conducted to all the students attending offline classes i.e. B.Sc 5th Sem and M.Sc students and a Google form questioner will be disbursed to the online students. Dr. Daniel Kibami and Dr. SeyiekhrielleWhiso will work on this.

Seminar on Faculty Development Program: the program sequence and work delegation for the program was finalized.

Speakers for the Program: Dr. Sanjay Sharma

Dr. Seyiekhrielle Whiso

Dr. Daniel Kibami

Chairperson: Miss Kevilhuninuo Nagi

Registration: Miss Phejin Konyak and Miss Atu Ao (STA) Botany Department

Tea, Lunch: Mrs. Adono

Seat arrangement, Sound system/ projector: Mr. Mathew Dukhru

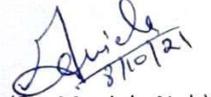
Decoration and presentation: Dr. Meniele Nuh and Miss T.K Medoweu

Mentoring of colleges: tentative dates for mentoring review to colleges was fixed on 2nd Dec., 2021 for St. Xavier College, Jalukie and 2nd week of Nov. for Capital College of Higher Education, Kohima and College of Arts and Technology, Nerhe Phezha (Mountain View College)

SSR(Self Satisfactory Report): the committee will sit on 12th Nov., 2021 for review and will apply for IIQA. Uploading of SSR will be done in the month of December.

Facebook page and Youtube channel: The college activities and programs will be shared in social media through facebook and utube besides the college website. Mr. Mathew Dukhru who is looking after the Facebook page will update facebook and a Youtube channel will be signed up for the college.

Recorder


3/10/21

(Dr. Meniele Nuh)

Minutes of IQAC meeting

Date of meeting: 15th February 2022

Place of meeting: IQAC room

Time: 12 noon

Members present

21 IQAC members (Attendance sheet annexed overleaf)

Opening

Principal Dr. Lily Sema greeted the IQAC members and also accolades the Steering committee for having submitted the IIQA in the month of January. The meeting goals were outlined and meeting proceeded.

Meeting notes

Dr. Seyiekhrielie Whiso featured on the details related to submission of SSR and NAAC visit.

- IIQA uploaded and registration paid.
- Confirmatory details awaited from NAAC office to submit SSR.
- Decidedly affirmative to submit SSR within the stipulated 40 days period.
- Visit dates to be fixed after intimation from office after SSR submission.

Preparation for NAAC assessment

- Decided to form a management team for NAAC visit.
- HoD to prepare fresh departmental profiles of the teachers i.e. from June 2017 onwards for Steering Committee Office and also a copy for the respective department.
- Departments to keep records of the activities and programs held in the department and also analyze the outcome of the program.
- HoD to prepare 5 minutes PPT of the departmental status and activities.
- Mentoring of students to continue and also to collect the mentoring format from the students with their signature.
- Positively remind the students the "VISION and MISSION" of the college.
- To call a meeting for PTA and Alumni association at the earliest and brief them about NAAC visit. At least 15 parents and 15 Alumni members to be present during the visit.
- Alumni meeting to be called by the Principal.
- SUV's of teachers to be engaged for picking up NAAC peer team.
- Settled that senior teachers of the college and Alumni members will be there for pickup in the airport.
- Event management team to be assisted by non teaching staffs during the visit to enable teachers to be present in the department.
- Reminded the COE to revamp the exam office and also to install CCTV within the room.

Agreed actions

- To update teachers profile in the college website.
- To put up display board with the vision of the college in suitable place.
- To organize Orientation program for students regarding SSS at the earliest. Meeting with the CR before the orientation program.
- To organize communication skills Orientation program for students and also for teachers.
- To organize Soft Skill Orientation program for non teaching staffs.
- To arrange students hand book at the earliest.
- Agreement to have a common teacher's common room in the college with some indoor games and basic entertainment facilities.

Reminder

- Documents of blood donation to be arranged by Sir Dziesevituo Angami along with Mr. Wekrolo and Mrs. Sharon.
- Update latest teacher's research publication in the office of the Steering Committee.
- Highlighted that NSS has adopted Tekrunoma ^{Khub} Village of Jotoma Village.
- Announced the housed that KSCJ is a member of BIS.
- Reminded the librarian Mr. Noketo to display the 'Constitution of India' in the library.

Conclusion

- Principal reminded the house to submit relevant papers and documents for SSR on time.
- Farewell program for Mr. Ringa, Mr. Temjenwapang and Mr. Khrietuo Doulo to be conducted at the earliest.
- Meeting with the Chief Minister to highlight the problems faced by the college and also to remind him to expedite service rule of the department.

Abbreviations used:

IQAC-	Internal Quality Assurance Cell
IIQA -	Institutional Information for Quality Assessment
SSR-	Self Study Report
NAAC-	National Assessment and Accreditation Council
HoD-	Head of Department
PPT-	Power Point Presentation
PTA-	Parent Teachers Association
CoE-	Controller of Examination
SUV-	Sport Utility Vehicle
CCTV-	Closed- Circuit Television
SSS-	Student Satisfaction Survey
CR-	Class Representative
BIS-	Bureau of Indian Standards
NSS-	National Service Scheme

Recorded by:
Dr. Meniele K Nuh


16/02/2022

KOHIMA SCIENCE COLLEGE, JOYSOMA
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Attendance

Date: 15/02/2022

Time: 12:50

Venue: IQAC Room.

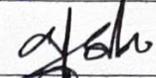
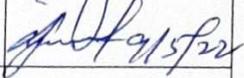
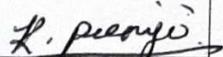
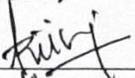
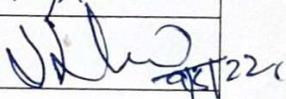
Sl. No.	Name	Designation/ Department	Signature
1	Dr. Lily Sema	Principal	
2	Hos. Jhuqes	v. principal	<i>[Signature]</i> 15/2/2022
3	Veda Hiese	Botany	<i>[Signature]</i>
4	Dr. K.K. Tiwari	Chemistry	<i>[Signature]</i>
5	DR. S N Pandey	Maths	<i>[Signature]</i>
6	Dr. Sayie Whiso	Coordinator IQAC	<i>[Signature]</i>
7	Dr. Daniel Kiboni	Steering Committee member	<i>[Signature]</i>
8	'Abiesevitno Arzami	Zoology	<i>[Signature]</i> 15/2/22
9	ALENO DOCHO	GEOLOGY	<i>[Signature]</i> 15/2/22
10	Mr. Imilitenyere Jannir	Biography	<i>[Signature]</i>
11	M. N. MURALI	Mathematics. (COE)	M. N. Murali 15/2/22
12	DR PRAJADHIP SINHA	Computer Sc.	<i>[Signature]</i>
13	Dr. Sanjay Sharma	Physics	<i>[Signature]</i> 15/2/22
14	Dr. Seikh Faruk Ahmed	Statistics	<i>[Signature]</i> 15/2/22
15	Moasangla. Jamir.	Anthropology	<i>[Signature]</i> 15/2/22
16	Dr. T. Takaba Jamir	Member IQAC	<i>[Signature]</i> 15/2/22
17	MR. NDKERO PUSA	LIBRARIAN	<i>[Signature]</i>
18	DR. Chetan	Member	<i>[Signature]</i>
19	Shephali Hesus	Genetic	<i>[Signature]</i>
20	Mevide	Geology	<i>[Signature]</i>
21	Kenikurumo Nagi	Anthropology	<i>[Signature]</i>

KOHIMA SCIENCE COLLEGE, JOTSOMA
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Attendance *Emergency Meeting on 5/5/22*

Date: 9/5/22

Time: 10:45 am . Venue: IQAC OFFICE

Sl. No.	Name	Designation/ Department	Signature
1.	Dr. Lily	Principal	
2	Shroffai	vice Principal	
3.	Vijaykumar	Tenpidie	
4	PRAJADHIP SINHA	Comp. Sc	
5	ALENO DOULO	GEOLOGY	
6	Sayie Arhian	English	
7	Dr. Suresh Kumar Angami	Zoology	
8.	Kethouletuanuo	English	
9.	Rongdensingla Longkumol	Geography	
10.	Moasangla. Jamis.	Anthropology	
11	Tahir Ali	Statistics	
12	K.K. Tiwari.	chemistry	
13	Hemanta Konwar.	Maths	
14.	Noketo Pusa	Library	
15.	Sanjay Sharma.	Physicist	
16	Vesa Hiese	Botany	
17.	Hemide Urh	Geology	

