

Meeting Minutes

Meeting Minutes of the IQAC Steering Committee held on 16 November, 2020 at the IQAC Office

Strict adherence to SOPs

Distribution to all present

Agenda: Forthcoming UGC Visit for Extension of Autonomy
Feedbacks and Student Satisfaction Survey

1. The college would continue to prepare itself in every academic and administrative aspect in anticipation of the UGC inspection for Extension of Autonomy. The IQAC would ensure that every department and committee remains ready.
2. A number of ad-hoc committees were created to help existing committees to facilitate the visit. They are: Committee on Local Arrangement for ticketing, picking and dropping the Peer Team members. Report Writing, Media, Event Management, Places of interest, etc.
3. Stakeholders will be invited for luncheon meeting with the Peer Team. Expected invitees: Hon'ble Minister of Higher Education, Additional Director of Higher Education, Alumni Association, and Student Union executives.
4. Feedback form for SSS was presented and deliberated upon.
5. It was decided to conduct an Online Survey by the month's end. (November)

Recorded by

Dr Meniele Nuh

Member

Steering Committee

Minutes of IQAC Steering Committee meetings (5 nos.) held during the complete Lockdown.

Meetings were held on 24 June, 6 July, & 19 December, 2020, & 6 and 27 January, 2021.

Members present: Attendance sheet is appended.

Owing to the complete Lockdown in Kohima and restrictions on movement of people attendees were restricted to members of the IQAC Steering Committee. Meetings were held in the IQAC Office adhering to the govt SOPs.

1. **June 24 meeting:** AQAR for 2019-2020 was finalized. After thorough deliberations, chops and changes were made for final approval by the Principal. The AQAR was subsequently uploaded and accepted by NAAC on June 30, 2020.

2. **July 6 meeting:** IQAC activities for the remaining part of the year was reviewed. Owing to the Lockdown the normal activities and programmes of the college and IQAC were disrupted. The house decided to carry on with whatever is feasible through the online mode. It was DECIDED to:

- i. organize an International Webinar with a Licensed Psychiatrist from the Minnesota Department of Corrections, US. Details to be chalked later.
- ii. the Principal & Coordinator to attend the Nagaland University-NAAC, Bangalore Webinar on the Latest in the Assessment & Accreditation Process
- iii. A Webinar (or Workshop if the situation normalizes) to be held on the recently released *National Education Policy 2020*. (As suggested by the Principal.)
- iv. To collaborate with the Career Counseling and Guidance Committee for a webinar with the students.
- v. A programme to be organized with the KSCSU to commemorate World Mental Health Day.
- vi. It was reiterated that IQAC would be open for any other relevant programme/activities.
- vii. As soon as the situation normalizes IQAC meeting for the Odd Semester session would be called.

3. **December 19, 2020 & January 6, 2021 meetings:** the budget of the IQAC was revisited. The IQAC has received no monetary help from any agency or department. The IQAC decided to give a monetary assistance of Rs 43,000/- toward the publication of the college academic journal.

4. **January 27, 2021 meeting:** the forthcoming UGC inspection for the Extension of Autonomy to Kohima Science College, Jotsoma was deliberated and details worked out. The 16 November, 2020 IQAC meeting was reviewed with regard to the visit.

Recorded by
Dr Meniele Nuh
Member,
Steering Committee, IQAC

Kohima Science College, Jotsoma

Meeting Minutes

The regular IQAC meeting of the college was held at the Conference Room of KSCJ at 2:00 PM Wednesday, March 10, 2021. The meeting was called to order by the Principal, Dr. Lily Sema. There were 21 members in attendance out of a total membership of 28 (attendance sheet enclosed). Principal opened discussion highlighting the nearing of 3rd assessment by NAAC in 2022.

- Assessment period valid till May, 2022
- Tentative time for next assessment was decided to be in the month of February.
- Committee to submit the Self Study Report (SSR) by October, 2021.
- Preparation time for the next assessment is approximately 6 months.

Dr. Seyie Whiso, Coordinator, NAAC Steering Committee briefed the house on the activity plan for the year.

- Continuation of mentoring 4 mentee colleges by April in collaboration with Kohima College viz. Capital College, Don Bosco College, Mountain View College, St. Xaviers College and two more mentee college of Kohima College.
- To upload Students Satisfaction Survey (SSS) by June, 2021
- Highlighted the house that the committee has started working on AQAR report which will be submitted for uploading in NAAC portal by June, 2021.
- Call for Parent-Teacher and Alumni Association to conduct a meeting before June and to hand out questionnaire in the meeting.
- Plan to conduct a mock visit of NAAC Assessment in the month of December.
- To remind all the Committees to record and maintain reports for submission.
- All the Committees to present Power Point presentation of their reports during the NAAC mock visit.
- IQAC will review the autonomous report soon as the college receives the status report from the centre.
- Plan for a State level Seminar or a Workshop to be organized by the college.

Dr. Lily Sema, Principal took over to further discuss upon following agendas:

- Decided *in-toto* to host one State level Seminar/ Workshop as suggested by the Governing body on the topic 'NAAC Assessment' before October, 2021.
- Department of Mathematics, Statistics and Anthropology will be organizing National Seminars before October, 2021.
- The Department of Zoology, Botany, Computer Science and likely Physics will be offering Self Financing Course by next session and recommended to work out modalities for students intake. Departments have been advised to put up advertisements in local dailies and other medias.
- All the Departments are to impart Skill Development Training during weekends before October. HoD Statistics, Jakir Ali has been assigned to pursue and contact sources for organizing and imparting skill training in painting.

- Reminder to all Departments to keep track of student's placement. The General Secretary of the Students Union has also been requested to keep an update and keep a record of students placement.
- Update the college website (a link/page enabling individual entry/update of placement by an alumni on the website in this case).
- Career Counseling for the college as a whole by inviting resource persons from Alumni and Civil Service Officers under Central/State government machinery was deliberated upon and approved. The same is to be organized at the earliest.
- Career Counseling by respective Departments is approved and to be conducted by the concerned department before October, 2021.
- It was highlighted that the construction of Academic Building will be completed by year end 2021.
- Thorough discussion on the college canteen for affordable, hygienic, healthy and quality food was carried out. It was decided that the matter will be taken over to KSCTA.
- Research Committee informed that the college journal will be published before October, 2021. Heads have been requested to submit at least one paper from each Department.

The year Plan for the year was made. The programme/activities are subject to change or modification should the pandemic persists.

IQAC Year Plan 2021

Sl No	Activity	Time
1	Mentoring programme (4 colleges)	April 8/9
2	Student Satisfaction Survey (SSS)	May
3	Writing of Annual Quality Assessment Report (AQAR)	March-May
4	Uploading AQAR	June
5	Parent-Teacher Association Meeting & survey	May/June
6	Alumni Association Meeting & survey	May/June
7	Writing of Self Study Report	July-Sept
8	Uploading of Self Study Report (SSR)	November
9	Dry run (Peer Team Visit)	December (2 days)
10	Peer Team Visit (3 rd Cycle)	February, 2022

11	Seminar/Workshop	Year-end
12	Review of the Expert Committee Report (Autonomous Status)	
13	Slight Reshuffle of Committees	March

The minutes of the March meeting was adopted by a unanimous consent that the shared vision of the College for a deemed University will be put forward to the Government for which a proposal will be submitted at the earliest.

Recorded and Submitted by:

Dr. Meniele Nuh
Member
NAAC Steering Committee