



IQAC MEETING MINUTES Dated: 22-03-2021

Members Present: Principal, Shongna Konyak, Koshy CP, Khrieo Rutsa, Temlei Shonpohru, Tenosenuo Angami, Mongyung Phom, Gegin D., Esther P Konyak.

1. Principal briefed the house of his meeting with the Deputy Commissioner on 21-03-2021 and highlighted that the following items were received:

- a. 100 nos LED light bulbs
- b. 3 nos wheelchairs, 3 nos walking clutches for differently abled and 3 nos arm brace.

2. Principal also highlighted that Advisory Board meeting on is scheduled for the 26-03-2021 whereby all faculty members are to be present.

3. The house deliberated on the Self Study Report under the following Criterion:

- a. Criterion I: Curricular Aspects was presented by Mongyung Phom

*** Key Indicator 1.1 Curricular Planning & Implementation:**

Metric no 1.1.1: Lesson Plan, Academic Calendar, Class Routine to be uploaded on the website under each department.

Metric no 1.1.3: To avail and include appointment order of those serving under NU Academic Council/ BUGS.

***Key Indicator 1.2: Academic Flexibility:**

Metric no. 1.2.2: To include Vocational RUSA certificate course on Horticulture. The House is to explore the feasibility of continuing the Vocational certificate course on Horticulture.

***Key Indicator 1.3: Curriculum Enrichment:**

Metric no. 1.3.1: To include EVS and other such seminars conducted time to time that cut across issues relevant to professional ethics, gender, human values and sustainability.

***Key Indicator 1.4 : Feedback System:**

Metric no 1.4.1: Feedback data spreadsheet to be maintained yearwise.

- b. Criterion II: Teaching, Learning and Evaluation presented by Koshy CP

***Key Indicator 2.3: Teaching-Learning Process**

Metric no 2.3.2: To reflect use of ICT enabled teaching, all teachers to prepare PPT of lessons/upload to department page on the college website as a form of shared e-resource.

Metric no 2.3.3: To conduct mentoring session with students as well as for faculty at the earliest.

***Key Indicator 2.4. Teacher Profile and Quality:**

Metric no 2.4.3: All department HODs to maintain department profile.

***Key Indicator 2.5: Evaluation Process and Reforms:**

Metric no 2.5.1: Academic Calendar to be prepared at the earliest. Koshy CP to assist VP in preparation of academic calendar taking into consideration NU notifications/holiday lists as per government calendar. Assessment guidelines to be linked to the college website.

Metric no 2.5.2: Grievances Redressal Committee to be headed by the Principal with VP as member.

***Key Indicator 2.6: Student Performances and Learning Outcome:**

Metric no 2.6.3: VP to prepare Annual Academic Report following every 6th semester examination to reflect average pass percentage of students during the last five years.

***Key Indicator 2.7: Student Satisfaction Survey:**

-Student Satisfaction Survey to be kept aside for some time.

Recorded by:
Dr. Esther P Konyak
Secretay, IQAC



ACTION TAKEN REPORT

1. All department HODs have maintained department profile.
2. Academic Calendar prepared.
3. Annual Academic Report Prepared.