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IQAC MEETING MINUTES Dated: 24-03-2021.

Members Present: Principal, Shongna Konyak, Temeli Shonpohru, Khrico Rutsa, Koshy CP, SB Moses, Mongyung Phom, Tenosenuo Angami, Gegin D., Esther P Konyak.

In view of the upcoming NAAC assessment, a conscious study of the SSR was conducted by the IQAC core members for consistent and catalytic action to improve upon the performance of SSR writing. In order to keep abreast with the Self Study Report, the house studied and deliberated upon the following criteria of the SSR:

1. **Criterion III: Research, Innovations & Extension:** presented by Dr. Esther P Konyak

***Key Indicator 3.1: Resource Mobilization for Research**

-Metric no 3.1.1: In tandem with the Teachers' Profile, reflect grants received for research projects/endowments starting with Principal, Vice Principal and Faculty.

-Collect requisite data from Principal for metric no. 3.1.1.

-Metric no 3.1.3: Collect data from departments that have conducted departmental seminars from July 2016 academic session onwards. Departments are to provide photographs, activity report and program.

***Key Indicator 3.2: Research Publication and Awards**

-Metric no 3.2.1: Collect requisite data from Principal and VP to reflect published journals notified on the UGC notified website.

-Metric no 3.2.2: Collect requisite data from Principal to reflect books/chapters in edited volumes/books published and papers published in national/international conference.

***Key Indicator 3.3: Extension Activities**

-Metric no 3.3.1: The college to carry out extension activities at the earliest in the community and document its impact. The activities to be conducted by the following:

1. Respective departments
2. Librarian
3. Institution as a whole

-Metric 3.3.2: Approach Deputy Commissioner, Mon for acknowledgement for the services provided by the institution/personnel during the Covid-19 pandemic. Explore the possibility of incorporating Principal Dr. I Wati Imchen's award under this metric.

-Metric no 3.3.3: IQAC Co-ordinator to explore the possibility of Red Cross/YRC at the college by contacting Red Cross member Shri. Nyamto Konyak.

*** Key Indicator 3.4: Collaboration**

-Metric no 3.4.1: Ether P Konyak to explore the feasibility of incorporating RUSA Rain Gauge installed by Kohima Science College under RUSA Research & Innovation under this metric/document the same. Explore the possibility of EBSB and faculty exchange under metric 3.4. Shongna Konyak to submit RUSA Vocational trip to SASARD.

-metric no 3.4.2: Incorporate MoU with Emporium Training and Consultancy Pvt. Ltd., Airtel/Jio/IGNOU. Track the progress of Skill Pinnacle to be incorporated under this metric.

2. Criterion IV: Infrastructure & Learning Resources: presented by SB Moses & Gegin D.

***Key Indicator 4.1: Physical Facilities**

-Metric no 4.1.1: To focus on the new academic building and to supplement descriptive report with photographs of the building along with pictures of the classrooms/faculty rooms, Seminar Hall, VP's office.

-Metric 4.1.2: IQAC to explore and discuss on this again.

-Metric no 4.1.3: The college to augment number of classrooms with ICT-enabled facilities.

-Metric no 4.1.4: To begin sanctioning expenditure for infrastructure augmentation from fees collected under the following heads: College Development, IQAC Fee, Library Development fee and to draw up a formal format from the current session onwards.

***Key Indicator 4.2: Library as a Learning Resource**

-Metric no 4.2.1: Library automation is to be expected by April, 2021.

-Metric no 4.2.2: To augment e-resources, faculty contribution is welcome. The college to explore and start documenting its own e-resource database.

-Metric no 4.2.3: Librarian to work out annual expenditure of books/e-books and subscription to journals/e-journals as per the amount realised per Library Development fee. Under this metric no, Librarian to make annual report of 5 years

and tally it with expenditure of the last 5 years. To augment e-resources, link www.archive.org under college web e-resource.

-Metric no 4.2.4: Indicate the inability to access library by teachers/students during the Covid-19 Pandemic. The present academic session starting 08-03-2021 to June (completion of the semester) to be calculated.

***Key Indicator 4.3: IT Infrastructure**

-Metric no 4.3.1: *IT* facility updated to be reflected with detailed list of computers/printers/photocopy machines. *Remarks: refer to the old manual on *IT*.

-Metric 4.3.2: To augment number of computers available for the use of students, the Principal to take this up during his presentation at the DPDB meeting scheduled for April, 2021.

***Key Indicator 4.4: Maintenance of Campus Infrastructure**

-Metric no 4.4.1: To indicate expenditure under College Development fee/Library fee to ascertain average of expenditure for infrastructure maintenance. The college to maintain separate audited statement under the following heads: infrastructure development and maintenance of infrastructure.

* Metric no 4.4.2: All committees under the IQAC to formulate working system with powers and functions, enumerate nature of duty and design a working system which is to be uploaded on the college website. All departments/IQAC to develop their SWOC analysis.

Recorded by:

Dr. Esther P Konyak

Secretary, IQAC



ACTION TAKEN REPORT

1. Commendation from Deputy Commissioner for extension services received.
2. MoU with Emporium Training and Consultancy Pvt. Ltd, obtained.
3. Certificate from Kohima Science College, Jotsoma for RUSA (R&I) obtained for rain gauge.