



## IQAC MEETING MINUTES Dated: 24-08-2021.

Members Present: Principal, Shongna Konyak, Koshy CP, Tenosenuo Angami, Esther P Konyak.

1. In continuation of the previous IQAC meeting dated 23-08-2021, a detailed study of Criterion II was presented by Koshy CP.

### **Criterion II: Teaching Learning and Evaluation**

Metric 2.1.1: To reflect average enrolment for last five years, to take 2017-18 as the start year.

- To reflect a demand for enrolment in the institution. Justify this demand with the new library building where much of the offices have been moved thereby augmenting number of classrooms available for conduct of class.
- To revise and re-work the number of sanctioned seats offered by the institution.

Metric 2.1.2: Gegin D and Khrieo Rutsa yet to table reservation policy of the institution to the IQAC. As per the reservation policy, number of seats reserved can be identified.

- Average percentage column not mentioned in the data template therefore it is the prerogative of the writer assigned to reflect or not.
- To reflect separately in file description the average percentage of seats reserved.

### ***Key Indicator 2.2 catering to Student Diversity***

Metric 2.2.1: In the descriptive file, identify how/which departments are awarding prizes/certificates to meritorious students. Identify what incentives are available for advanced learners for instance, Emporium Training and Consultancy Pvt. Ltd. and obtain data from the same for student placements with proper profile of each student. Shankar IAS Career Counselling session can be reflected under advanced learners to facilitate them with competitive examinations (include the brochures of this activity).

- With regards to conduct of remedial class, evidences such as registers with names, remarks, areas of improvement are required. How the institution conducts remedial classes, process of identification of such students and their progress has to be documented.
- HODs of each department to share inputs on remedial classes/slow learners/students with backlog papers etc.

- Feedback format to be reflected by sharing the link. Some tabulated feedback reflecting average punctuality, average coverage of syllabus, clarity of teacher, general suggestions can be reflected.
- One set of unassessed feedback from the tenure of previous Principal Dr. Lebanthung Ngullie to be assigned to Khricio Rutsa for assessment.
- Justify the inability to conduct feedback for this year due to the pandemic. Instead, institution can devise a new feedback for the pandemic year to reflect our concern for students' academic well-being/performance. Assessment Committee to initiate feedback activity at the earliest.

Metric 2.2.2: Student-full time teacher ratio stands at 20:1 for the current year (26 fulltime teachers excluding Principal).

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

Metric 2.3.1: In the file description reflect how institution encourages students on research and research related activities.

-Highlight experiential learning activities conducted by the department of Political Science to Delhi, History trip to Longwa, RUSA Horticulture trip to SASARD, Dimapur, EVS ward level projects. One EVS project currently undergoing with Manwang Konyak.

-In file description, omit curricular activities such as sports week/literary activities/magazine etc. as focus should be on academic enhancement.

Metric 2.3.2: Institutional policy and objective of ICT enabled learning should be highlighted. Towards achieving the same, reflect the four (4) rooms facilitated with smartboard, electric lectern.

-Institution to procure additional sim card for library to enable students to access internet facilities in the library once automation process is completed.

-ICT equipped classrooms to be geo-tagged.

-Reflect faculty proficiency with new pedagogical tools such as ICT.

Metric 2.3.3: Mentoring Committee to submit to the IQAC a standard format on mentoring along with circulars pertaining to assignment of mentees/ name of teacher/list of students with roll number and other necessary particulars. A standard format has to be maintained so as to fulfill this criteria on a yearly basis.

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

Metric 2.4.1: Data file prepared by the writer. To be authenticated by the Principal under the official letterhead.

Metric 2.4.2: Include Dr, Kenilo Kath, Department of History under 2017-2018.

Metric 2.4.3: Data prepared by the writer.

2. *Key Indicator 2.5 Evaluation Process and Reforms* to be taken up in the next IQAC meeting scheduled for 01-09-2021.

Recorded by:  
Dr. Esther P Konyak  
Secretary, IQAC



### ACTION TAKEN REPORT

1. Experiential learning documented through Political Science field trip to Delhi, History Honours trip to Longwa ( Mon) and EVS trip to Green Ply, Tizit.