



IQAC MEETING MINUTES Dated: 26-04-2021.

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

1. Principal welcomed the house and reminded all members that proper documentation & filing should be maintained by each committee as well as each department. A copy is to be endorsed to the IQAC co-ordinator and Principal. Each department to maintain a file and proper file noting should be maintained. IQAC to maintain criteria based filing.
2. AS per the IQAC Action Plan 2021 presented by the IQAC co-ordinator Shongna Konyak, priority basis points have been discussed as noted in the following:
  - \*1 of Action Plan: IQAC Co-ordinator to write to Directorate of Higher Education, Kohima to nominate one (1) member representative from employers to IQAC.
  - \*4 of Action Plan: All departments to submit list of books to Librarian/procure IT equipment: completed.
  - \*8 of Action Plan: Campus beautification to be taken up by the Campus Beautification & Landscaping Committee. The concerned committee is to approach concerned departments for the purpose of creating a re-creational park in the area in and around the fishery pond. Beautification Committee is also to coordinate with the Eco Club so as not to overlap in works.
  - \*11 of Action Plan: The college is in the process of procuring more desk and benches.
  - \*12 of Action Plan: 3 more lectern is on the way and should arrive at Mon anytime.
  - \*13 of Action Plan: Immediate requirement is to purchase 2 (two) more invertors of 12 volts for the 2 (two) smart classrooms. To purchase from CONAP fund if necessary in advance as the said funds have not reached the college authority as yet.
  - \*14 of Action Plan: Eco Dept. to conduct next round of institutional level seminar. Date to be finalised in consultation with the concerned department.
  - \*15 of Action Plan: Sufficient drinking water facility is available in the Academic Block but non so in the Library building. Development Committee to take note of this.
  - \*16 of Action Plan: The Beautification Committee is to take care of signage for the campus with immediate focus being: cctv surveillance signage, directional signage to library,

principal's office, staff room, parking lot, vehicle restricted area, vision & mission statement & courses offered.

\*17 of Action Plan: Disaster Management Committee to install more fire extinguishers/sand buckets and focus on wash basin area keeping in mind Covid 19 protocol. \*Indicate a First Aid Box.

\*18 of Action Plan: VP is in the process of drafting guideline/modalities regarding Grievances Redressal for smooth function of this cell.

\*19 of Action Plan: Career Guidance Webinar in collaboration with Shankar IAS Academy, Chennai completed.

\*20 of Action Plan: English Department in the process of redrafting institutional Vision/Mission statement.

\*21 of Action Plan: ICT workshop for non teaching and teaching staff scheduled for late April 30<sup>th</sup>, 2021.

\*22 of Action Plan: Collect requisite data from VP/Principal to reflect published journals notified on UGC website. Requisite data from the Principal is ready.

\*23 of Action Plan: To carry out departmental extension activities, each department is to be given a sum of Rs. 5000/ each to carry out extension activities.

\*24 of Action Plan: Documentation for RUSA Rain Gauge from Kohima Science College is received.

\*25 of Action Plan: IQAC Co-ordinator to explore possibility of YRC/Red Cross at the College by contacting Shri. Nyamto Konyak.

Recorded by :

Dr. Esther P Konyak  
Secretary, IQAC

#### ACTION TAKEN REPORT

1. Directorate of Higher Education has nominated one representative from the employer's side to the IQAC.
2. Requisition Booklist submitted to the Librarian by all departments.
3. Desk and benches procured through contribution of KGOU.
4. Three electric lecterns procured by the college.
5. Disaster Management Committee has installed fire extinguishers and fire buckets.