IQAC REVIEW MEETING Dated: 14-11-2021

Members Present: Principal, Shongna Konyak, Gegin D., Esther P Konyak, Koshy CP, Temlei Shonpohru.

1. Principal opened the meeting with a word of caution as the IQAC prepares to upload its Self Study Report. He stressed on the timely submission of all Criterion related works to be duly submitted and reviewed thoroughly by all members before uploading.
2. PRIORITY: IQAC to approve Code of Conduct and upload on the college website.
3. A review study of the Self Study Report by the members present began with the profile of the institution written by IQAC Coordinator, Shongna Konyak.
* To insert page numbers in the next print out of the SSR and to print on single side.
* Details relating to RUSA infrastructural works to be reflected in picture as well.
* Serial number 7 (b) to reflect latest affiliation letter.
* Serial number 10: under built up area to reflect the prepared map which is with Principal.
* Serial number 14 &15: to make requisite changes to accommodate those faculty members recently promoted to Associate Professor.
* Serial number 17: to keep record of total number of students admitted every year.
* Under Extended Profile of the Institution: 1.1; 2.1; 2.2 to be consistent with Criterion II metric 2.1 and to take into account the Odd Semester.
* Under Extended Profile of the Institution: 3.3 to be reflected as per incumbency list and 4.2. to be reviewed and to be consistent with Criterion IV.
1. A review of Criterion I written by Mongyung Phom was studied by the members present.
* Metric 1.1: Lesson Plan to be made available in the department as well as in the Library for students to access.
* To omit reflection on Remedial Class.
* Metric 1.1.2: Previous years question papers to be made available in the Library. Each department to solve answers of the MCQ/True-False portion of the University question paper.
* With regards to the Feedback System, ICT to upload feedback analysis with action taken report on the website.

 Recorded by:

Dr. Esther P Konyak

 Secretary, IQAC