

IQAC MeetingDated: 25th August, 2022

Members Present: Principal, Shongna Konyak, Temlei Shonpohru, Khrieo Rutsa, Mongyung Phom, Esther P Konyak, Tenoseno Angami, Manlee Konyak, Chongti, Kelesunu Mekro, Apan Konyak, W. Wangjin, Manwang Konyak, Tolivi H Sumi, David Konyak, Ayamo Kikon, Rongsennungla Pongen, Dokingla, Imkongmenla Longkumer, Yingpai Konyak, Ralu Lohe, Abel Swu, Chothayoto Rote.

As resolved in the IQAC meeting dated 22nd of August, 2022, a meeting of IQAC and Faculty members was convened. The agenda brought forward for discussion are as follows:

- A) AQAR Criteria work division
- B) Submission of RC/OC/FDP/Short Term Course Certificates and Committee/Cell Action Plan for the current Academic Session.
- C) Preparation of College Holiday List/Academic Calendar
- D) Students' Attendance
- E) Conduct of regular class as per class routine
- F) Mentoring and Remedial
- G) Moderation
- H) Maintenance of Lesson Plan by each Department
- I) Faculty Leave
- J) Book List

The members deliberated on the above points and resolved the following:

1. AQAR Criteria wise division as follows:
 - i. Criterion I: English Department with Mongyung in-charge.
 - ii. Criterion II: Education Department with Khrieo Rutsa in-charge.
 - iii. Criterion III: History Department with Esther P Konyak in-charge.
 - iv. Criterion IV: Gegin and Esther with assistance from Principal and IQAC Coordinator.
 - v. Criterion V: Economics Department with Temlei Shonpohru in-charge.
 - vi. Criterion VI: Gegin and Esther with assistance from Principal and IQAC Coordinator.
 - vii. Criterion VII: History Department with Tenoseno Angami in-charge.
2. All members to submit hard/soft copy of RC/OC/FDP/Short Term Course etc to Esther P Konyak. Soft copies of the same to be emailed to ekonyak@gmail.com.
3. All Committee/Cell to submit Action Plan for current Academic Year to Esther P Konyak in hard copy.
4. Vice Principal to prepare College Holiday List. Tentative Academic Calendar to be revised to reflect activities of the College.
5. Students' Attendance for the month of August, 2022 to be submitted by all departments on 2nd of September, 2022 as per prescribed roll sheet.
6. All classes to be conducted as per the Class Routine.

7. Mentoring and Remedial Committee to tie up with HODs and locate academically weaker students/students with Backlog papers.
8. Moderation to be conducted by the Students Assessment Committee.
9. Each department to maintain Lesson Plan on a separate register.
10. All faculty leave to be routed through the HOD of the concerned department.
11. All departments to prepare booklist for CBCS Semester I & II and submit the same by the coming week.

Recorded by: Esther P Konyak

IQAC – FACULTY MEETING MINUTES

Dt./Mon, the 28th September, 2022

Members Present: Principal, Shongna Konyak, Khrieo Rutsa, SB Moses, Ralu Lohe, Tenoseno Angami, Chongti, Dokingla, Rongsennungla Pongen, Chothayoto Rote, Manwang Konyak, Gegin D, Lihya Konyak, Apan Konyak, Yingpai Konyak, Esther P Konyak.

Principal welcomed all members and brought forward the following agendas:

1. Nagaland Staff Selection Board Examination Centre proposed at Wangkhao Government College, Mon.
2. UGC Girl's Hostel
3. Faculty Attendance
4. Submission of Internal Assessment Marks
5. Celebration of Gandhi Jayanti on 2nd October, 2022
6. Appointment of institutional Nodal Officer for Scholarships
7. Payment of NAAC PTV Logistics Expenses
8. Issue of Student's Examination Admit Card
9. End Term Exam Invigilation Duty
10. 1st Semester Attendance Defaulters for the month of September, 2022
11. Daily Bus Schedule

The members present deliberated on the above points and resolved the following:

1. Vice Principal Khrieo Rutsa appointed as Centre Supervisor for the upcoming NSSB examination. Exam invigilators and Grade IV staff to be identified from the existing pool of teachers and staff. Details of assignee to be intimated to NSSB, Kohima through email/phone on or before 30th September, 2022.
2. **Priority:** As per the UGC Final Reminder letter No. F.6-6/RO/2017/NERO/624 dated 12th September 2022, College will write to UGC-NERO, Gauhati for extension of deadline citing VALID reasons. College will also intimate Director, Higher Education, Kohima for release of State Share of UGC Girl's Hostel. College to highlight the problem to the Konyak civil society and intimate the Deputy Commissioner, Mon to convene Advisory Board meeting in this regard at the earliest.
3. Principal will countersign faculty attendance register w.e.f. October, 2022 and forward a copy of the same to Director, Higher Education, Kohima. Leave granted to faculty not to exceed 2 days of CL per Leave, 12 CL in one year and 10 days Earned Leave (only for regular teachers).
4. Internal Assessment marks to be submitted on or before 11th October, 2022 in prescribed format. Moderation to be conducted by HOD/Vice Principal.
5. Department of History and Eco Club entrusted to conduct activity to commemorate Gandhi Jayanti.

6. Dokingla appointed as Institutional Nodal Officer for scholarships. Apan Konyak to assist Institutional Nodal Officer.
7. Payment of NAAC PTV Logistics expenses to be remitted by Coordinator, IQAC.
8. Under the supervision of officers assigned, Students' Examination Admit Card to be written legibly without any mistakes.
9. Officers are adviced to carry out their respective End Term Exam Invigilation Duty responsibly.
10. To identify 1st semester students with genuine leave permissible from the pool of 1st semester defaulters list.
11. Ralu Lohe entrusted to consult and work out daily bus schedule with Head Driver, Kamal.

Recorded by:

Esther P Konyak

**WANGKHAO GOVERNMENT COLLEGE, MON
MON: NAGALAND**

Date: 29th Nov, 2022

Time: 12:00 p.m

Venue: IQAC Hall

IQAC cum Faculty Meeting

Members Present: Dr. T Chandrasekharan Principal, Dr. Esther P Konyak VP, Dr. SB Moses Chandrasekaran, Shongna Konyak, Chothayoto Rote, Ralu Lohe, Chongti Khimn, Imokokla, Manwang, Manyei Kuhneishu N, Neangmei B Konyak, Shulila, Megoseino Mor, Apan Konyak, Rongsennungla, Doklong and Gegin Dimngel.

Following are the meeting minutes

To expedite progress of AQAR uploading, IQAC co-ordinator convened faculty cum IQAC meeting for a presentation on all criteria (1 to 7).

Meeting began with a presentation by Ms. Shongna Konyak Co-ordinator IQAC followed by Dr. SB Moses, Dr. Esther, Mr. Gegin, Mr. Apan Konyak and Mr. Doklong.

The minutes adopted are listed below:

1. In order to check excess enrollment in the college and to maintain healthy Intake capacity it is resolved to fix new enrollment of students to prevent excess enrollment during admission w.e.f 2023.
2. Programmes/courses offered to be rectified
 - Metric 1.1.1 to be edited
3. To start Computer Diploma course in the coming academic session 2023.
4. All HoDs to work out on elective courses (CBCS) offered under their department.
5. To list name of the teachers using ICT with pictures.
6. Faculty meeting to develop Class test routine for 2023 academic session
7. All teachers are directed to publish at least one article in a year.
8. To have faculty and students exchange programme with Mon Vale college, Mon and Yingli College, Longleng.
9. On 3rd December, there will be faculty meeting where Principal will brief them on Extension services.
10. AQAR to be uploaded on 5th December, 2022.

Recorded by:

M CHONGTI KHIMN
Asst. Professor
Department of Education

Action Taken;

1. As per the meeting, AQAR has been successfully uploaded for 2022.

**WANGKHAO GOVERNMENT COLLEGE
MON: NAGALAND**

Faculty cum IQAC Meeting Minutes

Dated: 28th April, 2023

Members present: Dr. T. Chandrasekharan Principal, Dr. Esther P Konyak VP, Dr. S.B. Moses Chandrasekaran, Shongna Konyak, Abel Swu, Chothayoto Rote, Nyulen A Phom, Doklong M Phom, Rongsennungla Pongen, Megoseino Mor, Dokingla, Menguzeno Nakhro, M Chongti Khimn, Manlee Konyak, Imokokla, Chemyong, Honjem Konyak, Kelesunu Mekro, Grace Seb, Yingpai, Imkongmenla Longkumer, Manyei Kuhmenshu H, Neangmei B Konyak, Manwang Konyak, H David Konyak, Shulila, Gegin Dimngel.

Agenda:

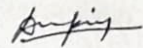
1. Daily class record
2. Mark register of weekly test (6th semester)
3. Academic matters
4. Master Plan for the college
5. Students Union draft Constitution ✓
6. Follow up action plan for quality enhancement
7. Inspection by Directorate

Following are the meeting minutes:

1. Principal scrutinized Daily Teaching Record register of every department. Department HOD's to check and countersign the register after the particular teacher records it.
2. Teachers to identify students failing to write two/three tests consecutively, sternly warn students and act accordingly.
3. Dr Esther P Konyak, VP highlighted on academic matters:
 - Exam preparatory leave for Even Semester to commence from 12th May, 2023.
 - To conduct uniform model test in the coming semesters. Teachers to identify the weaker students and to ensure remedial classes are conducted.
 - New guidelines for College Prospectus will be issued as and when university approves its final decision on CBCS/NEP 2020.
 - To issue College t-shirt in the coming session. Committee to finalize on its designs at the earliest.
4. A committee has been constituted for making Master Plan for the College. Committee to complete the assigned work by 31st May, 2023.
5. College to submit the land patta to the Government within two-week time. College to undergo land survey with the help of DC, Chairman, College Advisory Committee, Land Donors and Land Resources Department based on Government notification.
6. Final approval of Student's Union draft constitution will be finalized in the next faculty meeting after thorough proof reading from the committee and faculty members.
7. Ms. M Chongti Khimn and Mr Honjem Konyak are inducted as IQAC Co-Coordinator and member respectively.
8. Principal highlighted the SWOC analysis prepared by NAAC Peer Team during the first cycle of visit.
 - Inadequate research activities by the teaching staff. Research and Development Cell to be actively involved in organizing seminar programmes related to research. Teachers are requested to publish at least one article in a year UGC Care List journals.

- Lack of induction training programmes. Teachers are encouraged to take up training programmes (RC/OC) compulsorily in online/offline mode.
 - Introduction of skill based add on diploma/certificate courses relevant to the area. In the coming academic session, the college in collaboration with the recognized computer institute to provide Computer Diploma course for the 5th semester students. ICT committee to take care of computer instructor in charge, teachers remittances, fee structure and other related matter.
 - To undertake research project and publications in UGC care list/journals. Teachers to avail short term programmes online conducted by UGC for minor/major projects.
 - College to keep a track of students even after graduation. Alumni Committee to conduct meetings from time to time for the alumni's and encouraged them to be active and contribute to college in any way possible.
 - To conduct National/International seminars in the coming session. The concern committee/departments to look after in organizing the seminars.
 - IQAC to plan, suggest and execute methods to improve the quality of teaching-learning, research and publication.
 - Mentoring and remedial classes should be a continuous process. Committee to check on the mentor-mentee ratio. To conduct mentoring session and remedial classes and mentors to maintain the minutes discussed in the respective registers.
9. All Departments are requested to maintain proper and accurate record of departmental activities held in/outside the class and to stay ready on the day of inspection from Directorate Higher Education, Kohima.

Recorded by,



DOKINGLA
Assistant Professor
IQAC Secretary

Action taken:

1. College prospectus has been issued as per NEP 2020 guidelines.
2. As resolved in the meeting, the college has come up with the college t-shirt.

WANGKHAO GOVERNMENT COLLEGE

MON: NAGALAND

IQAC MEETING MINUTES

Date: 23rd May, 2023

Time: 2:00 p.m

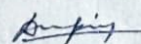
Venue: IQAC Hall

Members Present: Dr. T Chandrasekharan, Dr. Esther P Konyak, Shongna Konyak, Gegin Dimngel, M Chongti Khimn, Manyei Kuhmeishu N, Honjem Konyak, Neangmei B Konyak, Dokingla

The following were the meeting minutes:

1. As per UGC notification, Students Grievances Redressal Cell (SGRC) has been set up where by virtue of position, College Principal will be the Convenor and following will be the members, Dr. Esther P Konyak, Manyei Kuhmeishu N, Dokingla & Chothayoto Rote and to identify a student (who is well disciplined, regular in the class and having no backlog to be inducted in the cell. This Cell shall replace the earlier Students Redressal Committee.
2. The College to submit report to the Directorate, Kohima in respect to the points listed below:
 - History of formation of IQAC of the College.
 - Process of first cycle of NAAC Accreditation.
(The above-mentioned points have been already prepared by Ms. Shongna Konyak.)
 - Impact of Accreditation/Post-accreditation. The same has been entrusted to Dr. Esther P Konyak
 - To prepare an Action Plan for the next ten (10) years. Mr. Gegin Dimngel will initiate the preparation and he shall be assisted by IQAC members.
3. The Constitution Draft Committee along with IQAC members approved and adopted the Students Union Constitution.
4. Convener of the Student Advisory Committee briefed the house on Student Feedback and the following points have been discussed:
 - With effect from the next academic session, student's feedback will be collected department wise.
 - To ensure and monitor teacher's and student's regularity in the class, a slip will be issued from the office which has to be duly filled and signed, the clerical staff will collect the slip from the subject teacher.
 - To strictly maintain English as compulsory language in the college campus both for students and teachers.
 - To conduct morning assembly twice a month every alternate Mondays.
 - Fans to be repaired/replaced in some of the classrooms and library.
 - To maintain and improve drinking water supply regularly in the college.
5. With the resignation tendered by Ms. Shongna Konyak from the post of IQAC Co-ordinator, Mr. Honjem Konyak have been appointed as the new IQAC Co-ordinator and Ms. Manyei Kuhmeishu N as a new IQAC member.

Recorded by,



DOKINGLA
Assistant Professor

Action Taken:

1. Student Union Constitution has been adopted successfully.