

IQAC Meeting Minutes Dated: 26-04-21.

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

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.

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 Pan: 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-recreational 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 30th, 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