

## **List of meeting minutes held during the academic session from September 2018- August 2019**

### **Sl. No. 1**

### **Meeting No. 15**

**Date: 31/8/2018**

**Recorder: Mrs. Moanaro**

The IQAC convened a meeting on 31<sup>st</sup> August, 2018 at 12:30 pm, in the College Conference Hall. The meeting was chaired by Miss N. Elone, the IQAC coordinator, and it began with the invocation by Miss Temjenzungla, HOD, Dept. of History. The following were the faculties who attended the meeting.

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. T. Imchanochetla Changkija, Vice Principal
3. N. Elone, IQAC
4. Rosy T. Kithan, Asst. Prof., Dept. of Chemistry
5. Reshma Thakuri, Asst. Prof., Dept. of Zoology
6. Temsutola, Asst. Prof., Dept. of Botany
7. Abeni Mozhui, Asst. Prof., Dept. Education
8. Lothunglo ,Asst. Prof., Dept. of Botany
9. Akutu Poirang, Asst. Prof., Dept. of English
10. Rollen Yanthan, Asst. Prof., Dept. of Zoology
11. Imolangla Pongen, Asst. Prof., Dept. of English
12. Hriizial Lazeo, Asst. Prof., Dept. of History
13. Imjungla Imchen, Asst. Prof., Dept. of History
14. Nillo Achumi, Asst. Prof., Dept. of Education
15. E. Chonben Kikon, Asst. Prof., Dept. of Geology
16. D. Sophia Besa, Asst. Prof., Dept. of History
17. Temhenzungla, Asst. Prof., Dept. of History
18. Talichuba Walling, Asst. Prof., Dept. of Political Science
19. Natty Chang, Asst. Prof., Dept. of English
20. P. K. Mishra, Asst. Prof., Dept. of Physic
21. Anungba Ao, Lab. Asst., Dept. of Chemistry
22. K. P. Das ,Asst. Prof., Dept. of Mathematics
23. Subham Dasgupta, Computer Teacher
24. Loli Athisii, Asst. Prof., Dept. of Political Science
25. I. Moanaro Jamir, Asst. Prof., Dept. of Political Science

The meeting proceeded according to the agendas that were proposed prior to the meeting.

1. Internal preparation of the next NAAC assessment by conducting various activities
2. Formation of Steering Committee: The respective members were informed and asked to fulfil one's responsibilities according to the guidelines of the revised NAAC framework.
3. Execution of departmental activities as per the Academic calendar (Not mandatory)
4. Status of future plan: Proposals were made for the introduction of Physics and Mathematics in the Degree level as well as Vocational skill courses for enhancing the skills and talents of the students.

5. Submission of event report through online ([iqacimmanuel@gmail.com](mailto:iqacimmanuel@gmail.com)): Events that are conducted by various Committees and departments are to be summarised in reports and sent to the IQAC email mentioned above.

6. Further suggestions and discussions were also done: The IQAC coordinator notified to the faculty present about the provision of one lakh rupees by the management for any project to be undertaken by any of the teachers. She also made clarifications on the committee members reshuffling. The new members replacing the old ones will take charge of the same responsibilities. Different committees were also briefed about their functioning.

Mrs. Sophia, the Convenor of Mentoring Committee suggested to fix dates for monthly mentoring programme between the mentor and mentee, and to be included in the academic calendar. The lecturers were requested to maintain a record of their respective mentees for easy reference.

The IQAC was requested to give prior information to the Committee convenors before appointing/assigning a new member.

Two options were given with regard to the Media Cell: (1) Media cell should cover all the events conducted by all the committees under Immanuel College, (2) For any press release, the Convenor of the committee that conducts events should prepare the report of details and submit to the Media cell.

The college Principal requested the faculty of the Science Dept. to complete all practical exams before the commencement of the University theory exams.

A proposal was made for the procurement of a camera to be used for college purposes.

The convenors of any event were to prepare their report of minimum 500 words and to be submitted to the IQAC coordinator for the next AQAR submission.

The meeting concluded with the college Vice Principal, Mrs. Imchanochetla encouraging everyone to play their part in contributing ideas and suggestions during meetings for better productivity and requested the faculty to maintain self-discipline for better working environment.

## **Sl. No. 2**

### **Meeting No. 16**

**Date:11/1/2019**

**Recorder: Miss. N.Elone**

The IQAC held its meeting with the Governing Body of the college on 11<sup>th</sup> January, 2019 after the college had received the letter of acceptance from the NAAC for the proposed National Seminar under the Chairmanship of the Principal, Mr. Sharatchandra Singh and finalized the date and heading programme of the said Seminar.

Members Present: Dr. Loso Chalai, Mrs. Kapesa Chalai, Mr. Sharatchandra Singh, Miss Elone,, and Sir Athisii

Discussion:

1. To finalize the date of the Seminar
2. Selection procedure of the speakers
3. Expenditure to be incurred

The house resolute to take the seminar on 14<sup>th</sup> and 15<sup>th</sup> March due to prior engagement by some of the renowned speakers, in spite the NAAC has proposed to conduct it before 10<sup>th</sup> March. It is also decided that the IQAC, Coordinator will immediately correspond with the speakers by sending the letter of acceptance for the abstract submission and soon be intimated to the concerned people for the important dates and other necessary information.

**Sl. No. 3**

**Meeting No. 17**

**Date: 2/2/2019**

**Recorder: Miss. N. Elone**

The IQAC convened a meeting on 2<sup>nd</sup> February 2019 at 12:30 pm, at the College Conference Hall. The meeting was led by Ms. Elone, Coordinator, IQAC and the Benediction was pronounced by Ms. Lanusangla, Assistant Professor, Department of Zoology. The members present in the meeting were:

1. Loli Athisii, Asst. Prof., Department of Political Science
2. Imolangla Pongen, Asst. Prof., Department of English
3. Lothunglo Ngullie, Asst. Prof., Department of Botany
4. Temsutola, Asst. Prof., Department of Botany
5. Lipoktola Tziidir, Asst. Prof., Department of Zoology
6. Lanusangla Imsong, Asst. Prof., Department of Zoology
7. Reshma Thakuri, Asst. Prof., Department of Zoology
8. E. Chonben Kikon, Asst. Prof., Department of Geology
9. Hriizial Lazeo, Asst. Prof., Department of History
10. Mumtaz Ali, Asst. Prof., Department of Chemistry
11. Lunghilang Pamai, Asst. Prof., Department of English
12. Nillo Achumi, Asst. Prof., Department of Education
13. Akutu Poreng, Asst. Prof., Department of English
14. Md. Abul Hussian, Asst. Prof., Department of Chemistry
15. Talichuba Walling, Asst. Prof., Department of Political Science
16. Temjen Lkr, Asst. Prof., Department of Education
17. P. K. Mishra, Asst. Prof., Department of Physic
18. K.P. Das, Asst. Prof., Department of Mathematics
19. Rosy T. Kithan, Asst. Prof., Department of chemistry
20. Khriitalii Dozo, Asst. Prof., Department of Political Science
21. Areni Murry, Asst. Prof., Department of Education
22. Serfudin Ali, Asst. Prof., Department of EVS
23. D. Sophia Besa, Asst. Prof., Department of History
24. Temjenzungla, Asst. Prof., Department of History
25. Natichundan Chang, Asst. Prof., Department of English
26. Sungjemmongla Jamir, Asst. Prof., Department of Economic
27. Imjungla Imchen, Asst. Prof., Department of History
28. Anungba Ao, Lab. Asst., Department of Chemistry.
29. Subham Dasgupta, Computer Teacher
30. Imchanochetla, Vice-Principal.

Action taken on the meeting held on **31/8/2018**

1. Submission of reports are done through online
2. Minor research are on progress
3. Mentoring programme is fixed to be taken on every 3<sup>rd</sup> Saturday
4. Practical exam for the science students were conducted as per the directive of the Principal.

The agenda transacted in the meeting were:

1. A Two Day National Seminar
2. Report to be prepared for the 3<sup>rd</sup> AQAR submission
3. Committee activities to be revived.

1. A Two-Day National Seminar call for papers on “Issues and Challenges in Higher Education in North-East India”: the Coordinator, IQAC highlighted the progression of the upcoming Seminar also acknowledged Mr. Lunghilang for taking up the initiative in completing the ground work of the Seminar. Mr. Talichuba Walling, HOD, dept. of Political Science, congratulated the IQAC for proceeding with the National Seminar and encouraged the faculty members to work together for the success of that programme.

2. Report to be prepared by the HODs and the Committee Convenors for the 3<sup>rd</sup> AQAR submission. During the meeting the IQAC, Coordinator distributed a specific paper work to be prepared by 3 Committee Convenors, namely, a) Alumni Report- Mrs. Imchanochetla, b) Students’ Mentoring Report—Mrs. D. Sophia, c) Curriculum Planning and Implementation—Mr. Vepu for the compilation of the AQAR.

3. Committee activities to be revived: All the members were asked to co-operate with their Convenor to be able to work efficiently in the future.

The Principal appreciated all the faculty members for their relentless contribution for the welfare of the college and thus achieved a good grade in the last NAAC assessment and continually working hard to secure a better status. He applauded the teachers for the good progress and growth of the college. He also requested the esteemed members to submit necessary reports in time for the AQAR. Lastly, he fervently requested the Disciplinary Committee to be more prompt.

The IQAC Coordinator requested all to submit the report before the end of July.

Mr. Ali suggested for trash can to be installed near the Administrative block of the college

The teaching faculty of the college were encouraged to avail the opportunity and present papers and share their ideas and findings on the chosen topic of the Seminar.

**Sl. No. 4**

**Meeting No. 18**

**Date: 4/3/2019**

**Recorder: Miss. N. Elone**

Through the internal notice circulated by the Principal on 4<sup>th</sup> February, 2019, a meeting was held in the afternoon at the office of the Chairman of the Governing Body.

Action taken report:

1. Work distribution for the seminar was chalk out and assigned

2. Programme and brochure were printed and kept ready for the seminar

The agenda transacted in the meeting were:

1. Discussion on Inter College Science fair which is scheduled to be held on 28<sup>th</sup> February, 2019, sponsored by the college in commemoration of its Silver Jubilee. The house decided to give a cash prize of Rs. 10,000 and Rs. 5000 for the First and Second along with a certificate each. The House also adopted the theme “Imagination towards Innovation”.
2. After a thorough deliberation, the house decided to take Intra college competition frequently from 2019 onward.
3. For the upcoming National Seminar a Committee was constituted to manage the entire procedure of the Seminar. The following the committee members were: a) N. Elone, Convenor, b) Lunghilang, Member, c) Loli Athisii, Member, d) Dr. Meyiala, Member, e) Th. Sharatchandra Singh, Member, f) Moanaro, Member.
4. As suggested by the Chairman, Dr. A. Loso Chalai, Dr. Xavier, Head and Professor, Dept. of Philosophy will have an interaction with the students on 16<sup>th</sup> March, 2019.
5. To solve the long standing issues of finding the ISSN for the college Journal, the house agreed to sit with the Research Convenor and find out the technical issue and if require a co-convenor would be appointed sooner to meet the requirement immediately.

Members present in the meeting were:

1. Dr. A. Loso Chalai, Chairman of the Governing Body
2. Mrs. Kapesa Chalai, Director of the Governing Body.
3. Mr. Sharatchandra Singh, Principal.
4. Mrs. Imchanochetla, Vice-Principal
5. Loli Athisii, Dean of Students’ Welfare.
6. Ms. N. Elone, IQAC Co-ordinator.

**Sl.No. 5**

**Meeting No. 19**

**Date: 5/3/2019**

**Recorder: Miss N. Elone**

Meeting minutes of the IQAC meet held on 5<sup>th</sup> March at the IQAC office

Members Present: Miss Elone, Mrs Moanaro, Sir Lunghilang, Sir Athisii

Discussion:

1. Drafting of the Academic Calendar for the session 2018-2019
2. National Seminar preparation.

The meeting resolved the following:

1. The Academic Calendar will be drafted by Mrs. Moanaro and the final draft will be done by the IQAC Coordinator along with the management and the Principal

2. Work distribution of the National Seminar will be framed out by the IQAC and would be notified to the faculty members at the earliest
3. Stationary will be taken care by Mrs. Moanaro
4. Mr. Lunghilang has been assigned to oversee the Brochure and programme printing of the seminar.

**Sl. No. 6**

**Meeting No. 20**

**Date: 1/4/2019**

**Recorder: Miss. N. Elone**

Through the internal notice circulated by the Principal, an emergency meeting was called on 1<sup>st</sup> April, 2019 at the chamber of the Principal office with the following members.

1. Mr. Sharatchandra Singh, Principal
2. Mrs. Imchanochetla, Vice-Principal
3. Mr. Loli Athisii, Dean of Students' Welfare
4. Ms. N. Elone, IQAC Co-ordinator
5. Ms. Moanaro, Asst. IQAC Co-ordinator

Action taken report:

1. A two day national seminar was conducted successfully
2. Dr. Xavier, Head and Professor, Dept. of Philosophy along with Dr. Tennyson and Mr. Kaikrii had an interaction with the students on 16<sup>th</sup> March, 2019.
3. Science fair was organized successfully.
4. To find the solution in finding the ISSN is on progress

Reason for the meeting:

1. Composition of the IQAC
2. National Seminar on *Concept of Property in Naga Customary Tradition* to be taken in collaboration with Institute of Naga Studies.

As per the new guideline directed by the NAAC, the college has decided to renew the composition of the IQAC and thus nominated new members by the Principal in the presence of the academic body of the college.

The newly inducted IQAC members are:

1. Chairperson: Mr. Sharatchandra Singh, Principal
2. Five Senior Teachers
  - a. Mr. Vepu, Assistant Professor, Dept. of Botany
  - b. Mrs. Temjenzungla, HOD, Dept. of History
  - c). Mrs, Rashma Thakuri, HOD, Dept. of Zoology
  - d). Mrs. Moanaro, Asst. IQAC Coordinator

- e). Mr. Loli Athisii, Dean of Students' Welfare.
3. One Senior administrative official: Mrs. Sonia Susan, Office Superintendent.
4. Two external experts on Quality Management/Industry/ Local Community:
- a) Dr. Jamedi Longkumer, Asst. Prof. Dimapur Government College, Dimapur,
- b) Mr. Kolukho Chachei, President, Tribal Action for Rural Development, Dimapur
5. Coordinator: Ms. N. Elone, Assistant Professor, Dept. of English

The house decided to take the first meeting with the newly inducted members on 4<sup>th</sup> April, 2019 at 10 am

For the upcoming national seminar on *Concept of Property in Naga Customary Tradition* through ICSSR, Shillong the management gave their agreement to proceed further and asked the IQAC to intimate the necessary information to the concerned department and arrange the proceeding accordingly. The management also consented to incur the cost of the seminar. From then the house decided to assign the Research Committee to take up the seminar.

## **Sl. No. 7**

### **Meeting No. 21**

**Date: 4/4/2019**

**Recorder: Miss. N. Elone**

The 1<sup>st</sup> meeting with the new members of IQAC component was held on 4<sup>th</sup> April, 2019 at the Conference Hall at 10:00 am. The members present in the meeting were

1. Mr. Th. Sharatchandra Singh, Chairperson
2. Ms. N. Elone, Member Secretary
3. Mrs Temjenzungla Aier, Member
4. Mr. Vepu, Member
5. Mrs. Reshma Thakuri, Member
6. Mr. Loli Athisii, Member
7. Mrs. I. Moanaro Jamir, Members
8. Mrs. Sonia Susan, Member
9. Dr. T. Jamedi Longkumer, External Member

Action taken

- The composition of the IQAC according to the new guideline of the NAAC was framed
- As discussed, the upcoming national seminar was handed over to the research committee.

Agenda transacted in the meeting were:

1. Students Satisfaction Survey:

a) To collect students' profile admission form will be structured with all the required information or all the details would be provided, b) Sensitizing or grooming of survey system will undergo with the new batch i.e., 2019 admission to B.A and B. Sc 1<sup>st</sup> Semester, c) To follow UGC guidelines for students feedback. d)

The house also unanimously agreed to propose for a laptop each for every department and upgrade smart class room.

2. Continuous Internal Evaluation; Strategy for slow learners.

a) Parameter for Internal Assessment guideline; strict implementation with the existing Assessment, however no mark to be converted from or based on Attendance.

3. Innovative Practices.

a) To introduce remedial class once a week, b) To execute Action Research and Case Studies, related to Academic matter (option).

4. Faculty development: The House decided to take capacity development programme for the teaching and none teaching staff on 6<sup>th</sup> April, 2019.

5. Research publication: Proposed to have a joint research venture with Dimapur Government College, Dimapur by signing a MoU. It was also decided to create a separate bank account for the IQAC to disburse money for various activities to be conducted under its jurisdiction.

### **Sl. No. 8**

### **Meeting No. 22**

**Date: 23/4/2019**

**Recorder: Mrs. Moanaro**

A meeting with the members of the Steering Committee of the IQAC, Immanuel College was held on 23<sup>rd</sup> April, 2019 at the College Conference Hall at 10:00 am. The members present in the meeting were:

1. Mr. Sharatchandra Singh, Chairperson
2. Ms. N. Elone, IQAC Co-ordinator
3. Mrs. I. Moanaro Jamir, IQAC, Asst. Co-ordinator
4. Mrs. Temjenzungla Aier, Member
5. Mrs. Reshma Thakuri, Member
6. Mr. Talichuba Walling, Member
7. Ms. Abeni Mozhui, member
8. Mrs. Lothunglo, Members
9. Mrs. Sungjemmongla, Member
10. Mr. Vepu, Member

Action taken:

1. A camera was procured as proposed in one of the preceding meetings
2. Teachers were informed to conduct the internal assessment as per the parameter given by the University guideline and it is followed accordingly by the teaching faculty.
3. Academic calendar for the year 2019-20 was printed and ready for dispersion.

The IQAC Coordinator, Ms. N. Elone chaired the meeting by addressing each member and enlightening them on the various areas that fall under their respective criterion. Each of them was encouraged to assess their given criterion and later present their plans/proposals for the progress of the college as a whole.

The members and their allotted areas of criterion are mentioned below:



- a) Criterion 1: Curricular Aspects- Mr. Vepu
- b) Criterion 2: Teaching-Learning Evaluation- Ms. Abeni
- c) Criterion 3: Research, Consultancy and Extension- Mrs. Lothunglo
- d) Criterion 4: Infrastructure and Learning Resources- Mrs. Reshma Thakuri
- e) Criterion 5: Student Support and Progression- Mrs. Temjenzungla Aier
- f) Criterion 6: Governance, Leadership and Management- Mrs. Sungjemmongla
- g) Criterion 7: Institutional Values and Best Practices- Mr. Talichuba Walling