

## List of meeting held during the academic session from September 2019 - August 2020

### Sl. No. 1

### Meeting No. 23

Date: 06/12/2019

Recorder: Ms. Elone

A meeting with the department of Chemistry and Botany was held on 6<sup>th</sup> December, 2019 to discuss on the National Seminars to be initiated by the departments. The members present in the meeting were:

1. Mrs. I .Moanaro Jamir, IQAC, Assistant Coordinator
2. Ms. Imjungla, Convenor, Research and Journal Committee
3. Mr. Vepu, Assistant Professor/ Botany Dept
4. Ms. Temsutola, Assistant Professor/ Botany Dept
5. Mrs. Lothunglo, HoD, Botany
6. Ms. Rosy, Assistant Professor/ Chemistry Dept
7. Mr. Abul Hussain, Assistant Professor/ Chemistry Dept
8. Mr. Mumtaz Ali, HoD, Chemistry
9. Ms. Elone, IQAC, Coordinator

Discussion:

1. To finalize the proposed national seminars
2. To constitute committees for the seminars
3. To discuss on agency for financial aid for the seminars.

The meeting resolved the following:

1. As requested by the departments for collaboration, the department of Botany is tied with the IQAC and Chemistry with the Research and Journal Committee for the upcoming Seminar.
2. The Botanical Survey of India will be sought for financial support for the seminar titled “ *A Comprehensive Study on the New Emergence and Exploration of Ethno botany in North-east India*”
3. The North Eastern Council will be approached for support on the seminar titled “ *Solid Waste Management: A Measure of Better Ecology, Energy, Sustainable Development for a Better Tomorrow*”
4. Constitution of the National Seminar Committee
  1. Mrs. O. Luthunglo HoD was appointed to be the Convenor of the Seminar convened by the Botany Department and the members are:
    - a. Mr. Vepu , Assistant Professor/ Botany Dept
    - b. Ms. Temsutola, Assistant Professor/ Botany Dept
    - c. Ms. Elone, IQAC, Coordinator
    - d. Mrs. I .Moanaro Jamir , IQAC, Assistant Coordinator
  2. Mr. Mumtaz Ali, HoD has consented to be the Convenor of the Seminar convened by the Chemistry Department and the members are:
    - a. Ms. Rosy, Assistant Professor/ Chemistry Dept

- b. Mr. Abul Hussain , Assistant Professor/ Chemistry Dept
  - c. Ms. Imjungla, Convenor, Research and Journal Committee
  - d. Members of the research and journal committee
5. Convenors were requested to correspond with their members and bring out the framework of the brochure also do the final editing during the winter vacation itself. The prepared brochures will be sent out to Colleges, Universities, scholars and public right after the resumption of classes (2<sup>nd</sup> week of January,2020)

**Sl. No. 2**

**Meeting No. 24**

**Date: 11/01/2020**

**Recorder: Ms. Elone**

A general meeting was convened by the Principal with the teaching and non-teaching staff of the College on 11<sup>th</sup> Jan, 2020 in the conference hall. The meeting was chaired by Shri Th. Sharatchandra, Principal and he welcomed everyone to the academic session of 2020. The meeting was conducted with the following members:

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. T. Imchanochetla Changkija, Vice Principal
3. N. Elone, Coordinator, IQAC
4. Natty Chang, Asst. Prof., Dept. of English
5. Akutu Poireng, Asst. Prof., Dept. of English
6. Lunghilang, Asst. Prof., Dept. of English
7. Nengpilhing, Asst. Prof., Dept. of English
8. Temhenzungla, Asst. Prof., Dept. of History
9. D. Sophia Besa, Asst. Prof., Dept. of History
10. Hriizial Lazeo, Asst. Prof., Dept. of History
11. Imjungla Imchen, Asst. Prof., Dept. of History
12. Talichuba Walling, Asst. Prof., Dept. of Political Science
13. Loli Athisii, Asst. Prof., Dept. of Political Science
14. I. Moanaro Jamir, Asst. Prof., Dept. of Political Science
15. Khrutalu Dozo, Asst. Prof., Dept. of Political Science
16. Abeni Mozhui, Asst. Prof., Dept. Education
17. L. Areni Murry, Asst. Prof., Dept. Education
18. Nillo Achumi, Asst. Prof., Dept. of Education
19. Temjen Longkumer, Asst. Prof., Dept. of Education
20. Sungjemmongla Jamir, Asst. Prof., Dept. of Economics
21. S. Temsusenla Ao, Assit. Prof., Dept. of Economics
22. Reshma Thakuri, Asst. Prof., Dept. of Zoology
23. Lipoktola Tziidir, Asst. Prof., Dept. of Zoology
24. Lanusangla Imsong, Asst. Prof., Dept. of Zoology
25. Lothunglo ,Asst. Prof., Dept. of Botany

26. Vepu, Asst. Prof., Dept. of Botany
27. Temsutola, Asst. Prof., Dept. of Botany
28. Mumtaz Ali, Asst. Prof., Dept of Chemistry
29. Abul Hussain, Asst. Prof., Dept. of Chemistry
30. Anungba Ao, Lab, Assistant
31. P. K. Mishra, Asst. Prof., Dept. of Physic
32. K. P. Das ,Asst. Prof., Dept. of Mathematics
33. Subham Dasgupta, Computer Teacher
34. Khalong, Administrative Staff
35. Tamjenlila, Administrative Staff
36. Channi, Accountant Officer
37. Sonia, Office Superintendent

Action taken:

- The third AQAR of the College has been submitted to NAAC on 28<sup>th</sup> August,2019
- A Two-day National Seminar on “*Concept of Property in Naga Customary Tradition*” was conducted successfully on 21<sup>st</sup> and 22<sup>nd</sup> September,2019
- Brochures for the upcoming National seminars are prepared and ready to be send out for paper call invitation

The agenda transacted in the meeting were:

1. The Principal highlighted on National Seminar to be supervised by the department of Botany and Chemistry, article contribution by the faculty was encouraged.
2. Proper evaluation in the internal assessment for the degree classes and serious conduction of class is reminded again to the teaching faculty.
3. Teachers were informed about the directive of the Nagaland University to have a supplementary examination for the 5<sup>th</sup> semester students along with the 6<sup>th</sup>, 4<sup>th</sup> and 2<sup>nd</sup> semester examination from the 2020 onwards.
4. Report of the syllabus coverage in higher secondary section to be submitted to the Vice Principal. Teachers were told to complete the syllabus and conduct regular test and go for revision.
5. Teachers were asked to submit the first day attendance to the Dean of students’ welfare
6. For the student who carries backlog and detained from promoting to next semester will be sitting for a common internal examination, the routine will be published in the local newspaper.
7. Teacher who takes classes in higher secondary were asked to set practical question paper before 15<sup>th</sup> Jan 2020
8. Mr. Talichuba suggested that the initiative taking up the discipline committee along with the students’ council in checking tobacco and its products can be served as one of the best practices of the College.
9. The placement cell has been cautiously informed to take the job placement with due seriousness.

**Sl. No. 3**

**Meeting No. 25**

**Date: 17/01/2020**

**Recorder: Ms. Elone**

Through the internal notice circulated by the Principal, a meeting was held with the IQAC and the Steering Committee on the 17<sup>th</sup> January, 2020 at the premises of the Principal Office at 1PM. The following members attended the meeting:

1. Mrs. I. Moanaro Jamir, Asst. Coordinator, IQAC
2. Mrs. Reshma Thakhuri, HoD, Zoo, Member Steering Committee
3. Mrs. Sugjenmongla , HoD, Eco, Member Steering Committee
4. Mrs. Lothunglo, HoD, Bot, Member Steering Committee
5. Ms. Abeni , HoD, Edu, Member Steering Committee
6. Mr. Talichuba Walling , HoD, Pol Sc, Member Steering Committee
7. Mr. Vepu , Member Steering Committee
8. Mr. Shubham , Computer Instructor
9. Ms. Eloni, Coordinator, IQAC

Reason for the meeting:

1. To discuss on the devising of the SSR
2. To discuss on Best practices of the College
3. To discuss on the implementation of regular club activities
4. Suggestion if any

The agenda transacted in the meeting were:

1. The Principal in his addressed urged the Convenor of the SSR to effectively and meticulously impart their assigned task.
2. He also requested the member to initiate and bring new strategies and let it be materialized at the earliest.
3. The Convenors were reminded to critically go through the SSR Manual which was issued by the Coordinator, IQAC and that no section or clause should be left unattempt.
4. Mr. Chuba, HoD, Political Science was on the opinion that there are resources available in our hands yet they are not been utilized fully. Therefore, the College should identify and furnished them well. He also suggested on the introduction of solid waste management under the care of the College Eco Club and NSS.
5. Mr. Chuba is also on observation that medical camp which is conducting annually by the department of Zoology is a unique practice in the College and it can be collaborated with some health care Centre or hospital that provides facilities and makes it to an extension activity. The impact to the locality will be more satisfactory and appreciable.

6. With regards to the best practices, the house resolved to take due consideration to the remedial classes for the slow learner, on that note Ms. Abeni was asked to bring out the strategy to be implemented more rigorously from the current academic session 2020 onwards.
7. As discussed on 3<sup>rd</sup> Dec 2019, regular club activities will be conducting on every working Saturday after the common test.
8. As per the NAAC SSR Manuel under Criterion 6, clause 6.4 the College is required to have an internal audit committee for that Mrs. Sungjemmongla suggested for the constitution of the committee.

**Sl. No. 4**

**Meeting No. 26**

**Date: 4/02/2020**

**Recorder: Ms. Elone**

The Chairman of the Governing Body convened a meeting with the teaching staff on 4<sup>th</sup> Feb 2020 at the conference hall. Meeting was chaired by the Principal. The members present in the meeting were:

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. T. Imchanochetla Changkija, Vice Principal
3. N. Elone, IQAC
4. Natty Chang, Asst. Prof., Dept. of English
5. Akutu Poireng, Asst. Prof., Dept. of English
6. Lunghilang, Asst. Prof., Dept. of English
7. Nengpilhing, Asst. Prof., Dept. of English
8. Temhenzungla, Asst. Prof., Dept. of History
9. D. Sophia Besa, Asst. Prof., Dept. of History
10. Hriizial Lazeo, Asst. Prof., Dept. of History
11. Imjungla Imchen, Asst. Prof., Dept. of History
12. Talichuba Walling, Asst. Prof., Dept. of Political Science
13. Loli Athisii, Asst. Prof., Dept. of Political Science
14. I. Moanaro Jamir, Asst. Prof., Dept. of Political Science
15. Khrutalu Dozo, Asst. Prof., Dept. of Political Science
16. Abeni Mozhui, Asst. Prof., Dept. Education
17. L. Areni Murry, Asst. Prof., Dept. Education
18. Nillo Achumi, Asst. Prof., Dept. of Education
19. Temjen Longkumer, Asst. Prof., Dept. of Education
20. Sungjemmongla Jamir, Asst. Prof., Dept. of Economics
21. S. Temsusenla Ao, Asst. Prof., Dept. of Economics
22. Mhabemo Oving, Asst. Prof., Dept. of Economics
23. Reshma Thakuri, Asst. Prof., Dept. of Zoology

24. Lipoktola Tziidir, Asst. Prof., Dept. of Zoology
25. Lanusangla Imsong, Asst. Prof., Dept. of Zoology
26. Lothunglo, Asst. Prof., Dept. of Botany
27. Vepu, Asst. Prof., Dept. of Botany
28. Temsutola, Asst. Prof., Dept. of Botany
29. Mumtaz Ali, Asst. Prof., Dept of Chemistry
30. Abul Hussain, Asst. Prof., Dept. of Chemistry
31. Rosy, Asst. Prof., Dept. of Chemistry
32. Anungba Ao, Lab, Assistant
33. P. K. Mishra, Asst. Prof., Dept. of Physic
34. K. P. Das, Asst. Prof., Dept. of Mathematics
35. Subham Dasgupta, Computer Teacher
36. Khalong, Administrative Staff
37. Tamjenlila, Administrative Staff
38. Channi, Accountant Officer
39. Sonia, Office Superintendent

Discussion:

1. Highlight of the office order circulated on 16<sup>th</sup> Nov 2019
2. Published articles details to be submitted to the IQAC
3. Research and Journal committee to expedite the work.
4. Introduction of club activity on every first Saturday
5. To give assignment for the backlog paper/s to the students of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters'.
6. Suggestion, if any.

The agenda transacted in the meeting were:

Club activities are to be seriously activated.

Lecturers who have participated in seminars were asked to submit their details to the IQAC .

Ms. Imjungla, the Convenor, Research and Journal committee to expedite her work of publication for the National Seminar conducted on the topic *"Concept of Property in Naga Customary Tradition"*

Club activities will be conducting on every first Saturday and mentoring on third Saturday.

The College has signed an MOU with the Emporium, tutorial classes has begun for the first three months course.

Teaching staff were told to contact students who carries backlog and give assignment and conduct internal test before 15<sup>th</sup> Feb 2020

Mrs. Temjenzungla, HoD History, suggested induction of PhD degree holders in the College. She is on the opinion that the non-performance should be dealt immediately and nobody should take

advantage of the leniency either. She had further said that the Alumni of the College are looking forward to conduct a one day seminar for the outgoing students.

Mr. Talichuba, HoD Political Science assured to bring out the next issues of the College bi-monthly newsletter "Rekindle" and assist the students' Council in bringing out the annual College Magazine.

**Sl. No 5**

**Meeting No. 27**

**Date: 8/05/2020**

**Recorder: Ms. Elone**

Through the internal notice circulated by the Principal and meeting was held on 8<sup>th</sup> May 2020 to discuss on the conduction of virtual class during the Nation-wide lockdown caused by the outbreak of Coronavirus. The time when the entire world is faced with an unprecedented situation, it calls for an innovative measure in the teaching- learning process for education. Since the whole nation was combating against that microscopic virus by maintain social distancing due to which reason schools and colleges were remain closed complying to the advice of the authority and medical experts. However during this trying and extraordinary time, the College gives priority to the needs of the students and does look out a new trend which was barely managed in the early period. Therefore a meeting cum training session was held by maintaining the necessary protocols of the pandemic. The meeting was chaired by the Principal Shri. Sharatchandra Singh. The meeting was commenced at 11: 00 am in the premises of the college A/V room. The following members attended the meeting:

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. T. Imchanochetla Changkija, Vice Principal
3. N. Elone, IQAC
4. Natty Chang, Asst. Prof., Dept. of English
5. Akutu Poireng, Asst. Prof., Dept. of English
6. Yongkai Y Phom, Asst. Prof., Dept. of English
7. Nengpilhing, Asst. Prof., Dept. of English
8. Temhenzungla, Asst. Prof., Dept. of History
9. D. Sophia Besa, Asst. Prof., Dept. of History
10. Hriizial Lazeo, Asst. Prof., Dept. of History
11. Imjungla Imchen, Asst. Prof., Dept. of History
12. Talichuba Walling, Asst. Prof., Dept. of Political Science
13. Loli Athisii, Asst. Prof., Dept. of Political Science
14. I. Moanaro Jamir, Asst. Prof., Dept. of Political Science
15. Khrutalu Dozo, Asst. Prof., Dept. of Political Science
16. Abeni Mozhui, Asst. Prof., Dept. Education
17. L. Areni Murry, Asst. Prof., Dept. Education

18. Nillo Achumi, Asst. Prof., Dept. of Education
19. Temjen Longkumer, Asst. Prof., Dept. of Education
20. Sungjemmongla Jamir, Asst. Prof., Dept. of Economics
21. S. Temsusenla Ao, Assit. Prof., Dept. of Economics
22. Reshma Thakuri, Asst. Prof., Dept. of Zoology
23. Lipoktola Tziidir, Asst. Prof., Dept. of Zoology
24. Lanusangla Imsong, Asst. Prof., Dept. of Zoology
25. Lothunglo, Asst. Prof., Dept. of Botany
26. Vepu, Asst. Prof., Dept. of Botany
27. Temsutola, Asst. Prof., Dept. of Botany
28. E. Chonben Kikon, Asst. Prof., Dept. of Geology
29. Esther Hibo, Asst. Prof., Dept. of Geology
30. Mumtaz Ali, Asst. Prof., Dept of Chemistry
31. Abul Hussain, Asst. Prof., Dept. of Chemistry
32. Parimal Chandra Bhomick, Asst. Prof., Dept. of Chemistry
33. P. K. Mishra, Asst. Prof., Dept. of Physic
34. K. P. Das, Asst. Prof., Dept. of Mathematics
35. Subham Dasgupta, Computer Teacher

Reason for the meeting:

1. National seminar for the department of Chemistry and Botany
2. Book Publication for the national seminar on "*Issues and Challenges of Higher Education in North-East India*"
3. Preparatory of SSR for the second cycle
4. Syllabus and academic activities to be completed through Google class or Zoom meet.
5. To introduce value added courses

The Principal welcomed and introduced the newly inducted faculty members to the family of Immanuel College, Mr. Yangkai, MA English, NET qualified and Mr. Parimal, M.Sc, Chemistry, (PhD)

The Principal then introduced the resource persons of the day Er. Timothy Chalai and Mr. Talichuba Walling, HoD Political Science.

Er. Tomothy deliberated on the usage of Zoom Application for virtual class and gave a demo class.

Mr. Talichuba elaborated on the managing system of zoom apps. He also addressed on the advantage of using Google Classroom for education purpose.

Review of the following assignment:

1. As per the report of Mrs. O Lothunglo, HoD Botany the department has received three abstracts from outside the state for the upcoming National Seminar, the abstract from within the states are yet to receive. However the seminar is likely to be kept in abeyance due to the pandemic lockdown, the department is constantly in correspondent with the contributors.



2. The article publication on a National Seminar which was held on 14<sup>th</sup> and 15<sup>th</sup> March 2019 was expected to be published by end of last March 2020. However the progress has been put to a halt by the sudden called of nation-wide lockdown. But the IQAC Coordinator is hopeful to get it published right after the lockdown is lifted.
3. The 7 Criterion Convenors of SSR were told to utilize the lockdown period in compiling their qualitative metric of the criterion under their care.
4. To ensure curriculum enrichment the IQAC along with the Management will look out for suitable online skill development and career opportunity courses and implement it during the current academic year.

**Sl. No. 6**

**Meeting No. 28**

**Date: 02/06/2020**

**Recorder: Ms. Elone**

A meeting with the IQAC, the Vice Principal and Dean of Students' welfare was convened on 2<sup>nd</sup>, September, 2019 in the premises of the Principal's office. The meeting was chaired by Shri. Th. Sharatchandra Singh, Principal and Chairperson of the IQAC, Immanuel College, Dimapur. The members present in the meeting were:

1. Mrs. Moanaro Jamir, IQAC Assistant Coordinator
2. Mrs. Imchanochetla, Vice Principal
3. Mr. Loli Athisii, Dean of Students' welfare
4. Ms. N. Elone, IQAC, Coordinator

Action taken:

- Criterion Convenors were issued a handout copy to strategize the work in align with the NAAC SSR guidelines

Reason for the meeting:

- To review the activities of the Internal Quality Assurance Cell (IQAC)

Agenda transacted in the meeting:

1. The Annual Quality Assurance Reports of the college has been submitting to the NAAC on time every year.
2. The Academic Calendar for the session 2020-2021 will be reviewed as per the Private College Association, Nagaland Academic Calendar on account of Covid-19.
3. The IQAC reported that Data Documentations were on preparation as per the directive of the NAAC by assigning in-charge for valid records and the report of the events are also maintained on college official social pages.
4. IQAC is on preparation of SSR for the 2<sup>nd</sup> Cycle's.
5. The IQAC has sent out respond form for student satisfaction survey and teachers feedback on satisfaction towards the curriculum, teaching, learning, evaluation and infrastructure of the college.

6. The IQAC is on plan to conduct an online survey with the Alumni and parents for which the IQAC requested the members to contribute question for the survey.

**Sl. No. 7**

**Meeting No. 29**

**Date: 18/07/2020**

**Recorder: Mr. Sharatchandra Singh**

The Chairman of Governing Body, Principal, Vice-Principal, Dean of Students along with Dr. Parimal C. Bhomick, Asst. Prof. Dept. of Chemistry held a meeting on **18<sup>th</sup> July 2020 at 11 :00 a.m.** at the Conference Hall, Immanuel College. The meeting was chaired by Dr. A. Loso Chalai, Chairman, Governing Body, Immanuel College which begins with the prayer by Mrs. T. Imchanochetla Changkija, Vice-Principal.

- Agenda:
- (i) Undertaking Minor Research Projects
  - (ii) Online Survey
  - (ii) Organizing Webinars.

Resolutions:

1. Resolved to direct the teachers to undertake minor research on **Literature Review** to be completed within January 2021 or any research projects sponsored by the Central or State Govt. Departments.
2. Resolved to direct the teachers to conduct online survey by the by departments of Economics or Education or any other departments on the topics, "Effects of COVID 19 on Farmers" , "Ground Water Levels in Dimapur" or any other relevant topic.
3. Teachers having sources are to be entrusted to search Speakers for Webinar on the theme associated to research methodology or any other relevant topic.
4. HOD's are to appraise for necessary discussion on the above resolutions for an early execution.

**Sl. No. 8**

**Meeting No. 30**

**Date: 1/08/2020**

**Recorder: Ms. Elone**

Meeting minutes of the IQAC held on 1/08/2020 through a virtual meeting platform.

Members present:

Mr. Sharatchandra Singh, Principal and Chairman of the IQAC

Dr. Meyila, Counselor

Mrs. Moanaro, Asst. Coordinator, IQAC

Ms. Elone, Coordinator, IQAC

Action taken:

- Online courses on skill development and career opportunity through Coursera on campus was introduced on 28<sup>th</sup> July,2020
- Feedback from Students and Teachers have been collected
- A webinar on *Introduction the Realm of Research* was conducted on 7<sup>th</sup> August, 2020
- Classes were conducted regularly through online platform during the Covid-19 pandemic
- Installed Tissue Culture lab and Greenhouse for the department of Botany

Discussion

1. A Webinar on Mental Health and stigma for the college students of Immanuel College will be held on 23th August, 2020 in collaboration with United India Forum
2. ELT (English language Teaching) studio for language lab project.
3. To collect feedback from the Alumni

The meeting resolved the following:

1. The webinar will be initiated by the IQAC
2. The management will oversee the procurement of the ELT project equipment.
3. The IQAC will start off in the collection of feedback from the Alumni.



(Th. Sharatchandra Singh)  
Principal.