

List of meeting minutes for the academic session June 2020 –May 2021

Sl. No. 1

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 2nd, 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 Conveners were issued a handout copy to strategize the work in align with the NAAC SSR guidelines
- The Annual Quality Assurance Reports of the college has been submitting to the NAAC on time every year.

Reason for the meeting:

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

Agenda transacted in the meeting:

1. The Academic Calendar for the session 2020-2021 has to be reviewed as per the Private College Association, Nagaland Academic Calendar on account of Covid-19.
2. 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 social media pages.
3. IQAC is on preparation of SSR for the 2nd Cycle.
4. The IQAC has sent out respond form for student satisfaction survey (SSS) and teachers feedback on satisfaction towards the curriculum, teaching, learning, evaluation and infrastructure of the college.

5. The IQAC will conduct online survey with the Alumni and parents after the SSS is responded.

Sl. No. 2

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 **18th 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.

Action Taken:

- 2020-2021 academic calendar has been reviewed

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 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. 3

Meeting No. 30

Date: 18/07/2020

Recorder: Ms. Elone

Meeting minutes of the IQAC held on 18/07/2020 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 28th July,2020
- Feedback from Students and Teachers have been obtained.
- A webinar on *Introduction the Realm of Research* was conducted on 7th August, 2020
- Classes were conducted regularly through online platform during the Covid-19 pandemic

Discussion

1. A Webinar on Mental Health and stigma for the college students of Immanuel College
2. To conduct webinar on management development program for the teaching and non- teaching faculty members of the college
3. ELT (English language Teaching) studio for language lab project.

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 members consented to the conduction of management development program during the current academic session.

Sl. No.4

MEETING No.31

Date: 11/01/2021

Recorder: Ms. ELone

Meeting of the teaching staff was held on 11th Jan, 2021 chaired by Th. Sharatchandra Singh, Principal, Immanuel College.

Meeting agenda

To tackle, the urgent need for smooth conduction of online examinations for odd semesters of B.A and B.Sc.

Meeting minutes:

1. The College has constituted a new examination committee to monitor the online mode examination.

The newly inducted members are

- a. Mr. Talichuba Walling, HoD, Political Science, as the examination controller.
 - b. Mr. Subham Dasgupta, IT teacher
 - c. Mr. Amos, Librarian
2. Superseded by the preliminary discussion on creating a new Google classroom for each class to conduct online exams, the house agreed to invite the examination committee members to the existing Google classroom as teachers for easy access.
 3. Students with a backlog would also be added to the concerned subject Google Classroom.
 4. Question papers would be uploaded in Google classroom as well as in the institutional whatsapp group.
 5. Students would be allowed to submit their answer scripts through Google Classroom, exceptional with network issues would be permitted to whatsapp it to the subject teacher.
 6. Students would have to attach a scanned copy of their admit card in every submission of their answer scripts.
 7. The Hard copy of the answer scripts would be collected within 5 days after the completion of the exams.
 8. The evaluation and tabulation would be done internally and thus teachers were given 5 days' time to complete the tasks.
 9. The house has resolved to take an online mock test according to the new guidelines on 14th January, 2021 to avoid commotion during the examination.

Members present

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. Yongkai, Asst. Prof., Dept. of English
7. Nengpilhing, Asst. Prof., Dept. of English
8. Temjenzungla, 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. Temjen Longkumer, Asst. Prof., Dept. of Education
19. Sungjemmongla Jamir, Asst. Prof., Dept. of Economics
20. S. Temsusenla Ao, Assit. Prof., Dept. of Economics
21. Yaam, 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. Dr. Parimal, Asst. Prof., Dept. of Chemistry
31. P. K. Mishra, Asst. Prof., Dept. of Physic
32. K. P. Das ,Asst. Prof., Dept. of Mathematics
33. Subham Dasgupta, Computer Teacher
34. E. Choben, Asst. Prof., Dept. of Geology
35. Esther, Asst. Prof., Dept. of Geology
36. Amos. P, Librarian
37. Dr. Meyila, Counseller



A handwritten signature in black ink, appearing to be "Am", with a horizontal line underneath.