

IQAC file.

**PHEK GOVERNMENT COLLEGE  
PHEK: NAGALAND**

**Internal Quality Assurance Cell (IQAC) and Advisory Board members, Phek Government College**

Dated: 31/01/2019

**MEETING MINUTES**

The meeting of the Advisory Board and Internal Quality Assurance Cell (IQAC) of the Phek Government College was convened on 31<sup>st</sup> January, 2019 at 11:00 am, the Principal's Office.

Dr. Vizovol Mekro, Principal, while chairing the meeting welcomed the members present and expressed the importance of the meeting as the UGC-NAAC peer team would be visiting the College on **12<sup>th</sup> and 13<sup>th</sup> February, 2019**. The members present at the meeting brought forward various points related to the College as given below:

**I. Dr. Vizovol Mekro, Principal:**

The Principal highlighted the different developments of the college as it prepares for assessment by the NAAC peer team visit:

- a. College playground
- b. Botanical garden
- c. Boys hostel
- d. Skill centre
- e. IT & C department
- f. Wi-Fi
- g. Infirmary
- h. Counseling room
- i. Boys and Girls room
- j. Canteen
- k. Rain water harvesting
- l. Compost pit
- m. Mushroom spawn production room
- n. Silent generator
- o. Smart class room
- p. Library

He said that all these developments were possible due to continuous effort from the teaching and non-teaching staff, students, stake holders and public of Phek. Although there has been a significant support from all walks of life, still the College is in debt and that payments were yet to be cleared to dealers and individuals.

The Principal reiterated that the College required obtaining a good grade during the NAAC assessment or else there would be no funds from the Centre Government. Moreover, temporary affiliation fees of Rs. One lakh paid annually to Nagaland University would be done away with.

He pointed out to the house on the acute shortage of Science teachers in all the five departments of Science stream namely Chemistry, Zoology, Botany, Mathematics and Physics departments. He further said that a minimum of five (5) teachers were required in each department as per UGC norms but the college did not have the required number i.e., Zoology (1 faculty), Chemistry (2 faculty), Botany (2 faculty), Mathematics (2 faculty) and Physics (2 faculty). These problems have affected the departments for a very long time and therefore immediate pressure was needed and pursued to the higher ups.

The Principal shared to the house about the upcoming International Seminar to be held in Kohima Science College wherein from the University of Minnesota, USA, five Resource Persons would be presenting their research work. The Principal and the faculty members were invited to present research papers and expressed the possibility to do collaborative research with the University of Minnesota in the future.

He apprised the members that during the NAAC Peer Team visit on 12<sup>th</sup> and 13<sup>th</sup> February, 2019, there shall be a separate interaction with members from the Advisory board, IQAC, alumni, parents, teaching faculty, non-teaching staff and students. The Principal informed that these interactions would be important since marks would be given by the NAAC Peer Team members and urged all the concerned members to be present positively.

II. **Shri. Nesucho Keyho, Convenor, Phek Town Public Forum** thanked the Principal for highlighting the various developments to the house. He asked the college to approach the forum if help was required from the public of the town.

He inquired regarding the intake of students in various job roles offered by the Skill Development Centre. On shortage of Science teachers, he suggested that the Chakhesang Students Union would be the right organization to pressurize the Higher Education department to increase the number of posts so that more teachers would join the science departments. He further expressed that the Minister of Higher Education need to visit the College personally before the NAAC Peer Team.

He also felt the need for more discussions and deliberation for further improvement of the library.

III. **Huvechiyi Hoshi and Chivozo Soho, Advisory board members** lauded the efforts of the Principal and staff in the development of the College. They also shared the need to reconstitute the Advisory board so as to make it an effective body, for this they said that a separate meeting should be held.

IV. **Dr. Medongulie Zatsu, IQAC director and Assistant Professor**, highlighted the total number of students enrollment and the pass percentage year wise from 2013 to 2018. He also acknowledged the Alumni association for donating the LED bulbs and that our College had been declared as the first LED lighted institute in the district.

V. **Shri. Lavoto Chizo, President, Chakhesang Students Union (CSU)**, expressed his appreciation for the various ongoing developments in the College. He informed that the Union visited Shri. Neiba Kronu, Minister of Planning and Coordination and Shri. Temjen Imna Along, Minister of Higher and Technical Education and apprised them regarding the problems and challenges faced by the College. Recently, the Union also met Shri. K.G. Kenye, MP, Lok Sabha and apprised for the construction of new building for college library. The Union also donated books to the college library received from the department of Art and Culture, Govt. of Nagaland. He expressed his optimism for the college to strive towards achieving greater heights.

VI. **Shri. Besengulie Venuh, Vice-Principal** thanked the CSU for donating the books to the library and reiterated that CSU as the apex students body in the district and that the College would require their service even in the future.

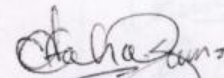
**Other discussions:**

The Principal reminded regarding fewer enrollment of students in the Science stream due to the existence of only one feeder school in the town i.e., the Government Higher Secondary School. The newly upgraded Christian Mission Higher Secondary School was yet to start the science stream and he reiterated that he has been discussing with their administration and also the Principal of the Bishop Abraham School on the need to start Science stream. Shri. Nesucho Keyho said that he being a board member of the Government Higher Secondary School would brief this issue to the Principal and stake holders of the institute.

The Principal informed that the next meeting would be convened shortly. He thanked the members for their presence and the meeting was concluded at 12:30 hours.

**Enclosed:** Attendance of the members present.

Recorded by



**(Dr. H. Atoholi Sema)**


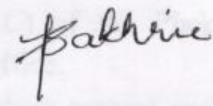
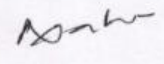
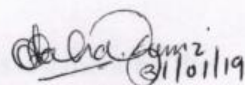
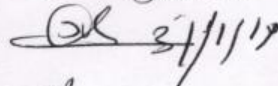
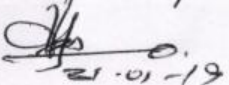
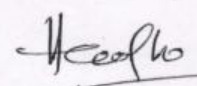
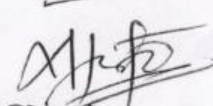
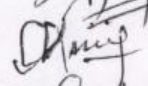
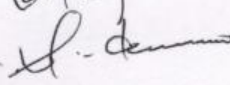
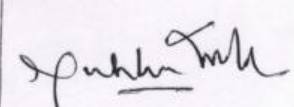

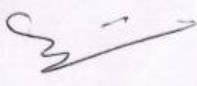
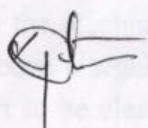
Assistant Prof. and IQAC Member  
Department of Chemistry

**Copy to:**

1. Principal
2. Vice-Principal
3. Members, Advisory Board
4. Members, IQAC
5. Guard file

IQAC and College Advisory Board Members Meeting

Attendance

Serial No.	Name & Designation	Signature
1.	Dr. VIZOVOL HERRA, Principal	
2.	Dr. Levine Sakhré, Asst. Prof. & IQAC member	
3.	Dr. Nutoro Lohé, Asst. Prof IQAC Member	
4.	Dr. H. Atcholi Sama, Asst. Prof & IQAC member	
5.	Huvechin Hooli Govt Advisor member	
6.	Chiryo Solo Advisory board member	
7.	NESUCHO KETHO - mem. IQAC	
8.	Xawolo Chizo IQAC member	
9.	Kozote Kammoh Member IQAC	
10.	Verolu KHAMO - IQAC member	
11.	MULETU KATHO - IQAC member	
12.	Dr. I. Kothika - IQAC member	
13.	B. VERNIT - Vice Principal	
14.	Dr. Medongula Zatu - IQAC Director	

**PHEK GOVERNMENT COLLEGE**

**Phek: Nagaland**

**IQAC meeting**

Dated: the 13th of April, 2019

Venue: Principal's Chamber

Time: 11:00 AM

1. The members present finalized the ACTION PLAN for the year 2019-2020.
  - i. To start classes in Skill Development Centre.
  - ii. To start classes in IT & C.
  - iii. To start boys and girls hostels.
  - iv. To apply for permanent affiliation with Nagaland University and 12(B) of the UGC Act.
  - v. To apply funding for seminar/workshop.
  - vi. To start coffee plantation and introduction of coffee plantation as an Add-On Course.
  - vii. To focus on research publications.
  - viii. Expansion/addition of classrooms.
  - ix. To subscribe more UGC recognized journals.
  - x. To start NCC unit.
  - xi. To initiate MOUs.
  - xii. Library upgradation.
  - xiii. To install Swayam.
  - xiv. To enhance campus greening.
  - xv. To set up a transformer fully dedicated for the college.
  - xvi. To improve drainage system.
  - xvii. Upgradation of college playground like rostrum/gallery, etc.
  - xviii. Separate building for mushroom spawns production.
  - xix. To apply for minor research projects.
2. The IQAC will be conducting a seminar on Research Methodology in the month of May 2019 with the IQAC member as resource persons.
3. The govt. college Olympiad is scheduled to be held on 2<sup>nd</sup> to 4<sup>th</sup> May 2019 and for this Shri. Ronald Difoe is appointed as the overall in-charge.

Recorder:

  
(DR. MEDONGULIE ZATSU)



**Internal Quality Assurance Cell**

**Phek Government College**

**Phek:Nagaland**

**Dated: 17<sup>th</sup> September, 2019**

**Meeting minutes of the Internal Quality Assurance Cell (IQAC) held on 16<sup>th</sup> September, 2019.**

**Dr. Medongulie Zatsu**, IQAC co-ordinator chaired the meeting. While welcoming the members present he also highlighted the main agendas to be discussed in the meeting. After thorough deliberation and discussion, the following agendas were resolved and decided upon:

**I. Nagaland University inspection team visit:**

1. **Dr. Vizovol Mekro**, Principal asked the members to be prepared with all the documents and datas relating to the College which will be required at the time of Nagaland University (NU) team visit on 18<sup>th</sup> and 19<sup>th</sup> September, 2019. The three team members are comprised of:
  - (i) **Prof. M. K. Sinha** : Convener  
Deptt. of Economic, Nagaland University, Lumami
  - (ii) **Dr. Likhase Sangtam** : Member  
Deptt. of Political Science, Nagaland University, Lumami
  - (iii) **Dr. Y. Sundarayya** : Member  
Deptt. of Physics, Nagaland University, Lumami
2. During the visit, meeting of the team with the Principal and Vice-Principal would be held and different infrastructure facilities and Science laboratories would be inspected.
3. Logistic arrangements were to be looked after by the IQAC and hospitality committee.
4. Social work is scheduled to be held on **17<sup>th</sup> September, 2019** starting from 12:30 hours on account of the visit.
5. Now being an accredited college, the College are working for permanent affiliations. in this regarded the co-ordinator informed the members that the preparation of various documents such as the SWOC analysis and financial reports were nearing completion. Further discussion would be held with the team at the time of inspection.

## II. Action Plan 2019:

Point-wise discussion on the action plan for the year 2019 which was earlier submitted to the Directorate of Higher Education were check-listed and thoroughly reviewed.

1. Skill Development Centre is successfully launched and functioning well.
2. IT&C: The Principal informed that in the new Educational system of Higher Education, Computer knowledge would be compulsory for every student. In keeping with the importance and urgency, it was resolved that the College should begin the Computer Course at the earliest for which the new members were included to the Centre. The team would comprise of the following:

i) **Mr. Temjenmeren Jamir, In-charge**

ii) **Dr. Seyiezolie Khoubve**

iii) **Mr. Ronald Difoe**

iv) **Mr. Nuthisa Rhakho**

v) **Mr. Besuta Venyo**

The team are to design the syllabus, routine at the earliest and start the classes by 20<sup>th</sup> September, 2019 for the 1<sup>st</sup> and 5<sup>th</sup> Semesters.

Information is to be circulated of the team formation and the course structure in the College.

3. Boys hostel: The hostel wardens **Dr. I. Kaktiba** and **Mr. Temjenmeren Jamir** would be responsible for the smooth functioning of the hostel.
4. The members agreed on the suggestion put up by **Mr. Mulehu Khesoh**, member IQAC to sell the king sized cooking pot for reasonable sizes for better usage.
5. Girl's hostel: still under construction.
6. Funding for Seminar and workshop:
  - i) The Principal informed that the Legal Awareness Seminar financed by the National Commission for Women need to be pursued, for which the in-charges were given to **Dr. Levinu Sakhrie** and **Dr. H. Atoholi Sema**.
  - ii) Directorate of Higher Education, Government of Nagaland would also provide financial support for organising such events.



7. Classes for add-on courses on Coffee plantation which will be of two semesters duration, to begin in the month of September, 2019.
8. Paper and Book publication:
  - i) **Dr. Levinu Sakhrie**, research article got accepted in the journal of Public Affairs and Governance (peer reviewed and UGC recognised journal).
  - ii) **Dr. Vizovol Mekro**, research work on Geochemistry got accepted in NU journal.
  - iii) **Mr. Ronald Difoe** soon to bring out a guide book for B.A. 1<sup>st</sup> Semester (Political Science).
  - iv) **Mr. Mulehu Khesoh** and **Shekhohu Chizo** to present paper in National seminar at Japfu Christian College, Kohima on 27<sup>th</sup> and 28<sup>th</sup> September, 2019.
  - v) **Dr. Levinu Sakhrie** and **Dr. Nutazo Lohe** to present paper in National Seminar at Immanuel College, Dimapur on 20<sup>th</sup> and 21<sup>st</sup> September, 2019.
9. Classroom expansion and additional classroom would be financed by the Hon'ble Minister of Higher Education.
10. The need to subscribe more journals as presently only two paid journals are subscribed; more e-journals are to be added to the list. Besides many online portal, the **National Digital library** and **jstor** needed to be browsed. Since the NAAC assessment, the total numbers of books have increased from **4,500** to **6,913**. For proper functioning of the Library the members shared on the requirement of a librarian.
11. Successfully conducted two Institutional Seminars this odd semester, which are:
  - i) Research Methodology
  - ii) Educational Quality Up-gradation
12. NCC: In order to start the NCC unit in the College, **Dr. Seyiezolie Khoubve** has assigned to make proper inquiry.
13. To initiate MoU: Principal expressed that proper planning for such programme has to be executed.
14. College Assembly: Important information especially pertaining to rules and regulations to be announced by the student body have to be reviewed by the Student's Advisory Board and seek the approval of the Principal and the Vice-Principal. The use of mobile phones by the students in the classroom and library needs to be checked. The mobile phones of the defaulters will be confiscated by the College authority.

15. The College will soon install digital education device **SWAYAM PRABHA**.
16. Campus greening: Plantation of tree saplings, flower saplings and major cleaning in the campus was done during the World Environment Day on 5<sup>th</sup> June, 2019. Campus greening will remain as one of the best practise of the College.
17. Installation of transformer: The file is under process in the Power Department, Government of Nagaland.
18. Up-gradation of the College playground: The College authority would continue to pursue in this matter.
19. Mushroom Cultivation building: Construction work is under process.
20. Minor Research Project: Faculties of various departments would be eligible to apply after the College gets the status of the 12(b) which is in the pipeline.

### **III. Other agendas:**

1. The IQAC would soon review the faculty involvement in different Committee/Cells of the College.
2. The HoD's of different departments would be responsible for proper maintenance of the monthly attendance and timely submission of the same to the Examination branch.
3. The students' feedback on the teachers' performance would be carried out both in odd and even semesters. Review of the same would be further done by the IQAC.
4. The members felt the need to improve the catering offered by the College Canteen and therefore the Canteen committee has been asked to oversee the quality and menu in the canteen.

The meeting was successfully concluded with the Chairperson acknowledging the members present at 15:45 hours.

Recorded by,



**(Dr. H. Atoholi Sema)**

Assistant Professor & Member, IQAC

Phek Government College

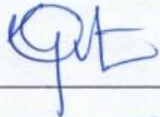


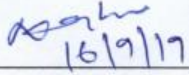
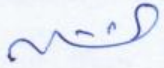
Phek: Nagaland

PHEK GOVERNMENT COLLEGE

IQAC

MEETING ATTENDANCE

Date: 16<sup>th</sup> Sept. 2019

Sl.No.	Name	Designation	Signature
1.	Dr. Medongulie Lakhu	IQAC Director	
2.	Niithisa Rhakho	Asst. Professor	
3.	Dr. H. Ataheli Sema	Asst. Professor Member 6	
4.	Dr. Leimu Sakhie	Asst. Prof.	
5.	VEVOLU KHAMO	Asst. Prof.	
6.	Dr. VIZOVOL MEKRO	Principal	
7.	SHERALU SUYIE	V. Principal	
8.	Dr. Nutago Lake	Asst. Prof	
9.	MULETU UTOSO H	Member	
10.	Nusala Rhakho	Dr. H/A	

**PHEK GOVERNMENT COLLEGE**  
**Phek: Nagaland**

**Date: 25<sup>th</sup> September 2019**

**Place: Principal Chamber**

**Time: 12.30 PM**

**IQAC meeting minutes**

Dr. Vizovol Mekro, Principal, chaired the meeting and he informed the house about the projects in Micro, Small and Medium Enterprises (MSME) and the Botanical Survey of India.

The members present decided to work on project proposal and for this, committee members were selected as follows:

**I. DoNER, MSME, GOI :**

- |                                    |                           |
|------------------------------------|---------------------------|
| 1. Dr. Medongulie Zatsu – Convenor | 2. Dr. Levinu Sakhrie     |
| 3. Mr. Thoshusie Katiry            | 4. Mr. Mulehu Khesoh      |
| 5. Mr. Temjenmeren Jamir           | 6. Mr. Nuthisa Rhakho     |
| 7. Dr. Seyiezolie Khoubve          | 8. Dr. I. Kaktiba Sangtam |

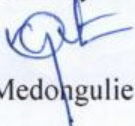
**II. Botanical Garden, Botanical Survey of India:**

- |                                      |                      |
|--------------------------------------|----------------------|
| 1. Dr. Neilhousano Nakhro – Convenor | 2. Ms. Shesalu Lohe  |
| 3. Ms. Keviriebeinu Kehie            | 4. Dr. Nutazo Lohe   |
| 5. Ms. Khrutalu Domeh                | 6. Mr. Shekohu Chizo |
| 7. Mr. Ronald Difoe                  | 8. Mrs. Vevolu Khamo |

**The two committees will present its finding and project proposal blueprint by 10/10/2019.**

Principal raised the need to pay a nominal rent for quarters occupied by the teachers and non teaching staffs. The rent is being fixed as Rs. 500/- and Rs. 200/- per month for teachers and non-teaching respectively and water fee of Rs. 100/- from the beneficiary. This will come into effect from October 2019. The fees/rent will be collected by Mr. Thoshusie Katiry and Mr. Shekohu Chizo. There will be no rent for the wardens.

Recorded by


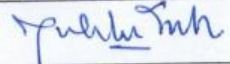

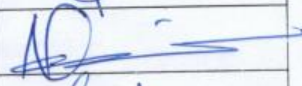
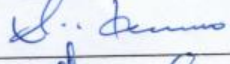

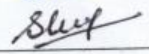
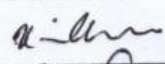
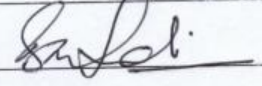
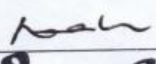
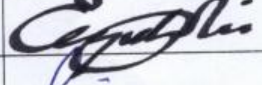

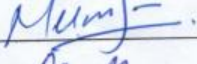
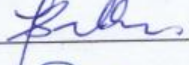

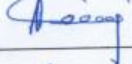


Dr. Medongulie Zatsu

PHEK GOVERNMENT COLLEGE  
PHEK: NAGALAND

MEETING ATTENDANCE

DATE: 25<sup>th</sup> Sept. 2019

Sl.no.	Name	Designation	Signature
1	Dr. VIZOVOL MEKRO	Principal	
2	MWLEHU KHTOSU H	Asst. Professor	
3	Dr. Medongnie Zetne	IQAC, Director	
4	SHESTHOTY CHHO	Asst. prof (econ)	
5	VEVOLU KHAMO	Asst. Prof.	
6	SHEPALU SOYIE	V. PRINCIPAL	
7	SHE SALU <del>NA</del> LOHE	Asst. prof.	
8	A. NEILHOUSANO NAKHRO	Asst. Prof.	
9	Dr. I. Kholiba	Asst. Prof.	
10	Dr. Nulago Lolu	Mgt. prof	
11	<del>Dr. Sijizoli</del>	"	
12	Ronald Difoe	Asst. Prof (HOD)	
13	Jemjumarwan	Asst. Prof. (Eco)	
14	Dr. Lenius Sabhis	Asst. Prof.	
15	NUITHISA RHAKHO	Asst. Prof.	
16	THOSHUSIE KATIRY	Asst. Prof.	
17	KEVIRIEBEINUO KEHIE	Asst. Prof.	