

Phek Government College

Phek: 797 108

Nagaland

Principal's meeting with the IQAC, NAAC Steering Committee and AAA team, Phek Government College on 9th October, 2018 at the Principal's Chamber at 11:00 am.

Meeting Minutes

The Principal chaired the meeting and it begun with a welcome note from the chair.

The following agendas were put forward, discussed, deliberated and resolved upon:

1. The Principal informed the members present that the visit of the Academic & Administrative Audit (AAA) team is scheduled on 20th October, 2018 as per the circular from the Directorate of Higher Education. And that the College needs to gear up and be ready for their visit.
2. The AAA team comprises of:

Serial No.	Name	As/Contact No.	Designation/Address
1	Dr. R. K. Behera	Convener/9436018048	Dean of Social Sciences Patkai Christian College (Autonomous) Chumukedima
2	Dr. Vitsosie Viiprii	Member/8575012362	IQAC Co-ordinator Dimapur Government College Dimapur
3	H. K. James	Member/7005916137	Assistant Professor Deptt. of English St. Joseph's College Jakhama

3. Dr. Seyiezolie Khoubve informed that the AAA members of the College would be presenting power point at 14:00 hours on the 9th of October, 2018, in the B.A 5th Semester classroom.

4. The Principal read out the scheduled programme sequence (AAA team visit) and the venue for different activities were also decided upon as given below:

Serial No.	Time	Activity	Venue
1	9:00	Reception	Administrative Block
2	9:10	Interaction with Principal	Principal's Chamber
3	9:30	Interaction with IQAC members	Principal's Chamber
4	10:00	Presentation from HOD (10 minutes each) with all document verification a. Department of Economics b. Department of Education c. Department of English d. Department of Political Science	Library
5	11:00	Interaction with students	Library
6	11:20	Department interaction continues e. Department of History f. Department of Tenyidie g. Department of Botany h. Department of Mathematics i. Department of Physics j. Department of Chemistry k. Department of Zoology	Library
7	12:30	Lunch	College Canteen
8	13:00	Interaction with Alumni members	Library
9	13:20	Interaction with non-teaching staff	Library
10	13:45	Visit to the library, department room, all the facilities	
11	15:00	Exit meeting with all stakeholders	Library
12	15:30	Report writing	

5. The Principal informed that the sitting arrangement during the AAA visit would be performed by the Library Committee.
6. The members also discussed on the food and lodging arrangements for the AAA team whereby the Principal entrusted the Reception, Hospitality and Event Management Committee to take care of all the logistics.
7. The members deliberated on the problems such as exam timing and bus services, these would be a hindrance for the upcoming AAA team visit. The physical presence of many faculty members, non-teaching staff and students might not be possible on the said day.

8. The Principal enquired on the progress of the signboards to Dr. Seyie and asked him to note down the names of the different signboards to be put up in the College campus. The Principal asked him to get these signboards ready by the 13th of October, 2018.
9. The Principal also informed Dr. Seyie to put up the Master plan signboard in front of the Administrative block which is to be completed by the 17th of October, 2018.
10. The members discussed on the need to help Dr. Seyie with the signboard works for which the Principal entrusted the non-teaching staff's headed by the College Head Assistant.
11. The Vice-Principal suggested that he would approach VCC, Phek village for the arrangement of different sized bamboos required for signboards. The non-teaching staff's would help during this process.
12. The Principal also informed that the amphitheatre needs to be fenced and railed with big sized bamboos.
13. The Principal also informed that the library and staff rooms need to be carpeted before the visit of the AAA team. Dr. Seyie would take the initiative to procure carpets from Kohima.
14. The Principal informed the members about the goodwill visit by members of the Phek Town Baptist Church lead by the Pastor and that a sum of Rs. 50,000 was donated to the College by the Church.
15. The Principal also enquired on the progress of the IT & C registration, whereby Dr. Seyie informed that the members were working on the power connection and gathering information's on the possibilities of offering certificate courses.

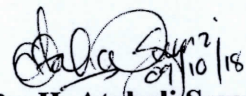
The meeting concluded with a word of thank you to the members present from the Chair at 12:30 hours.

Copy to:

1. The Principal
- ✓ 2. The Vice-Principal
3. All HoDs
4. IQAC members
5. NAAC Steering Committee members
6. AAA members
7. HA

Enclosed: Attendance

Recorded by,


(Dr. H. Atoholi Sema)

Asst. Prof., Deptt. of Chem. &
Member, NAAC