

**GOVERNMENT OF NAGALAND**

**PHEK GOVERNMENT COLLEGE**

**PHEK: NAGALAND**

**Dated 8<sup>th</sup> May, 2024**

**IQAC Meeting Minutes**

A meeting of the IQAC of the college was convened on 8<sup>th</sup> May, 2024, to deliberate on pertinent matters with regard to the NAAC Peer Team visit which was scheduled from 30<sup>th</sup>-31<sup>st</sup> May, 2024. The meeting began with Dr. Nutazo Lohe, coordinator, IQAC, with a note of condolence for the demise of the Principal's father. He also welcomed and thanked all the members for being present. The coordinator opened the house for further deliberations on the different tasks to be performed by the whole college fraternity. Accordingly, the house laid down the various tasks which needed to be done urgently in view of the visit and assigned the in-charges for the same.

**Agendas and Resolutions adopted in the Meeting**

1. Tentative dates for various meetings:
  - a) PGCTA Meeting – 7<sup>th</sup> May
  - b) IQAC Meeting- 8<sup>th</sup> May
  - c) Staff Council Meeting including ministerial staff- 9<sup>th</sup> May
  - d) Stakeholders and Advisory Board- 14<sup>th</sup> May
  - e) PTA/Alumni- 15<sup>th</sup> May
2. Approach road: It was suggested by the house that for emergency purpose, stone dust with stone chipping would be used for the curve near the college playground. I/C Mulehu Khesoh, Asst. Prof., Department of History and Shekhohu Chizo, Asst. Prof., Department of Education.
3. Auditorium (Deo Nukhu Hall): To hire Red carpet, flag poles and sofas. I/C Ronald Difoe, HoD and Asst. Prof., Department of Political Science

19. Website management room, RUSA, NSS,NCC, IGNOU Study Centre, Skill Promotion room, Mushroom unit, Floriculture unit, ministerial staff offices, Infirmary, Counselling room, Boys' and Girls' common rooms, Exam branch, IQAC room etc, are to be maintained by respective committees and heads.
20. Arrangement and maintenance of Boys' and Girls' common rooms: NCC I/C Dr. Seyiezolie Khoube, Asst. Prof., Department of Political Science.
21. Chef for NAAC Peer Team members: I/C Temjenmeren Jamir, Asst. Prof., Department of Economics, in coordination with the Reception, Hospitality and Event Management Committee.
22. Installation of LED TV beside Website management room: I/C Temjenmeren Jamir, Asst. Prof., Department of Economics, and Lidemo Kithan, HoD and Asst. Prof., Department of Physics.
23. Setting up of Artefacts Gallery: I/C Dr. Zhokusheyi Rhakho, HoD and Asst. Prof., Department of History.
24. Reception team for NAAC Peer team members from Dimapur airport to Phek: Jonathan Kikon, Asst. Prof., Department of Economics, Dr. Zhokusheyi Rhakho, HoD and Asst. Prof., Department of History, Vinituono Krose, Asst. Prof., Department of Physics, Welisou Mero, Asst. Prof., Department of Economics and Boboi, HoD and Asst. Prof., Department of Mathematics.
25. To arrange name plates for Peer team members and repaint parking slots: I/C Nuthisa Rhakho, Asst. Prof., Department of English.
26. To ensure proper lightings in all the rooms: I/C Nisekphoto Nisa, Asst. Prof., Department of Zoology and Veduto, Guest Faculty, Department of Physics.
27. To intimate the Alumni Association to host a small reception for the NAAC peer Team in Pfutsero: I/C Alumni Committee
28. Hiring of plastic chairs (around 200-300) and PA system: I/C Vevolu Khamo, HoD and Asst. Prof., Department of Education.
29. To keep the staff quarters presentable.
30. Painting works: I/C Ministerial staff
31. Reception of Peer Team members would begin from the signage site. The NCC would escort them till the Administrative block where a short program would be held to welcome

4. Washrooms earmarked for use for Peer Team members: Washrooms in Principal's, vice-principal's rooms and first floor. For maintenance and cleanliness of the same, Eco and Sanitation Club and, NSS would oversee.
5. Maintenance of toilets adjacent to Deo Nukhu Hall: I/C Eco and Sanitation Club and, NSS.
6. Rainwater harvesting (piping, fencing and signages for rainwater harvest and compost pits): I/C Mughato Kiba, Asst. Prof., Department of Botany and Kuhusu Vero, Accountant
7. Provision of drinking water facility in all the floors in Arts, Science and IGNOU Study centre: I/C Seyieleno, Asst. Prof., Department of History and Dziesetuono Linyii, Asst. Prof., Department of Political Science.
8. Ensure preparedness of IT and C tools: I/C IT & C Committee
9. Printing of programmes, flexi banners, itinerary, SSR spiral bound copies: I/C NAAC Steering Committee
10. Booking of GA Guesthouse for NAAC Peer Team members: I/C Lidemo Kithan, HoD and Asst. Prof., Department of Physics.
11. Organogram: NAAC Steering Committee I/C Neiwe Mero, HoD and Asst. Prof., Department of Economics.
12. Beautification of signage site: I/C Beautification committee
13. Arrangement of IT and C, and conference room: I/C NAAC Steering Committee and Beautification committee.
14. Decoration of Deo Nukhu Hall for cultural program: I/C Literary and Performing Arts Club, Students' Advisory Board and PGCSU
15. Cultural program: I/C Literary and Performing Arts Club
16. Presentation Committee: Shepalu Suyie, Vice-Principal, Shothilu Dozo, Asst. Prof., Department of Political Science, Dr.Thejotalu Nienu, Asst. Prof., Department of Economics and Neiwe Mero, HoD and Asst. Prof., Department of Economics.
17. Arrangement of 4 lecterns to be used one each in IT&C room, Conference room, Deo Nukhu Hall and IQAC room: I/C Boboi, HoD and Asst. Prof., Department of Mathematics and Veduto, Guest Faculty, Department of Physics.
18. Ensure preparedness of library facilities: I/C Akhrienuo, Librarian, and library assistants.

them. It was agreed by the house that the Floriculture Unit would arrange bouquets for the members and the Presentation Committee would arrange for traditional bags (preferably Konyak bags) to be given to the team members.

32. To arrange good projectors for Principal's and IQAC coordinator's power point presentations: I/C NAAC Steering Committee
33. It was also tentatively decided by the house that traditional sash would be presented to the NAAC Peer team members at the airport, bouquet and traditional bag during reception programme and waistcoats/necklace for male/female members during the cultural program. For these, the Presentation Committee was entrusted with procuring the gifts.
34. During the two-day visit, the ministerial staff would arrange their own refreshments/meals for which, the college would allocate certain money. Kuhusu, Accountant, was made as the in-charge. Refreshments would also be provided to the students during the practices and visit. The Students' Advisory Board would oversee the refreshments for the students.
35. Videography/photography and publicity: I/C Media Cell
36. Social work days would be organized nearing the visit dates.
37. Cells and Committees were asked to keep all their reports updated as well as ensure proper documentation of their various activities.
38. Generator and fuel during the visit: I/C Purisa
39. All department members were directed to compulsorily be present during the departmental presentations.
40. The house also resolved to adopt traditional dress code (mekhelas for the ladies and waistcoats or shawls for gents) for the visit especially on the first day, and semi-formal/formal on the second day.
41. It was also decided that a car would be kept 24/7 in the GA guesthouse at the service of the Naac Peer Team members. Munuvo was assigned to be the driver for the same.
42. Canteen maintenance: I/C Temjenmeren Jamir, Asst. Prof., Department of Economics and, Canteen Committee.
43. To oversee water availability throughout the visit: I/C Besuta Venyo, LDA-cum-Computer assistant.

44. To arrange stationery items for Naac Peer Team (file cover, pens, corrector fluid, cardboard, stapler/pins, A4 size papers, big/small envelopes, note pads, gluestick etc): I/C NAAC Steering Committee.

The coordinator invited the members to share further suggestions or agendas. In conclusion, he stressed on the need to collectively work together to secure a good grade for the college. In this, he urged all the members to have a sense of accountability and responsibility towards whatever one has been assigned to do. He thanked all the members for their participation. The meeting concluded at 2:00 PM.

**Recorded by:**

Dr. Levinu Sakhrie

Member, IQAC

Assistant Professor,

Department of Political Science




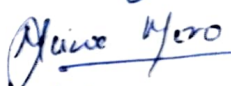





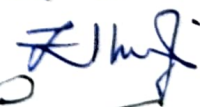
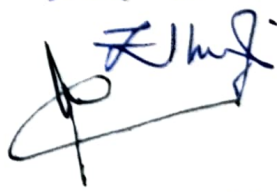
**Enclosed:** Attendance sheet

**Copy to:**

- 1) Principal, Phek Government College for information
- 2) Vice-Principal for Information
- 3) Coordinator, IQAC
- 4) Members, IQAC
- 5) Office Copy

# IQAC Meeting

## Attendance

Sl. no.	Name	Designation	Signature
1.	Dr. Leinus Sakhie	Member, IQAC	
2.	JONAFADY KIKOP	Member, IQAC	
3.	BANUTAKU	HOD, TEN HOD, PHYSICS	<u>Banutaku</u> 
4.	LIDEMO B KITHAN		<u>Lidemo</u> 
5.	BOBOI	Member IQAC	
6.	NEIWE MERO	HOD Economics	<u>Neiwe Mero</u> 
7.	Akhienno	Librarian	<u>Akhienno</u> 
8.	RONALD DIFEE	HOD POLITICAL SCIENCE	<u>Ronald</u> 
9.	Kuhusu Vera	Accountant	<u>Kuhusu Vera</u> 
10.	SHEPALU LOYIE	V. PRINCIPAL	<u>Shepalu Loyie</u> 
11.	verolu KHAMO	HOD, EDU DEPT.	<u>Verolu Khamo</u> 
12.	Dr. Edokeshuji Rhakho	HOD, History	<u>Edokeshuji Rhakho</u> 
13.	Victor Vera	HOD, Sp. Edu	<u>Victor Vera</u> 
14.	Dr. Nutazo Lohu	IQAC Coordinator	<u>Nutazo Lohu</u> 