

IQAC MEETING

Dated: 05-04-2022

Minutes of the IQAC Meeting held on 5th April, 2022

The IQAC meeting was held on 5th April, 2022 at IQAC room, Phek Government College at 14:00 hours. The meeting was chaired by Dr. Medongulie Zatsu, IQAC Director. He warmly welcomed the members present and highlighted the agendas for the meeting. Fourteen (14) members positively attended the meeting.

The following agendas were discussed and deliberated upon:

I. Inspection team from Nagaland University for Granting Permanent Affiliation.

A four-member inspection team comprising of the following will be inspecting the College for Permanent Affiliation:

1. **Prof. C. R. Deb** : **Convener**
Dept. of Botany, N.U. Lumami
2. **Dr. I. Tovich Pucho** : **Member**
Dept. of Chemistry, N.U. Lumami
3. **Dr. Khotele Khieya** : **Member**
Dept. of Education, N.U. Kohima Campus, Meriema
4. **Dr. Lemtila Aligner** : **Member**
Dept. of English, N.U. Kohima Campus, Meriema

After serious deliberation, the tentative dates are selected as 26th April, 2022 or first week of May, 2022. The date for inspection will be finalized after consultation with the Convener.

II. Work In-charges with regard to the NU team visit.

As per the Format and Performa for Permanent Affiliation prescribed by the UGC Regulations 2009 and 2012, the College is required to arrange all logistics. In this regard, the IQAC decided to assign some members to oversee the following areas:

1. Master plan for future College Development such as future plan and site plan: **Niewe Mero and Jonathan Kikon**
2. Furniture: **Nuthisa Rhakho**

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3. Computer and teaching Aids: **Dr. Nutazo Lohe**
4. Common Rooms and Toilets: **Mulehu Khesoh, Boboi and Dr. I. Kuktiba**
5. Library: **Librarian and staff, HoDs of all the departments**
6. Laboratory facilities: **Dr. Medongulie Zatsu**
7. Profile of Faculty and Administrative Staff, official documents: **Besuta, Libemo and Kuhusu**
8. University Result: **Sheto**
9. Logistic Arrangement: **Reception & Hospitality Cell**

Besides these, arrangement of TA/DA for the team and the need to perform social work is also deliberated.

III. SSR uploading for the second cycle of NAAC Assessment.

Dr. Medongulie Zatsu apprised regarding the uploading of Self Study Report (SSR) which is to be completed in the year 2023. He stressed that the College is required to work towards the preparation of the report in full-swing. For this, the authorities, faculty, non-teaching staff and students need to actively participate and perform their duties. He also informed that the Academic and Administrative Audit (AAA) team from the Department of Higher Education, Govt. of Nagaland would inspect the College development before uploading the SSR. He also mentioned that the Research and Seminar Committee is to organize the proposed Departmental seminars or other workshops at the earliest.

IV. Cells/Committees/Clubs of the College.

Smti. Shepalu Suyie, Principal In-Charge informed that some changes are to be made in certain Cells/Committees/Clubs due to various factors. The changes are cited below:

1. Research & Seminar Committee: **Neiwe Mero**, Convener
2. Transport: **Boboi**, Convener
3. RUSA Members: **Dr. H. Atoholi Sema** (Assistant Coordinator), **Dr. Neilhousano Nakhro** (Member Secretary).
4. **Meyetsolo Ritse** inducted in Career Guidance & Counseling Cell, Women development Cell, Alumni Association and Parents-Teachers Association.
5. Internal Audit Committee (New Committee): **Mulehu Khesoh** (Convener), **Boboi, Shekhohu Chizo**.
6. Coffee plantation: Dissolved.

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It is resolved that a fresh notification with respect to appointments/constitution will be served to all the faculty members.

V. College property and staff duties.

New laptops and other items which are purchased during the course of time are to be included in the list of ICT facilities or College property, therefore, Dr. Nutazo Lohe is entrusted to keep a track and record the same.

The members raised concerns on the duties of the non-teaching staff. It is agreed upon that for smooth functioning of the College, every staff should perform their duties efficiently without negligence.

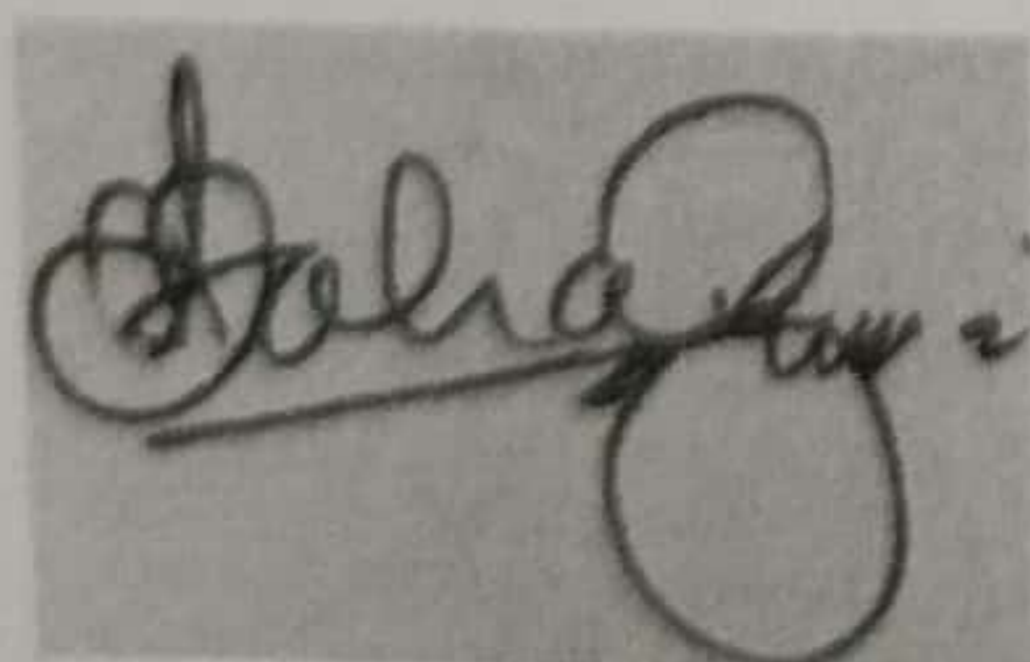
VI. Field Trips.

Smti. Shepalu Suyie brought to the notice on random applications by the students for field trips. After thorough deliberation, it is decided that in the future, such applications were to be forwarded by the HoDs for better functioning and also to keep a check on the fund raise which were carried out inside and outside the campus by the students for field trips. The Principal In-charge will convene a meeting with all the HoDs in this regard.

With a word of gratitude and encouragement to be productive and creative for coherent coordination as the College prepares for the second cycle of NAAC assessment from the Chair, the meeting concluded at 16:00 hours.

Enclosed: Copy of Meeting Attendance.

Recorded by,



(Dr. H. Atoholi Sema)

IQAC Member &

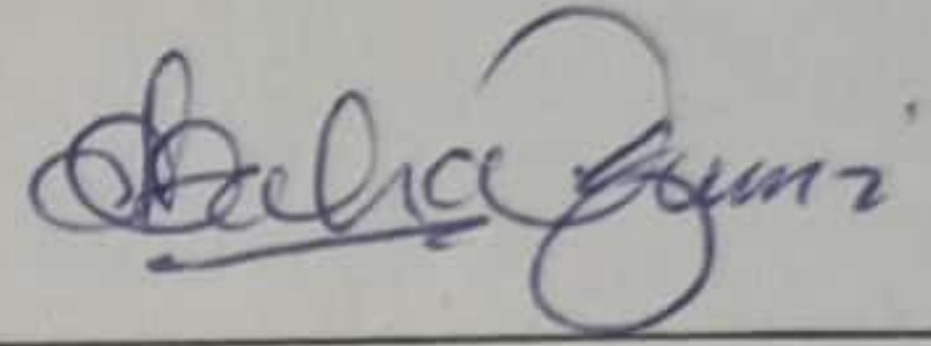
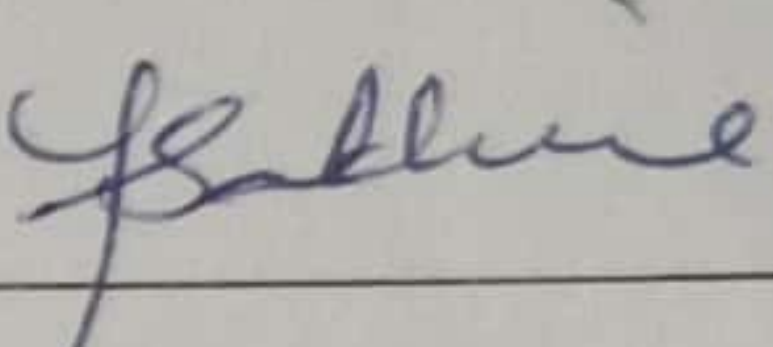

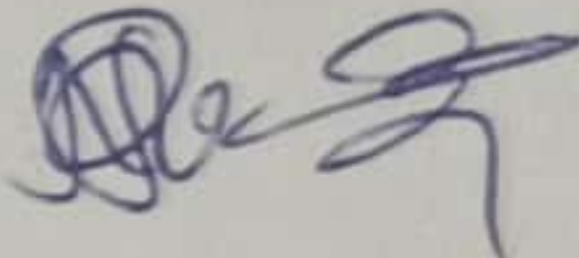
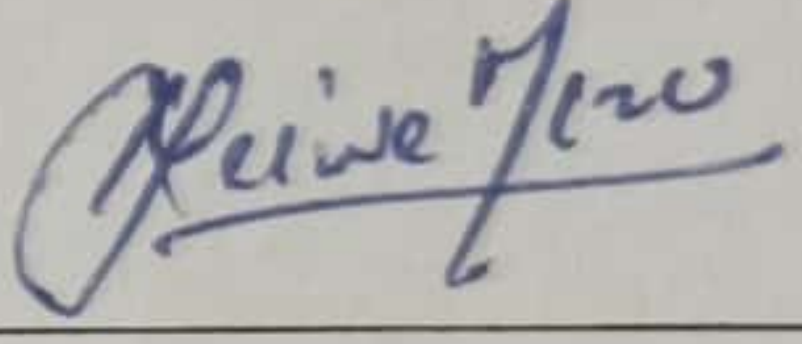
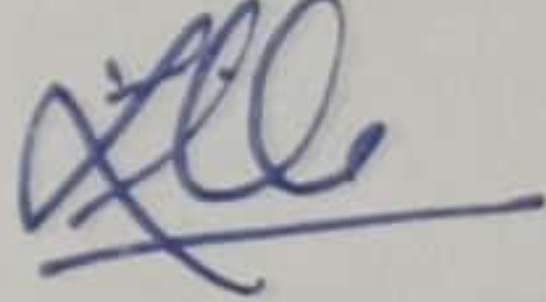
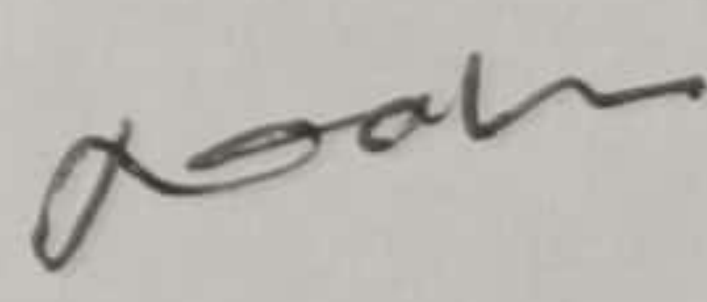
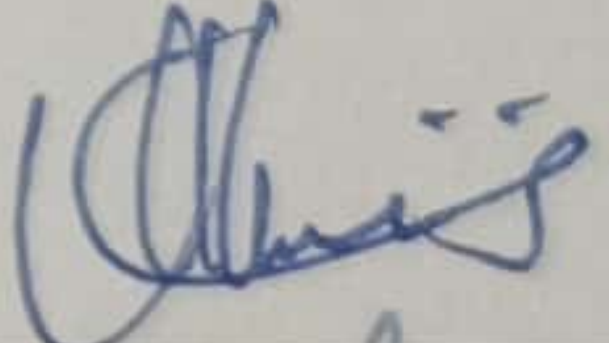
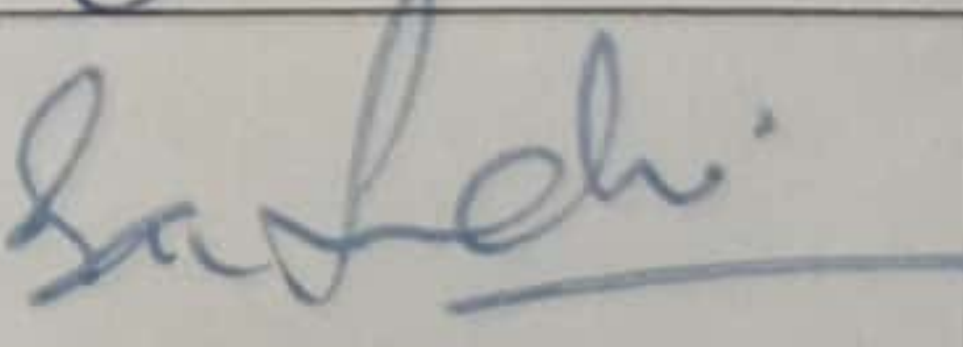
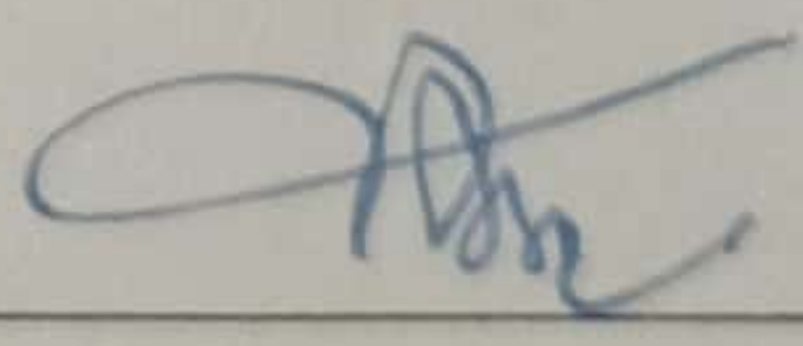
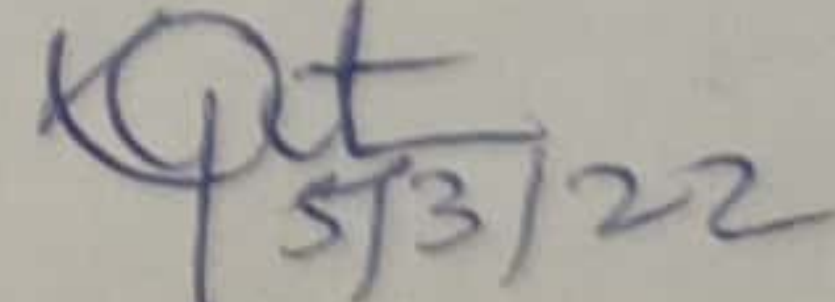
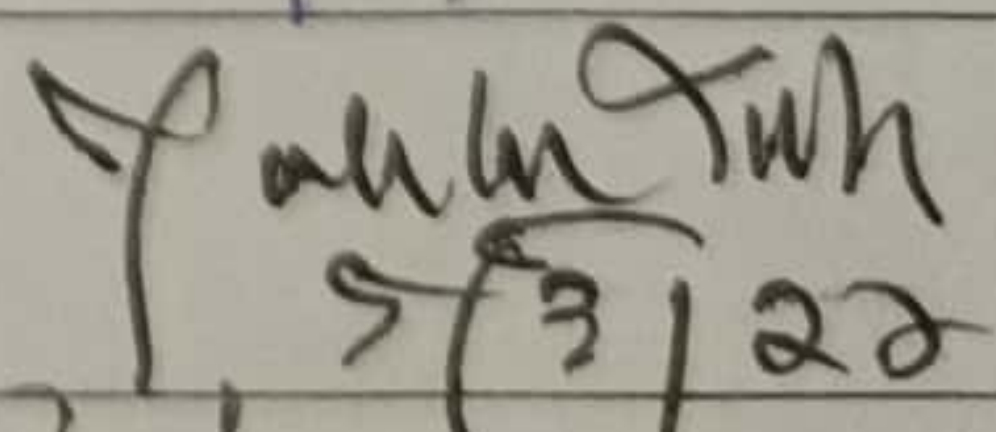
Assistant Professor, Dept. of Chemistry

**PHEK GOVERNMENT COLLEGE
PHEK: NAGALAND**

IQAC meeting

MEETING ATTENDANCE

DATE: 05/04/2022

Sl.no	Name	Designation	Signature
1.	Dr. H. Atcholi Sema	IQAC Members	
2.	Dr. Leniny Bakhe	IQAC Member	
3.	VINITUONO KROSE	IQAC MEMBER	
4.	NUTHISA RHAKHO	IQAC MEMBER	
5.	NEIWE MERO	— do —	
6.	LUIUIKE LUNGAHAUQ	— do —	
7.	DR. ALUFAZO LOTHE	— do —	
8.	Shepali Sujio	— do —	
10.	Dr. I. Kolatiba	— do —	
11.	BOBOI	— do —	
12.	Dr. Medonglie Zalm	IQAC Coordinator	
13.	MULEHU KATHROH	members	
14.	JONATHAN KIKOH	IQAC member	