



# **PHEK GOVERNMENT COLLEGE**

**PHEK, 797108- NAGALAND**

**Est. 1981, NAAC Accredited B**

**MOTTO: Lighted to Light**

**Date: 18/10/2024 Time: 2 p.m.**

## **IQAC MEETING MINUTES**

The IQAC of Phek Government College had a meeting on 18<sup>th</sup> Oct. 2024 at the Conference Hall. It was presided over by the Principal wherein various matters pertaining to College was discussed. Following points were deliberated and resolved;

1. The Principal apprised the house on various issues like;
  - Necessity of having a Service Book for every teacher. In this regard, individual teachers are asked to assist the clerk/office by producing all necessary documents as might be required of them.
  - Personal file of all teachers should be maintained in the Office.
  - Change of names or any correction in the document should be as per the format send by P&AR.
  - The house was briefed on the extension of College canteen and completion of annual AG Audit for the College,
  - Hostel registration has been done with an intake capacity of 40 students which then entitles our hostellers for all scholarships benefits.
  - Congratulated various Departments and Committees for successful conduct of programs like the English department, Literary, Cultural & Performing Arts, Science Club, Red Ribbon Club, EU, Research & Development Cell and others.
  - HoDs are asked to have more departmental coordination with regards to issues of internal marks by sitting together for review of the marks and other necessities before submitting it to exam branch. Atleast a copy of syllabus should be kept with the Department. HoDs are also reminded about signing in the charge report whenever the new teacher joins.
  - He also reminded the house about teachers' evaluation report from the students.
2. The IQAC Co-ordinator Dr. Levinu Sakhrie on behalf of the IQAC expressed her gratitude to the outgoing NAAC Steering Committee members while welcoming the new members at the same time.
3. Respective teachers are asked to do the needful about internal exam marks on the issue of students being absent by resolving things at Departmental level and not just submit blank as it becomes a burden to the Exam Branch.
4. On the issue of students' disciplinary matter like attendance, bunking class, performance, etc., Departments are asked to oversee things at their level first but bring it to the concern Authority if necessary.
5. Leave cannot be granted for more than 3 days consecutively and hence Mentors are asked to verify it before forwarding it the Authority.
6. Opinions were shared on students' disciplinary issues and in this regard, the Disciplinary, Anti-ragging & Anti-harassment Cell will bring out a detail draft of Rules and Regulation for the College.
7. Draft for Rules & Regulation/code of Conduct for Election will be brought out by Students Advisory Board.
8. Parents Teachers Meeting should be held after every Internal Exam so that parents are made aware of their wards performances. In this regards, Parents-Teacher Association/Committee is asked to do the needful.
9. Morning assembly will be held every Wednesday of every week. In this regard, responsibilities will be given on the basis of Semesters wise of Departments if necessary.
10. Sir Neiwe Mero shared the need for having College portal which will serve as data-base for the College so that even if Nagaland University portal runs into problem, our data will not be lost.

11. Ma'am Vevolu Khamo shared her concern on Mentorship about the need for followed up action after every mentorship and forward the same to the concern Cell/Authority for professional redressal if any serious case is at hand.
12. Exam Committee is requested to oversee proper arrangement of seats during exam like pasting of roll numbers so as to avoid undue hassles on the exam day.
13. Dr. Nutazo Lohe shared his concern for low students' enrolment in Science Stream and the need to remedy the situation by undertaking steps like familiarizing Science Stream and the College in general to Higher Secondary Schools in Town and outside.
14. Dr. Zhokusheyi Rhakho also shared his concern about the deteriorating road condition to the College which is endangering life of the students and hence College should write to concern authorities to make things aware to them.

Recorded by;

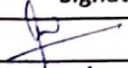

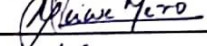

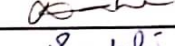
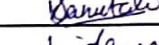
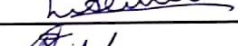
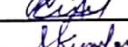

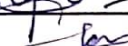



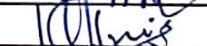
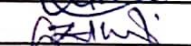
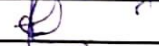



**(Dr. Zhokusheyi Rhakho)**

PHEK GOVERNMENT COLLEGE, PHEK NAGALAND

IQAC MEETING Dated: 18th October, 2024

ATTENDANCE

Sl.no	Name	Designation	Signataure
1	VICTOR VESO	Asst. Prof. (Eng)	
2	Dr. Lenin Sahaw	Coordinator, IQAC	
3	NEIWE MERO	MEMBER	
4	Akhienno	Librarian	
5	Dr. Nutago Lake	Member IQAC	
6	GANUTALI	Asst. Prof. (Temperdia)	
7	LIDEMO B KITHAN	Asst. Prof. (PHYSICS)	
8	NISEKHOTO NISA	Asst. Prof. (zoology)	
9	AKUMLONG BOGEN	Asst. Prof. (Chemistry)	
10	MUGHATO K KIBA	" (BOTANY)	
11	SONATHAN KIKOR	Member, IQAC	
12	NINI ACHUMI	Member, IQAC	
13	VEVOLU KHAMO	Asst. Prof.	
14	BOBBI	Asst. Prof.	
15	SHERALU SUIYIE	V. PRINCIPAL	
16	Dr. ZHOKUSHEI RHAKHO	Member IQAC	
17	Dr. T. TIARASA JHALIR	Principal	
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