

Phek Government College

NAAC Committee Meeting Minutes

Date: 14th March, 2023

NAAC Committee Phek Government College had a meeting with the Principal Dr. T.Tiakaba Jamir on 14th March 2023 at 12:30 PM in the Principal's chamber. The meeting was chaired by Dr. Nutazo Lohe, Coordinator IQAC. Seven members attended the meeting.

The following agendas were discussed and resolved:

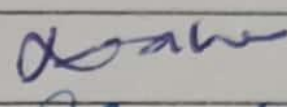
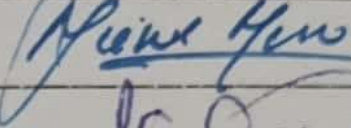
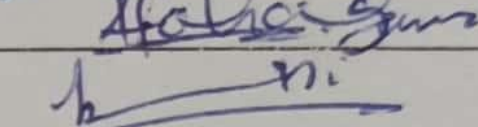
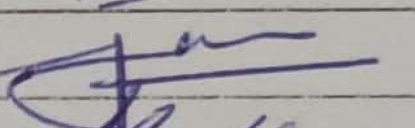
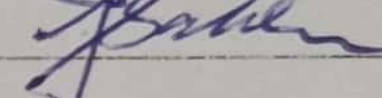

1. **Shifting of classrooms:** As per the decision taken in the IQAC meeting held on 24th November 2022, Political Science and English Departments would be shifted to old campus (IGNOU) building from next academic semester.
 2. **SSR/AQAR Criterion Presentation:** To apprise the faculty members for the NAAC 2nd cycle assessment, the NAAC steering committee would give a one day workshop on the requirements of the different criterion of SSR on 31st March 2023 at 2:30 PM.
 3. **Annual College Festival:** The house also deliberated on the suggestions given by faculty members to conduct an Annual College Festival starting from next academic semester. The agenda has been kept in abeyance to be resolved in the next faculty meeting with the principal.
 4. **Publicity and Social Media:** The need for wide publicity of our college on social media was discussed and accordingly, the college Media Cell and press secretary from Students' Council had been entrusted to do the needful.
 5. **College Bulletin:** As per AAA's suggestion from the Directorate, the house discussed and resolved to bring out college bulletin periodically. The college Media Cell along with Mr.Neiwe Mero, Mr.Jonathan Kikon and Mr.Temjenmeren Jamir, Assistant Professors (Department of Economics) were requested to take up the responsibility.
 6. **Faculty Exchange Program:** In fulfillment of our MoU with Pfutsero Government College and as per NAAC requirement, the house resolved to conduct one day faculty exchange program in the month of April 2023. This would be an IQAC initiative.
 7. **Career Guidance Workshop:** The Career Guidance and Counseling Cell of Phek Government College had been entrusted to conduct one day workshop on Career Guidance for 6th semester students in the month of April 2023.
 8. **Village School Adoption:** As per the suggestion from the Principal, the house resolved that the Science Stream of Phek Government College would adopt one High School from one of the neighboring villages from next academic semester.
- The Principal concluded the meeting by thanking the members.

Recorded by:

Dr. Nutazo Lohe
Coordinator, IQAC

NAAC Steering Committee Meeting Attendance

14th March 2023

Sl.No	Name	Designation	Signature
1.	Dr. T.Tiakaba Jamir		
2.	Dr. Nutazo Lohe	Coordinating IAC	
3.	Neiwe Mero	Member	
4.	Dr. H.Atoholi Sema	Member	
5.	Vinituono Krose	Member	
6.	Jonathan Kikon	Members	
7.	Dr. Levinu Sakhrie	Member	

PHEK GOVERNMENT COLLEGE

Dated 23rd August, 2023

IQAC Meeting Minutes

A meeting was held by the IQAC of the college on 23rd August, 2023, in IQAC room at 2:00 PM. This meeting was convened to discuss the immediate tasks and responsibilities in preparation of the 2nd cycle of NAAC assessment. Altogether, 15 (fifteen) members attended the meeting.

The meeting began with Dr. Nutazo Lohe, IQAC Coordinator and Assistant Professor, Department of History, welcoming all the members and briefing the house about the urgency and necessity for gearing up for the 2nd cycle of NAAC assessment as the validity of 1st cycle of NAAC Accreditation would expire on 24th March, 2024.

Discussion and Resolution of Agendas

The coordinator highlighted and reiterated the agendas adopted during the NAAC Steering Committee meeting held on 22nd August, 2023, which include:

1. Submission of IIQA by first week of October, 2023.
2. Self-Study Report to be uploaded within 45 days of IIQA's acceptance.
3. To remind the HoDs of respective departments to maintain departmental profile, power point presentation of their departments etc.
4. To reactivate the clubs, cells, committees of the college especially NSS, NCC, Skill Development Club and, Career Guidance and Counselling Cell. The house also resolved to revive floriculture as an add-on/certificate course. The Career Guidance and Counselling Cell would also organize a career guidance workshop for the students in the month of September.
5. To obtain uniforms for NCC cadets.
6. Workshop on 'Research Methodology' to be conducted by IQAC on 2nd September, 2023.
7. Departmental seminars to be resumed by 3rd week of September. Research and Seminar Committee would organize the same.
8. Literary and Performing Arts club to organize a literary program either on 16th or 22nd September, 2023.
9. To update teacher's profile for which, the teachers were to submit their necessary documents and certificates to the IQAC.
10. To intimate concerned departments to expedite the construction of teachers' residential complex and road maintenance of the college.

11. Renewal of existing MoUs with Kohima Institute and Pfutsero Government College.

The Principal of the college, Dr. T.Tiakaba Jamir, thanked the NAAC Steering Committee for listing out the necessary agendas in anticipation of NAAC assessment. He also expressed his gratitude to the Alumni Association and in particular, Dr. Zhokusheyi Rhakho, Assistant Professor, Department of History, for obtaining the registration of the Phek Government College Alumni Association. After which, the Principal stressed on the need to carry out different responsibilities to fulfill NAAC requirements by all the members of the college fraternity.

The Principal reiterated that all the HoDs had to be fully prepared with their departmental presentations, which should highlight the following points:

- Department faculty members (permanent or contract), qualifications, academic profile etc.
- No. of students in the department in the last five years.
- Pass percentage of the students in the department in the last five years.
- Best practice/practices of the department, if any.
- Syllabus of all the semesters of the department.

It was also stressed by the Principal on the benefits of signing MoUs with other institutions such as Mahendra's Institute which would not only generate revenue for the college but also help the students by subsidizing coaching fees.

Additional Agendas

The IQAC coordinator further opened the house for other agendas.

- 1) The house deliberated on the necessity to start hostel facilities for girl students at the earliest. Toward this end, several suggestions were made by the members to spread awareness about hostel facilities through social media platforms, bring out brochures etc. It was also decided by the house to charge nominal fees for hostellers keeping in mind their socio-economic conditions. To disseminate necessary information about the hostel facility, a meeting would be held with all the girl students of 1st and 3rd semesters, on 25th August, 2023 at 12:30 pm, at Skill Centre. Vevolu Khamo, HoD and Assistant Professor, Department of Education would be in charge of the same.
- 2) In order to address financial constraints by the college, it was suggested by Mulehu Khesoh, HoD and Assistant Professor, Department of History, to approach the five MLAs of Phek District by writing to them, as well as meeting them personally, and request them for helping the college through free-will contribution.
- 3) It was also resolved by the house that staff council meeting would be held on 30th August, 2023, at 2pm. Nivi Achumi, Assistant Professor, Department of Political

Science and Sanutalu Shijoh, Assistant Professor, Department of Tenyidie, were entrusted with refreshments.

- 4) It was also decided by the house to revive floriculture as a certificate course by next semester.
- 5) For augmentation of more classrooms and other purposes, all buildings would be put to optimal use. Nuthisa Rhakho, RUSA Coordinator and Assistant Professor, Department of English, was assigned to give a report about the completion status of the Mushroom spawn production building.

In conclusion, the Principal encouraged and exhorted all the members to upgrade their teaching methods and knowledge by attending offline courses and to work more diligently in their duties. After which, the IQAC coordinator expressed his gratitude to all the members for their participation and cooperation. The meeting concluded at 3:30 pm.

Recorded by:

Dr. Levinu Sakhrie

Member, IQAC

Assistant Professor, Department of Political Science

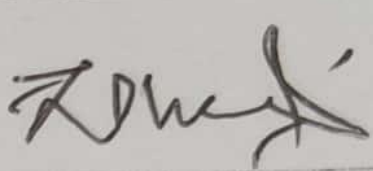
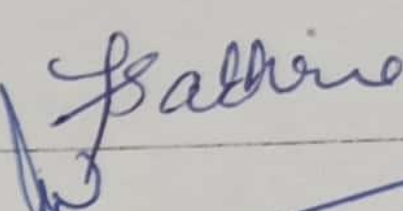
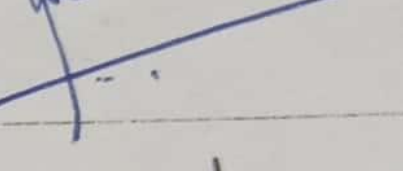
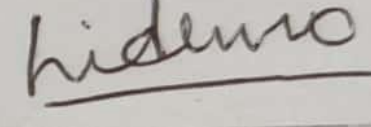
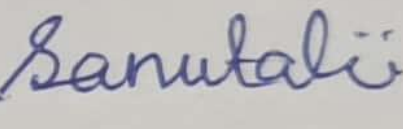
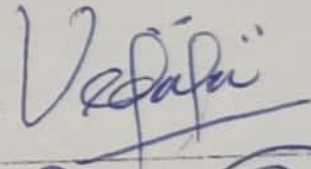
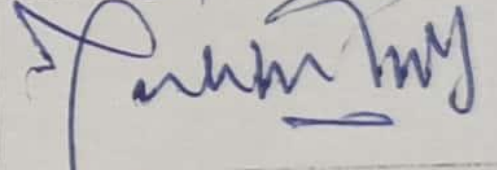
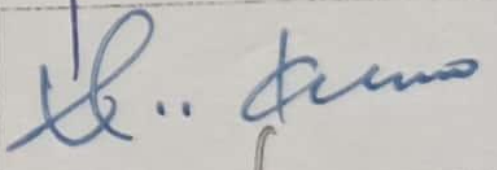
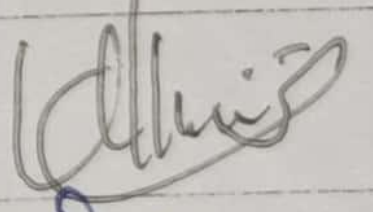
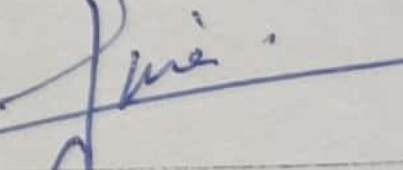
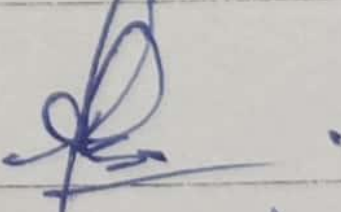
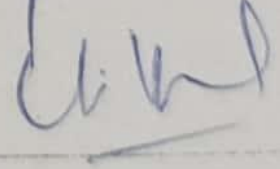
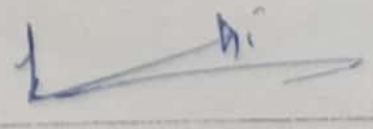
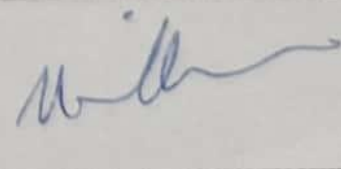
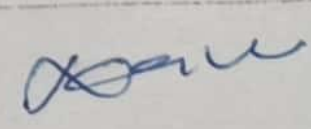
Enclosed: List of attendees

PHEK GOVERNMENT COLLEGE
PHEK: NAGALAND

IQAC MEETING

ATTENDANCE

DATE: 24-08-2023

Sl.no	Name	Designation	Signature
1	Dr. Zhokushesji Khakho	IQAC Member	
2.	Dr. Lirim Sakhro	"	
3.	Victor Vero	"	
4.	LIDEMO B KITHAN	"	
5	Sanutali	HOD	
6.	Vedipi Thingo	HOD	
7.	MULEHU KHESOH	"	
8.	VEVOLU KHAMO	"	
9.	SAEPALU SUYIE	V-PRINCIPAL	
10.	RONALD DIFOE	H.O.D	
11.	DR. T. TIAKABA JAMIR	PRINCIPAL	
12.	UICHOUTUONLUO THEUNO	H.O.D	
13.	VINITUONO KROSE	IQAC Member	
14.	Dr. NEILHOUSANO NAKHO	HOD, BOTANY DEPT.	
15	DR. NUTAZO LOHE	Coordinator, IQAC	

Action Taken Report

2022-2023

CS

During the academic year 2022-2023, the IQAC of the college had two consultative meetings and as per the agendas of the meetings, the IQAC were able to accomplish and address the following agendas and issues:

- 1) 1st semester classrooms were set up in the old campus building.
- 2) The NAAC steering committee conducted a one-day workshop on the different criterion of SSR on 31st March, 2023.
- 3) The college started with a college bulletin.
- 4) A one-day faculty exchange program was conducted with Pfutsero Government College in fulfillment of MOU signed with the institution on 4th April, 2023.
- 5) The career guidance and counselling cell of the college conducted a one-day career guidance workshop on 19th September, 2023 in collaboration with Mahendra Coaching Academy, Dimapur.
- 6) The Science Stream of the college, as part of their commitment to adopt a school in a neighboring village, had an interactive meeting with Government High School, Phek Village, on 12th September, 2023.