

PHEK GOVERNMENT COLLEGE

IQAC Meeting Minutes

A review meeting was held by the IQAC of the college on 10th May, 2022, in IQAC room at 11:30 am. This meeting was convened to discuss and review the preparedness of the college for the upcoming Nagaland University Inspection team visit for permanent affiliation slated for 17th of May, 2022. Altogether, twelve IQAC members attended the meeting.

The meeting began with the IQAC Coordinator, Dr. Medongulie Zatsu, welcoming all the members and briefing the house about the different responsibilities which was assigned to each member in the previous meeting.

Discussion and Resolution of Agendas

1. The IQAC Coordinator informed the house that one member of the four-member Inspection team, Dr. I. Tovich Pucho, Department of Chemistry, Nagaland University, had been replaced by Dr. Nurul Alam Chowdhury, Assistant Professor, Department of Chemistry, Nagaland University.
2. The house then reviewed the preparedness of the college at various levels with regard to the upcoming NU Inspection team visit. Jonathan Kikon and Neiwe Mero, assistant professors, Department of Economics had prepared the master plan of the college's proposed sites for infrastructural development.
3. Nuthisa Rhakho, Asst. Prof., Department of English, was in the final stages of overseeing the furniture in the college.
4. Extensive discussion on ITC facilities was also done. Dr. Nutazo Lohe, Asst. Prof., Department of History, prepared a list of the various teaching aids in the college. The need for using ITC facilities for teaching and learning process was emphasized by the house. Toward this end, it was decided that log register for using projectors/teaching aids etc would be maintained henceforth. It was also decided that separate keys, three each for ITC room and generator would be kept in the possession of the Principal-in-charge, one faculty member and one non-teaching staff. This would ensure security, accessibility and better coordination. The house also felt the need to have an orientation or hands-on training for the faculty members on the usage of teaching aids. All these would further prepare the college for NAAC assessment.
5. The house was also informed about the ongoing preparation of separate common rooms for boys and girls. Mulehu Khesoh, HoD, Department of History, Boboi, HoD, Department of Mathematics and Dr. Koktiba, Asst. Prof., Department of Political Science, were assigned with the necessary arrangements. It was also decided that the maintenance of toilets and sanitation aspects would be assigned to the Eco and Sanitation

Club particularly in preparation for the visit. The need for constructing proper drainage system would be a priority in the next action plan of the college.

6. Cataloguing and indexing of the college's library books were underway in preparation of the visit. The house also agreed on the necessity to subscribe/renew academic journals at the earliest.
7. With regard to laboratory equipments, Dr. Medongulie Zatsu, IQAC Coordinator, was in the process of updating the list of the same. The members of the respective departments were also entrusted to do the needful.
8. Profile of teaching and administrative staffs, and compilation of university results were being prepared by the ministerial staffs.
9. Logistical arrangements in terms of TA/DA, transportation etc would be finalized at the earliest.
10. The Reception and Hospitality Committee of the college were assigned with the responsibility to make necessary arrangements for the comfortable stay of the NU team members during the visit.
11. It was also decided by the house to entrust Temjenmeren Jamir, Asst. Prof., Department of Economics, with the catering during the team's visit.
12. In anticipation of the NU team visit, it was resolved to convene a faculty meeting on 11th May, 2022 to apprise all the faculty members with necessary informations.
13. Vevolu Khamo, Hod, Department of Education, had been entrusted with presentations for the team members.
14. It was unanimously decided by the house that all teaching and non-teaching staff were to be present on 17th May, the scheduled NU team visit.
15. An additional agenda was also discussed with regard to Choice Based Credit System. It was suggested by the house that since Nagaland University had not come out with the final guidelines, the Prospectus Committee of the college could briefly mention that CBCS would be introduced in the new academic session 2022-23 as per university guidelines. However, more details would be furnished as and when the university notifies. It was further decided by the house that all the departments should have consultative meetings and relay the information whether to offer Honours or General course, or both, to Neiwe Mero, Asst. Prof., and Secretary, CBCS Committee, on or before 20th May, 2022.

Additional agendas such as reopening of college after semester break, changes in fee structure etc were kept in abeyance and would be discussed in the next meeting. In conclusion, the IQAC Coordinator expressed his gratitude to all the members for their presence and active participation. The review meeting concluded at 3 pm.

Recorded by:

Dr. Levinu Sakhrie