

MEETING MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

ALDER COLLEGE KOHIMA

Date: 6.06.23

Time: 11:15 AM

Venue: Staffroom

In Attendance:

Dr Rükhono K. Iralu, Convenor

Miss Jennifer Veyie, IQAC Coordinator

Mr Zhapuvi Liegise, Administrator

Mr Z.T. Krose, Member

Mr Kholi Lohrö, Member

Miss Momi Devi, Member

Mr Vizadel Yongo

Mr Mhomo Kikon

Dr Keneiseno Chase

Mrs Ketoulenuo M. Belho, Member-Secretary

Reason for Meeting: Progress Update Meeting

On the Chair: Principal, Dr Rükhono K. Iralu (Convenor)

Agenda for the meeting

1. AQAR 2022-2023/SSR preparation updates

A meeting of the IQAC was convened by the Convenor. IQAC Coordinator informed the Cell regarding the status of AQAR and SSR preparation. Updates were received from the various departments working on the criteria.

1. IQAC Coordinator, Miss Jennifer Veyie requested the departments to upload the required descriptions and documents on the system at the earliest.


2. Documentary evidences - Each department is to carefully arrange the photographic evidences, ensure that photographs are cropped properly, check the scanned quality and arrange the documents in the correct sequence. The supporting documents and evidences should clearly substantiate the events conducted in the college. Hence, captions are to be inserted to ensure clarity.

2. Coordinator communicated that Criterion VI description needs to be reviewed and rewritten.

3. Convenor called upon each department head and their colleagues to expedite the work so that it is completed and submitted during the current week.
4. The format for Student analysis was discussed. The concerned department is asked to provide columns for students' details such as category, sex, class roll number etc. The analysis may have an abstract to show the total number of students under different categories such as ST, OBC, PWDs and total number of male/female students.
5. Result analysis should reflect the number of students appeared and number of students passed. These have been discussed to improve upon the previous format.

The meeting concluded with the principal giving out the reminder that IQAC meetings will be held regularly till the completion of assessment works.

Recorded by


6.06.23
(MRS KETOULENUO M. BELHO)

Member Secretary, IQAC

