

MEETING MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

ALDER COLLEGE KOHIMA

Date: 22.05.23

Time: 1 : 00 PM

Venue: Staff Room

In Attendance:

1. Dr Rūkhono K. Iralu, Convenor
2. Miss Jennifer Veyie, IQAC Coordinator
3. Mr Z. T. Krose, Member
4. Mr Kholi Lohrū, Member
5. Mr Sungrongti, Member
6. Miss Momi Devi, Member
7. Dr Rū-ūnguso Kuotsu, Member
8. Mr Vizadel Yongo
9. Dr Keneiseno Chase
10. Mrs Ketoulenuo M. Belho, Member-Secretary

Reason for Meeting: Progress Update Meeting

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

Agenda for the meeting

1. AQAR 2022-2023/SSR preparation updates
2. Upgradation/improvement of the college website
3. Admission Committee progress
4. Preparation of the Academic Calendar for the session 2023-2024
5. Use of college letter head for official documents
6. Other matters pertaining to quality enhancement with the permission of the Chairperson

The following were agendas discussed and resolutions taken:

1. Updates were taken from IQAC members regarding their progress with AQAR 2022-2023 and the Self-Study Report. IQAC Coordinator Miss Jennifer Veyie invited queries from the members

if in case there are areas for discussion in the allotted criteria. It was communicated to the Cell that the college website requires immediate upgradation as AQAR assignments can only be systematically carried out when official documents are uploaded on the college website.

Departments are asked to expedite the process of furnishing necessary details in the Teachers' Log Book and filling up the circulated department report format. The log books and report of each department are to be kept in the staff room for each group to access.

2. IQAC decided that the college website will be upgraded, for which an IT team will be constituted. Mr Süngrongti, Assistant Professor, Environmental Science was appointed to the IT team for better coordination between the IT department and the faculty.

3. An update from the Admission Committee was sought with regard to their progress in the admission process and plans for orientation programmes. The committee informed the Cell of their scheduled meeting on 23 May 2023.

IQAC Coordinator suggested entry of students' data digitally at entry point (BA Programme) for easier access of the data. The Admission Committee will communicate the same to the office staff.

4. Discussion on preparation of the Academic Calendar for the session 2023-2024 was done. All the cells and clubs will be officially notified by Principal to submit their plans of action before 31 May 2023.

5. Deliberation on the necessity of using college letter head for official notices/report etc was done. The decision was made that departments, cells and clubs will be allowed to use the letter head. Typed documents can be copy pasted onto pages with letter head in the college office.

6. It was decided that a talk on internet etiquettes will be organised in the college tentatively in the month of July.

7. All the departments are asked to submit paper/courses distribution for the next session at the earliest to Vice Principal for class routine preparation.

Heads of Departments will officially send out signed notification to faculty members regarding papers/courses allotted to them.

8. Choice Based Credit System syllabi will be uploaded on the college website. Similarly, Programme and Course outcomes will also be put up on the website.

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

Recorded by

ketoulenuo
22.5.23

(MRS KETOULENUO M. BELHO)

Member Secretary, IQAC

