

Alder College
IQAC Meeting Minute

Date: 14 June, 2019 (Friday)

Time: 01:00 pm

Venue: IQAC Room

Chairperson: Dr.Rukhono K.Iralu, Principal

Secretary: Mrs. Mhonvani Ezung, IQAC Coordinator

Attendees: (Attendance Chart enclosed)

Agenda:

1. Admission policy
2. Academic Calendar for July 2019 to June 2020
3. Inspection of Teachers log book
4. Completion reports from HODs
5. Grievance Redressal Cell
6. Appraisal of mentoring program
7. Suggestions for Sports and Cultural Activities
8. Departmental Seminar
9. Cleanliness Drives
10. Collection of feedbacks and staff self appraisals
11. Plan of Action

Discussion

- Admission policy to remain the same. Admission advertisements to be published in the local dailies for the fresh students. Fee structure and details to be intimated to existing students.
- Academic Calendar presented by Academic Committee was approved with suggestion to include Cleanliness Drives in the neighborhood.
- Teachers log book and action plans were examined and course completion reports were received from HODs.
- Mentoring program overview, presented by the IQAC coordinator was well received with comment to keep the mentor-mentee ratio low by engaging more teachers in the program.
- To continue organizing the Naga wrestling competition during the Annual Sports Week. To organize a cultural day in the next academic year.
- As per the faculty development policy, the department of Political Science was entrusted the responsibility to organise a seminar in the coming academic session. The department was urged to plan and prepare ahead.
- To maintain the cleanest college status, cells and clubs must be encouraged to organise and participate in cleanliness drives. Eco club/NSS to create environmental consciousness in the campus.
- Feedbacks from stakeholders to be collected in keeping with NAAC requirements. Self appraisals of staffs to be executed by the Principal.
- Plan of Action for the coming academic session was chalked out (enclosed)

Action Items

- To continue promotion of gender sensitization, environmental consciousness and other cross cutting issues.
- To add more books to the library.
- To oversee the maintenance of Log Books and Action Plans
- Career Guidance Cell to become more proactive.
- To organize more Cleanliness drives in-campus and off-campus.
- Alder College Fellowship to organize the Annual Camp and organize spiritual development and value education programmes.
- To encourage students in planning and organizing events and programmes.
- To promote social services and participation in social causes.
- Ensure semestrial deparment-wise seminar.
- To collect feedbacks from the stakeholders.
- To encourage participative and experiential learning.
- To continue with the practice of department-wise orientation of fresh students.
- To continue with remedial classes for slow learners.
- Encourage and guide faculty in attending faculty development programmes, seminars, workshops, and other short term course.
- To encourage teachers participation in university curriculum development and examination process.
- To make sure students receive updates and notifications issued by the office promptly and through the right channel.
- Encourage teachers to develop research interest.
- To continue gender sensitization programmesTo collaborate and partner with organizations
- To convene timely mentor-mentee and mentor- parent/guardian meet.
- Interaction with alumni and parents.
- Observation of celebration of international and national commemorative days, events and festivals