



# ST. JOSEPH'S COLLEGE

## JAKHAMA

(Autonomous status granted by UGC notification No.F.22-1(AC) Dtd.11<sup>th</sup> Oct.2018)

P.B. No. 39, Kohima, Nagaland – 797 001

0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

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NAAC Grade A (CGPA: 3.12) 9402993642

Ref. No: SJC/IQAC/ Notice-01/2021

Date: 28/06/2021

### INFORMATION

Dear Members,

This is to inform that the Internal Quality Assurance Cell, St. Joseph's College (Autonomous) will conduct its first meeting for the Academic Session 2021-2022 on 1<sup>st</sup> July 2021 at 10:00 A.M in SJC (A) Conference Hall No 1. However, in case of further extension of the lockdown or continued imposition of movement restrictions, alternative arrangements will be made and intimated to the concerned members.


The Agenda for the meeting are as follows:

1. Evaluation of Previous Year Action Plan
2. Action Plan for the Academic Session 2021-2022
3. Tentative Calendar for NAAC Assessment
4. Composition of SJC(A) NAAC Steering Committee
5. Feedbacks and Suggestions


Members are requested to bring in your agenda and suggestion/s for discussions (if any).

All are requested to kindly attend the meeting positively.

Thank you.

  
Dr. Fr. George Keduolhou Angami  
Principal & IQAC Chairman  
St. Joseph's College (A)  
Jakhama, Nagaland



  
Dr. Hormila G Zingkhai  
IQAC Co-ordinator  
St. Joseph's College (A)  
Jakhama, Nagaland



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NAAC Grade A (CGPA: 3.12)

### INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 1<sup>st</sup> July 2021

Time: 10:00 A.M

Venue: Conference Hall No 1

**Invocation:** Rev. Fr. Peter Solo  
Dean of Science  
St. Joseph's College (A)  
Jakhama, Nagaland

**Welcome Note:** Dr. Fr. George Keduolhou Angami  
Principal & IQAC Chairman  
St. Joseph's College (A)  
Jakhama, Nagaland

#### Discussion of the Meeting Agenda:

- Evaluation of Previous Year Action Plan
- Action Plan for the Academic Session 2021-2022
- Composition of SJC(A) IQAC Members
- Tentative Calendar for NAAC Assessment
- Composition of SJC(A) NAAC Steering Committee

**Varia**

**Next Meeting**

**Concluding Remarks:** Dr. Fr. George Keduolhou Angami, Principal & IQAC Chairman



*George Keduolhou Angami*  
1/7/2021

Principal  
St. Joseph's College (Autonomous)  
Jakhama, Nagaland



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#### Internal Quality Assurance Cell (IQAC)

St. Joseph's College (Autonomous)

Jakhama, Nagaland

#### Minutes of the IQAC Meeting

**Date:** 1<sup>st</sup> July, 2021

**Time:** 10.00 am

**Venue:** Conference Hall No.1,  
St. Joseph's College (A), Jakhama

The first meeting of IQAC for the Academic Session 2021-2022 of St. Joseph's College (Autonomous), Jakhama, was held on 1<sup>st</sup> July, 2021 at 10:00 A.M in the College Conference Hall No. 1

**Invocation:** The meeting started with an invocation prayer pronounced by Rev. Fr. Peter Solo, Dean of Science, St. Joseph's College (Autonomous), Jakhama.

**Welcome Note:** The Principal & Chairperson of IQAC, Dr. Fr. George Keduolhou Angami gave a brief introduction about the importance of the meeting and welcomed all the members to the meeting. He also congratulated the Staff for the successful UG Result for the Academic year 2020-2021. He also expressed the need of the expertise and guidance from the members, especially, the senior experienced members in the functioning of the college and towards the upcoming NAAC Assessment in 2023.

This was followed by the discussion of the meeting agenda.

#### **AGENDA 1: Evaluation of the Previous Year Action Plan**

Dr. Hormila G Zinkhai, the Co-ordinator of the IQAC, presented a review of the Action Plan for the Academic Session 2020-2021. The discussion based on Action Plan 2020-2021 were as follows:



### ***Discussion:***

- i. Following the action plan for the Academic year 2020-2021, two Postgraduate Degree Courses, Master of Arts (MA) in Economics and Master of Arts (MA) in History were introduced in the Academic Session 2020-2021.
- ii. Diploma in Counselling Psychology, Diploma in Computer Concepts, Certificate Course in Graphic Design and Certificate Course in Cognitive Behavior Therapy were introduced in the academic year 2020-2021  
However, Diploma in Music, Diploma in Tourism Management Diploma in Stenography and Typing, Diploma in Cosmetology, Certificate Course in Home Nursing and Certificate Course in Computer Hardware and Networking could not be introduced on account of the sudden lockdown following the pandemic.
- iii. The infrastructural development of the college according to the Action Plan 2020-2021 such as completing the construction of the PG Block 1<sup>st</sup> Floor, purchasing 4 more Inverters and 10 batteries for the Inverters of the College and purchasing of a new heavy-duty printer and Photostat Machine for the Examination Section were successfully completed. However, the renovation of the Indoor Stadium is still on the process.
- iv. As per the guidelines of the central and State governments, and in accordance to the SOPs, the staffs, teaching faculties and students were given orientation for online classes and online classes for both UG and PG Programmes were started. Further, to avoid the loss of one semester, orientations for online exams were given and the online examinations for UG 1<sup>st</sup>, 3<sup>rd</sup> and the 5<sup>th</sup> semesters and PG 2<sup>nd</sup> and 3<sup>rd</sup> Semesters were conducted successfully.
- v. Owing to the COVID-19 pandemic, new admission for Under-Graduate and Post-Graduate courses were done online.
- vi. The college management also met with the state government officials and the village authorities, and accordingly implemented the Standard Operating Procedures within the College campus for the safety of the staffs, students and visitors who came to the college for official work.
- vii. The college also facilitated in procuring the essential needs for the casual labours and construction workers working in the college campus, gave necessary financial assistance and made arrangement for their return journey to their respective hometowns.

**Observation Based on Action Plan 2020-2021:** The Principal highlighted the difficulties in introducing some of the Diploma and Certificate course due to the sudden lockdown and said that the Courses which the college could not introduce last Academic Session would be introduce in the present academic session if the situation permits.

The principal also mentioned that as an Autonomous College, concerning the courses offered, the syllabus of the course prepared by the Board of Studies is reviewed by the Academic Council after which it is recommended to the Governing Body for approval. In line with the academic courses, the Principal mentioned the need for revising the syllabus, and for the same requested the members to start preparation for the syllabus revision.

With regard to the Diploma and Certificate Courses, Dr. Mhonthung Yanthan mentioned the need to introduce lucrative course such as entrepreneurship and bee-keeping which will benefit and create opportunities for the students as well as the youths from the nearby villages.

The motion for passing the Reviewed Action Plan 2020-2021 was proposed by Mr. James HK and Mr. Moatemu seconded the proposal.

#### **AGENDA 2: Action Plan for the Academic Session 2021-2022**

The following details of the Action Plan for the Academic Session 2021-2022 was presented to the House for deliberation:

1. To organise a National Webinar by IQAC, SJC(A) in collaboration with Kristu Jayanti College (A), Bengaluru and Nagaland College Principals Association on 6<sup>th</sup> and 7<sup>th</sup> July 2021
2. Re-opening of offline/online classes for UG 3<sup>rd</sup> and 5<sup>th</sup> Semesters: 7<sup>th</sup> July 2021
3. Orientation Program for the 1<sup>st</sup> Semester Students
4. Orientation and counselling for 5<sup>th</sup> Semester (UG) and 3<sup>rd</sup> Semester (PG) students on the different courses and universities
5. International Seminar to be organised by PG Studies: Tentatively in the month of September, 2021
6. IQAC in collaboration with the different departments to hold Department-wise Webinar /Online Guest Lectures
  - i. **August:** Departments of BBA, English, Botany, Education
  - ii. **September:** Departments of Commerce, Chemistry, Mathematics, Political Science, Sociology,

iii. **October:** Departments of Economics, History, Physics and Zoology

7. To organise a National Seminar/Webinar in 2022.
8. Employment and Skill Development Programmes to be newly introduced in the Academic year 2021-2022:
  - i. Diploma in Stenography and Typing: 50 Seats
  - ii. Diploma in Tourism Management: 50 Seats
  - iii. Diploma in Cosmetology: 30 Seats
  - iv. Diploma in Music: 50 Seats
  - v. Certificate in Home Nursing/ Home Health Care: 30 Seats
  - vi. Certificate in Computer Hardware and Networking: 15 Seats

**9. Infrastructural Development**

- i. To purchase Lab equipments for Department of Zoology, Chemistry, Physics and Botany
- ii. Setting up of Experimental Dark Room for Department of Physics
- iii. Setting up of Electronic Lab for Department of Physics
- iv. Renovation of Old Science Building Floor
- v. To purchase 4 Batteries and 2 UPS for Science Block
- vi. To purchase 2 Batteries and 1 UPS for College Library
- vii. To purchase 2 Batteries and 1 UPS for the College Conference Hall No 2
- viii. To purchase Furniture for Science Block and PG Block
- ix. To purchase a new generator set for PG Block
- x. To purchase 2 Heavy duty printers and Photocopy machine for PG Block and the Book stall
- xi. To lay new water pipelines for Science Block
- xii. Installation of CCTV in PG Block
- xiii. To install Internet Connection (30 Mbps) for PG Block
- xiv. Complete the building of Amenities for visitors and Gate-keeper
- xv. To purchase 2 Epson printers for College Office
- xvi. To purchase books for college library and departmental libraries
- xvii. To purchase one Computer for the college



## **10. Extra-curricular Activities**

- i. Even Semester: Departments and Clubs and Associations to organise Online/Offline Activity.

### ***Discussion and Resolution:***

- i. All Action Plans will be carried out keeping in view the upcoming NAAC Assessment in 2023 and most importantly, for the progress and development of the College.
- ii. With regard to research and academic culture, the principal put forward the proposal that since the College Journal is non-functional so at least once a year every faculty member, having a Ph.D degree can contribute an article which the college can compile and publish it in a book form with ISBN number. It was decided that for the book publication it will be discussed with the concerned Faculty Members before proceeding ahead.
- iii. With regard to Diploma and Certificate courses Dr. Mhonthung Yanthan suggested that college can take into account the local perspectives and consider the areas where students can excel and offer courses like Bee-keeping, Music, Sports, Fashion Designing, Eco-Tourism and Cultural tourism. He also drew attention to the need to bring in more experts in the field when it comes to Diploma and Certificate courses and stressed on the importance to collaborate with different agencies/organizations for the courses. Further he emphasized on the need to generate placement opportunities for those taking up the courses. If the college could offer the courses to interested candidates from nearby villages it will be beneficial for the villagers and the college as well.

Principal highlighted that given the location of the college, the college face difficulties in providing transportation, adjusting the class timings for the Diploma and Certificate courses. Thus, it was resolved to strengthen the existing Diploma and Certificate courses instead of adding more courses.

- iv. The HoD of English Department, Mr. James H K, put forward the clarification, whether the Action Plan made for English Department is intended for PG or UG. On a similar note, Dr. Medonuo Pienyü, HoD of Department of Sociology, also put forward the question whether both the PG and UG need to make their Action Plan together or separately.

The Principal clarified that whether it is UG or PG studies, it falls under the same department so the Action Plan and all major events of the college, Academic Calendar remains the same for both.

It was resolved that for departments having both UG or PG courses the Action Plan, Academic Calendar and all major events of the college will be the same for both, and all the departmental activities have to be planned with proper co-ordinations between the HoD and the Co-ordinator of the department.

- v. Dr. Mhonthung also mentioned the discrepancies in the appointment rule of the HoD's which states that only those Faculty Members who are teaching in the PG Studies can become a HoD. He mentioned that Headship of department is an important criterion for API score when one applies for promotion or applies in other higher institutions so those faculty members from the UG studies should not be denied of the opportunity.

The principal clarified that according to the UGC guidelines, irrespective of the teaching experience at the UG or the PG level, the senior faculties can be appointed as the HoD but in the case of the Senior Teacher having just the minimum qualification, the terminology Teacher-in-Charge of the department can be used.

Thus, it was resolved to appoint HoD based on the seniority of teaching experience years in the college.

- vi. The Principal emphasized on organizing more academic activities like seminars and conferences as it has been noticed that during the last 3/ 4 years only few seminars have been organized so the college should revive back the culture of conducting seminars and workshops etc. Thus, the house decided that every department in collaboration with the IQAC will organize at least one webinar/seminar during the Odd semester.

- vii. Dr. Medonuo Pienyü proposed that for the activities to be conducted during the Even Semester not only the departments but the Clubs and Associations can also organize the activities. She also pointed out that there are many clubs and associations but many are non-functional and suggested to reorganize the clubs and associations, and to maintain only the necessary and active clubs and associations.

Based on the proposal it was resolved to assign the Departments as well as the Clubs and Associations to organise Online/Offline Activities during the Even Semester.

### **AGENDA 3: Composition of the SJC (A) IQAC Members**

*Discussion:* The NAAC guideline for the composition of IQAC (with effect from the academic year 2020-21) was presented. It was decided to select the members from the college as per the NAAC guidelines, however, the appointment of members from the Local Society, Alumni, Industrialist and Employers have to be considered.



**Resolution:**

- i. The appointment of members from the Local Society, Alumni, Industrialist and Employers will be taken care by the College Management.

**AGENDA 4: Tentative Calendar for NAAC Assessment**

**Discussion:** The next NAAC Accreditation will be in the year 2023. Thus, the need for initiating preparations for the NAAC Assessment was deliberated upon. Based on the discussion the following resolutions were decided upon-

**Resolution:**

- i. To commence with the preparation for SSR
- ii. To submit the SSR to NAAC office tentatively in the month of October /November 2022.
- iii. The departments and all the Clubs and Associations have to get ready with the last five years reports (2016 onwards).
- iv. The report of the departments, Clubs and Associations reports should be signed by the HoD/Co-ordinator and the Staff Director.
- v. The IQAC office will prepare a common report format which will be dispatched to all the departments. The departments will have to submit the same with all the details, documentations etc in soft copies to the IQAC office.
- vi. There will be a single report for the same department as such the HoD's and Co-ordinators have to collaborate the details of both the UG and PG activities and submit the same to the IQAC office.
- vii. For every event or activity Geotagged photo should be submitted as evidence/report.
- viii. As major portion of the NAAC assessment is based on online assessment, the college website needs to be updated and for the same the departments, clubs and associations need to update and upload their activities.

**Agenda 5: Composition of SJC (A) NAAC Steering Committee**

**Discussion:** The upcoming NAAC Assessment in 2023 necessitates for setting up the NAAC Steering Committee. The requirement of composing the Steering Committee as per the seven Key Criteria of Assessment was discussed upon.

Sir James HK highlighted that in the last NAAC Assessment the college performed poorly with regard to the Research, Innovations and Extensions criteria.

**Resolution:**

- i. The college management will discuss and decide on the appointment of the members of NAAC Steering Committee.
- ii. The decision to organize a workshop on NAAC Assessment by inviting external experts as the Resource Person.

**VARIA**

1. Dr. Mhonthung Yanthan drew attention to the need to update the college website. He also suggested that recruitment of faculty members can also be uploaded in the college so as to attract candidates from different parts of the country. In reply, the Principal mentioned that as far as updating the website the college is working on it. And following the UGC guidelines, advertisement for recruitment should be put up in the National, State newspapers and the college website.
2. He also proposed to bring some changes in the college magazine cover page. Dr. Medonuo Pienyu also mentioned that when it comes to college, department magazines many of the articles are copied from other sources, so college can emphasize on publishing a quality college magazine with ISBN and encourage original ideas from both faculty and the students.
3. Dr. Mhonthung Yanthan suggested that if the college can install Plagiarism software this will help the Management, Faculty Members and Students who are interested in academic writings and also whenever the college accepts articles, writings from outside for publications. This will be an added advantage to the college and aid in the progress and development of research culture.
4. On the publication of book by the college, Dr. Fr. George Rino proposed to request the faculty members to write atleast an article in a year which can be compiled and published in a book form. He also suggested that the college can come up with a theme every year and based on the theme the faculty members can submit the articles. Substantiating to it Dr. Medonuo Pienyu mentioned that the college Research Cell, the Journal Committee and the magazine committee can be given the responsibility for this.
5. Dr. Hormila also mentioned about the importance of attending the faculty development programmes, refresher and orientation courses.

## NEXT MEETING

Dr. Hormila G Zingkhai mentioned that according to the rules of NAAC, the IAQC should meet at least twice in an academic session. Based on the given information, the House decided to hold the meeting quarterly in each academic session. The Principal informed the members that the date for the next meeting will be notified later.

## CONCLUDING REMARKS

The meeting ended with words of encouragement and appreciation by the Principal to all the participants for their presence in the meeting and for sharing their inputs and ideas. He also acknowledged everyone for their efforts in continuing the academic culture despite the fact that everyone is adapting to the new normal of online classes and online activities. He encouraged everyone present to continue to be active and to continue motivating the students who are staying at home due to the pandemic. He also expressed his confidence that the members present will contribute and help in the development of the college.

Principal thanked Mr. Saju Mathew for his contributions to the college as IQAC Co-ordinator and for successfully completing his tenure. He also thanked Dr. Hormila G Zingkhai for taking up the Co-ordinatorship of IQAC.

The Principal requested the members to continue sharing their ideas and their inputs and to give their best for the college.

The Meeting concluded at 12: 36 PM.

Date: 2<sup>nd</sup> July, 2021

  
03/03/2022  
Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland  
797001, India



Dr. Hormila G Zingkhai  
IQAC Cordinator  
St. Joseph's College (A)  
Jakhama, Nagaland





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NAAC Grade A (CGPA: 3.12)

### INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 1<sup>st</sup> July, 2021

Time: 10: 00 A.M

Place: Conference Hall No. 1

Sl. No	Name	Designation	Signature
1	Dr. Fr. George Keduolhou Angami	Chairperson	
2	Dr. Sr. Thresiamma Vellilamthadam George	Vice Principal	 1/7/2021
3	Rev. Fr. Binoy Joseph	Administrator	
4	Dr. Fr. George Pezalhoukho	PG Co-ordinator	
5	Rev. Fr. Peter Solo	Dean of Science	 1/07/2021
6	Mr. Moatemsu	Controller of Examination	 1/07/2021
7	Dr. Hormila G Zingkhai	Co-ordinator	 1/7/2021
8	Mrs. Loreni Yanthan	HoD, Economics	
9	Ms. Tiamongla	HoD, Education	 1/7/21
10	Mr. James HK	HoD, English	 1/7/21
11	Ms. Nzano Kikon	HoD, History	
12	Dr. Mhonthung Yanthan	HoD, Political Science	 1.7.21





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13	Dr. Medonuo Pienyü	HoD, Sociology	<i>[Signature]</i> 3/7/21
14	Mr. K. Zubemo Humtsoe	HoD, BBA	
15	Mr. Moatangit Longkumer	HoD, Commerce	<i>[Signature]</i> 11/7/21
16	Ms. Neithongunuo Angela Belho	HoD, Botany	<i>[Signature]</i> 11/7/21
17	Mr. Madovi David	HoD, Chemistry	<i>[Signature]</i> 11/7/21
18	Mr. Toshiwapang Lemtur	HoD, Mathematics	<i>[Signature]</i> 1/7/21
19	Ms. Thejano	HoD, Physics	<i>[Signature]</i> 11/7/21
20	Ms. Rukutalu	HoD, Zoology	<i>[Signature]</i> 11/7/21
21	Sr. Sheela Mary	Library I/C	
22	Ms. Wandahunlang Mery Syiemlieh	Superintendent	<i>[Signature]</i> 11/07/2021
23	Ms. Hepuni Eloziia	Documentation Officer	<i>[Signature]</i> 11/7/21

24. MR. Saju Mathew

Asst. Prof.  
Dep of Ew.

*[Signature]*  
11/7/21



*[Signature]*  
11/7/2021

Principal

St. Joseph's College (Autonomous)  
Jakhama, Nagaland