



ST. JOSEPH'S COLLEGE

JAKHAMA

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

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

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

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

Ref. No: SJC/IQAC/ Notice-03/2022

Date: 01/03/2022

IQAC MEETING NOTIFICATION

Dear Members,

There will be a meeting of the IQAC members on the 3rd of March, 2022, at 12:40 PM in the College Conference Hall No. 1. The Agenda for the meeting are as follows:

1. Review of Previous Semester Activities
2. Activities to be carried out during the present semester
3. Faculty Development Programme
4. NAAC Assessment 2023

Therefore, all are requested to kindly put up your agendas and suggestions for discussion (if any).

Looking forward to your valuable inputs and esteemed presence at the meeting.

Thank you.

01/03/22

Dr. Hormila G Zingkhai

IQAC Co-ordinator

St. Joseph's College (A)

Jakhama, Nagaland

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





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NAAC Grade A (CGPA: 3.12)

IQAC MEETING

Date: 3rd March, 2022

Time: 12: 40 P.M

Venue: Conference Hall No 1

ORDER OF THE MEETING

1. **Chairperson:** Dr. Hormila G Zingkhai, IQAC Co-ordinator
2. **Invocation:** Dr. Fr. George Pezalhoukho, PG Co-ordinator, SJC (A)
3. **Minutes of the Previous Meeting**
4. **Discussion of the Meeting Agenda:**
 - i. Review of Previous Semester Activities
 - ii. Activities to be carried out during the present semester
 - iii. Faculty Development Programme
 - iv. NAAC Assessment 2023
5. **Varia**
6. **Concluding Remark:** Dr. Fr. George Keduolhou Angami,

Principal & IQAC Chairman



Hormila G Zingkhai
3/3/2022

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



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Internal Quality Assurance Cell (IQAC)

St. Joseph's College (Autonomous)

Jakhama, Nagaland

ORDER OF THE MEETING

Date: 3rd March, 2022

Time: 12.40 am

Venue: Conference Hall No.1

St. Joseph's College (A), Jakhama

1. **Chairperson:** Dr. Hormila G Zingkhai
2. **Invocation:** Dr. Fr. George Pezalhoukho, PG Co-ordinator, SJC (A)
3. **Minutes of the Previous Meeting**
4. **Discussion of the Meeting Agenda:**
 - i. Review of the Previous Semester Activities
 - ii. Activities to be carried out during the present semester
 - iii. Faculty Development Programme
 - iv. NAAC Assessment 2023
5. **Varia**
6. **Concluding Remark:** Dr. Fr. George Keduolhou Angami, Principal & IQAC Chairman, SJC (A)

MINUTES OF THE IQAC MEETING

The IQAC of St. Joseph's College (Autonomous), Jakhama, held a meeting on 3rd March, 2022 at 12:40 P.M in the College Conference Hall No.1. The meeting was attended by 22 participants comprising of IQAC members and members of the college Management Board and the Controller of Examination. Dr. Hormila G Zingkhai, the IQAC Co-ordinator welcomed everyone to the meeting on behalf of the IQAC. This was followed by an invocation by Dr. Fr. George Pezalhoukho, the PG Co-ordinator.

The minutes of the previous IQAC meeting held on the 1st of July, 2022 was presented to the house by the IQAC Co-ordinator which was reviewed and passed by the house.

This was followed by the discussion of the Meeting Agenda:

AGENDA 1: REVIEW OF THE PREVIOUS SEMESTER ACTIVITIES BASED ON IQAC ACTION PLAN 2021-2022

Based on the actions taken during the previous Odd Semester, the following observations were noted-

- i. According to the Action Plan 2021-2022, the first IQAC Meeting for the Academic Session 2021-2022 was held on the 1st of July 2021.
- ii. The Staff Meeting was successfully conducted on 5th July 2021.
- iii. National Webinar on the topic “Holistic Development of Learners in the Current Context: Role of Educators” was organised by the IQAC, SJC (A) in collaboration with Kristu Jayanti College (A), Bengaluru and Nagaland College Principals Association on the 6th and 7th of July 2021.
- iv. Online classes for UG 3rd and 5th Semesters commenced on 7th July 2021.
- v. Orientation for the 1st Semester Students was successfully conducted.
- vi. Orientation and career guidance for 5th Semester (UG) and 3rd Semester (PG) students could not be organised.
- vii. International Seminar on the theme “Changing Narratives in the Learning Curves Peri-Pandemic” was organised by the PG Studies on the 10th and 11th of September 2021.
- viii. With regard to organising of webinars by the departments in collaboration IQAC, the Departments of Botany, Education, Commerce, Chemistry, Mathematics, Sociology, History, Physics and Zoology had successfully conducted the webinars. However, the Departments of BBA, English, Political Science and Economics could not conduct the webinar during the Odd Semester.

Discussion and Resolution:

- i. The career orientation and guidance will be first conducted by the respective departments, which will be followed by organising of career guidance program based on the different choice of fields.
- ii. For the same, Principal will meet the Career Guidance Committee and discuss about organising the career guidance program.
- iii. The need to give career guidance to the students from the beginning of the college semester was proposed. However, since it is not feasible in the present academic session, it was decided to implement it from the next academic session.
- iv. With regard to the department webinars/seminars it was informed that the Department of English will be organising a seminar on the topic of Blended Mode of Teaching and Learning, and the other departments which have not yet conducted can still conduct the department webinar/seminar during the present semester.

AGENDA 2: ACTIVITIES TO BE CARRIED OUT DURING THE PRESENT SEMESTER

- i. To organise a National Seminar/Webinar.
- ii. Departments, Clubs and Associations to organise Online/Offline Activities.

Discussion and Resolution

- i. The college Research Committee will take in-charge to organise the National Webinar/Seminar.
- ii. The proposal for the webinar should be from a perspective based on a common area of interest for all the departments.
- iii. The proposal/s should be submitted to different bodies, organization for collaboration and support.
- iv. NAAC sponsored/collaborated webinars can also be considered. And for the same the college can apply either before the month of July or December in accordance with the NAAC notice for NAAC sponsored seminars.

- v. Dr. Dominic Meyicho will give his support and guidance to the college Research Committee for organising the webinar/seminar
- vi. Activities for the Even Semester are taken in consideration of the requirement of the extension activities and outreach programmes, therefore, the respective departments, Clubs and Associations can organise the activities accordingly.

AGENDA 3: FACULTY DEVELOPMENT PROGRAMME

Discussion and Resolution: As the Faculty Development Program is a program that strengthens the quality of the teaching faculties as well as enhances the institution calibre as a learning institution, the Principal expressed the necessity to organise the Faculty Development Program. It was discussed that since organising such programmes should be initiated by the institution, the management will make the necessary arrangement for conducting the Faculty Development Programme.

AGENDA 4: NAAC ASSESSMENT 2023

For the upcoming NAAC Assessment in 2023, the areas which need to be addressed were presented. Based on the presentation, the following were discussed:

- i. For **Teachers Profile and Quality** the need to assess the number of full time teachers, teaching experience of the teachers, and verification by Head of HEI was raised. Under the matter concerned, it was discussed that the Department HoD's should start contacting respective subject expert for conducting the interview and the management will take into account the arrangement for conducting the interviews.
- ii. Concerning the **Student Satisfaction Survey** by NAAC in 2023 it was mentioned that feedback survey by the institution is already being prepared by Mr. Md. Tabrej the convenor of the concerned criteria.
- iii. **Promotion of Research and Facilities:**
 - a. **Seed Money to teachers for research:** The Dean of Science informed that Department of Botany and some other science departments have already received fund for their experiments and research.
 - b. **Grants received from Government and Non-governmental agencies for research, projects, Chairs:** It was discussed that the college can check the notifications of different agencies and start applying.

- c. **Departments having research projects funded by Government and Non-governmental agencies:** The department HoD's were informed to apply for the same if the departments have any proposal
- d. **Paper publication in CARE Journals:** The faculties were encouraged to publish their articles in UGC CARE List journals. Dr. Dominic Meyieho also brought to the notice that not only the Ph.D teaching faculties but non-Ph.D holders, especially the research scholars can publish. And it was informed that for any publications, the faculty members should also mention the designation and the name of the college.
- iv. **Extension Activities:** For Extension activities and Outreach Programs, the departments and Clubs and Associations can organise the activities with reference to the college notification dated 17/02/2022.
- v. **Collaboration:** Under collaborative activities it was discussed to request the different Departments and Clubs and Associations to collaborate with other agencies/institutions and sign MoUs with them. It was also discussed to request all those Departments and Clubs and Associations which have signed MoUs to renew the MoUs with the concerned agencies/organisations.
- vi. **Student Support and Progression:**
- a. For Guidance/Coaching for competitive exams Ms. Nzano Kikon proposed to invite the College Coaching Centre for those students interested in Competitive exams. Principal also informed that the report of the number of students who have filled up for different competitive exams like NET, SLET, CSIR and the number of students who have successfully cleared the exams is also required.
- b. For guidance of students, the possibility of giving guidance to the PG students on how to appear for NET Exams as mentioned by Dr. Mhonthung Yanthan was also brought to notice.
- c. In order to maintain the record of outgoing students who got placement during the year and outgoing students progressing to higher education, the department HoD's were informed to start maintaining the record.

- d. Under Awards/medals received the requirement for outstanding performance at inter-university/college, state/national/international level was highlighted. It was informed that the e-copies of award letters and certificates of the achievements should be maintained. The HoD's were also requested to inform the students and faculty to share with the department about any individual participation and achievements.
 - e. The need to reconnect with the Alumni of the college was also brought to notice. It was proposed to organise different Alumni Chapters and also to organise an Alumni Day or Meet.
- vii. **Under Governance, Leadership and Management** the different criteria such as Effective welfare measures for teaching and non-teaching staff, providing teachers with financial support to attend conferences/workshops and towards payment of membership fee of professional bodies and organising professional development/administrative training programmes by the institution for the teaching and non-teaching staff were highlighted.
- viii. **Institutional Values and Best Practices**
- a. With Measures for the promotion of gender equity and providing specific facilities for women, Principal mentioned that Staff Quarter cum Common room and Day care Centre are under construction. Dr. Medonuo Pienyii also mentioned about the need for having cells that addresses gender issues. Substantiating to it Dr. Dominic Meyieho mentioned the need to have college Women Cell.
 - b. Under Green Campus Initiative the need to consider on the use of plastic was emphasised. Fr. Peter Solo, the Dean of Science also mentioned the interest in signing MoU with the e-Circle organisation for e-waste management in the college.
 - c. For celebrating and commemorating national and international days, events and festivals, Dr. Dominic Meyieho mentioned that apart from the activities in the college, the college hostellers can also organise the different events.

VARIA

- a. The college IQAC is composed in accordance to the NAAC guidelines as such each department is represented by the HoD's. However, the department Co-ordinators can be invited to the IQAC meetings when the need arises. It was also decided to circulate the NAAC guidelines for IQAC Composition by the Management for the information of all.
- b. Dr. Dominic Meyieho mentioned the need to start atleast one discipline (Social Science) specific college journal.
- c. In order to disseminate information about the requirements and to orient the faculty about the NAAC Assessment a common staff meeting will be conducted in the month of March where the NAAC Steering Committee convenors will present the different criteria of assessment for the information of all.

The discussions were followed by a vote of thanks by the IQAC Co-ordinator. She thanked the members present and the invited management members and the Controller of Examination for their presence and for their valuable inputs and suggestions.


The meeting concluded with the Principal emphasizing on the critical role of the meeting and the discussions held and expressed hope that the members present would cooperate and contribute to its successful implementation.

The Meeting concluded at 15:30 PM.

Date: 4th March, 2022


31/5/2022
Principal
St. Joseph's College (Autonomous)
Jakhama : Nagaland




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



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INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 3rd March, 2022

Time: 12: 40 P.M

Place: Conference Hall No. 1

Sl. No	Name	Designation	Signature
1	Dr. Fr. George Keduolhou Angami	Chairperson	 3/3/2022
2	Dr. Sr. Thresiamma V.G	Vice Principal (Academic Affairs)	
3	Rev. Fr. S. Obed Yimchunger	Vice Principal (Students' Affairs)	 05/03/2022
4	Rev. Fr. Binoy Joseph	Administrator	
5	Dr. Fr. George Pezalhoukho	PG Co-ordinator	
6	Rev. Fr. Peter Solo	Dean of Science	 03/03/22
7	Dr. Dominic Meyieho	Controller of Examination	 03/03/2022
8	Dr. Hormila G Zingkhai	Co-ordinator	 03/03/22
9	Mrs. Loreni Yanthan	HoD, Economics	 3/3/22
10	Ms. Tiamongla	HoD, Education	 3/3/22
11	Mr. H.K James	HoD, English	 3/3/22
12	Ms. Nzano Kikon	HoD, History	
13	Dr. Mhonthung Yanthan	HoD, Political Science	



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14	Dr. Medonuo Pienyū	HoD, Sociology	<i>HP</i> 13/2/22
15	Mr. K. Zubemo Humtsoe	HoD, BBA	<i>CKG</i>
16	Mr. Moatangit Longkumer	HoD, Commerce	<i>part</i> 03/03/22
17	Ms. Neithongunuo Angela Belho	HoD, Botany	<i>Angela</i> 9/3/22
18	Mr. Madovi David	HoD, Chemistry	<i>David</i>
19	Mr. Toshiwapang Lemtur	HoD, Mathematics	<i>Toshi</i> 3/3/22
20	Ms. Thejano	HoD, Physics	<i>Thejano</i> 9/3/22
21	Ms. Rukutalu	HoD, Zoology	<i>Rukutalu</i> 3/03/22
22	Sr. Sunitha Benedicta D.Souza	Library I/C	<i>Sunitha</i> 3/03/2022
23	Ms. Wandahunlang Mery Syiemlieh	Superintendent	<i>W Syiemlieh</i> 2/03/2022
24	Ms. Wieziirho C Francisca	Documentation	<i>Wieziirho</i> 2/03/2022
25	Mr. Yangthingba	President, Student Council	<i>Yangthingba</i> 02/03/2022



Principal
3/3/2022

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