



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-08/2022

Date: 27th May, 2022

INFORMATION

Dear Members,

There will be a meeting of the IQAC members on 31st May, 2022 at 9:00 A. M in the College Conference Hall No. 1 to deliberate upon the preparation and actions to be undertaken in the upcoming Academic Session 2022-2023.

You are requested to kindly put up your agendas and suggestions for the discussion (if any).

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

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





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-08/2022, dated 27th May, 2022

INTERNAL QUALITY ASSURANCE CELL MEETING

Date: 31st May, 2022

Venue: Conference Hall No.1

Time: 9:00 A.M

ORDER OF THE MEETING

1. **Chairperson:** Dr. Hormila G Zingkhai, IQAC Co-ordinator
2. **Invocation:** Rev. Fr. Binoy Joseph
3. **Report of the Last Meeting**
4. **Agenda Discussion:** Action Plan for the Academic Session 2022-2023
5. **Varia**
6. **Concluding Remarks:** Dr. Fr. George Keduolhou Angami,
Principal & IQAC Chairman



[Signature]
31/5/2022
Principal
St. Joseph's College (Autonomous)
Jakhama, Nagaland



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)

INTERNAL QUALITY ASSURANCE CELL MEETING

Date: 31st May, 2022

Time: 9:00 A.M

Venue: Conference Hall No.1

St. Joseph's College (A), Jakhama

ORDER OF THE MEETING

1. **Chairperson:** Dr. Hormila G Zingkhai, IQAC Coordinator
2. **Invocation:**
3. **Report of the Last Meeting**
4. **Agenda Discussion:** Action Plan for the Academic Session 2022-2023
5. **Varia**
6. **Concluding Remarks:** Dr. Fr. George Keduolhou Angami,
Principal & IQAC Chairman

MINUTES OF THE MEETING

The Internal Quality Assurance Cell (IQAC), St. Joseph's College (Autonomous) held its meeting on 31st May, 2022 at 9:00 A.M in the college Conference Hall No.1. The meeting was chaired by the IQAC Coordinator, Dr. Hormila G Zingkhai. The meeting began with an invocation by Rev. Fr. Binoy Joseph, the College Administrator and member of IQAC, followed by the report of the last meeting. The presentation of the previous Meeting Minutes was followed by the following discussions:

1. **Career Guidance:** With regard to Career oriented programmes it was informed that the Career Guidance Cell, St. Joseph's College (Autonomous) in collaboration with Nagaland Young India and Educenter Nagaland had organised the Graduate Career Fair on 9th March, 2022 and college Career Guidance Cell in collaboration with Nagaland Emporium Training and Consultancy Pvt. Ltd, had also organised a Career Guidance Program on 28th

March, 2022. Apart from these, the departments of Science had organised department wise Career Guidance Programme.

2. **Department Seminar:** The Department of English had conducted the seminar on 'Blended Mode of Learning' on 7th May, 2022
3. **Activities of Departments, Clubs and Associations:** Departments, Clubs and Associations had already conducted programmes and extension activities.
4. **National Seminar:** For organising the National seminar, the college will be conducting it in collaboration with Kohima College in the next Academic Session, tentatively in the month of September 2022. And for the same Principal will communicate with the Research Advisory Committee of the College. He informed that the faculty members who are interested in presenting papers are welcomed to do so. He also informed that the seminar will be hosted by the college and for financial support the two parties had applied to Indian Council of Social Science Research (ICSSR) for sponsorship.
5. **Projects:** Principal also expressed the need for the college to apply for projects and mentioned that when it comes to Project Officer, he/she can apply for infrastructural projects only but for academic related projects the departments have to apply. He thus, requested the departments to start applying for the projects and informed the HoDs that they can approach Dr. Dominic Meyieho for assistance to write proposal and apply for the project/s and the college will also give the needed support to the departments in this matter.
6. **Student Guidance and Progression:** UGC-NET guidance and maintenance of the record of all the students who Graduate from the college was also emphasised.
 - i. With regard to Student Guidance, it was informed that an orientation programme on UGC-NET Exam for PG students was conducted on 30th May, 2022.
 - ii. For maintaining the Progression of students it was discussed that for the follow up every department should maintain a record of the details of the students especially the 6th Semester student who are in their final year of graduation and keep in contact with the students. Sir James H K also mentioned the role that can be played by the mentors in keeping in touch with students who are their mentees. However, it was mentioned that for the PG section it is possible as the mentors guide the students till they pass out from the college but for UG section it's not possible as it keeps on changing every semester. The practice by the Department of Sociology of selecting two representatives from every outgoing batch and giving them the in-charge to collect the details as well as share information was mentioned as a possibility that can be followed by the other departments. In this regard, Mr. Zubemo Humtsoe mentioned that if the college can

officially select the representatives it will help in the better functioning and connectivity with the Alumni

7. **Alumni Association:** Principal mentioned that the Alumni Association is another important aspect which the college has to focus on.
- i. In this regard he mentioned that in the next Academic Session, the college will organise a day to interact with the Alumni and reconnect with them. The details of this will be discussed again.
 - ii. Dr. Mhonthung Yanthan drew attention to the need for the college Alumni Association to get itself registered. In this regard, Mr. Moatangit, the Vice-President of the Alumni Association mentioned that the work for the registration is under process. He also mentioned that details such as the address, house number of the members and getting approval from the DC office are also required. In this regard, Fr. Binoy Joseph, the Administrator of the college mentioned that the Alumni Association can approach the Administrator's office if they need any help for the official procedures. Principal also mentioned the necessity for having Alumni meetings at regular intervals
 - iii. Dr. Medonuo Pienyii mentioned the need for the support and help from the college management to strengthen the Alumni Association. She also emphasised on the connection between the management and the Alumni Association Executive members and said that in some instances the check system is also required to ensure the proper functioning of the Association. She also talked about creating a link for the Alumni in the college website where they can enter their details once they graduate and this can be a platform where they can connect as well as give feedback about the college. She also mentioned about the importance of acknowledging the Alumni Association Executives for their service and contributions.
 - iv. Dr. Mhonthung Yanthan also mentioned about the need for providing a proper office for the Alumni Association in the college.
 - v. Fr. Binoy Joseph, the Administrator also mentioned that the college should cross check whether the college Alumni Fee has been collected or not during the last two years and to check whether the Alumni Fee is collected during the admission or when they are given their mark sheets. It was suggested that the Alumni Fee can be collected during the collection of Final Examination fee.
8. **Best Practices:** Principal also mentioned that with regard to Best Practices of the college, the college needs to refocus and work on it. And mentioned that any department can take up and organise a seminar on Best Practices of Higher Education Institutions.

9. **Feedback:** Principal informed the members present that the Feedback from the students and faculty members has already been collected but the college is yet to get the feedback from the alumni.

10. **Green Campus Report:**

i. Principal requested the Administrator to make a report of the tree plantations undertaken in the college campus.

ii. Dr. Mhonthung Yanthan mentioned that Waste Management is also one of the most important components which the college should consider when it comes to Green and Environment friendly campus.

iii. Principal informed about the initiation of collaborating with e-CIRCLE Nagaland for e-waste management in the college. The IQAC Coordinator mentioned that for this purpose Fr. Peter Solo, Fr. Binoy, Dr. Thejasenuo Julia Kirha and Mr. Lipokrenba are given the incharge for the e-waste management. However, in this matter she mentioned that further study need to be done.

iv. In this regard, Dr. Mhonthung Yanthan suggested that the Faculty Members from the Science departments can also take the initiative and take up projects on waste management.

v. In lieu with the Green Campus Principal also drew attention to the use of plastic in the campus, especially the mineral water bottles. This was discussed and suggestion was given to stop using the mineral water bottles in the college campus and provide drinking water facilities at various points in the college campus. The need to sensitize the students about the need to stop using mineral water bottles and to instil in them the practice of carrying their own water bottles and fill it and use it from the provided water facilities was emphasised.

11. **Internal Complaint Committee:** The necessity to establish the college Internal Complaint Committee which will deal with the various grievances in the college was also put forward.

12. **Publications:** The possibility of starting the college journal from the next Academic Session was discussed. With reference to this, Dr. Mhonthung Yanthan suggested that instead of a journal if the college can publish atleast one book in an Academic Session it will be more beneficial because even if the college has a journal, if it is not under the UGC CARE list it will have less weightage.

Based on the above discussion and suggestions the minutes of the last meeting were passed by the house.

Action Plan for the Academic Session 2022-2023: In pursuant to the above discussion, the suggestion for tentative Action Plan for the Academic Session 2022-2023 were put forward as follows:

- i. To organise an Alumni Day, tentatively in the month of October/November 2022.
- ii. To organise a National Seminar in collaboration with Kohima College, tentatively in the month of September, 2022.
- iii. To host the All Nagaland Inter-collegiate Sports and Cultural Meet, tentatively in the month of October, 2022
- iv. Project Application (by the Departments)

Varia:

1. The IQAC Coordinator informed the members present that apart from the mentioned actions to be undertaken if they have any ideas and suggestions to put it forward in the next meeting where the Action Plan will be further discussed and framed for the Academic Session 2022-2023. She also suggested to them to refer to the AQAR format as and when they work for the proposals for the Action Plan.
2. Regarding the approach road construction which the college has applied for, Principal informed that he has been in contact with the concerned officers who informed him that it has already been put under priority.
3. The need for revision of syllabus was emphasized. It was clarified that whatever is been done presently with regard to the UG courses it is a review and modification of the syllabus not a revision. However, the departments can keep on working for the Internal Review of the Syllabus.
4. Mr. Zuberno Humtsoe mentioned the need for the presence of the coordinators in the IQAC meeting. It was clarified that as per the discussion on the last IQAC meeting, dated 3rd March, 2022, the department coordinators and other management members will be invited or meeting/s will be organised together with them as and when the need arises. It was also clarified that the college IQAC composition is as per the NAAC guidelines and mentioned that as all the HoDs of the different departments are part of the IQAC, it is their duty to discuss and inform the coordinators and the department faculties about the actions to be taken as per the meeting discussion and implement it accordingly.
5. The IQAC Coordinator also requested all the HoDs to submit the department AQAR and general report on time as the delay in submitting the AQAR will delay in the preparation

- of the NAAC Self-Study Report which will definitely affect the upcoming NAAC assessment.
6. The IQAC Coordinator also requested the NAAC Steering Committee Coordinator, Dr. Mhonthung Yanthan to oversee the compilation and preparation of the Self-Study Report as IQAC will be engaged in the preparation and submission of the AQAR and overlooking the other necessary plan of the college. However, the IQAC will be there to give all the necessary support to the NAAC Steering Committee.
 7. Dr. Medonuo Pienyii also informed that in the previous years all the departments make their yearly plan and then meet together with the IQAC and the necessary changes (if there is any) and rectifications are made and accordingly the details are put up in the Academic Calendar. Principal stated that Sr. Ranit, the Vice-Principal (Academic Affairs) has prepared the date for all the departmental activities, but some of the major events/programs of the college cannot be fixed and put in the academic calendar as there are many technical and logistics areas that need to be considered before implementing it. However, if the departments can submit their annual plan to the Vice-Principal before he/she prepares the Academic Calendar that will be very helpful. With regard to the department Annual plan, Principal stated that from next session he will give the necessary information to all the departments. It was requested that whenever any departmental information is being given to both the UG and PG sections should be notified so that both the sections are aware of the required information.
 8. The IQAC Coordinator requested the management to make the necessary rectifications in the Academic Calendar for the year 2021-2022.
 9. Dr. Mhonthung Yanthan also requested the Principal to provide one shelf each to all the departments in the PG section. With regard to this Principal stated that the college is planning to renovate the rooms into separate department rooms.
 10. Dr. Medonuo Pienyii also highlighted the financial difficulties faced by the departments in the PG Block. She also mentioned that it's difficult to give Department PG Activities report to IQAC for AQAR. However, it was also clarified by the IQAC Co-ordinator that with regard to the AQAR, every department should submit one departmental report only and not separate UG and PG report for the same department.
 11. Mr. James H K also brought to notice about the Exposure Tour of the Faculty Members which is organized every two years as part of the Faculty Development Programme and informed that after the pandemic no exposure tours have not been organised so far. It was discussed that an exchange programme with another University should be organised for the next Exposure Tour of the Faculty Members. The members also suggested to organise

- an informal programme and outing of the management, faculty members and the office staff.
12. The IQAC Coordinator also requested the management to organise a joint meeting of the management, faculty members and the office staff in the upcoming Academic Session.
 13. Dr. Medonuo Pienyii also inquired about the dates of the Academic Session 2022-2023 for the PG Studies and requested the Principal to consider the Semester break for the PG Studies. She also requested to have PG faculty members meeting with the Principal in the coming days.
 14. Dr. Mhonthung Yanthan suggested that the college should consider the need to introduce new disciplines like Anthropology, Philosophy, Geography, Psychology etc., as it will enable the college to grow as a learning institution. Principal remarked that the college can consider introducing Philosophy, Psychology and BCA at the Undergraduate level in the coming years.
 15. The need for a concrete appointment policy and procedure of appointing teaching faculty was also discussed. With regard to this, Dr. Medonuo Pienyii also mentioned the need to have clear cut policies for granting leave, number of classes etc., for regular teaching faculties and contractual teaching faculties.

The Principal thanked all the members present for their presence and for their service and contributions. He thanked the HoDs for their co-operation and reminded them that the HoDs and the Co-ordinators are the main pillars of the college and expressed his hope that they will continue to give their best even in the days to come. The IQAC Coordinator also thanked all the members, the HoDs for their co-operation which have made it possible to successfully implement all the plans, the management for their support and encouragement and expressed the hope that even in the coming semester everyone will jointly work together and contribute to the progress of the college and help in building a better future for the students.


The meeting concluded at 11:20 A.M.

Date: 01/06/2022


01/06/2022

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




Dr. Hornila G Zingkhai
IQAC Coordinator
St. Joseph's College
Jakhama, Nagaland



ST. JOSEPH'S COLLEGE

JAKHAMA

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

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 31st May, 2022

Time: 9:00 A.M

Place: Conference Hall No. 1

Sl. No	Name	Designation	Signature
1	Dr. Fr. George Keduolhou Angami	Chairperson	 30/5/22
2	Dr. Sr. Thresiamma V.G	Vice Principal (Academic Affairs)	
3	Rev. Fr. Binoy Joseph	Administrator	
4	Dr. Hormila G Zingkhai	Co-ordinator	 31/5/22
5	Mrs. Loreni Yanthan	HoD, Economics	
6	Ms. Tiamongla	HoD, Education	 31/5/22
7	Mr. H.K James	HoD, English	 31/05/22
8	Ms. Nzano Kikon	HoD, History	 31/5/22
9	Dr. Mhonthung Yanthan	HoD, Political Science	 31.5.22



ST. JOSEPH'S COLLEGE

JAKHAMA


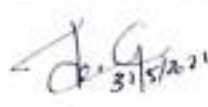


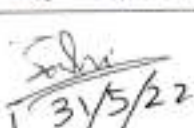
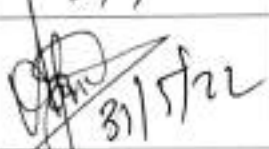
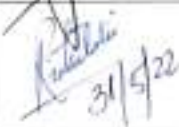
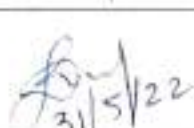
(Autonomous status granted by UGC notification No.F.22-1(AC) Dtd.11thOct.2018)

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

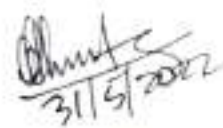
0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

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

NAAC Grade A (CGPA: 3.12)

10	Dr. Medonuo Pienyü	HoD, Sociology	 31/5/2021
11	Mr. K. Zubemo Humtsoe	HoD, BBA	 31/5/21
12	Mr. Moatangit Longkumer	HoD, Commerce	 31/05/22
13	Ms. Neithongunuo Angela Belho	HoD, Botany	 31/5/22
14	Mr. Madovi David	HoD, Chemistry	 31/5/22
15	Mr. Toshiwapang Lemtur	HoD, Mathematics	 31/5/22
16	Ms. Thejano	HoD, Physics	 31/5/22
17	Ms. Rukutalu	HoD, Zoology	 31/5/22
18	Ms. Wieziirho C Francisca	Documentation	 31/5/22




31/5/2022

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