



# ST. JOSEPH'S COLLEGE

JAKHAMA

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

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

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

[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

NAAC Grade A (CGPA: 3.12)

Ref. No: SJC/IQAC/ Notice-01/ Acad: 2022-23

Date: 03/08/2022

**INTERNAL QUALITY ASSURANCE CELL  
ST. JOSEPH'S COLLEGE (AUTONOMOUS)  
JAKHAMA, NAGALAND**

## INFORMATION

Dear Members,

The Internal Quality Assurance Cell, St. Joseph's College (Autonomous) will conduct its meeting on the 9<sup>th</sup> of August, 2022 at 1:00 P.M in SJC (A) Conference Hall No.1. As discussed in the previous meeting held on 31<sup>st</sup> May, 2022, the Action Plan for the Academic Session 2022-2023 will be discussed and framed out, therefore, all are requested to bring forward suggestions for the same.

The Agenda for the meeting are:

1. Evaluation of Previous Year Action Plan
2. Action Plan for the Academic Session 2022-2023

Members are requested to bring in your agenda and suggestion/s if any so that we can discuss upon.

All are requested to kindly make it convenient to attend 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



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NAAC Grade A (CGPA: 3.12)

### IQAC MEETING

Date: 9<sup>th</sup> August, 2022

Time: 1: 00 P.M

Venue: Conference Hall No. 1

### ORDER OF THE MEETING

1. **Chairperson:** Dr. Hormila G Zingkhai, IQAC Co-ordinator
2. **Invocation:** Dr. Sr. Thresiamma Vellilamthadam George, Vice-Principal (Academic Affair)
3. **Welcome Address:** Dr. Fr. George Keduolhou Angami, Principal & IQAC Chairman
4. **Discussion of the Meeting Agenda:**
  - i. Evaluation of Previous Year Action Plan
  - ii. Action Plan for the Academic Session 2022-2023
5. **Varia**



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



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NAAC Grade A (CGPA: 3.12)

### INTERNAL QUALITY ASSURANCE CELL MEETING

**Date:** 9<sup>th</sup> August, 2022

**Time:** 1:00 P.M

**Venue:** Conference Hall No.1

St. Joseph's College (A), Jakhama

### ORDER OF THE MEETING

1. **Chairperson:** Dr. Hormila G Zingkhai, IQAC Co-ordinator
2. **Invocation:** Dr. Sr. Thresiamma Vellilamthadam George, Vice-Principal (Academic Affair)
3. **Welcome Address:** Dr. Fr. George Keduolhou Angami, Principal & IQAC Chairman
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5. **Varia**

### MINUTES OF THE MEETING

The Internal Quality Assurance Cell (IQAC), St. Joseph's College (Autonomous) convened its first meeting for the Academic Session 2022-2023 on 9<sup>th</sup> August, 2022 at 1:00 P.M in the college Conference Hall No.1. The meeting was attended by the IQAC members, and invited members of the management, the Controller of Exam, the Department Co-ordinators and the General Secretary of the Students' Council. The meeting was chaired by Dr. Hormila G Zingkhai, the IQAC Coordinator. The meeting began with an invocation by Dr. Sr. Thresiamma Vellilamthadam George, Vice-Principal (Academic Affair) and member of IQAC, followed by the Principal's Welcome Address. In his address, Dr. Fr. George Keduolhou Angami, the Principal, welcomed all the members present and expressed his gratitude to everyone especially the invitees for their presence. He emphasised on the significance of the meeting, as the actions which the college endeavours to carry forward in the current academic session will be discussed and decided. He invited everyone to contribute their ideas and opinions and conveyed that everyone should look ahead and discuss on the feasibility of the actions that can be executed for



the improvement and development of the college and wished everyone a fruitful meeting. The welcome address was followed by the discussion of the Meeting Agenda, a brief report of which is given below:

#### **AGENDA 1: EVALUATION OF PREVIOUS ACADEMIC SESSION ACTION PLAN**

The Action Plan and Outcomes of the Academic Session 2021-2022 was presented to the House by the IQAC Co-ordinator. Based on the reports, the following points were highlighted-

##### **Academic Activities:**

- i. **To organise a National Webinar by IQAC:** This has been fulfilled as IQAC, SJC(A) in collaboration with Kristu Jayanti College (A), Bengaluru and Nagaland College Principals Association had organised a webinar on 6th and 7th July 2021 on the topic "*Holistic Development of Learners in the Current Context: Role of Educators*"
- ii. **Re-opening of offline/online classes for UG 3<sup>rd</sup> and 5<sup>th</sup> Semesters:** Following the COVID-19 protocol, the online classes for the Under-graduates 3<sup>rd</sup> and 5<sup>th</sup> semesters started on 7th July 2021, classes for Under-graduates and Post-graduates 1<sup>st</sup> Semester started on 16<sup>th</sup> August, 2021.
- iii. **Orientation Programme for the 1st Semester Students:** Orientation programme for Under-graduates (Science Stream) was conducted on 26<sup>th</sup> August, 2021, online orientation programme for Under-graduates (Arts Stream) was conducted on 30<sup>th</sup> August, 2021 offline orientation programme for Departments of BBA and B.com were conducted on 23<sup>rd</sup> September 2021 and orientation programme for Post-graduates was conducted on 28<sup>th</sup> September, 2021
- iv. **Orientation and counselling for 5th Semester (UG) and 3rd Semester (PG) students on the different courses and universities** to be considered and carried forward in the next academic Session
- v. **International Seminar to be organised by PG Studies:** This has been achieved as the PG Studies SJC (A) in collaboration with Veda Vignana Academic and Research Centre, Hyderabad and Ochre (India), Mumbai, had successfully conducted an International Multi-disciplinary e-Conference from 10<sup>th</sup> -11<sup>th</sup> September, 2021, on the theme "*Changing Narratives in the Learning Curves Peri-Pandemic*"
- vi. **IQAC in collaboration with the different departments to hold Department-wise Webinar:** This has been fulfilled as the different departments had successfully conducted webinars in collaboration with IQAC.
- vii. **To organise a National Seminar/Webinar in 2022:** To be considered and carried forward
- viii. **Faculty Development Program:** The IQAC has successfully organised a two days Faculty Development Programme on the theme "*Teaching Learning Process: Objective cum Outcome based Educational Approach*" for the first batch of Faculty Members.

ix. **Employment and Skill Development Programmes to be newly introduced in the Academic year 2021-2022:** From the proposal to introduced different Employability and Skill Development Programmes, Diploma in Stenography and Typing with an enrolment of 45 students, Diploma in Tourism Management with an enrolment of 18 Students were successfully introduced. However, courses such as Diploma in Cosmetology, Diploma in Music, Certificate in Home Nursing / Home Health Care and Certificate in Computer Hardware and Networking could not be introduced due to non-enrolment of students for the said courses.

#### **Infrastructural Development:**

With regard to the Infrastructural Development Plan, the following proposals were put up and all have been successfully fulfilled as per the report from the Administrators office.

- 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 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 laptops and computers for the college

#### **Extra-curricular Activities:**

The Action Plan to conduct extra-curricular activities during the Even Semester were successfully implemented as different Departments, Clubs and Associations had successfully conducted different activities, commemorated different events and carried out extension activities.



## **AGENDA 2: ACTION PLAN FOR THE ACADEMIC SESSION 2022-2023**

The tentative Action Plan of the college was put forward by the IQAC Co-ordinator: Based on the proposals the following discussion and decisions were taken:

- 1. To organise the second phase of Faculty Development Programme for the second batch of Faculty Members.**
- 2. To organise Orientation Programme for both Under-Graduates and Post-Graduates 1<sup>st</sup> Semester students.**
- 3. To organise National/International Seminars/Conferences/Workshops:** The college will be organising National Seminar in collaboration with Kohima College. However, the different departments were requested to organise National/International seminars/conferences and workshops.
- 4. To organise an Alumni Day/Meeting with Alumni tentatively in the month of October /November 2022.**
- 5. To host the All Nagaland Private Colleges Inter-collegiate Sports and Cultural Meet tentatively in the month of October, 2022:** With regard to hoisting the All Nagaland Private Colleges Inter-collegiate Sports and Cultural Meet, the Principal highlighted the discussion held at the All Nagaland Principal Colleges Meeting. However due to the difficulties faced in terms of financial sponsorship and other logistic difficulties it was decided to hoist an Inter-collegiate Meet of Colleges from Kohima District
- 6. Project Application:** The different departments as well as individual faculties were encouraged to apply for projects based on their area of interest.
- 7. To conduct Green /Environment Audit of the College:** Madam Alibo Achumi, the Co-ordinator of Department of Sociology, mentioned that apart from the environmental audit, the Green Audit should also reflect the Vision and Mission of the college. She also suggested that since Green Audit includes the Green Cover of the college survey, the testing of water and soil condition, waste management etc., the IQAC should include the departments of sciences in the Green Audit Committee and also approach the Department of Forest, Environment, Ecology & Wildlife, Government of Nagaland to be the external experts of the Green Audit Committee. It was decided that for the same the Dean of Science will be approached.

With regard to the Environmental management of the college, Dr. Fr. George Keduolhou Angami, informed that the college as an educational institution is concerned with the issue of e-waste, as such, the college is on the process of signing MoU with e-Circle, which is an

e-waste management organisation, to collaborate and work together to create awareness and address the issue of e-waste.

It was also discussed and decided to renovate the Greenhouse of the college.

8. **To conduct the Student Satisfaction Survey and Feedback:** For the said purpose, the HoDs, Co-ordinators and Class Supervisors will be approached to help the IQAC.
9. **To come out with NAAC SSR First Draft by Odd Semester:** The NAAC Steering Committee Co-ordinator along with his team of Convenors was requested to do the needful.
10. **To organise Faculty Development Programme**
11. **To organise Orientation Programme for the Office Staff on Office Managerial Skills.**
12. **To organise a workshop on English Proficiency/Communication Skills for the students, tentatively in the month of November.**

The discussion of the tentative college plan was followed by the presentation of the **Action Plan for Infrastructural Development** by the college Administrator, Rev.Fr. Binoy Joseph. The following proposals were put forward-

- i. To Construct new toilet (for Male students and Staff)
- ii. To construct a new Staff Quarter
- iii. To paint the PG Block
- iv. To purchase 6 laptops and 2 computers for Library
- v. To purchase 20 additional chairs for Library
- vi. To lay inter locking tiles in front of PG Block
- vii. Try to get an ATM installed in the campus
- viii. To purchase a new laptop for the college official works and programmes
- ix. To purchase more books for the library
- x. To renovate the green house and upgrade the botanical Garden

With regard to the Infrastructural Development, Madam Alibo Achumi emphasised on the concern of having a Crèche in the college especially for the working mothers, to which the Principal informed that the arrangement for the Crèche in the new building is already being considered by the management. She also addressed the need to expand the College Indoor Stadium as the number of students is increasing as such more space is required whenever any programme or function is held in the college. She also raised the concern of drinking water facilities and requested the Administrator to make alternative arrangement for providing filtered drinking water in the UG Block.



For the PG library, the request to purchase more books and to recruit a librarian was put forward, to which both the Administrator and Principal informed that it is already been taken into consideration.

The Infrastructural plan was followed by the presentation of the **Action Plan of the Departments of Science** by the Dean of Science, Rev.Fr. Peter Solo, which includes the following:-

#### **Inter-departmental Activity**

- i. Project proposal to the Department of Biotechnology, Govt. of India, for Star College Scheme. All the 5 departments of Science to apply for a project of Rs. 15 lakhs each.
- ii. Eureka Science Fest to be organised by the Department of Chemistry in collaboration with the science departments.

#### **Faculty Development Program & Workshop for students**

- i. Two faculties to attend two days hands-on-workshop on RT-PCR, at Biotech Park, Guwahati.
- ii. Faculty development Workshop to be organised for the department of Botany, Zoology and Chemistry on Anti-microbial Screening in the college campus.
- iii. Winter Workshop to be arranged for the students in collaboration with Nagaland Science and Technology Centre, Kohima.

#### **Innovative Undertakings**

- i. To undertake a Joint venture between the department of Zoology and Physics to develop an EMG machine for use in Zoology practical. Department of Physics will work on the electronic and computer programming, and the Department of Zoology with work on the principals, workings and application of the device.
- ii. Bulk production of Mushroom spawn to be carried out by the Department of Botany and supplied to the villagers at minimum rate.
- iii. To work on the potato Tissue Culture.
- iv. Setting up of a Bird Sanctuary by the Department of Zoology.
- v. Setting up Bio-compose system by the Department of Zoology.

#### **Extension Lectures**

- i. Each department to organise an extension lecture where an external expert will deliver (online/offline) lecture on a particular topic within the syllabus.

#### **Industrial / Study tour and Field trip**

- i. Department of Physics: The 5<sup>th</sup> semester students along with 2 faculties to visit the Central Laboratory of Plasma Physics in Assam.



- ii. Department Botany : The 5<sup>th</sup> semester students to go for field trip to Japfu Peak under the supervision of Dr. Joyrison

#### **Research work**

- i. Ms. Angela, Ms. Senchumbeni, Dean of Science and the students to work on publishing the research work that was carried in the previous semester on the anti-microbial properties of Erigeron.
- ii. Ms. Angela, Dean of Science and students will work on publishing the findings on a highly effective medicinal anti-fungal plant.

#### **Extension Program**

- i. Department of Physics to organise extension program to various higher secondary schools to interact with the physics students and give live demonstration of few physics experiment models.
- ii. Department of Mathematics to organise a state-level Maths Quiz for the students of class ten.

The President of the Students' Council, Mr. Shamba Phom, also put forward the following proposals for the house to consider:

- i. Installation of Fee Counter in the Science Block
- ii. Upgrading the Sound System of the college, especially in the Science Block
- iii. To have a common Teacher's Day celebration of the college
- iv. Student Council in collaboration with College Choir to guide and teach the College Anthem to the students.


#### **VARIA:**


- 1. Mr. Reimaya Muinao, Co-ordinator of Department of History, put forward the suggestion that for the Action Plan there can be a common meeting where all the faculties and the management can discuss together and decide.
- 2. Miss Lily Humtsoe, Co-ordinator of Department of Political Science, mentioned that the Faculty Exposure cum Exchange/Interaction Programme was stopped during the pandemic and requested the management to resume it as it is beneficial for both the teachers as well as the college.
- 3. The Controller of Exam also informed that the Examination Branch is designing and preparing for the installation of Software Programme for Examination Section.

4. Principal informed the House that he has contacted a web designer for the upgradation of the college website and requested the members to share their ideas and suggestions if they have any.
5. The IQAC Co-ordinator requested the HoDs and Co-ordinators to conduct departmental meetings, maintain the minutes of the meeting and to share the same with the IQAC office. She also informed them the necessity to use the department letterhead and the requirement of the HoD's/Co-ordinator's signature in all the official documents and reports of the department.
6. The IQAC Co-ordinator also informed the members to organise programmes and events keeping in view the commemoration of 75 years of Indian Independence and to use the 75 years of Azadi Ki Amrit Mahotsav logo in the programme and events organised till 15<sup>th</sup> August 2023.

The meeting concluded at 2:40 P.M with a vote of thanks by the IQAC Co-ordinator.

Date: 21/08/2022

  
21/08/2022  
Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland

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





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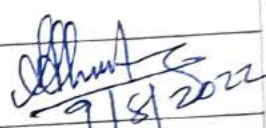


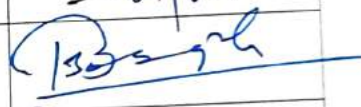
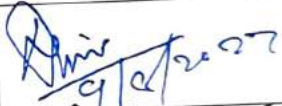
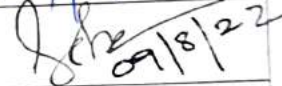
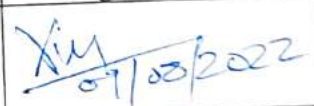
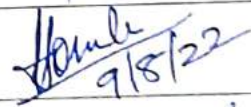

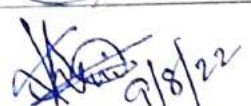
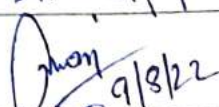
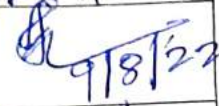
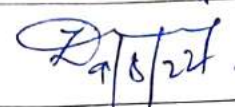
NAAC Grade A (CGPA: 3.12)

## INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 9<sup>th</sup> August, 2022

Time: 1PM

Place: Conference Hall No. 1

Sl. No	Name	Designation	Signature
1	Dr. Fr. George Keduolhou Angami	Chairperson	 9/8/2022
2	Dr. Sr. Ranit SABS	Vice Principal (Academic Affairs)	 9/8/22
3	Rev. Fr. S. Obed Yimchunger	Vice Principal (Students' Affairs)	 09/08/2022
4	Rev. Fr. Binoy Joseph	Administrator	
5	Dr. Fr. Pezalhoukho George	PG Co-ordinator	 9/8/2022
6	Rev. Fr. Peter Solo	Dean of Science	 09/8/22
7	Dr. Dominic Meyieho	Controller of Examination	 09/08/2022
8	Dr. Hormila G Zingkhai	IQAC Co-ordinator	 9/8/22
9	Mrs. Loreni Yanthan	HoD, Economics	 9/8/22
10	Dr. Khriemenuo Pusa	Co-ordinator (Economics)	 9/8/22
11	Ms. Tiamongla	HoD, Education	 9/8/22
12	Mr. H.K James	HoD, English	 9/8/22
13	Mrs. Zulusenla Jamir	Co-ordinator (English)	 9/8/22



4	Ms. Nzano Kikon	HoD, History	<i>[Signature]</i> 9/8/22
15	Mr. Reimaya Muinao	Co-ordinator (History)	<i>[Signature]</i> 09/08/22
16	Dr. Mhonthung Yanthan	HoD, Political Science	<i>[Signature]</i> 9/8/22
17	Ms. L. Lilly Humtsoe	Co-ordinator (Pol Science)	<i>[Signature]</i> 9/8/22
18	Dr. Medonuo Pienyü	HoD, Sociology	<i>[Signature]</i> 9/8/22
19	Mrs. Alibo Achumi	Co-ordinator (Sociology)	<i>[Signature]</i> 9/8/22
20	Mr. K. Zubemo Humtsoe	HoD, BBA	<i>[Signature]</i> 9/8/22
21	Mr. Moatangit Longkumer	HoD, Commerce	<i>[Signature]</i> 09/08/22
22	Ms. Neithongunuo Angela Belho	HoD, Botany	<i>[Signature]</i> 9/8/22
23	Mr. Madovi David	HoD, Chemistry FOR HOD	<i>[Signature]</i> 9/8/22
24	Mr. Toshwapang Lemtur	HoD, Mathematics	<i>[Signature]</i> 9/8/22
25	Ms. Thejano	HoD, Physics	<i>[Signature]</i> 9/8/22
26	Ms. Rukutalu	HoD, Zoology	<i>[Signature]</i> 9/8/22
27	Sr. Sunitha Benedicta D.Souza	Library I/C	<i>[Signature]</i> 9/8/22
28	Mr Mezathel Kiso	V.P Assistant	<i>[Signature]</i> 9/8/22
29	Ms. Munuvolu Tsutso	Co-ordinator Diploma & Certificate	<i>[Signature]</i> 9/8/22
30	Ms. Wierzürho C Francisca	Documentation	<i>[Signature]</i> 9/8/22
31	Mr. M. Shamba Phom	President, Student Council	<i>[Signature]</i> 9/8/22



*[Signature]*  
9/8/2022  
Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland