



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) 94029936452

Ref. No.....

Date: 28/06/2019

To


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Subject: IQAC Meeting

We take the privilege in inviting you for the first meeting of the Internal Quality Assurance Cell (IQAC) of St. Joseph's College (Autonomous) Jakhama, Kohima which is scheduled on 12th July, 2019 at 1.00 pm in the College Conference Hall. The main objective of the meeting is to formulate the action plan for the academic year 2019-2020.

Looking forward

Yours Sincerely


Saju Mathew
Coordinator, IQAC
St. Joseph's College (Autonomous)
Jakhama, Kohima
Nagaland.
Mob. 9436070071


Fr. Dr. Sebastian Ousepparampil
Principal, SJC (A)



PRINCIPAL
St. Joseph's College
Jakhama - Nagaland



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NAAC Grade A (CGPA: 3.12) 9402993642

Date: 12th July, 2019

Internal Quality Assurance Cell (IQAC) St. Joseph's College (Autonomous) Jakhama.

Venue: Conference Hall

Time: 1.00 PM

Agenda of the meeting

1. Invocation : Rev. Fr. Dr. George Keduolhou Dzeyie
2. Introduction and welcome : Rev. Fr. Dr. Sebastian Ousepparampil,
Chairman, IQAC
3. St. Joseph's College as Autonomous
And Future Thrust : Rev. Dr. Sebastian Ousepparampil,
Principal SJC.
4. Introduction to Action Plan : Mr. Saju Mathew, Coordinator, IQAC
5. Action Plan 2019-2020
 - i) Department
 - ii) College in general
6. Varia
7. Concluding Remarks

Mr. Saju Mathew
Coordinator, IQAC



Rev. Fr. Dr. Sebastian Ousepparampil
Chairman, IQAC

Internal Quality Assurance Cell (IQAC)
St. Joseph's College (Autonomous) Jakhama

Minutes of the IQAC Meeting held on 12th July, 2019

First meeting of the internal Quality Assurance Cell (IQAC) of St. Joseph's College (Autonomous), Jakhama in the academic year 2019-20 was held on 12th July, 2019 at 1.00 pm in the college conference Hall. The main agenda of the meeting was to chalk out the action plan of the college for the academic year 2019-20. The Meeting was chaired by Rev. Fr. Dr. Sebastian Ousepparampil, Principal and Chairperson of IQAC. The meeting started with a prayer by Rev. Fr. Dr. George Keduolhou Dzeyie, Vice Principal of student affairs. Fr. Principal welcomed the members and in his speech emphasised the role of IQAC in the quality enhancement and pointed out the need of the college to go further even by introducing the Ph. D research section in the college so that even our own students and staff can benefit out of it.

Mr. Saju Mathew, coordinator of the IQAC made a brief presentation on various areas to be kept in mind while formulating the action plan. He presented six major areas and one by one was taken up for discussion and consideration.

1. CURRICULAR ASPECTS

a) Academic and Diploma courses

Under curricular aspects first point was the new academic courses that are to be introduced in the academic year 2019-20. Fr. Principal said that MA in Political Science and Sociology will be started from this academic year. Various skill based courses are under planning, he added, and announced that the details are available in the office of the coordinator of Diploma and Certificate courses. Following are the List of Skill based courses to be introduced from this academic year:

- a) Diploma in Music, one year program
- b) Diploma in counselling psychology, one year program
- c) Diploma in Travel and Tourism, one year Program
- d) Certificate Course in Tally, Six Months Program
- e) Certificate Course in Cognitive Behaviour Therapy, Six Months Program
- f) Certificate Course in Computer Concepts, Six Months Program
- g) Certificate Course in Football, Six Months Program
- h) Certificate Course in Basket Ball, Six Months Program
- i) Certificate Course in Graphic Designing, Six Months Program
- j) Certificate Course in Employability and entrepreneurship, Six Months Program

2) Evaluation Process and Reforms

With regard to the teachers' evaluation by the students, Dr. Dominic, the controller of exams suggested that the teachers' evaluation by students should be done by all the students and not by the representatives as it can be biased. He cautioned that the management should keep in mind, while going through the evaluation report, that students may favour the

teachers who are very liberal and they may not give good marking for those who are strict with rules and regulations. Fr. Principal replied that it may be practically difficult to compute the data collected from more than 3500 students. But we will try to develop a system with which we can analyse the data and till that time it may not be possible to collect feedback from every student.

3) RESEARCH AND INNOVATIONS

With regard to the Research, Fr. Principal said that in the future we have to start Ph. D. also in our college and once we start Ph. D. our faculty members will be given Preference. Dr. Medonuo pointed out that we have already started the college journal and suggested to make it compulsory for every department to contribute one research article for it. Fr. Principal said that it is advisable that everyone writes in it but we cannot make it compulsory. Mr. Zubemo Humtsoe suggested to conduct a technical session for teachers, how to write a research article. Fr. Principal said that already we had four technical sessions and if the teachers need, we can conduct another.

With regard to the collaborations Fr. Principal suggested that Jaffu College and Don Bosco University are happy to collaborate with us and if any department come up with a proposal college can extend help to them.

4) INFRASTRUCTURE AND LEARNING RESOURCES

With regard to the infrastructure development, Fr. Principal said that the Ground floor of the PG Block will be completed by this academic year. Dr. Dominic Suggested to set up crèche (Baby care) in the college and Fr. Principal agreed to it. Dr. Medonuo suggested that when we call the parents of the students, we have no place to meet them personally as the staff room is always engaged with many people. So she suggested to set up a waiting room where the the parents can sit and the teachers can talk to them. Fr. Principal responded to it positively. Sr. Dr. Ranit, Vice principal pointed out the need for a reception and Public Relations Officer (PRO) and Fr. Principal agreed to this suggestion. Dr. Medonuo requested to provide few more laptops for the use of the teachers. Fr. Principal said that it is not possible to buy one each to every department as there are many departments but two more laptops can be purchased and kept in the college office for the use of teachers.

5) STUDENT SUPPORT AND PROGRESSION

With regard to the student support, Fr. Principal pointed out that we are giving scholarship to the students who are financially week. With regard to mentoring, teachers pointed out that since there is no free period it is difficult to find time for mentoring. Sr. Dr. Ranit suggested that the 2nd and 3rd years may not have any free period and so she requested the teachers to find out some time according to their free time. Those who are under autonomous are allotted time. Once all the batches are under autonomous, it is would be easy to arrange the time.


6) Other points

Fr. Principal pointed out that every department should introduce one skill based course. President of the students' Council asked to increase the duration of the short break

and pointed out the need to increase the time duration of the short break from 10 minutes to 20 minutes by reducing five minutes each from the second period and 3rd period. Fr. Principal said that it is the UGC rule that each period should of one hour duration and the time duration of the period cannot be reduced.

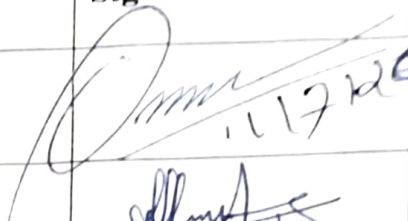
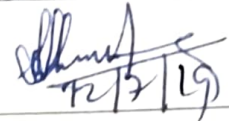
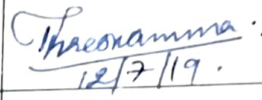
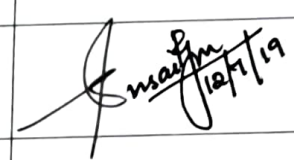
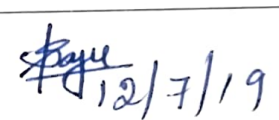
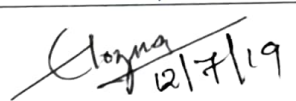
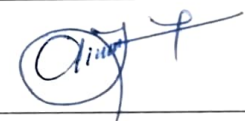
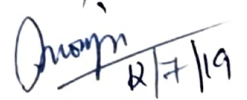
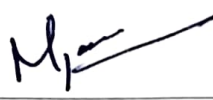
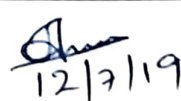
The meeting ended at 3.00 pm with the concluding words from Fr. Principal.

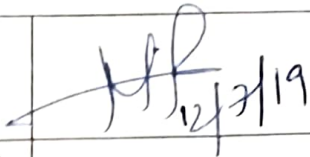
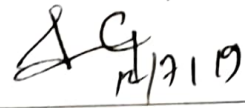

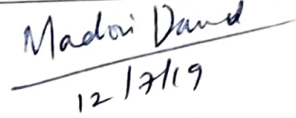
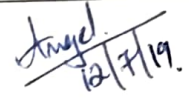


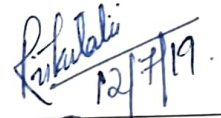
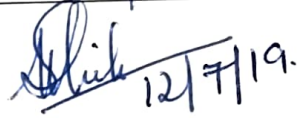
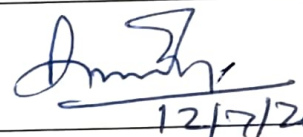

SJC, Jakhama
12th July, 2019


Saju Mathew
Coordinator, IQAC

Internal Quality Assurance Cell (IQAC)
St. Joseph's College (Autonomous) Jakhama

Attendance Sheet

Sl. No	Name	Designation	Signature
1	Fr. Dr. Sebastian Ousepparampil	Chairperson	 11/7/2019
2	Fr. Dr. George Keduolhou Dzeyie	Vice Principal	 12/7/19
3	Sr. Dr. Thresiamma VG	Vice Prinicipal	 Thresiamma : 12/7/19.
4	Fr. Benny Varghese	Administrator	
5	Sr. Susaiammal A	Dean of Science	 12/7/19
6	Fr. Dr. Joy Thomas SVD	Librarian	
7	Mr. Saju Mathew	Co-ordinator	 12/7/19
8	Ms. Hepuni Elozua	Joint Co-ordinator	 12/7/19
9	Mrs. Lorenin Yanthan	HoD, Economics	
10	Ms. Tiamongla	HoD, Education	 12/7/19
11	Dr. Sumi Daa-dhora	HoD, English	
12	Ms. Nzano Kikon	HoD, History	
13	Mr. Heshuo Dihe Mao	HoD, Political Science	 12/7/19

14	Dr. Medonuo Pienyü	HoD, Sociology	 12/7/19
15	Mr. K. Zubemo Humtsoe	Director, Dept of Management	 12/7/19
16	Mr. Moatemsu	HoD, Commerce	 12/7/19
17	Mr. Madovi David	HoD, Chemistry	 12/7/19
18	Ms. Neithongunuo Angela Belho	HoD, Botany	 12/7/19
19	Ms. Imlienla	HoD, Mathematics	 12/7/19
20	Ms. Thejano	HoD, Physics	 12/7/19
21	Ms. Rukutalu	HoD, Zoology	 12/7/19
22	Ms. Wandahunlang M Syiemlieh	Office Superintendent	 12/7/19
23	Fr. Dr. Arul SJ	Local Representative <i>Expert in education -</i>	 12/7/2019
24	Dr. Dominic Meyieho	Controller of Examination	 12/07/19
25	Mr. Chumtiba Sangtam	President Students' Council	