



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.11th Oct.2018)
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/01/ 2023-24*

Date: 24/07/2023

INFORMATION

The Internal Quality Assurance Cell, St. Joseph's College (Autonomous) will conduct its meeting on the 31st of July, 2023, in SJC (A) Conference Hall No.1 at 12:40 P M. The Agendas for the meeting are:

1. Review of Previous Academic Year Action Plan
2. Action Plan for the Academic Year 2023-2024
3. Academic and Administrative Audit (AAA) visit
4. NAAC Assessment
5. Designing of Syllabus for 3rd – 8th Semesters under NEP 2020 Curriculum Framework

Members are requested to bring in their agenda and suggestion/s to 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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IQAC MEETING

Date: 31st July, 2023

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. 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 Year 2023-2024
 - iii. Academic and Administrative Audit (AAA) visit
 - iv. NAAC Assessment
 - v. Designing of Syllabus for 3rd – 8th Semesters under NEP 2020 Curriculum Framework
5. **Varia**





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NAAC Grade A (CGPA)

Date: 04/08/2023

MEETING MINUTES

Internal Quality Assurance Cell (IQAC) of St. Joseph's College (Autonomous), Jakhama, organised its 1st meeting for the Academic Session 2023-2024 on 31st July 2023 at 12:40 PM in Conference Hall No.1, SJC (A). The order of the meeting was as follows:

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 Year 2023-2024
 - iii. Academic and Administrative Audit (AAA) visit
 - iv. NAAC Assessment
 - v. Designing of Syllabus for 3rd – 8th Semesters under NEP 2020 Curriculum Framework
5. **Varia**

The meeting was chaired by Dr. Hormila G Zingkhai, the IQAC Co-ordinator. The meeting began with a prayer graced by Dr. Sr. Ranit (Vice Principal-Academic Affairs) followed by a welcome note delivered by Dr. Fr. George Keduolhou Angami the IQAC Chairman and Principal of the college. In his welcome address, the Principal welcomed the new members and spoke about the importance of IQAC and the role it has to play in maintaining the quality of the college. He also highlighted the significance of the meeting as a meet to discuss and planned out actions to be undertaken which would help the college in its pursuit of quality

education and achieve excellence as an educational institution. The welcome address was followed by report of the Minutes of previous meeting by the IQAC Coordinator, which was passed after approval by the house.

This was followed by the discussion of the Meeting Agenda, a brief report of which is given below:

DISCUSSION OF THE MEETING AGENDA:

1) **Evaluation of Previous Academic Session (2022-2023) Action plan 2022-2023:** The report of the Academic Year 2022-2023 Action Plan and actions taken was presented by the IQAC Coordinator. Based on the action taken report, the major percentage of the Action Plan for Academic and Extra-curricular Activities, Infrastructural Development plans etc., of the Academic Year 2022-2023 were fulfilled successfully.

2) Action Plan for the Academic Year: 2023-2024:

i) **Publication of Articles:** As research and publications are a reflection of the progress of any educational institutions, it was proposed by the Principal to request the faculty members with Ph.D Degree to publish atleast one article in a year. He mentioned that this is to encourage the faculty members to be engaged in teaching as well as to remain academically active in research work. Based on the deliberations, it was decided that concern for the article publications will be shared and discussed with the college faculty members during the Staff Meeting. It was also noted that the faculty members have to mention the College affiliation in all their publications.

In relation to research activities, the suggestion for purchasing Anti-plagiarism Test Software was also put forward as it is a requirement for the M.A dissertations, publication of the college journal and any other research related writings to undergo plagiarism test.

ii) **Workshop on Indian Knowledge System:** The house also deliberated on organising a sponsored workshop under “Indian Knowledge System” in the month of August. Dr. Dominic Meyieho, the CoE was made the in-charge of organising it.

iii) **Induction cum Orientation Programme:** To orient the new faculty members with the rules and regulations and practise of the college, it was decided to conduct Induction cum orientation programme for new faculties before joining the college or right after the new academic session begins.

- iv) **Workshop on Research Methodology:** In view of the focus on research work, publication to be undertaken by the faculties and the requirement from the Post-Graduate students in partial fulfilment of their Master's Degree the need for a workshop on Research Methodology was proposed. The house decided that the Post Graduate Studies of the college will be in-charge of organising a workshop on Research Methodology and the same will be informed to the faculties of Post Graduate Studies.
- v) **Revision of Post Graduate Studies Syllabus:** It was also decided that Dissertation writing will be compulsory for all the departments at PG level starting from the batch of 2023-2025. Therefore, the HoDs and Coordinators of the departments of English, History and Political Science were informed to work on revising the Post Graduate Studies syllabus of their respective department, whereby papers on Research Methodology and Dissertation should be included.
- vi) **To design the syllabus for 3rd - 8th Semesters under NEP 2020 FYUP Curriculum Framework:** The house decided to complete the framing of syllabus for 3rd - 8th Semesters under NEP 2020 FYUP Curriculum Framework.
- vii) **Organising sponsored Seminars/Workshops/Conferences:** To encourage various Academic exercises the Departments were requested to apply and organise sponsored State/National/International Seminars/Workshops/Conferences as part of their department curricular activities.
- viii) **Green Audit:** Keeping in view the importance of environmental consciousness and the need to contribute towards conservation, the house decided that the IQAC with the assistance of the Department of Sciences will prepare the requirements for Green Audit of the college and will approach an appropriate organisation/department to verify and authenticate the Green Audit of the college.
- ix) **Academic and Administrative Audit (AAA):** To maintain the academic and administrative quality of the college, the house decided to approach the Department of Higher Education, Government of Nagaland to conduct the Academic and Administrative Audit.
- x) **NAAC Assessment:** The house decided that the college will start the process and apply for the college NAAC Assessment and for the same the departments, clubs and associations will be informed to submit the last 5 years (July 2018 – June 2023) reports and supporting document to IQAC.

xi) **Academic Bank of Credit (ABC):** In alignment with the Ministry of Education, Government of India's policy to promote academic mobility, the house decided to create the ABC Id of the students starting with the BA, BSC & BSC ^{1st} semester students.

xii) **College Journal:** The members were informed regarding the publication of the college journal "*Journal of Social Sciences Inter – Views and Dialogue*", and Dr. Dominic Meyieho was requested to continue with the follow-up for the journal ISSN.

xiii) **Infrastructural Development:** The following plans were put forward for infrastructural and facilities development-

1. **Infrastructural Development:**

- a. Construction of additional boy's toilet.
- b. Renovation of Arts Block building roofing and ceiling.
- c. To begin with the construction of additional ramp in Arts Block from the ground floor to top floor.
- d. To construct new staff building.
- e. Renovation of Science Block.

2. **Upgradation of Facilities:**

- a. To install Interactive Panels in all the PG Classrooms, IQAC Conference Hall and Principal's Office.
- b. To buy additional furniture for department and college offices.
- c. To paint the all the three blocks- Arts, Science & PG blocks, the hostels and the staff quarters.
- d. To install purified water dispensers in all the three blocks.

3) **Academic and Administrative Audit (AAA) Visit:** The house deliberated regarding the Academic and Administrative Audit (AAA) team visit and decided the last week of August, 2023 as the tentative date of visit for the Academic and Administrative Audit team.

4) **NAAC Assessment:** With regard to the upcoming NAAC Assessment, the IQAC Coordinator highlighted some significant areas under NAAC SSR for autonomous colleges which the college can focus on. Some of the criteria which the college can work on are as follows:

- i) **Vocational courses through Distance Education/ Online Education:** As the college has implemented the NEP 2020 Curriculum and Framework from the Academic Year 2023-2024 and offering of Vocational courses through Distance Education/Online

Education by the educational institutions and attending such courses by the faculties and students is a part of the NEP 2020 policy which also comes under one of the criteria of NAAC SSR, the department and the college as a whole can deliberate upon offering Vocational courses through Distance Education or Online Mode and accordingly frame the courses for the same.

- ii) **Electoral Literacy Club:** Forming of Electoral Literary Club is a need and a requirement for the college as per the directive of UGC notification. For this, Department of Political Science will be in-charge of activities relating to Electoral Literary and faculties from the department have been selected as the Staff Directors.
- iii) **Programme outcome and Course Outcome (Criteria Metrics 1.1.1 & 2.6.1):** The members were requested to come out with the Programme Outcome and Course Outcomes while framing the NEP 2020 syllabus for all the Semesters, as it comes under the requirement of NAAC AQAR and SSR Criterion 1 (Metric 1.1.1) and Criterion II (Metric 2.6.1).
- iv) **Field Projects/ Research projects / Internship (Metric 1.3.3):** For any field projects, research projects or internship, a sample of evaluated project report, field work report submitted by the students and sample of internship completion letter provided by the host institution is required as per NAAC AQAR and SSR Criterion I (Metric 1.3.3)
- v) **Seed Money (Metric 3.2.1):** According to the NAAC Assessment Seed money given to the faculty should be for Research Projects only. Seed money granted less than one lakh per faculty shall not to be considered as per the NAAC SSR.
- vi) **MoU/ Linkages (Metric 3.7.1):** MoU or Linkages signed with institutions should be functional and the MoU related with Internship, on-the-job training, project work, student/faculty exchange and collaborative research as mentioned in NAAC Criterion III (Metric 3.7.1) can be signed with different institutions and organisations.
- vii) **Career Counselling and Guidance for Competitive examination (Metric 5.1.2):** As per the requirement of Criterion V (Metric 5.1.2) the college should organise more Career Counselling and Guidance programmes for Competitive Examinations for the students, especially for the final year students.
- viii) **Alumni Contribution (Metric 5.4.1):** Regarding the Alumni Contribution to the college, Annual audited statements of accounts of the HEI highlighting the Alumni contribution duly certified by the Chartered Accountant/Finance Officer to be followed up whenever there is any contribution from the Alumni Association.
- ix) **Performance Appraisal System for teaching and non-teaching staff (Metric 6.3.1):** Students Satisfaction Survey (SSS) conducted for individual teacher will be mailed to

them personally and Self Appraisal form of Performance for teaching and non-teaching staff will be prepared and given to them.

- x) **Financial support to attend conferences/ workshop and payment of membership of Professional bodies (Metric 6.3.2):** As per the NAAC SSR, financial support of minimum Rs 2000/- per year can be given to the faculty for attending conferences, workshop and the college can also contribute towards the payment of membership fee of Professional bodies. Policy document on providing financial support to teachers, copy of letter/s indicating financial assistance to teacher/s and Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies should be submitted.

For this, it was decided that the college payment of membership fee for Professional bodies (department professional bodies) will be done for one department each year wise.

- xi) **Professional development and programs organised by the institution for teaching and non-teaching staff (Metric 6.3.3):** Principal mentioned that Refresher course, Faculty Orientation or other programmes as per UGC/AICTE will be discussed during the Staff meeting.

5) Designing of syllabus for 3rd- 8th Semesters under NEP 2020 Curriculum Framework:

For designing of syllabus for 3rd to 8th Semesters, Dr. Sr. Ranit, Vice- Principal (Academic Affairs) requested the HoD's to start preparing and to submit the prepared syllabus by the end of the Autumn Semester 2023.

VARIA:

- i) The CoE informed regarding the requirement of Email id & phone number of the 1st semester students for updating in the Academic Credit Bank (ACB), for which the house decided 18th August 2023 as the last date for submission and requested the HoDs to inform the respective Class Supervisors.
- ii) The Controller of Examination notified that based on the NEP 2020 syllabus and requirement, the Question paper format will be modified.
- iii) The Journal in-charge, Dr. Dominic Meyieho, informed the house that the ISSN of the college journal is ready but for finalisation due approval from the SDO of Jakhama is still pending. He also mentioned that the college faculties should be encouraged to write for the college journal.

- iv) The house requested the library in-charge to arrange and give Orientation to the students, particularly to the PG students about how to get access to online resources, e-journals, e-books etc.
- v) The CoE mentioned that whenever any articles, journals and books are published in the name of the college, the approval from the author/s concerned and authorisation from the college the publication process should be initiated is a requirement. Substantiating to it, the IQAC Coordinator also informed that the research publication ethics should be practiced by the college, as such, though the initiators or contributors name are not mentioned as authors, they should be at the least acknowledged in the publication/s.

The meeting came to an end at 2:40 PM, with a note of gratitude by the Chairperson of the meeting. She thanked everyone for their presence and contributions and expressed the hope that with their support and cooperation the IQAC will be able to successfully undertake the Action Plan for the Academic Year 2023-2024 and will be able to contribute to the college as a whole.



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



Dr. Hormila G Zingkhai
IQAC Coordinator
St. Joseph's College (A)
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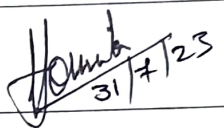
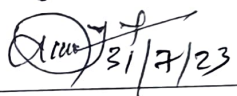
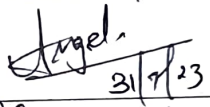
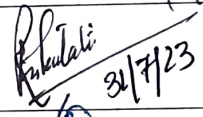
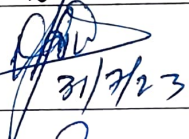
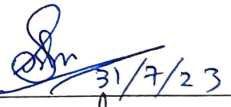

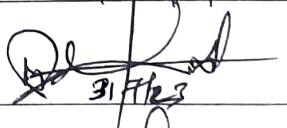
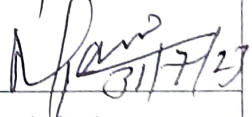
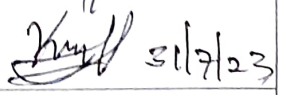
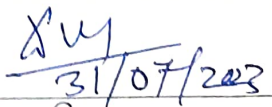
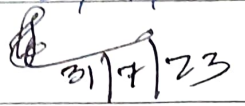
NAAC Grade A (CGPA: 3.12)

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 31st July, 2023

Time: 12:40 PM

Venue: Conference Hall No.1

Sl. No	NAME	DESIGNATION	SIGNATURE
1.	Dr. Hormila. G. Zingkhai	IQAC Coordinator	 31/7/23
2.	Loreni Jarthan	Asst. Prof.	 31/7/23
3.	NEITHONGUNDO ANGEKA BELUD	HOD, Dept. of Botany	 31/7/23
4.	Kirkulati	HOD, Dept. Zoology	 31/7/23
5.	Thejano	HOD, Dept. Physics	 31/7/23
6.	TOSHIWAPANG T LEMTUR	HOD, Dept. Maths	 31/7/23
7.	M GOPIRAMON SINGH	Asst. Prof. Computer	 31/7/23
8.	MADONI DAVID	Chemistry	 31/7/23
9.	NZANO KIKON	HOD, History Dept	 31/7/23
10.	KEZIENGUNO	HOD, Education Dept.	 31/7/23
11.	Dr Dominic Meyielho	COE	 31/07/2023
12.	James H.A	HOD, English Dept	 31/7/23

