



GOVERNMENT OF NAGALAND
DIRECTORATE OF HIGHER EDUCATION
NAGALAND : KOHIMA
797001

0370-2271020

NO. HED/A&R/AAA-4/2021/72

Dated Kohima the 27th Oct' 2023

To,

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

Sub : AAA Team Report and Grading.

Dear Principal,

I am glad to inform you that the outcome of the Academic and Administrative Audit exercise of your Institution has been processed and approved by the Higher Education AAA Committee and your Institution has been placed with CGPA of 3.15 on four point scale at "A" grade.

I am sure the recommendation of AAA Team Report given to you will enable the institution to initiate further quality enhancement measures.

With best wishes

Yours sincerely

(DR. A. NSHOGA)
DIRECTOR
HIGHER EDUCATION
NAGALAND : KOHIMA



GOVERNMENT OF NAGALAND
DIRECTORATE OF HIGHER EDUCATION
NAGALAND : KOHIMA
797001

☎ 0370-2271020

QUALITY PROFILE

Name of the Institution: St. Joseph's College (A), Jakhama.

Place: Jakhama, Kohima.

Criteria	Weightage (W_i)	Criterion-Wise Weighted Grade Point (C_rWGP_i)	Criterion-wise Grade Point Average (C_rWGP_i/W_i)
I. Curricular Aspects	150	530	3.53
II. Teaching-Learning and Evaluation	300	1020	3.40
III. Research, Innovations and Extension	150	325	2.17
IV. Infrastructure and Learning Resources	100	330	3.30
V. Students Support and Progression	100	340	3.40
VI. Governance, Leadership and Management	100	270	2.70
VII. Institutional Values and Best Practices	100	330	3.30
Total	$\sum_{i=1}^{vii} W_i = 1000$	$\sum_{i=1}^{vii} (C_rWGP_i) = 3145$	3.15
$\text{Institutional CGPA} = \frac{\sum_{i=1}^{vii} C_rWGP_i}{\sum_{i=1}^{vii} W_i} = \frac{3145}{1000} = 3.15$			

GRADE = A

(DR. A. NSHOGA)
DIRECTOR
HIGHER EDUCATION
NAGALAND, KOHIMA

SWOC analysis for St. Joseph's College (Autonomous), Jakhama

(Date of visit: 10th & 11th October, 2023)

The SWOC analysis of the AAA team on site visit to St. Joseph's College (Autonomous), Jakhama, is presented here as follows:

A: Strengths

1. College is assessed by NAAC with grade A (CGPA 3.12) in 2016 and granted Autonomous status in 2018.
2. College has sufficient land for further expansion and development.
3. Pollution free campus.
4. Affordable fee structure for all courses.
5. Alumni Association is registered under Society's Act
6. The college offers UG programmes in Arts, Science, Commerce & BBA and PG programs in Economics, English, History, Political Science & Sociology. New courses and programmes have been introduced after the 3rd Cycle of NAAC Accreditation.
7. College encourages its faculty members for research and faculty development programmes. A teacher who publishes a paper in a national or international journal is paid a sum of money by the college.
8. Study leave is granted for higher studies with paid salary after 5 (five) years of service.
9. College has an excellent infrastructure with 3 (three) Academic Blocks – Arts, Science and PG besides others.
10. College offers 8 (eight) add on courses (counselling, floriculture, aquaculture, vermiculture, DTP, football coaching, tourism, tally) which is approved and recognised by Nagaland University. College offers 4 (four) certificate courses (Computer Hardware & Networking, Cognitive Behavioural Therapy, Graphic Design and Home Nursing) and 6 (six) Diploma courses (Computer Concept, Counselling Psychology, Cosmetology, Stenography & Typing, Music and Tourism Management)
11. Every year college gets grant-in-aid from Higher Education Department, Govt. of Nagaland.
12. All class rooms have LCD projectors.
13. Excellent academic result which includes University rank holders.
14. College has a good transportation facility for staff and students.
15. All statutory bodies/cells/committees are in place and functioning effectively.
16. College has a high enrolment of 4214 students which excludes coaching and IGNOU.
17. College has rain water harvesting, solar lights, gymnasium, emergency siren, fire extinguisher, waste management, language lab, ATM, health centre, botanical garden,

mini-Zoo, museum, counselling centre, day care (creche), canteen, teachers' common room, separate wash room for boys and girls, prayer room.

18. Satisfactory sports infrastructure available.
19. Coaching for NET is functioning well with very satisfactory success rates.
20. College has adopted Jakhama, Khuzama, Mima & Viswema villages under UNNAT BHARAT ABHIYAN 2.0.
21. Personal and group counselling is very effective in the college.
22. Faculty members have published 32 (thirty-two) papers in various research journals including UGC Care List and Scopus journals, 7 (seven) books under ISBN number and 24 (twenty-four) chapters in edited books.
23. College has good MOU/collaboration with various bodies/institutions.
24. NCC and NSS playing a major role for the development of college.
25. Remedial classes held for weak students.
26. The college has an active mentorship programme.
27. Commendable extension services provided to the society.
28. Separate hostels for boys and girls
29. A feedback mechanism is maintained for the growth of the faculty and the institution at large.
30. All accounts are audited internally and externally (chattered accountant)
31. Hostels are well equipped with reading room and maintained hygienically.
32. CCTV surveillance available in the academic and hostel blocks
33. Library is fully automated with SOUL 3.0 and is well equipped with books, encyclopaedias, reference books, journals for all subjects, periodicals, e-journals and internet connection.
34. Teaching faculty and students are registered under N-List and National Digital Library.
35. Good academic results and placement records.

B. Weaknesses

1. Reading room in library is small comparison to the enrolment of students.
2. Very high Teacher-student ratio
3. Insufficient accommodation/quarter facilities
4. Low research activities.

C: Opportunities

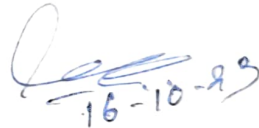

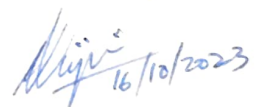
1. College has immense scope for addition of UG/PG programmes and skill-based courses
2. To avail UGC, ICSSR and other schemes and funds
3. Possibility of recognizing and exchanging the credits with other institution.
4. Staff strength and enterprising nature.

D: Challenges

1. Mobilisation of funds

Recommendations:

1. Research & Development Committee to conduct more workshops on Research Methodology for the benefit of all faculty members.
2. Explore means to for contributions from alumni association.
3. To start an annual College Journal.
4. To make the campus more disabled-friendly
5. Put up Toppers Board at a strategic location.
6. IQAC office needs to be more spacious and well-equipped.
7. College should introduce self-financing courses and programs.
8. Clear reservation of seats to be highlighted in the Prospectus.
9. Institute a Best Library User Award for Faculty and Students.
10. IQAC to start Parent Teacher Association.
11. Authority needs to review teaching and non-teaching staff's salary.
12. To repair the approach road from the National Highway to the college.
13. To take major step to improve the weaknesses (as written and shown above in B)

1. Dr. Walijungki Jami Convener -  16-10-23
2. Dr. Lily Serna, Member -  16/10/2023
3. Dr. Vitosie Vupru, Member -  16/10/2023



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)

FACULTY MEMBERS FEEDBACK FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

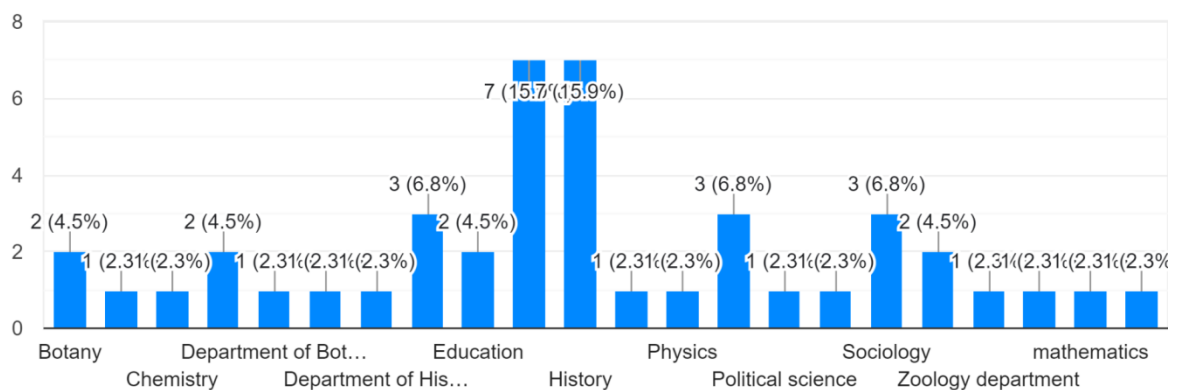


FACULTY MEMBERS FEEDBACK ON CURRICULUM, TEACHING-LEARNING, EVALUATION AND WELFARE OF THE COLLEGE

This feedback is intended to collect information relating to your satisfaction towards the curriculum, teaching-learning and evaluation processes and welfare schemes in St. Joseph's College (A), Jakhama. It is an endeavour undertaken to strengthen the quality of the teaching and learning process and the overall environment of the college, so as to achieve excellence as a learning institution. Your valuable feedback and inputs in this regard is highly appreciated.

Department

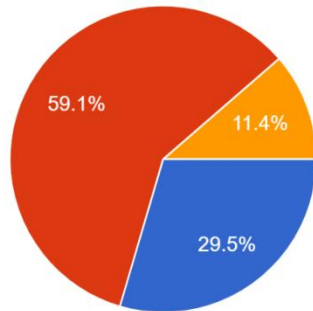
44 responses



CURRICULUM, TEACHING-LEARNING AND EVALUATION

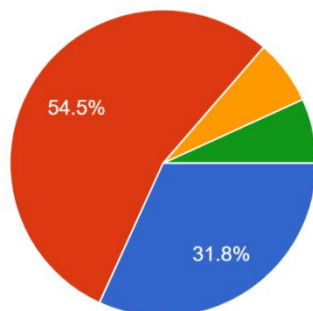
1. Syllabus is suitable to the course

44 responses



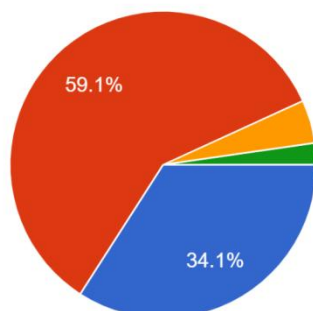
2. Syllabi of the courses are need based

44 responses



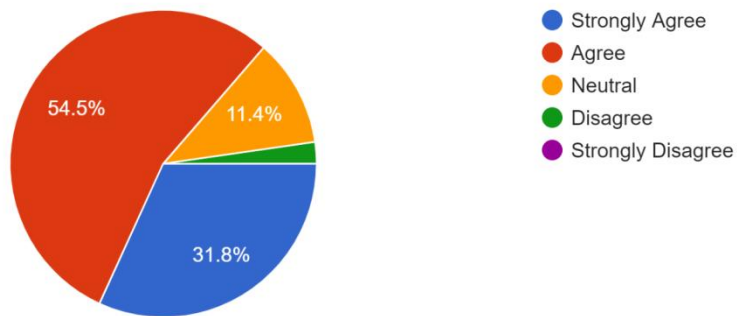
3. Aims and objectives of the syllabi are well defined and clear to teachers and students

44 responses



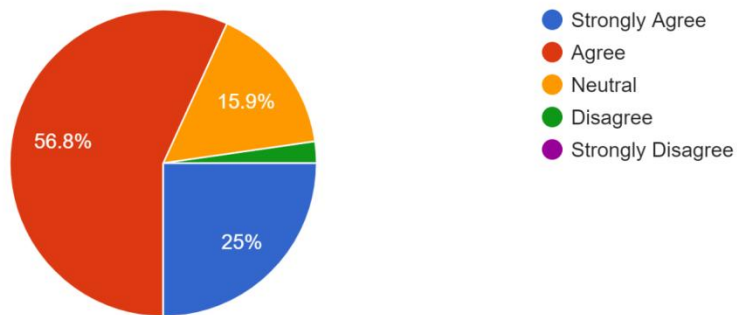
4. Course content is followed by corresponding reference books/materials

44 responses



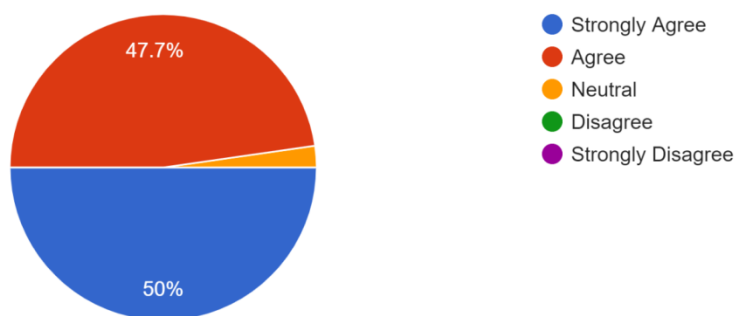
5. The course/syllabus has good balance between theory and applicability

44 responses



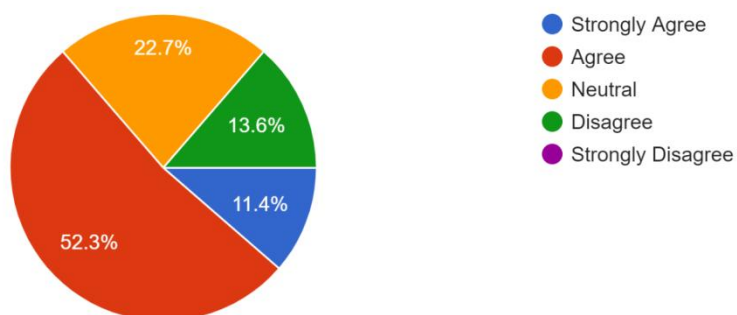
6. The course/syllabus of the subject/s has increased my knowledge and perspective as a teacher in the subject/s matter/s

44 responses



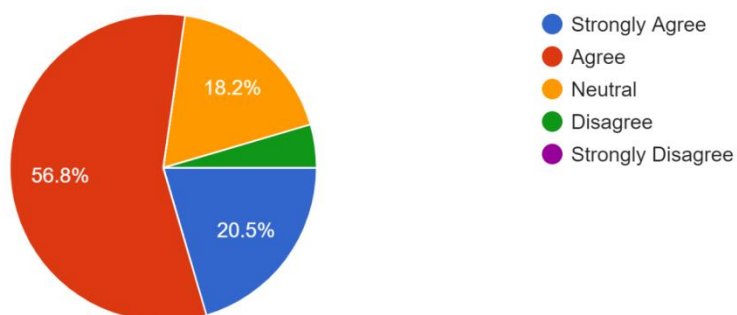
7. The course/program of studies carries sufficient number of optional papers

44 responses



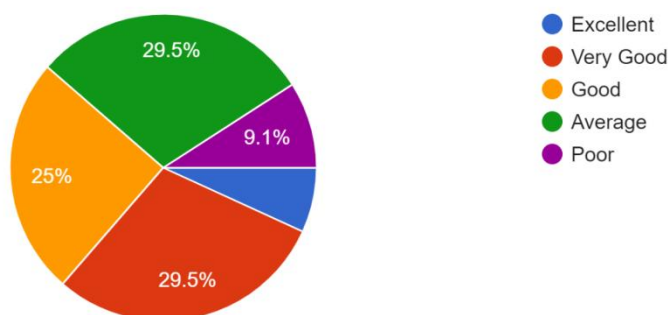
8. The books prescribed/listed as reference materials are relevant, updated and appropriate.

44 responses



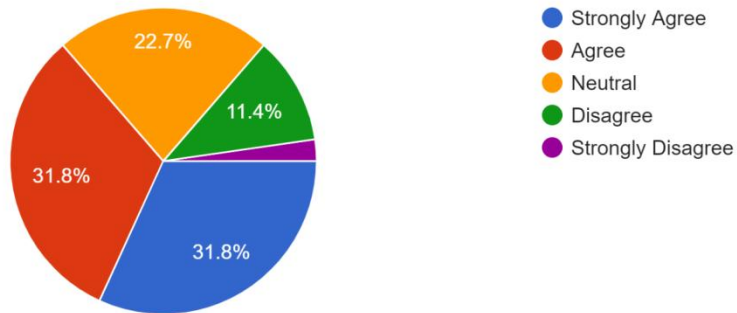
9. Availability of reference books and e-resources in the college library

44 responses



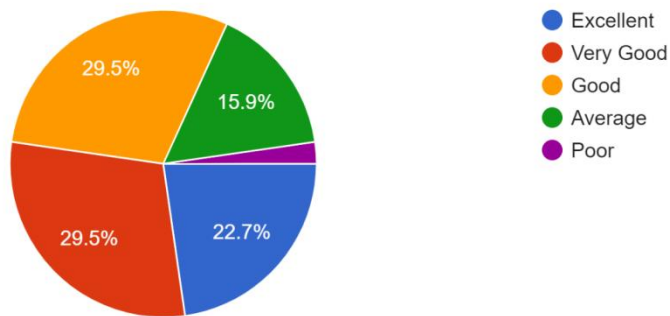
10. The number of students in the classroom is manageable

44 responses



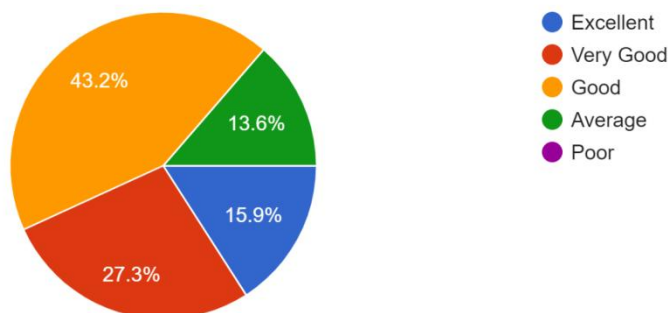
11. ICT enabled tools facility for teaching and learning process

44 responses



12. Evaluation and Assessment system of the college

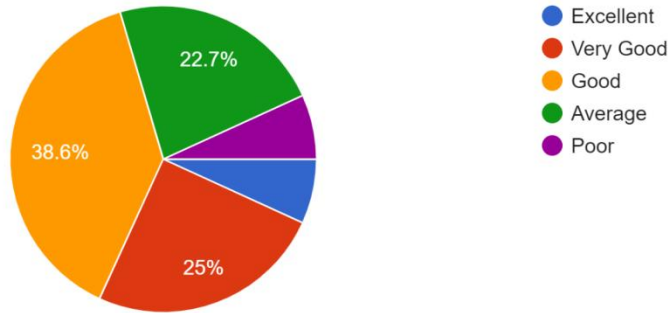
44 responses



MANAGEMENT AND ADMINISTRATIVE SYSTEM

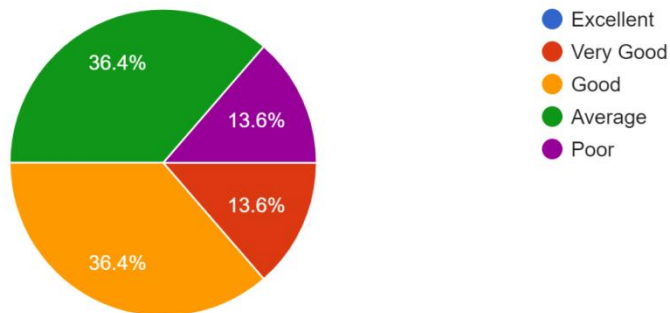
13. College Management and Administrative System

44 responses



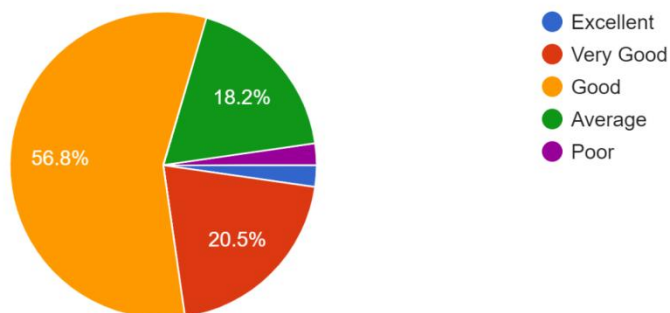
14. Salary structure of the institution

44 responses



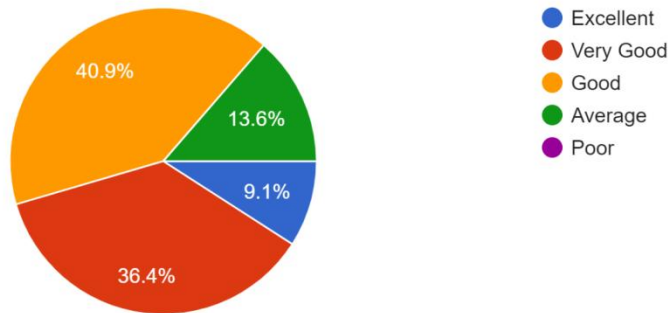
15. Work distribution system of the college

44 responses



16. Teaching hours in a week

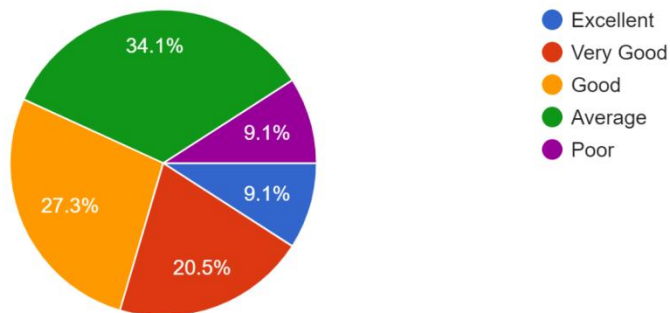
44 responses



WELFARE MEASURES

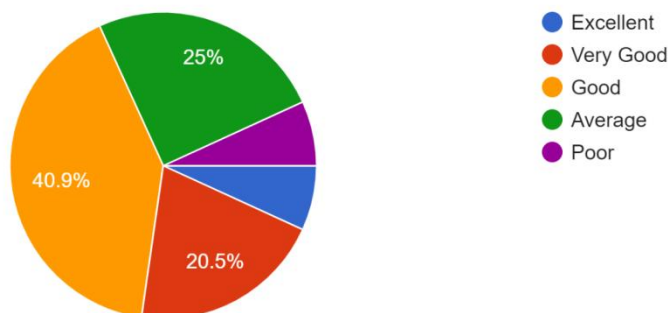
17. Welfare policies for pregnant ladies and lactating mothers

44 responses



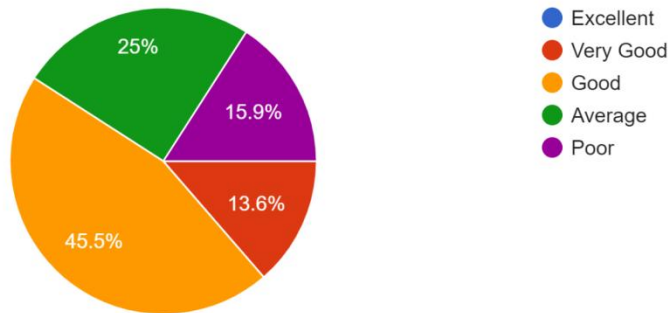
18. Study leave policy for pursuing higher studies

44 responses



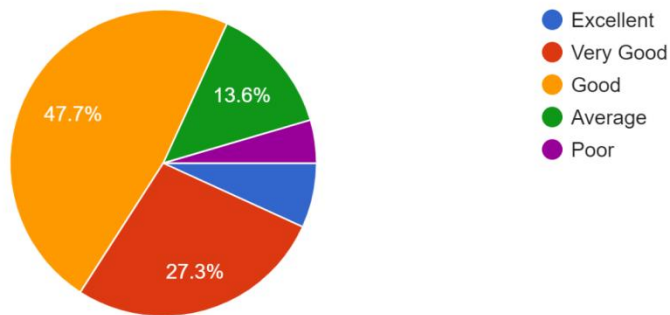
19. Medical and health insurance facility

44 responses



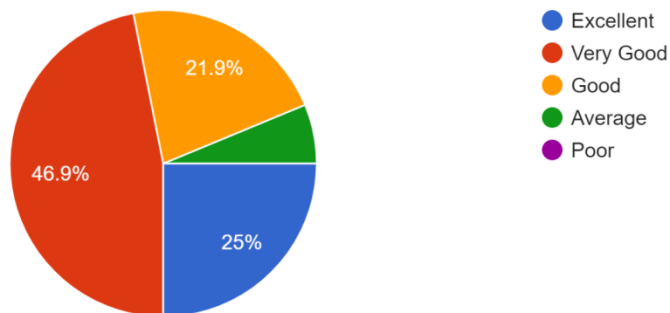
20. Loan facilities for the teaching faculties

44 responses



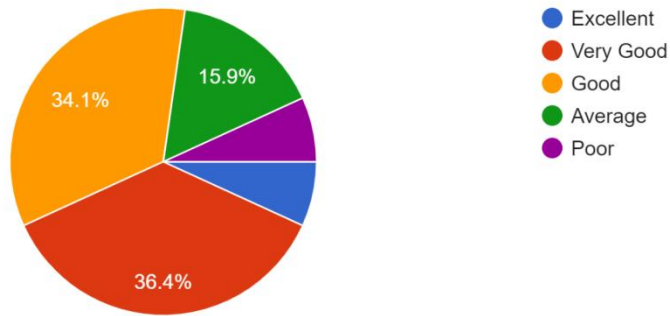
21. Bus facility at a subsidized rate (applicable only for those who are availing staff bus transportation)

32 responses



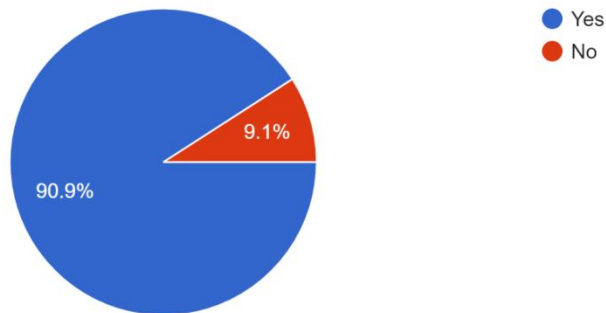
22. Quarter facility provision for faculty members

44 responses



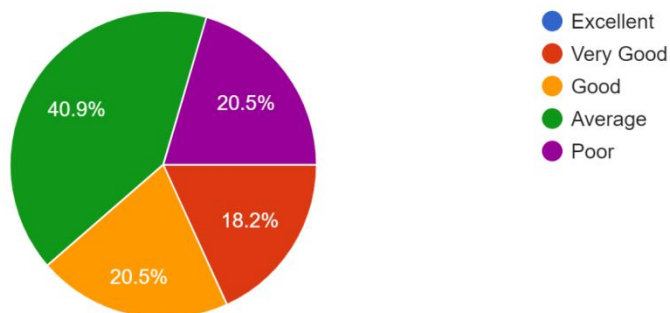
23. Provident fund for all the employees who fall under the eligibility

44 responses



24. Canteen facilities

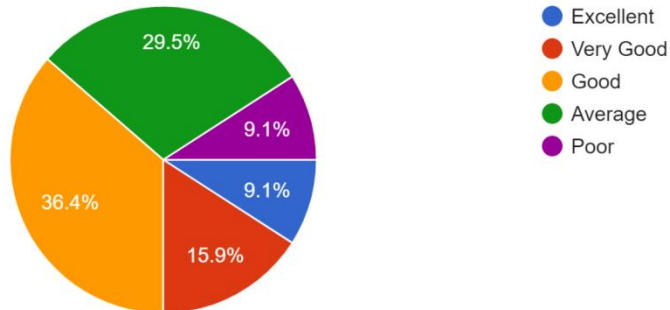
44 responses



PROFESSIONAL PROGRESSION

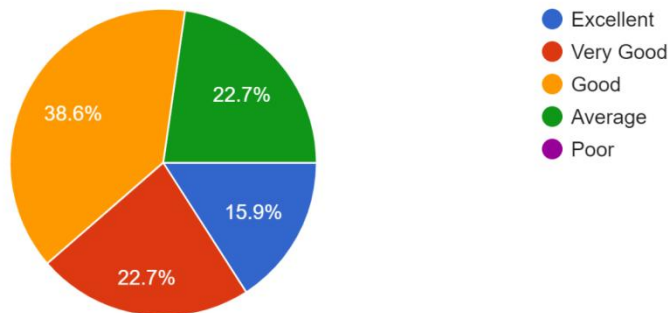
25. . Management funded training programs for faculty members

44 responses



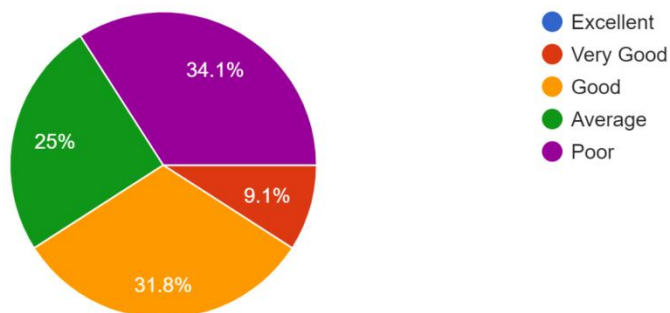
26. Quality and frequency of Seminars/Webinars/ Workshops

44 responses



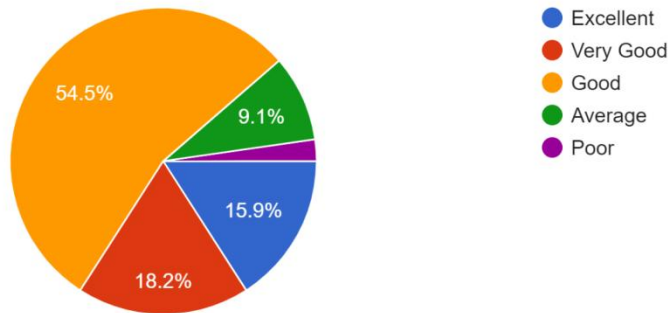
27. Exposure Tour for the Faculty Members

44 responses



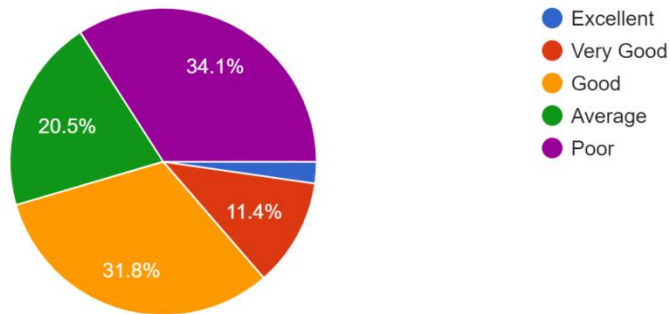
28. Departmental work allocation and responsibilities

44 responses



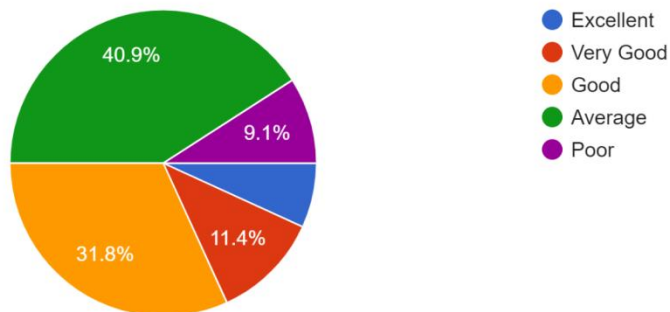
29. Promotion policy for career advancement

44 responses



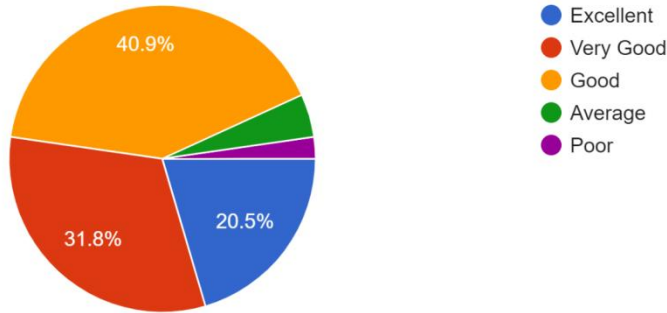
30. Professional development opportunities

44 responses



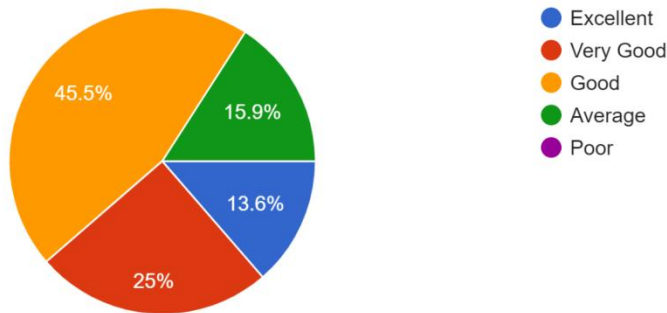
31. Overall ambience of the college

44 responses



32. Work satisfaction

44 responses



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



Dr. Fr. George Keduolhou Angami
Principal
Principal
St. Joseph's College (Autonomous)
Jakhama Nagaland



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)

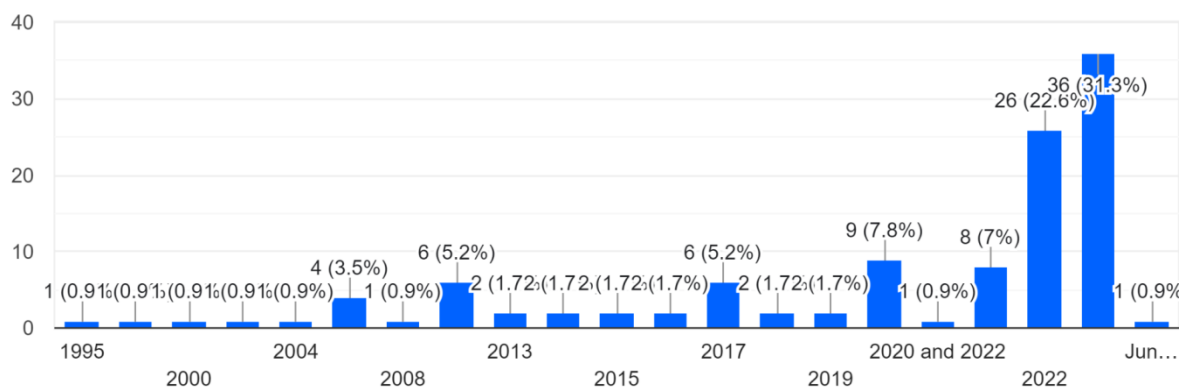
ALUMNI FEEDBACK FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023



Dear Alumni, we are glad that you have spent your valuable years as a student at St. Joseph's College (Autonomous), Jakhama. While we tried to make your time here most useful and now that you have moved on, we would like to know your opinion about the college. So in this regard, kindly spare some of your precious time to fill up this form and give us your valuable feedback and suggestions for further improvement of the College. Your inputs will be of great use to improve the quality of our academic programs and enhance the credibility of our Institute. You may also visit the college website at www.stjosephjakhama.ac.in for more details.

YEAR OF GRADUATION: 115 RESPONSE

Year of Graduation
115 responses



PRESENT OCCUPATIONAL STATUS: 115 RESPONSE

Course completed	Year of Completion	Present Status
Bsc Botany	2020	Teacher
Mathematics	2023	Student
B Sc Botany	2017	Asst. Professor
B.Com (Honours)	2011	GOVERNMENT SERVANT
B.Sc Zoology Hons	2018	Librarian
B.Sc	2020	Not applicable
Bachelor of Arts	2011	Senior Manager, Kohima Smart City
Post graduate	2022	Unemployed
Bachelor of Arts (Sociology)	2017	Self Employed
B.A. (pol.sc)	2011	Teacher
B. Com (Honours) Finance and Accounting	1997	Assistant Professor
BA	2011	Teacher
Master Degree	2022	Aspirant
Chemistry	2019	Research scholar
Bachelor of science - Chemistry hons.	2021	Student, Master of science - Chemistry
B.Sc Chemistry Honours	2021	Student
B.Sc in Chemistry	2020	Unemployed
B.Sc.	2020	Unemployed
B.sc chemistry	2021	Student
MA	2022	Self employed
BA	2011	Teacher
BBA	2013	Civil Society Mobilization Officer
Graduate	2007	Private sector
B. Com	2003	Teaching
BBA	2014	Self Employed
BBA	2022	Manager
B.Sc Physics	2022	Unemployed
BA(Political Science)	2011	Sub Inspector, Police department.
B A	1995	Banker
B.A (HISTORY)	2008	SDO (C)
B.sc Botany	2020	Unemployed
B. Sc physics	2022	Student
BSc Chemistry	2022	Student

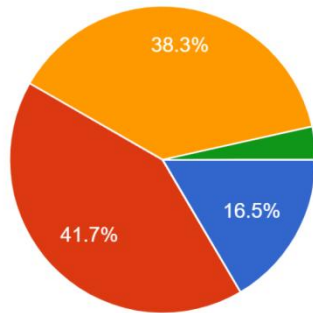
M.A	2022	Teacher
Bachelor of Science	2021	Cash Executive
Bsc.physics	2022	Msc.physics
B.Sc Chemistry	2019	Student
BA English Honours	2023	Student
BA (ENGLISH)	2022	Student
MA	2022	Unemployed
BA & MA	2023	Working
MA	2023	Student
Post Graduate	2023	Intern
PG	2023	Student
MA	2021	Unemployed
Masters in English	2023	NA
BSC.CHEMISTRY	2022	MSC STUDENT
B.Sc	2021	Student
Masters	2023	Student
English	2022	Pursuing Masters in Communication
BA	2022	Student
B.A	2022	B.Ed.SPL.Ed (Hearing Impaired)
English	2022	Student
Masters in English	2022	Pursuing Further Studies
MA	2022	student
BBA	2017	Self Employed / Business
PG	2022	B.ed
BA /MA	2020	Unemployed
Post-Graduate	2022	Unemployed
M. A	2023	Student
MA ENGLISH	2023	Unemployed
Bachelor's degree	2022	Student
BA Political Science	2015	Employed
Post graduate	2021	Student
BA	2020	Student
BA English	2023	Student
MA Economics	2022	Unoccupied
Graduate	2022	Employed
M.A	2023	Unemployed
B.Sc (Botany)	2014	Teacher
B.Sc Botany	2017	PhD Fellow
B.Sc Botany	2017	Assistant Professor
MA	2023	Unemployed
BA Economics	2015	Employed in NEISSR

B.A and M.A	2020 and 2022	Unemployed
Bachelor of Business Administration	2021	Studying Masters in Fine Arts (Photography)
Graduate	2022	Nil
PG	2022	Private teacher
PU Arts	2000	Government Servant
Economics	2007	Govt. Servant (CISF)
B.Sc in Zoology	2020	Headmaster
Bsc (Mathematics)	2023	Student
BA	2023	Student
Sociology	2023	Student
Bachelor of Arts	2023	Student
B.A	2023	Studying BD at Clark Theological College
B.A. Sociologist	2023	None
Bachelor of Arts	2023	Student
Undergraduate	June 7 ,2023	Graduate
B.A	2023	Student
BA	2023	Student
B.A Graduate	2023	Student
Arts(sociology).	2023	Student
BA	2023	Student
Sociology (Honours)	2007	Social welfare activist
B.A in Sociology	2023	Unemployed
Graduate, History	2007	Government job
B. Com	2004	Asst. Professor
BA	2023	Student
Graduated	2023	Student
B.Sc (Botany)	2018	Student
BA	2023	MA
B.A	2023	Unemployed
Under Graduate	2023	B. Ed
BA	2023	Unemployed
B.A (sociology)	2023	Student
B.Sc Zoology	2016	Research Scholar
B. Sc Zoology	2020	Employed
6sem	2023	Student
MA	2023	Student
M.A	2023	STUDENT
Masters	2022	Unemployed
BA Political Science	2016	Teacher
BA	2013	Assistant Professor
History	2017	Asst professor

ATTRIBUTES

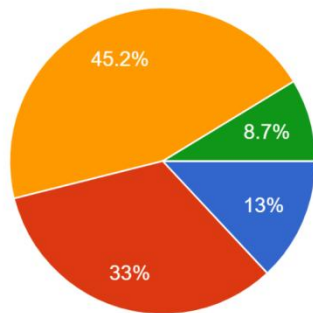
1. Admission Procedure

115 responses



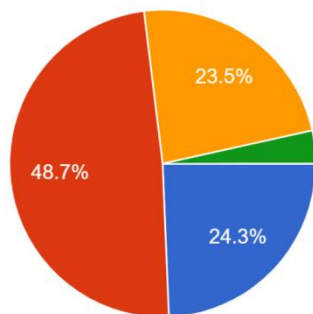
2. Fee Structure

115 responses



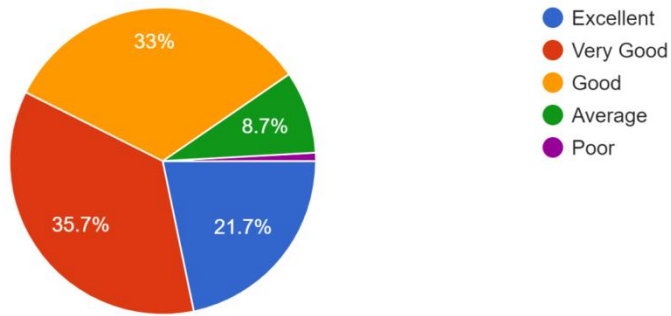
3. College Faculty

115 responses



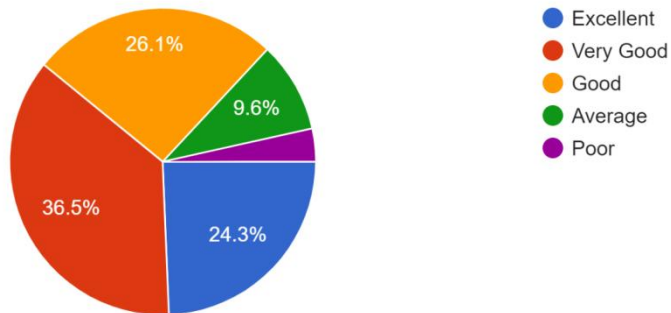
4. Classroom Facilities

115 responses



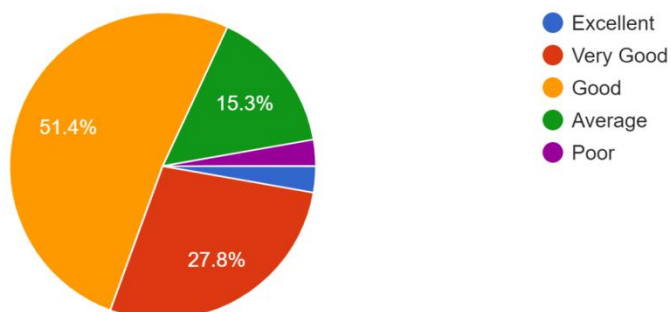
5. Library/Seminar/Reading Room

115 responses



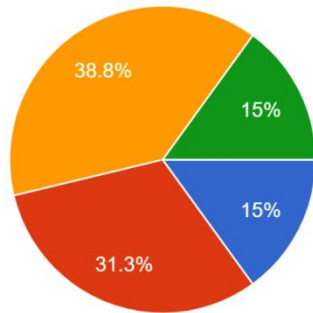
6. Laboratories & Equipment (if applicable)

72 responses



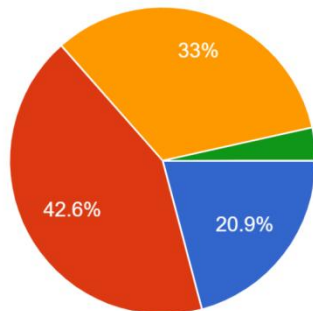
7. Project Guidance (if applicable)

80 responses



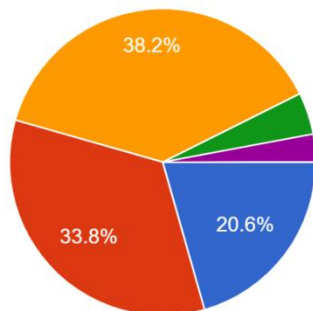
8. Examination and Assessment System

115 responses



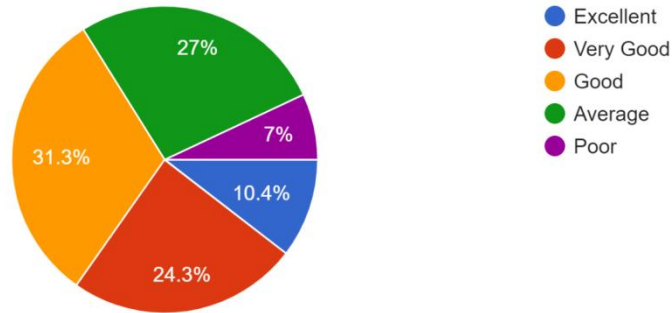
9. College Hostel Facilities (if applicable)

68 responses



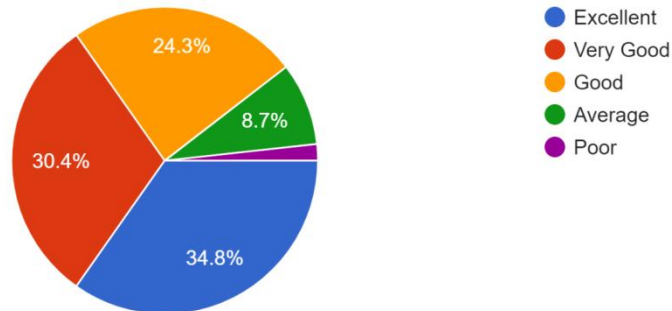
10. Canteen Facilities

115 responses



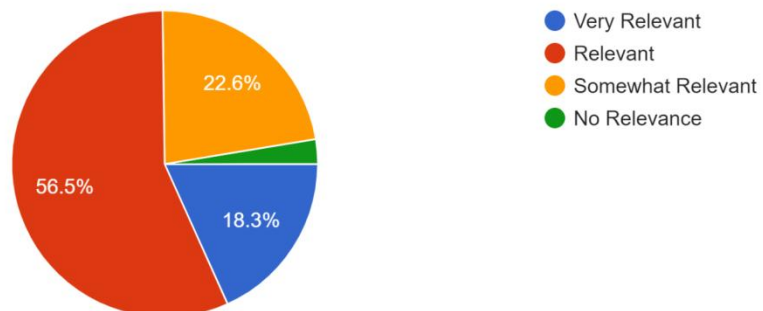
11. Sports and Cultural facilities

115 responses



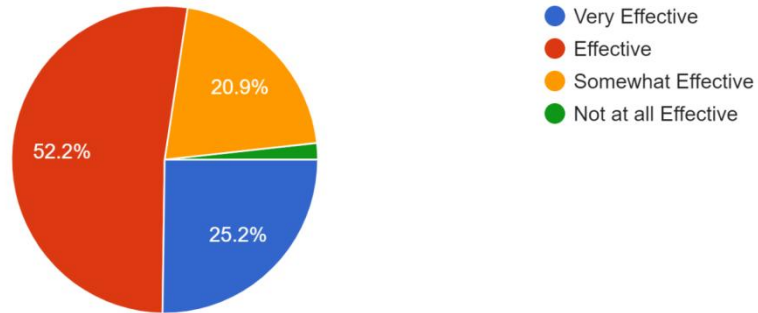
12. Relevancy of courses taught in pursuing higher education and employability opportunities

115 responses



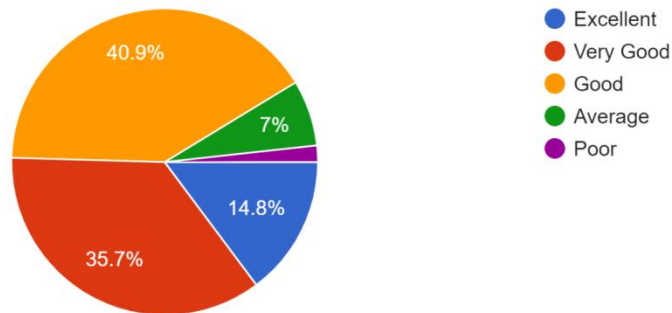
13. Effectiveness of the college academic and extra-curricular activities in professional life

115 responses



14. Quality of holistic support system

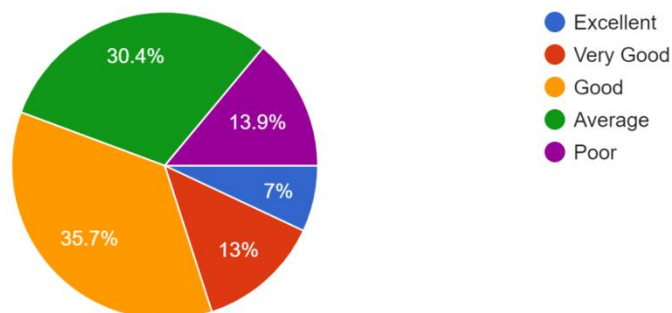
115 responses



TRAINING AND PLACEMENT ASPECTS

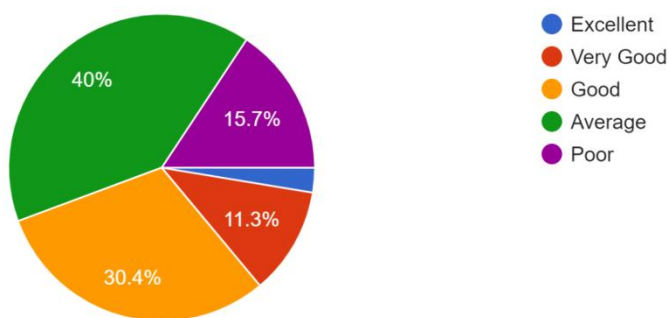
15. On campus Training & Placement opportunities provided to you

115 responses



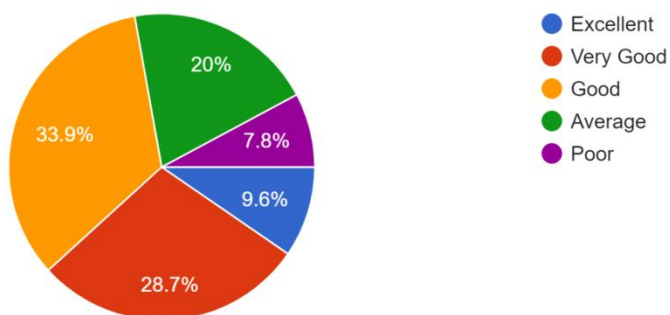
16. Off campus Training & Placement opportunities provided to you

115 responses



17. Career counseling and guidance for higher studies

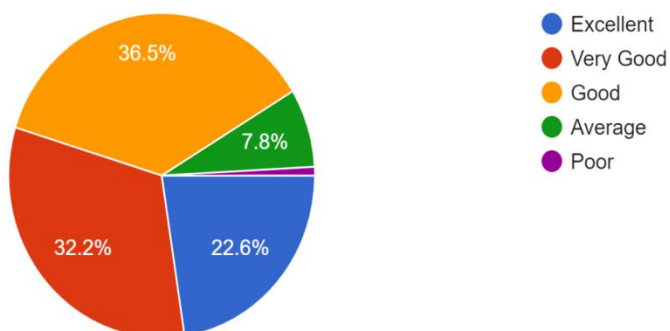
115 responses



RATE THE WAY YOUR GRIEVANCES WERE HANDLED IN THE DEPARTMENT/COLLEGE

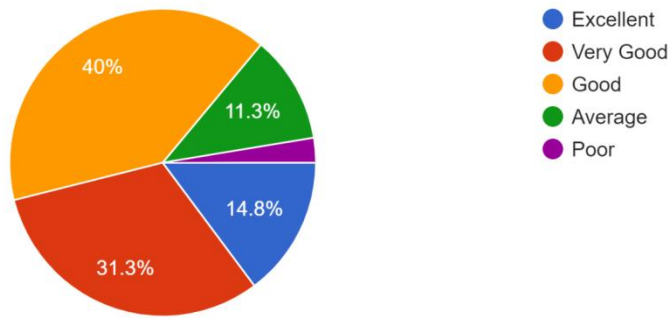
18. As a student

115 responses



19. As an alumni

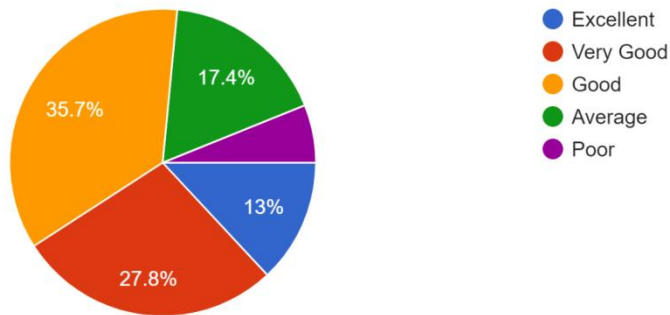
115 responses



ACADEMIC INITIATIVES TAKEN BY THE DEPARTMENT/COLLEGE

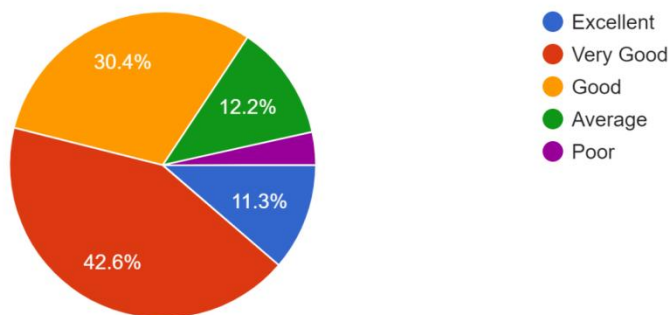
20. Industry/ Course Oriented Projects/Field study (if applicable)

115 responses



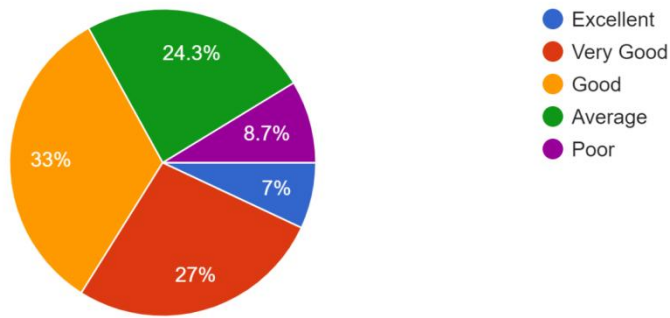
21. Seminars & Workshops

115 responses



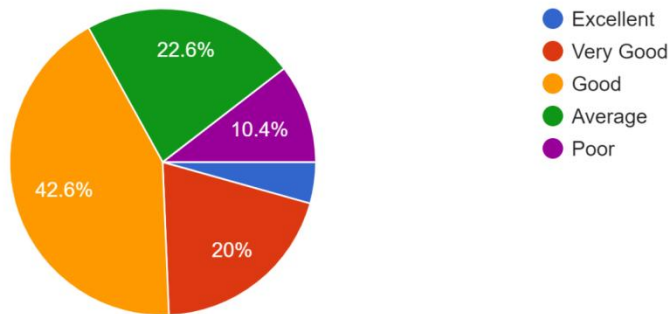
22. Guest Lectures

115 responses



23. Special Training /Classes for bridging Industry/Academic gap

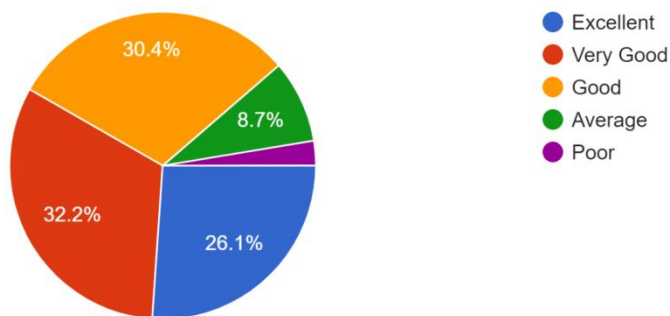
115 responses



FUNCTIONING AND APPLICABILITY

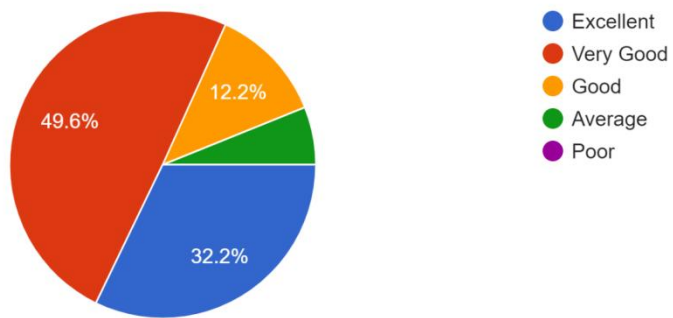
24. College Administration

115 responses



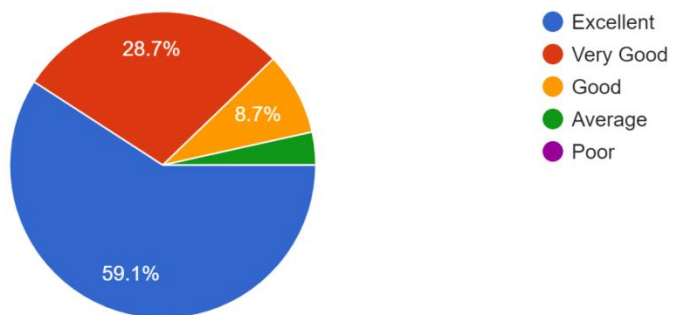
25. Teacher-Student Relationship

115 responses



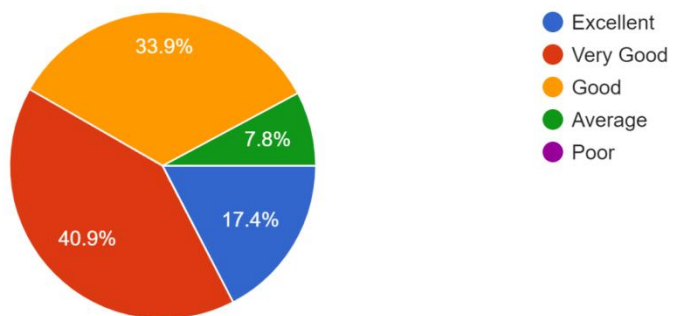
26. College Environment

115 responses



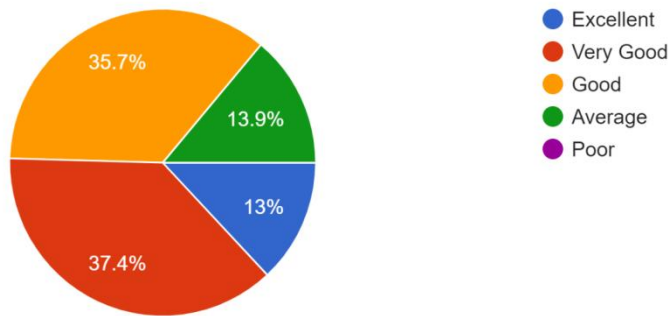
27. How do you rate the learning experience in terms of their relevance to the real life application?

115 responses



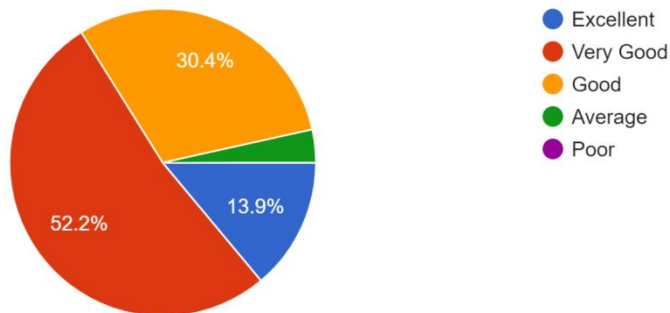
28. How do you rate the courses that you have learnt in relation to your current job?

115 responses



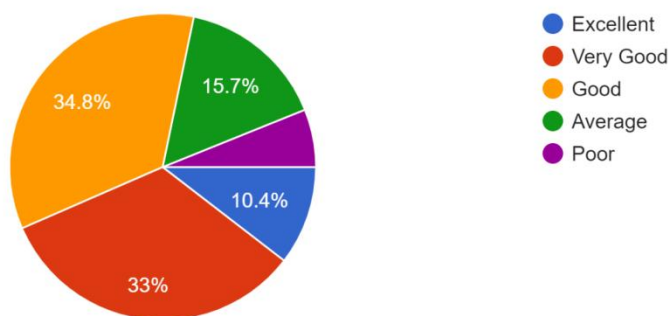
29. What is the caliber of students passing out of this college?

115 responses



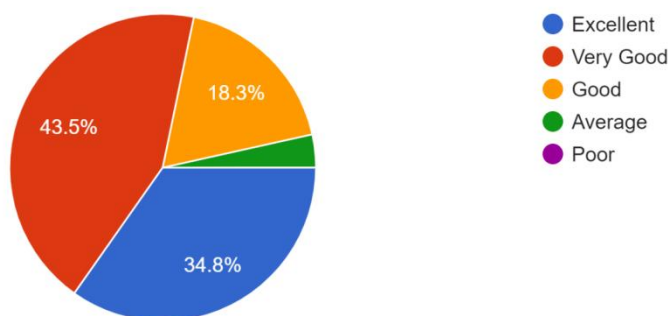
30. Alumni Association/Network of Batchmates

115 responses



31. Overall Rating of the College

115 responses



32. Remarks (If any)

i) In BBA we had so much hands-on experience on entrepreneurship and co-curricular activities but having few business individuals every semester to at least come and be part of the guest lecture program, it would be very beneficial for the students.

ii) More professional courses especially Agri. & Engineering degrees will be a great help to our people...our people are spending crore of rupees to study these courses all over India.

iii) Excellent

iv) It is a remarkable college.

v) I have answered the question as per my experience during my time there as a student. I had the best years of my student life there in SJC. Thank you.

vi) Love the college. Given numerous opportunities and taught us good lessons. Got very supportive administrators & lecturers.

vii) Simply the best place to gain education, the environment, the lecturer everything is just perfect

viii) Excellent curricular activities.

ix) It has a friendly environment.

x) St. Joseph's College autonomous is one of the best colleges where we learn so many things not only education but also learn more knowledge about our career in life. So proud to be a Josephite. Arise and shine.

xi) Had the best experience of my life. This college, it's environment, the people and the moments I had will forever be in my heart. Thank you

xii) There was no canteen facility during our times, as well as placement opportunities weren't there, otherwise my college days in St Joseph's were the best part of my academic years. Thank You

xiii) Always proud to be a Josephine.

xiv) Wish to see my college grow to international level and standard.

xv) The best college in Nagaland.

xvi) One of the best colleges

xvii) This is the best college for me from the Alumni perspective. Two important things I discovered as an obedient student of the college and as a Josephite. First is OPPORTUNITY and Second is OVER POPULATION, which can be regarded as an advantage and disadvantage for an individual student of the college.

xviii) Personally this college is beyond excellent, everything is perfect to the needs of a student.

xix) Helped me to be more outspoken and confident in taking initiatives and opportunities



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



Dr. Fr. George Keduolhou Angami
Principal
Principal
St. Joseph's College (Autonomous)
Jakhama Nagaland



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)

OFFICE STAFF FEEDBACK FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023



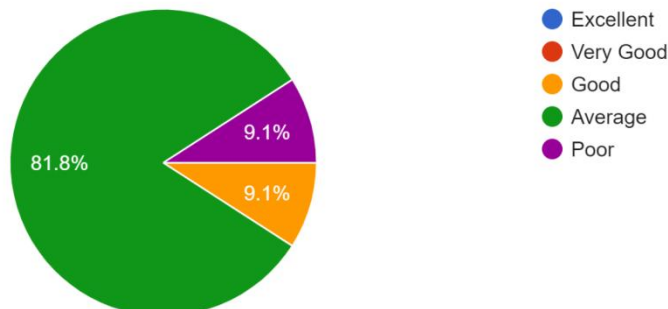
OFFICE STAFF FEEDBACK ON WORKING ENVIRONMENT AND WELFARE SCHEME

This questionnaire is intended to collect information relating to your satisfaction towards the working environment and welfare schemes in St. Joseph's College Jakhama (A). It is an endeavour undertaken to facilitate improvement in the different working areas of the college and to achieve excellence as a learning institution. Your valuable feedback and inputs in this regard will be highly appreciated.

OFFICE STAFF FEEDBACK ON WORKING ENVIRONMENT AND WELFARE SCHEMES

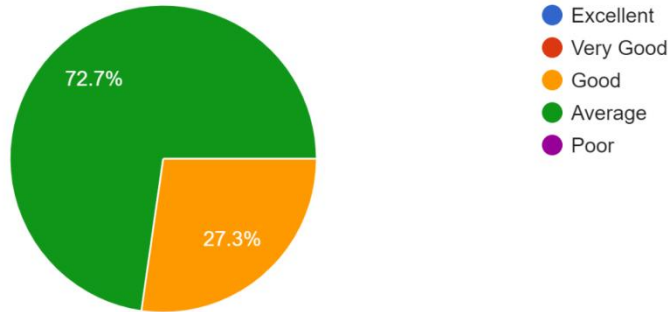
1. Salary structure of the institution

11 responses



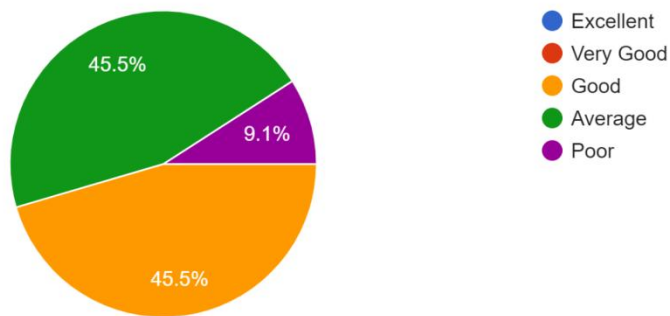
2. Work distribution system of the college

11 responses



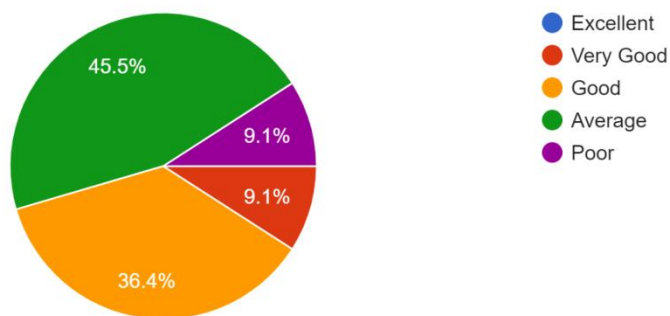
3. Working hours in a week

11 responses



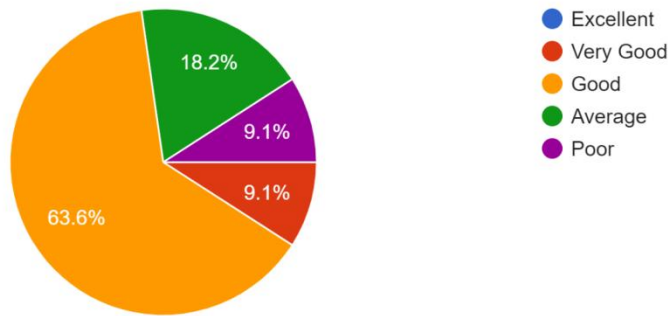
4. College Management and Administrative System

11 responses



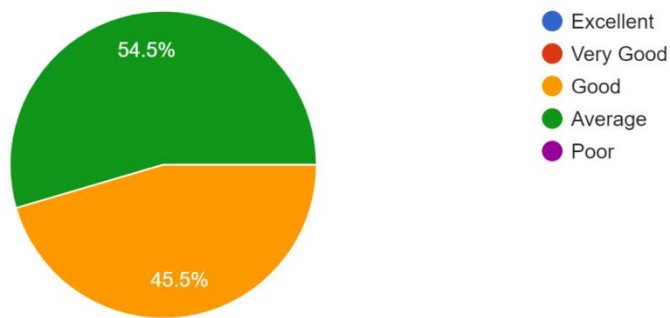
5. Welfare policy for pregnant ladies and lactating mothers

11 responses



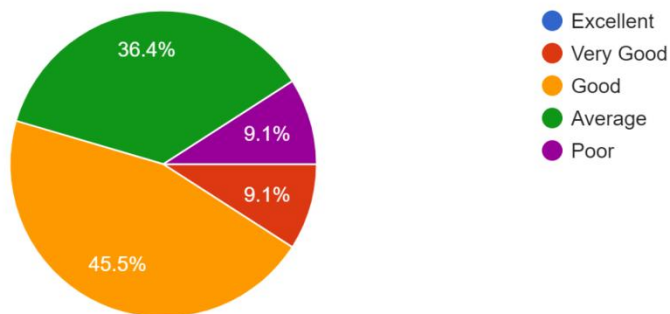
6. Leave policy

11 responses



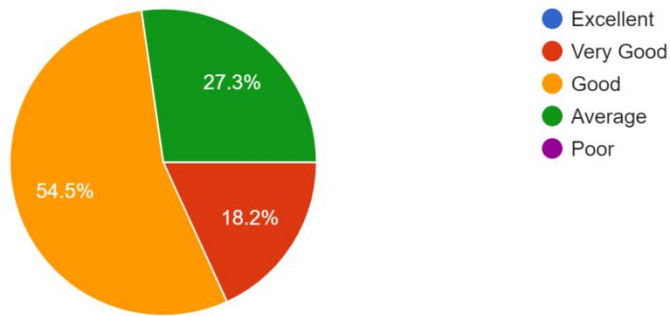
7. Medical and health insurance facility

11 responses



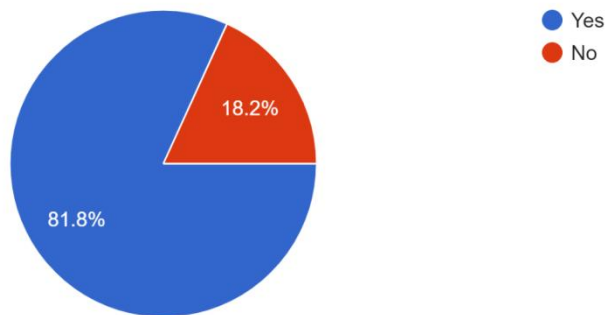
8. Loan facilities from the college

11 responses



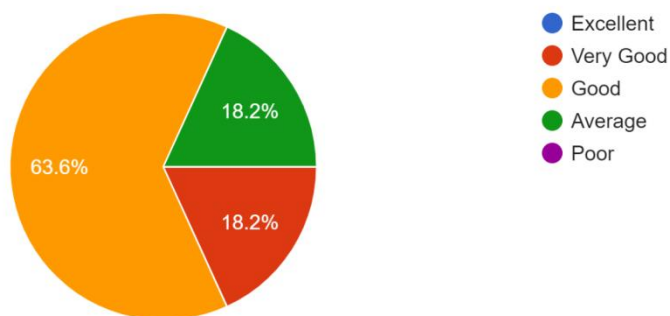
9. Provident fund for all the employees who fall under the eligibility

11 responses



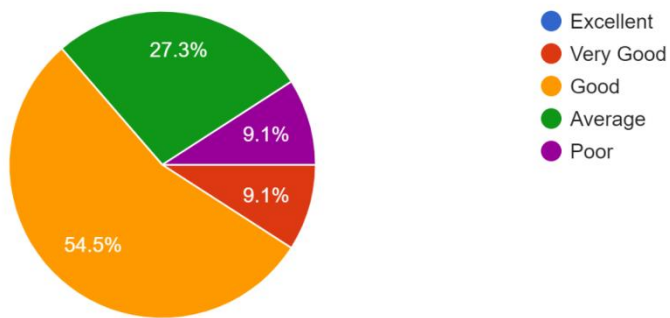
10. Exposure Tour for the Employees

11 responses



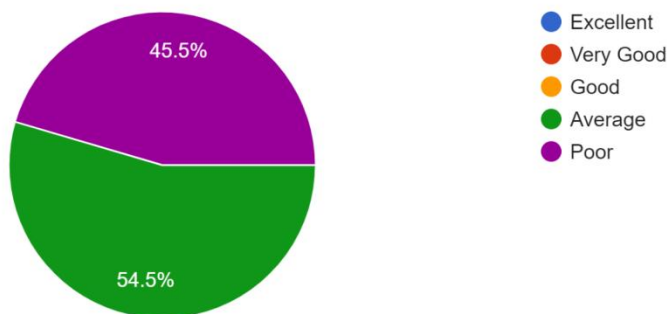
11. Canteen Facilities

11 responses



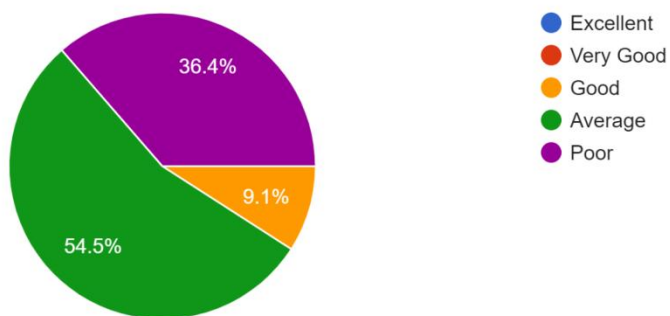
12. Management funded training programs for non-teaching employees

11 responses



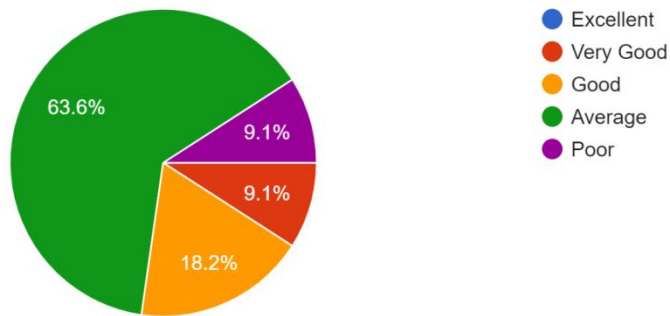
13. Promotion policy for career advancement

11 responses



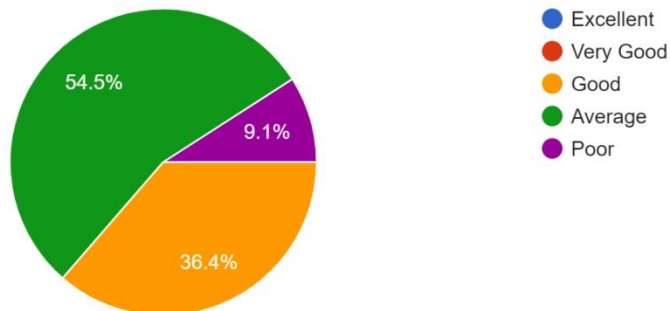
14. Professional development opportunities

11 responses



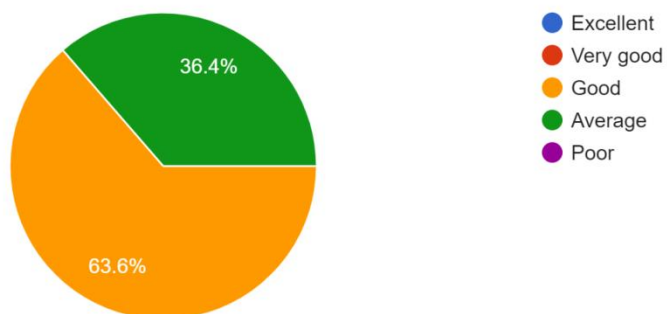
15. Work allocation and responsibilities

11 responses



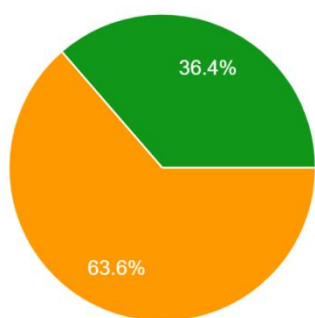
16. Overall ambience of the college

11 responses



17. Overall work satisfaction

11 responses



- Excellent
- Very Good
- Good
- Average
- Poor

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



Dr. Fr. George Keduolhou Angami
Principal
Principal
St. Joseph's College (Autonomous)
Jakhama Nagaland



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)

STUDENTS FEEDBACK FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

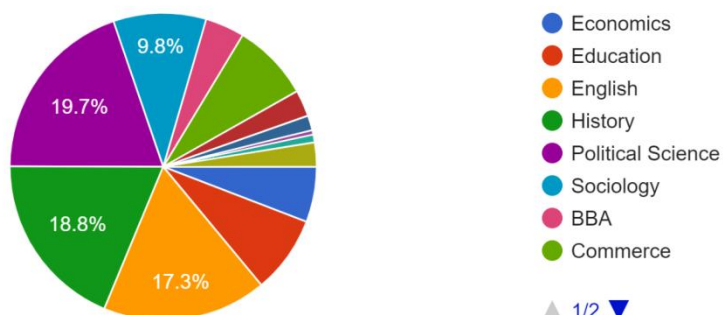


FEEDBACK FORM FOR EVALUATION BY STUDENTS: 2022-2023

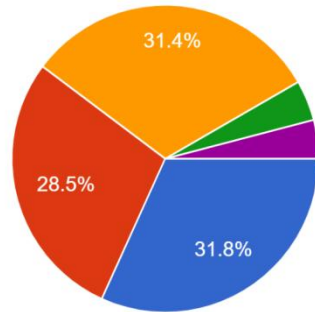
This questionnaire has been designed by St. Joseph's College (Autonomous), Jakhama to seek a feedback from the student to strengthen the quality of teaching-learning process and the overall environment of the college as a learning institution. It is an endeavor undertaken to look for opportunities to improve teacher's performance in classroom engagement with students to bring excellence in teaching and learning at the same time to improve in facilitating the requirements of the student in various aspects of the college.

Department

2,558 responses



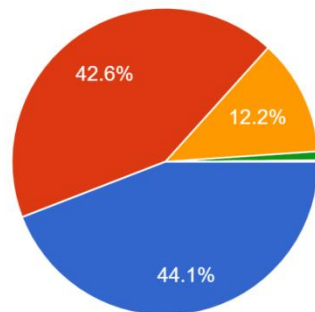
Semester
2,558 responses



- UG 2nd Semester
- UG 4th Semester
- UG 6th Semester
- PG 2nd Semester
- PG 4th Semester

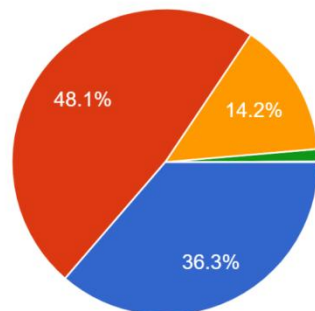
FEEDBACK ON FACULTY MEMBERS

1. Regularity in taking Classes
2,558 responses



- EXCELLENT
- VERY GOOD
- GOOD
- AVERAGE
- POOR

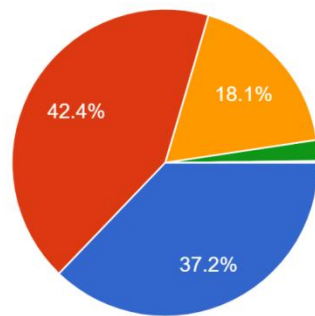
2. Punctuality
2,558 responses



- EXCELLENT
- VERY GOOD
- GOOD
- AVERAGE
- POOR

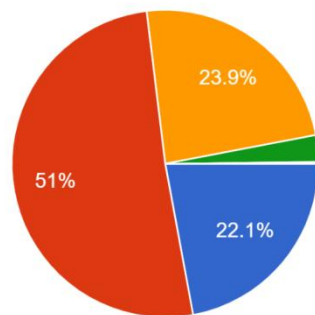
3. Completion of Syllabus in time

2,558 responses



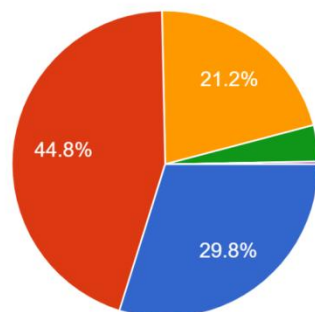
4. Competency Level in teaching

2,558 responses



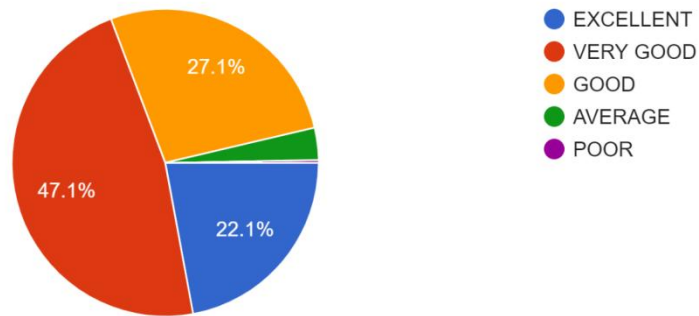
5. Skill in teaching: Tone-Voice-Audibility during lectures

2,558 responses



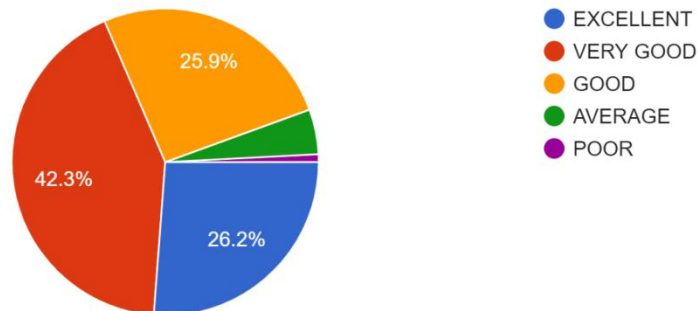
6. Methodology and Presentation

2,558 responses



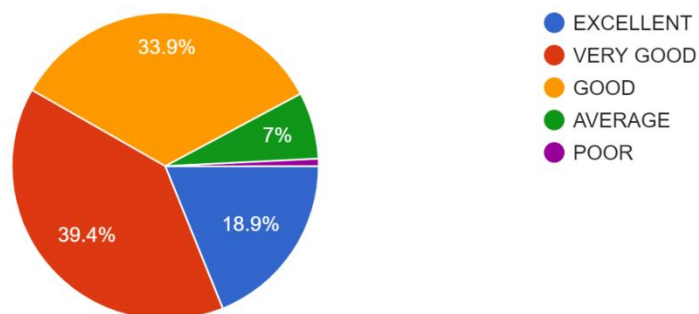
7. Interaction with Students

2,558 responses



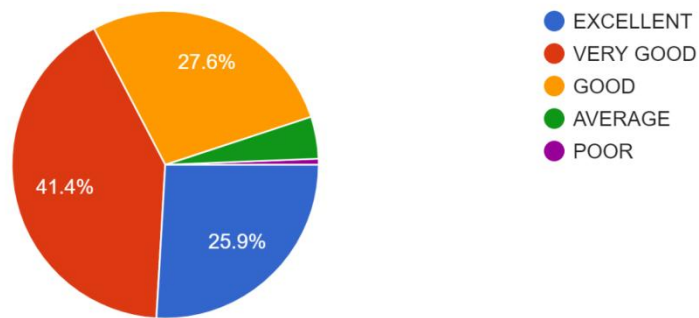
8. Accessibility of the faculties outside the classroom

2,558 responses



9. Role of faculties as a guide and mentor

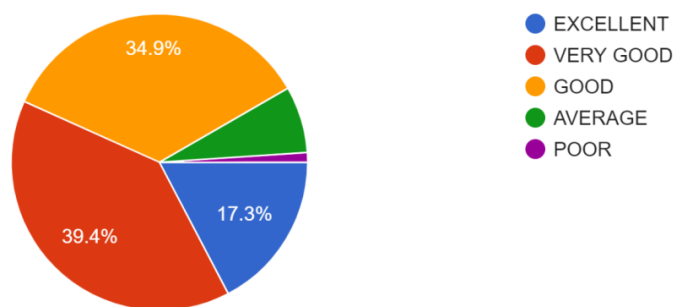
2,558 responses



TEACHING LEARNING PROCESS

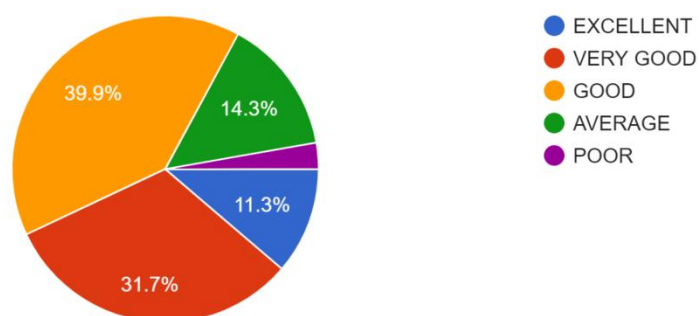
10. Providing guidance/counselling in academic and non- academic matters in/outside the class by the faculties

2,558 responses



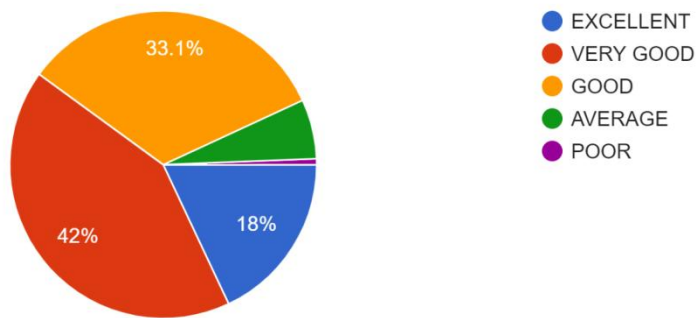
11. Attention of the faculties to academically weaker students

2,558 responses



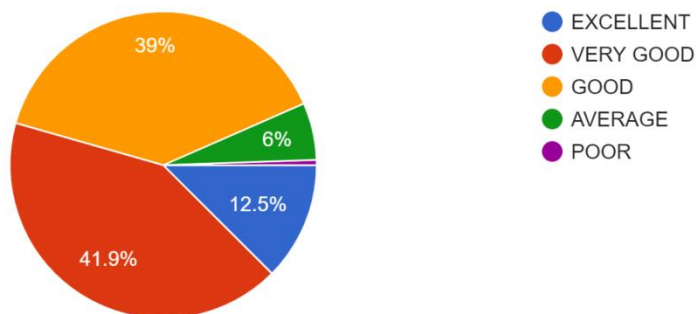
12. Assessment and Grading system of the college

2,558 responses



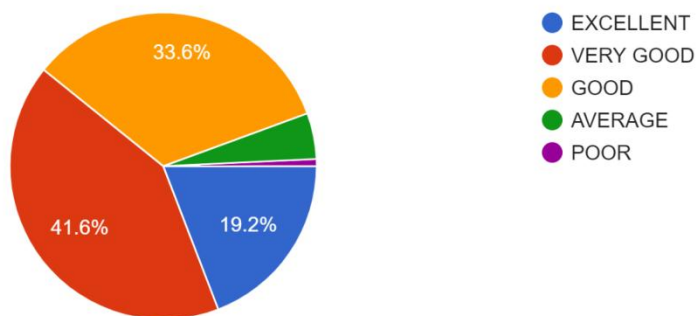
13. Course proficiency in meeting your aspirations

2,558 responses



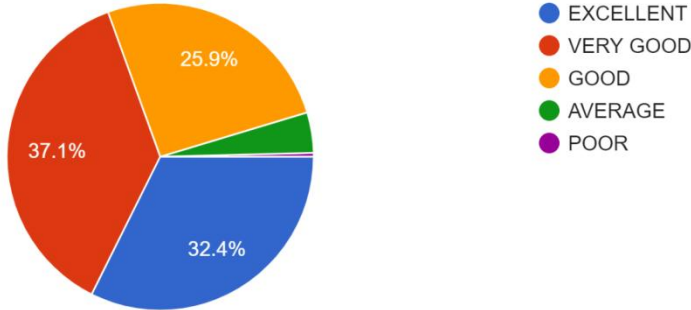
14. Maintenance of transparency in evaluation process

2,558 responses

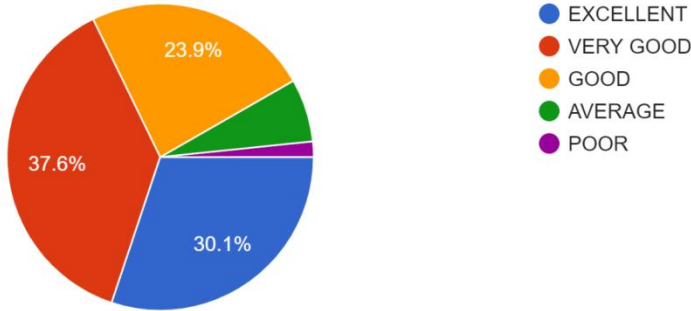


LIBRARY, SPORTS & OTHERS

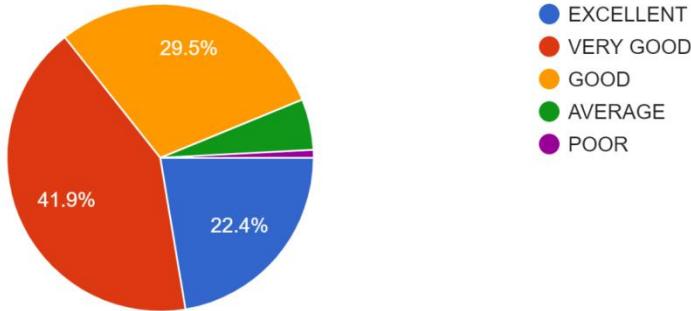
15. Regularity and benefits of cultural and other extra-curricular activities
2,558 responses



16. Quality of the sports facilities and the play ground of the college
2,558 responses

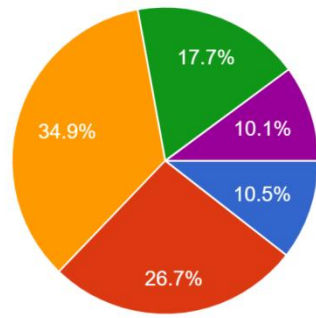


17. Co-operation of the Library Staff
2,558 responses



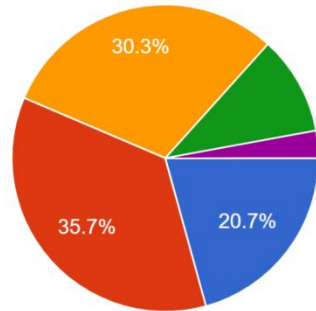
18. Computer and internet facility of the college

2,558 responses



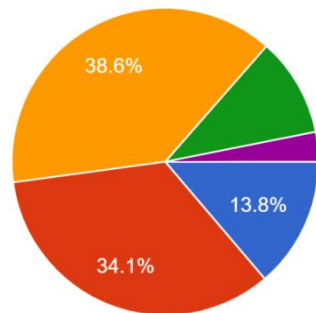
19. Books and facilities of the College library

2,558 responses



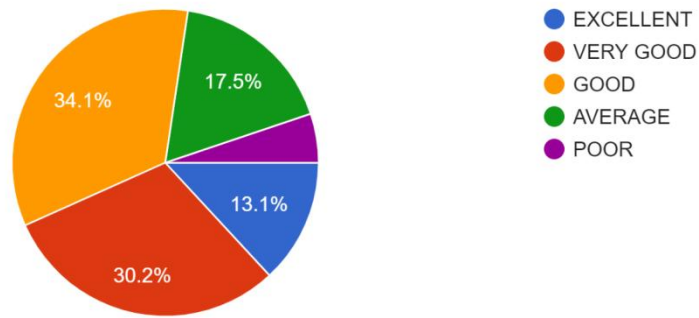
20. Access to e-resources of the college library

2,558 responses



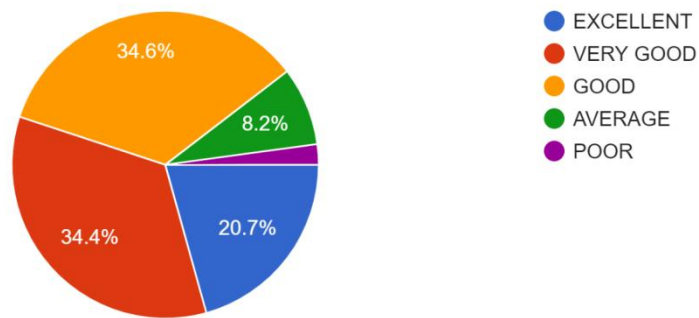
21. Quality of food, cleanliness and price in the college canteen

2,558 responses



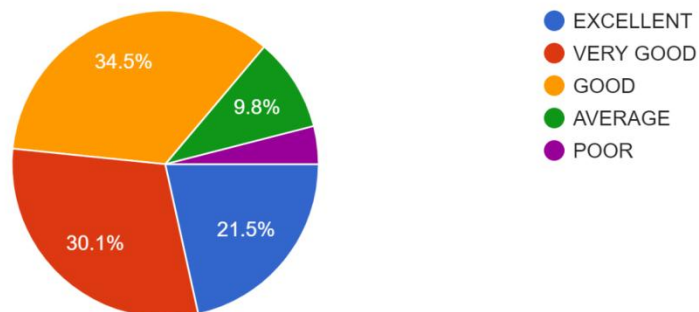
22. Transportation facilities provided by the college

2,558 responses



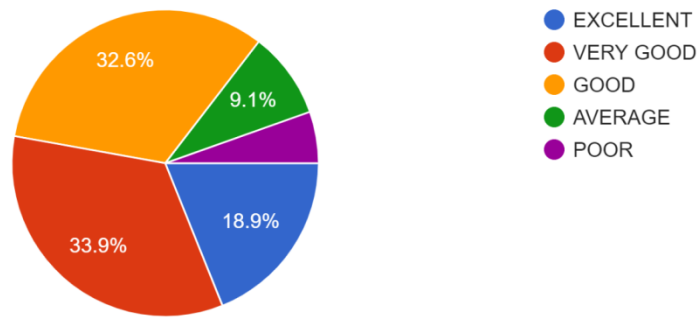
23. Satisfied with College bus facilities (applicable only to those who are travelling by College Bus)

1,300 responses



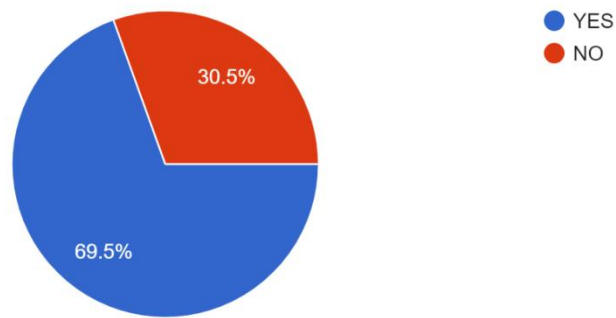
24. Facilities of the college hostel (This question is applicable only to the Campus College Hostellers)

920 responses



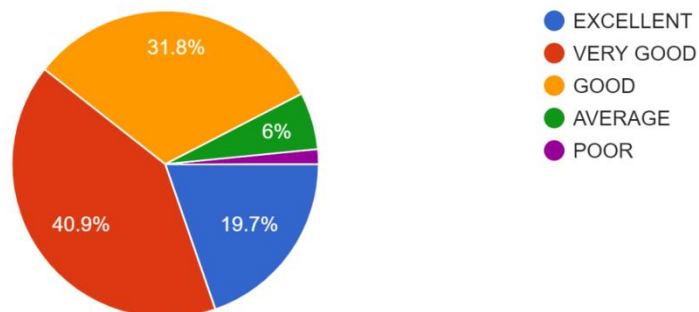
25. A recipient of fee concession/ scholarship from the college

2,558 responses

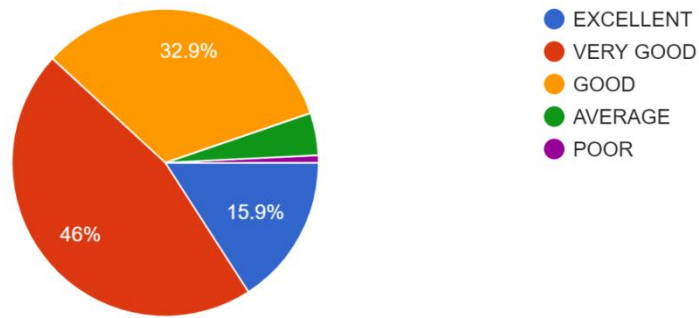


26. Class rooms and infrastructural facilities of the college

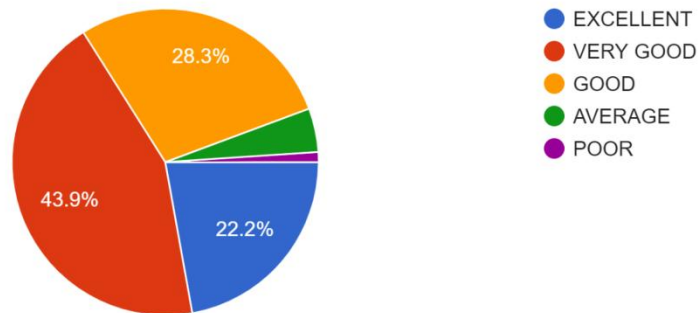
2,558 responses



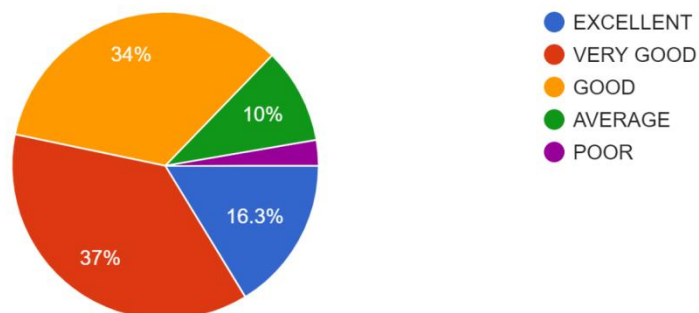
27. Rate the professionalism of the non-teaching staff and administrative staff of the college
2,558 responses



28. Management of the College
2,558 responses

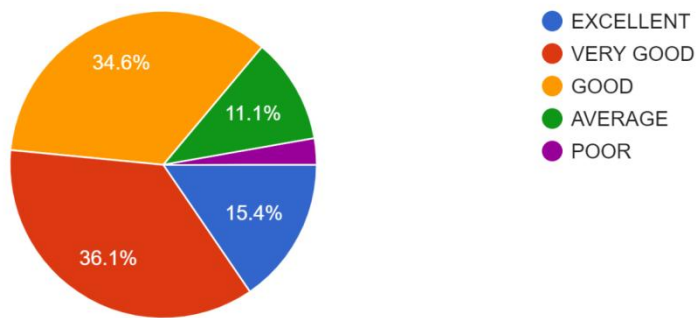


29. Emergency First Aid / Dispensary facility of the College
2,558 responses



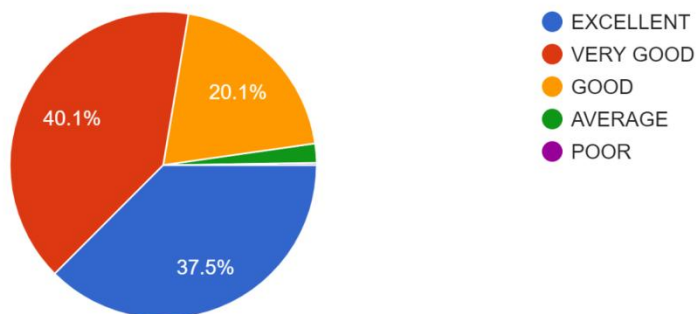
30. Stationery/Photocopy services of the college

2,558 responses



31. Over all ambience/environment of the college

2,558 responses



Dr. Hormila G Zingkhai
IQAC Coordinator
St. Joseph's College (Autonomous)
Jaama, Nagaland



Dr. Fr. George Keduolhou Angami
Principal
Principal
St. Joseph's College (Autonomous)
Jakhama Nagaland



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



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, Fax: 2231022

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

NAAC Grade A (CGPA: 3.12)

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**





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)

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, 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, according to which the major percentage of the Action Plan for Academic and Extra-curricular Activities, Infrastructural Development plans etc., were fulfilled successfully.

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

i) **Publication of Articles:** As research and publications are a reflection 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 will be a requirement to undergo plagiarism test for the M.A dissertations, publication of the college journal and any other research related writings.

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 PG Syllabus:** It was also decided that Dissertation writing will be compulsory for all the departments at PG level starting from the batch of 2023-2026. 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) **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.
- 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 and 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 I (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
- 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 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 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 of Professional bodies (department professional bodies) will be done for one department each year wise.

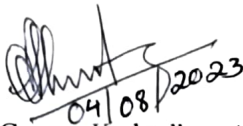
xi) **Professional development and programs organised by the institution for teaching and non-teaching staff (Metric 6.3.3):** Principal mentioned that Refresher course, Faculty Orientation or other programmes as per UGC/AICTE will be discussed during the Staff meeting.

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.

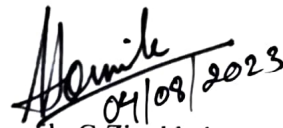
VARIA:

- 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.


04/08/2023

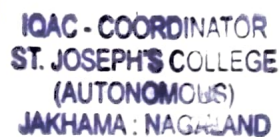
Dr. Fr. George Keduolhou Angami
Principal & IQAC Chairman
St. Joseph's College (A)
Jakhama, Nagaland


04/08/2023

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




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


IQAC - COORDINATOR
ST. JOSEPH'S COLLEGE
(AUTONOMOUS)
JAKHAMA : NAGALAND



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

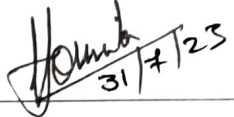
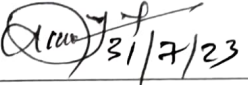
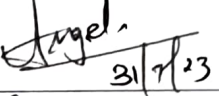
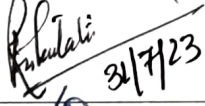
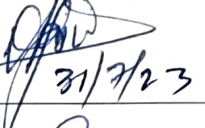
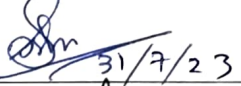

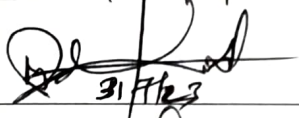

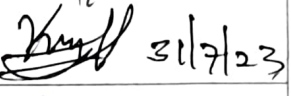
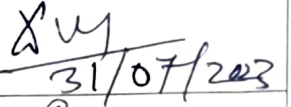
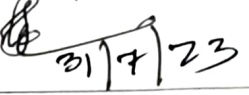
NAAC Grade A (CGPA: 3.12)

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. Zinghai	IQAC Coordinator	 31/7/23
2.	Loreni Yanthan	Asst. Prof.	 31/7/23
3.	NEITHONGUNUD ANGKA BELUD	HOD, Dept. of Botany	 31/7/23
4.	Rirkulati	HOD, Dept. Zoology	 31/7/23
5.	Thejano	HOD, Dept. Physics	 31/7/23
6.	TOSHIWAPANG T L EMTUR	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 KISON	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



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-02/ 2022-23*

Date: 15/05/2023

INFORMATION

The Internal Quality Assurance Cell, St. Joseph's College (Autonomous) will have a meeting on 19th May, 2023, in SJC (A) Conference Hall No.1 at 12:40 P M. The main agenda for the meeting is to deliberate upon the Implementation of National Education Policy 2020 (NEP 2020).

Members are requested to bring in their agenda (if any) 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





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, Fax: 2231022

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

NAAC Grade A (CGPA: 3.12)

IQAC MEETING

Date: 19th May, 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. Fr. Pezalhoukho Rino, PG Coordinator
3. **Address by the Principal:** Dr. Fr. George Keduolhou Angami, Principal & IQAC Chairman
4. **Meeting Agenda:** Implementation of National Education Policy 2020 Curriculum Framework
5. **Varia**





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)

Date: 20/05/2023

MEETING MINUTES

Internal Quality Assurance Cell (IQAC) of St. Joseph's College (Autonomous), Jakhama, held a meeting on the 19th of May 2023 at 12:40 PM in Conference Hall No.1, SJC (A).

The meeting was chaired by Dr. Hormila G Zingkhai, the IQAC Co-ordinator. The meeting began with an invocation by Dr. Fr. Pezalhoukho George after which the report of the previous meeting was presented by the IQAC Coordinator, which was approved by the house and passed.

This was followed by the Principal's Address. Dr. Fr. George Keduolhou Angami, the Principal and IQAC Chairman of the college, addressed the importance of implementing the National Educational Policy 2020 (NEP 2020). He mentioned that St. Joseph's College (Autonomous) as one of the leading colleges of the state should keep in pace with the country's educational development and this is possible through implementation of the latest educational policies of the nation. He further said that the implementation of NEP 2020 would help the college in its pursuit of quality education and achieve excellence as an educational institution and invited the members present to share their views and ideas of how the college can successfully implement NEP 2020.

With the invitation opened by the Principal to discuss regarding the implementation of NEP 2020, the following were deliberated upon:

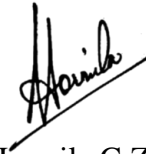
- i) The college will implement NEP 2020 from the Academic Session 2023-2024
- ii) Implementation of NEP 2020 Curriculum Framework will be discussed with the faculty members in the upcoming Staff Meeting
- iii) Dr. Sr. Ranit SABS, Vice –Principal (Academic Affairs) will brief and gave an orientation during the Staff Meeting on the Curriculum and Credit Framework for the FYUP of NEP 2020.

VARIA: The IQAC Coordinator, informed the house that majority of the Action Plan for the Academic year 2022-2023 have been successfully put into action and requested the members to work on the remaining Action Plans during the few remaining days so as to ensure the plans are successfully achieved by the college.

The meeting concluded at 2:30 PM with a note of thanks by the IQAC Coordinator.



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)
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

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


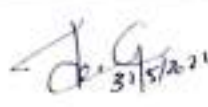


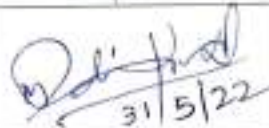
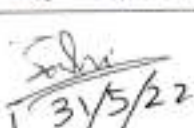
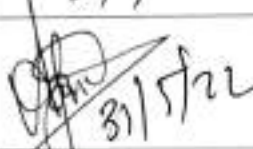
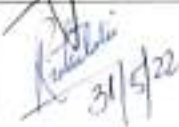
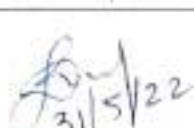
(Autonomous status granted by UGC notification No.F.22-1(AC) Dtd.11thOct.2018)

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

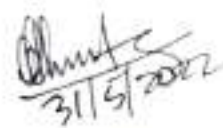
0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

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



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





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, Fax: 2231022

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

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



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 (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



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: 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	



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)

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



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/ 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 9th of August, 2022 at 1:00 P.M in SJC (A) Conference Hall No.1. As discussed in the previous meeting held on 31st 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



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)

IQAC MEETING

Date: 9th 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



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: 9th 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
4. **Discussion of the Meeting Agenda:**
 - i. Evaluation of Previous Year Action Plan
 - ii. Action Plan for the Academic Session 2022-2023
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 9th 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 3rd and 5th Semesters:** Following the COVID-19 protocol, the online classes for the Under-graduates 3rd and 5th semesters started on 7th July 2021, classes for Under-graduates and Post-graduates 1st Semester started on 16th August, 2021.
- iii. **Orientation Programme for the 1st Semester Students:** Orientation programme for Under-graduates (Science Stream) was conducted on 26th August, 2021, online orientation programme for Under-graduates (Arts Stream) was conducted on 30th August, 2021 offline orientation programme for Departments of BBA and B.com were conducted on 23rd September 2021 and orientation programme for Post-graduates was conducted on 28th 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 10th -11th 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 1st 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 5th semester students along with 2 faculties to visit the Central Laboratory of Plasma Physics in Assam.

- ii. Department Botany : The 5th 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 15th 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





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.11thOct.2018)

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

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

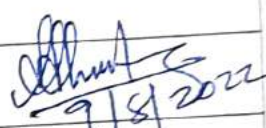


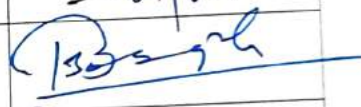
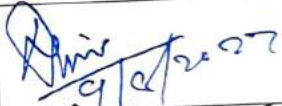
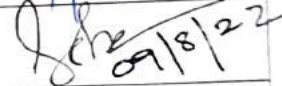
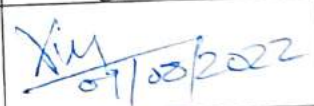
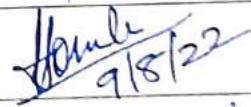

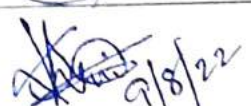
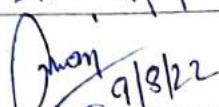
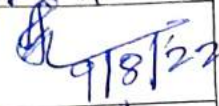
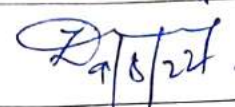
NAAC Grade A (CGPA: 3.12)

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 9th 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



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)

Preliminary Meeting for NAAC Assessment, 2023

organised by

**Internal Quality Assurance Cell
St. Joseph's College (Autonomous)
Jakhama, Nagaland**

Date: 29th July, 2021

Time: 5:30 PM

Platform: Google Meet

ORDER OF THE MEETING

1. **Chairperson:** Dr. Hormila G Zingkhai, IQAC Co-ordinator
2. **Invocation:** Dr. Sr. Thresiamma Vellilamthadam George, Vice-Principal
3. **Principal's Address:** Dr. Fr. George Keduolhou Angami, Principal
4. **Highlights for the NAAC Assessment:** Dr. Mhonthung Yanthan,
Co-ordinator,
NAAC Steering Committee
5. **Varia**
6. **Concluding Remarks**

Members Present:

1. Dr. Fr. George Keduolhou Angami : Principal & Chairperson, NAAC Steering Committee
2. Dr. Sr. Thresiamma Vellilamthadam George : Vice Principal
3. Fr. Binoy Joseph : Administrator
4. Dr. Fr. George Pezalhoukho : PG Co-ordinator

5. Rev. Fr. Peter Solo : Dean of Science
6. Dr. Mhonthung Yanthan : Co-ordinator, NAAC Steering Committee
7. Dr. Hormila G Zingkhai : Jt. Co-ordinator, NAAC Steering Committee
8. Mr. James H K : Convenor (Curricular Aspects)
9. Mr. Md. Tabrej : Convenor (Teaching-Learning and Evaluation)
10. Dr. Kizukala Jamir : Convenor (Research, Consultancy and Extension)
11. Mr. Dihe Mao : Convenor (Infrastructure and Learning Resources)
12. Miss. Jasietsono Josephine Kuotsu : Convenor (Student Support and Progression)
13. Mrs. Thejanuo Fidelia : Convenor (Governance, Leadership and Management)
14. Mr. Reimaya Muinao : Convenor (Innovations and Best Practices)
15. Mr. Kelengol Neikha : Head, Department of Economics
16. Dr. Khriemenuo Pusa : Coordinator, Department of Economics
17. Miss. Meribeni : Co-ordinator, Department of English
18. Ms. Tiamongla : Head, Department of Education
19. Ms. Nzano kikon : Head, Department of History
20. Dr. Medonuo Pienyü : Head, Department of Sociology
21. Mrs. Alibo Achumi : Coordinator, Department of Sociology
22. Mr. Moatangit Longkumer : Head, Department of Commerce
23. Mr. Zubemo Humtsoe : Head, Department of BBA
24. Ms. Neithongunuo Angela Belho : Head, Department of Botany
25. Mr. Madovi David : Head, Department of Chemistry
26. Mr. Toshiwapang Lemtur : Head, Department of Mathematics
27. Ms. Thejano : Head, Department of Physics
28. Ms. Rükotalü : Head, Department of Zoology
29. Ms. Wandahunlang Mery Syiemlieh : College Superintendent
30. Mrs. Hepuni Elozüa : College Documentation Officer

Minutes of the Meeting

The IQAC of St. Joseph's College (Autonomous), Jakhama, Nagaland convened a meeting of the College Management, IQAC Members, NAAC Steering Committee Members and Head and Co-ordinators of the departments on 29th July, 2021 at 5:30 P.M to deliberate upon the pertinent preparations for the NAAC Assessment in 2023. The meeting was chaired by Dr. Hormila G Zingkhai, the IQAC Co-ordinator. It commenced with an invocation by Dr. Sr. Thresiamma Vellilamthadam George, the Vice-Principal which was followed by the Principal's address by Dr. Fr. George Kedoulhou Angami, who thanked the team with the hope of good work to be done. The agenda for the meeting was taken up by Dr. Mhonthung Yanthan, Co-ordinator of the NAAC Steering Committee. He highlighted the 7 (seven) criteria of the NAAC Assessment along with the different Key Indicators. Based on this, the following details were discussed for consideration to initiate further actions:

1. To consider the following in terms of the college infrastructure:
 - a. In terms of digital facilities, to provide wi-fi connection and access to both the teachers and the students
 - b. To upgrade the Emergency Clinic
 - c. To provide Offices for Clubs and Associations
 - d. To built a Recreation Room / Incubation Room where discussions or study can take place
 - e. To open a Day Care Centre
 - f. To provide a Girls Common Room
 - g. Disable Friendly Infrastructure
 - h. To consider opening a Yoga Centre
 - i. To have proper Waste Management system within the College
2. Pertaining to Teaching-Learning and Evaluation, the college should provide programs for both the slow and advance learners. Since there are Remedial classes for weak students/slow learners, the award system for performance can be one considered as one of the program for helping and encouraging advanced learners. And to maintain the report of activities undertaken to help both the slow and advanced learners
3. Experiential and participatory learning, problem solving methodologies should be practised beyond the classroom lectures for enhancing learning experience.


4. To emphasise on collecting feedback from the Faculty Members, Management as well. And to initiate the Student Satisfaction Survey on overall institutional performance.
5. To maintain the profile and quality of the Faculty Members the college can come up with concrete policies of appointment and promotion, appointment letters stating the designation and the nature of duty and policy for study leave.
6. Focusing on Research, Innovations and Extensions, the college can consider the option of maintaining research facilities for the teachers and students. In addition, the college should mobilize funds and allocate Seed funds to the teachers for minor research projects in order to promote research cultures in the college. In addition, incentives/remuneration for attending and paper presentation during International, National, State Seminars and Workshop should be there as part of the Research extension program.
7. Faculty members to publish research paper in journals under UGC CARE List, Scopus, and Web of Science etc and write articles in Newspapers as it is helpful for the individual Faculty Member API scoring as well as contributes to the development of the College.
8. To conduct seminars/workshops on Research Methodologies, Faculty Development Programs Intellectual Property Rights, Skill Development and to encourage faculty members to attend Refreshers Courses, Faculty Development Programs and Induction courses under the HRDC.
9. To initiate training for teaching faculties, Clerical training for undertaking consultancy.
10. To conduct explore possibilities for various extension and outreach programs based on neighbourhood sensitization, Gender Sensitization and Environment Awareness etc
11. To sign MoUs with other universities, organisations, government departments, institutions but this should include activities else it becomes redundant. The MoUs can be signed by the departments, Clubs and Associations with the other party on behalf of the college.
12. Addressing the Student Support and Progression, the need for each department to start maintaining the record and contact of passed out students each year was emphasised. Students participation in various activities, awards received etc also need to be maintained if possible by each department.
13. The College needs to have a proper Grievance Cell as well as look into the feasibility of having Placement cell for the students.
14. Emphasise on the need to focus more on Alumni Engagement where the college as well as the Alumni's can maintain a constant engagement.

15. The college to observe International and National Days and events.
16. To address the Institutional Values and Practices by undertaking environment and sustainable practices like having proper waste management system within the campus, focus on initiating more activities to be recognized as a Green Campus and focus on the Best Practices of the College.

The meeting concluded at 8:30 P.M with a concluding remark from the Principal whereby he encouraged everyone to give their best and work diligently for the progress of the institution.

Date: 29th July, 2021


29/7/2021
Principal
St. Joseph's College (Autonomous)
Jakhama : Nagaland
797001, India


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) 9402993642

Ref. No: SJC/IQAC/ Notice-01/2021

Date: 28/06/2021

INFORMATION

Dear Members,

This is to inform that the Internal Quality Assurance Cell, St. Joseph's College (Autonomous) will conduct its first meeting for the Academic Session 2021-2022 on 1st July 2021 at 10:00 A.M in SJC (A) Conference Hall No 1. However, in case of further extension of the lockdown or continued imposition of movement restrictions, alternative arrangements will be made and intimated to the concerned members.


The Agenda for the meeting are as follows:

1. Evaluation of Previous Year Action Plan
2. Action Plan for the Academic Session 2021-2022
3. Tentative Calendar for NAAC Assessment
4. Composition of SJC(A) NAAC Steering Committee
5. Feedbacks and Suggestions


Members are requested to bring in your agenda and suggestion/s for discussions (if any).

All are requested to kindly attend the meeting positively.

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)

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 1st July 2021

Time: 10:00 A.M

Venue: Conference Hall No 1

Invocation: Rev. Fr. Peter Solo
Dean of Science
St. Joseph's College (A)
Jakhama, Nagaland

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

Discussion of the Meeting Agenda:

- Evaluation of Previous Year Action Plan
- Action Plan for the Academic Session 2021-2022
- Composition of SJC(A) IQAC Members
- Tentative Calendar for NAAC Assessment
- Composition of SJC(A) NAAC Steering Committee

Varia

Next Meeting

Concluding Remarks: Dr. Fr. George Keduolhou Angami, Principal & IQAC Chairman



George Keduolhou Angami
1/7/2021

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 (IQAC)

St. Joseph's College (Autonomous)

Jakhama, Nagaland

Minutes of the IQAC Meeting

Date: 1st July, 2021

Time: 10.00 am

Venue: Conference Hall No.1,
St. Joseph's College (A), Jakhama

The first meeting of IQAC for the Academic Session 2021-2022 of St. Joseph's College (Autonomous), Jakhama, was held on 1st July, 2021 at 10:00 A.M in the College Conference Hall No. 1

Invocation: The meeting started with an invocation prayer pronounced by Rev. Fr. Peter Solo, Dean of Science, St. Joseph's College (Autonomous), Jakhama.

Welcome Note: The Principal & Chairperson of IQAC, Dr. Fr. George Keduolhou Angami gave a brief introduction about the importance of the meeting and welcomed all the members to the meeting. He also congratulated the Staff for the successful UG Result for the Academic year 2020-2021. He also expressed the need of the expertise and guidance from the members, especially, the senior experienced members in the functioning of the college and towards the upcoming NAAC Assessment in 2023.

This was followed by the discussion of the meeting agenda.

AGENDA 1: Evaluation of the Previous Year Action Plan

Dr. Hormila G Zinkhai, the Co-ordinator of the IQAC, presented a review of the Action Plan for the Academic Session 2020-2021. The discussion based on Action Plan 2020-2021 were as follows:

Discussion:

- i. Following the action plan for the Academic year 2020-2021, two Postgraduate Degree Courses, Master of Arts (MA) in Economics and Master of Arts (MA) in History were introduced in the Academic Session 2020-2021.
- ii. Diploma in Counselling Psychology, Diploma in Computer Concepts, Certificate Course in Graphic Design and Certificate Course in Cognitive Behavior Therapy were introduced in the academic year 2020-2021
However, Diploma in Music, Diploma in Tourism Management Diploma in Stenography and Typing, Diploma in Cosmetology, Certificate Course in Home Nursing and Certificate Course in Computer Hardware and Networking could not be introduced on account of the sudden lockdown following the pandemic.
- iii. The infrastructural development of the college according to the Action Plan 2020-2021 such as completing the construction of the PG Block 1st Floor, purchasing 4 more Inverters and 10 batteries for the Inverters of the College and purchasing of a new heavy-duty printer and Photostat Machine for the Examination Section were successfully completed. However, the renovation of the Indoor Stadium is still on the process.
- iv. As per the guidelines of the central and State governments, and in accordance to the SOPs, the staffs, teaching faculties and students were given orientation for online classes and online classes for both UG and PG Programmes were started. Further, to avoid the loss of one semester, orientations for online exams were given and the online examinations for UG 1st, 3rd and the 5th semesters and PG 2nd and 3rd Semesters were conducted successfully.
- v. Owing to the COVID-19 pandemic, new admission for Under-Graduate and Post-Graduate courses were done online.
- vi. The college management also met with the state government officials and the village authorities, and accordingly implemented the Standard Operating Procedures within the College campus for the safety of the staffs, students and visitors who came to the college for official work.
- vii. The college also facilitated in procuring the essential needs for the casual labours and construction workers working in the college campus, gave necessary financial assistance and made arrangement for their return journey to their respective hometowns.

Observation Based on Action Plan 2020-2021: The Principal highlighted the difficulties in introducing some of the Diploma and Certificate course due to the sudden lockdown and said that the Courses which the college could not introduce last Academic Session would be introduce in the present academic session if the situation permits.

The principal also mentioned that as an Autonomous College, concerning the courses offered, the syllabus of the course prepared by the Board of Studies is reviewed by the Academic Council after which it is recommended to the Governing Body for approval. In line with the academic courses, the Principal mentioned the need for revising the syllabus, and for the same requested the members to start preparation for the syllabus revision.

With regard to the Diploma and Certificate Courses, Dr. Mhonthung Yanthan mentioned the need to introduce lucrative course such as entrepreneurship and bee-keeping which will benefit and create opportunities for the students as well as the youths from the nearby villages.

The motion for passing the Reviewed Action Plan 2020-2021 was proposed by Mr. James HK and Mr. Moatemsu seconded the proposal.

AGENDA 2: Action Plan for the Academic Session 2021-2022

The following details of the Action Plan for the Academic Session 2021-2022 was presented to the House for deliberation:

1. To organise a National Webinar by IQAC, SJC(A) in collaboration with Kristu Jayanti College (A), Bengaluru and Nagaland College Principals Association on 6th and 7th July 2021
2. Re-opening of offline/online classes for UG 3rd and 5th Semesters: 7th July 2021
3. Orientation Program for the 1st Semester Students
4. Orientation and counselling for 5th Semester (UG) and 3rd Semester (PG) students on the different courses and universities
5. International Seminar to be organised by PG Studies: Tentatively in the month of September, 2021
6. IQAC in collaboration with the different departments to hold Department-wise Webinar /Online Guest Lectures
 - i. **August:** Departments of BBA, English, Botany, Education
 - ii. **September:** Departments of Commerce, Chemistry, Mathematics, Political Science, Sociology,

iii. **October:** Departments of Economics, History, Physics and Zoology

7. To organise a National Seminar/Webinar in 2022.
8. Employment and Skill Development Programmes to be newly introduced in the Academic year 2021-2022:
 - i. Diploma in Stenography and Typing: 50 Seats
 - ii. Diploma in Tourism Management: 50 Seats
 - iii. Diploma in Cosmetology: 30 Seats
 - iv. Diploma in Music: 50 Seats
 - v. Certificate in Home Nursing/ Home Health Care: 30 Seats
 - vi. Certificate in Computer Hardware and Networking: 15 Seats

9. Infrastructural Development

- 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 the 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 one Computer for the college

10. Extra-curricular Activities

- i. Even Semester: Departments and Clubs and Associations to organise Online/Offline Activity.

Discussion and Resolution:

- i. All Action Plans will be carried out keeping in view the upcoming NAAC Assessment in 2023 and most importantly, for the progress and development of the College.
- ii. With regard to research and academic culture, the principal put forward the proposal that since the College Journal is non-functional so at least once a year every faculty member, having a Ph.D degree can contribute an article which the college can compile and publish it in a book form with ISBN number. It was decided that for the book publication it will be discussed with the concerned Faculty Members before proceeding ahead.
- iii. With regard to Diploma and Certificate courses Dr. Mhonthung Yanthan suggested that college can take into account the local perspectives and consider the areas where students can excel and offer courses like Bee-keeping, Music, Sports, Fashion Designing, Eco-Tourism and Cultural tourism. He also drew attention to the need to bring in more experts in the field when it comes to Diploma and Certificate courses and stressed on the importance to collaborate with different agencies/organizations for the courses. Further he emphasized on the need to generate placement opportunities for those taking up the courses. If the college could offer the courses to interested candidates from nearby villages it will be beneficial for the villagers and the college as well.

Principal highlighted that given the location of the college, the college face difficulties in providing transportation, adjusting the class timings for the Diploma and Certificate courses. Thus, it was resolved to strengthen the existing Diploma and Certificate courses instead of adding more courses.

- iv. The HoD of English Department, Mr. James H K, put forward the clarification, whether the Action Plan made for English Department is intended for PG or UG. On a similar note, Dr. Medonuo Pienyü, HoD of Department of Sociology, also put forward the question whether both the PG and UG need to make their Action Plan together or separately.

The Principal clarified that whether it is UG or PG studies, it falls under the same department so the Action Plan and all major events of the college, Academic Calendar remains the same for both.

It was resolved that for departments having both UG or PG courses the Action Plan, Academic Calendar and all major events of the college will be the same for both, and all the departmental activities have to be planned with proper co-ordinations between the HoD and the Co-ordinator of the department.

- v. Dr. Mhonthung also mentioned the discrepancies in the appointment rule of the HoD's which states that only those Faculty Members who are teaching in the PG Studies can become a HoD. He mentioned that Headship of department is an important criterion for API score when one applies for promotion or applies in other higher institutions so those faculty members from the UG studies should not be denied of the opportunity.

The principal clarified that according to the UGC guidelines, irrespective of the teaching experience at the UG or the PG level, the senior faculties can be appointed as the HoD but in the case of the Senior Teacher having just the minimum qualification, the terminology Teacher-in-Charge of the department can be used.

Thus, it was resolved to appoint HoD based on the seniority of teaching experience years in the college.

- vi. The Principal emphasized on organizing more academic activities like seminars and conferences as it has been noticed that during the last 3/ 4 years only few seminars have been organized so the college should revive back the culture of conducting seminars and workshops etc. Thus, the house decided that every department in collaboration with the IQAC will organize at least one webinar/seminar during the Odd semester.

- vii. Dr. Medonuo Pienyü proposed that for the activities to be conducted during the Even Semester not only the departments but the Clubs and Associations can also organize the activities. She also pointed out that there are many clubs and associations but many are non-functional and suggested to reorganize the clubs and associations, and to maintain only the necessary and active clubs and associations.

Based on the proposal it was resolved to assign the Departments as well as the Clubs and Associations to organise Online/Offline Activities during the Even Semester.

AGENDA 3: Composition of the SJC (A) IQAC Members

Discussion: The NAAC guideline for the composition of IQAC (with effect from the academic year 2020-21) was presented. It was decided to select the members from the college as per the NAAC guidelines, however, the appointment of members from the Local Society, Alumni, Industrialist and Employers have to be considered.

Resolution:

- i. The appointment of members from the Local Society, Alumni, Industrialist and Employers will be taken care by the College Management.

AGENDA 4: Tentative Calendar for NAAC Assessment

Discussion: The next NAAC Accreditation will be in the year 2023. Thus, the need for initiating preparations for the NAAC Assessment was deliberated upon. Based on the discussion the following resolutions were decided upon-

Resolution:

- i. To commence with the preparation for SSR
- ii. To submit the SSR to NAAC office tentatively in the month of October /November 2022.
- iii. The departments and all the Clubs and Associations have to get ready with the last five years reports (2016 onwards).
- iv. The report of the departments, Clubs and Associations reports should be signed by the HoD/Co-ordinator and the Staff Director.
- v. The IQAC office will prepare a common report format which will be dispatched to all the departments. The departments will have to submit the same with all the details, documentations etc in soft copies to the IQAC office.
- vi. There will be a single report for the same department as such the HoD's and Co-ordinators have to collaborate the details of both the UG and PG activities and submit the same to the IQAC office.
- vii. For every event or activity Geotagged photo should be submitted as evidence/report.
- viii. As major portion of the NAAC assessment is based on online assessment, the college website needs to be updated and for the same the departments, clubs and associations need to update and upload their activities.

Agenda 5: Composition of SJC (A) NAAC Steering Committee

Discussion: The upcoming NAAC Assessment in 2023 necessitates for setting up the NAAC Steering Committee. The requirement of composing the Steering Committee as per the seven Key Criteria of Assessment was discussed upon.

Sir James HK highlighted that in the last NAAC Assessment the college performed poorly with regard to the Research, Innovations and Extensions criteria.

Resolution:

- i. The college management will discuss and decide on the appointment of the members of NAAC Steering Committee.
- ii. The decision to organize a workshop on NAAC Assessment by inviting external experts as the Resource Person.

VARIA

1. Dr. Mhonthung Yanthan drew attention to the need to update the college website. He also suggested that recruitment of faculty members can also be uploaded in the college so as to attract candidates from different parts of the country. In reply, the Principal mentioned that as far as updating the website the college is working on it. And following the UGC guidelines, advertisement for recruitment should be put up in the National, State newspapers and the college website.
2. He also proposed to bring some changes in the college magazine cover page. Dr. Medonuo Pienyu also mentioned that when it comes to college, department magazines many of the articles are copied from other sources, so college can emphasize on publishing a quality college magazine with IBSN and encourage original ideas from both faculty and the students.
3. Dr. Mhonthung Yanthan suggested that if the college can install Plagiarism software this will help the Management, Faculty Members and Students who are interested in academic writings and also whenever the college accepts articles, writings from outside for publications. This will be an added advantage to the college and aid in the progress and development of research culture.
4. On the publication of book by the college, Dr. Fr. George Rino proposed to request the faculty members to write atleast an article in a year which can be compiled and published in a book form. He also suggested that the college can come up with a theme every year and based on the theme the faculty members can submit the articles. Substantiating to it Dr. Medonuo Pienyu mentioned that the college Research Cell, the Journal Committee and the magazine committee can be given the responsibility for this.
5. Dr. Hormila also mentioned about the importance of attending the faculty development programmes, refresher and orientation courses.

NEXT MEETING

Dr. Hormila G Zingkhai mentioned that according to the rules of NAAC, the IAQC should meet at least twice in an academic session. Based on the given information, the House decided to hold the meeting quarterly in each academic session. The Principal informed the members that the date for the next meeting will be notified later.

CONCLUDING REMARKS

The meeting ended with words of encouragement and appreciation by the Principal to all the participants for their presence in the meeting and for sharing their inputs and ideas. He also acknowledged everyone for their efforts in continuing the academic culture despite the fact that everyone is adapting to the new normal of online classes and online activities. He encouraged everyone present to continue to be active and to continue motivating the students who are staying at home due to the pandemic. He also expressed his confidence that the members present will contribute and help in the development of the college.

Principal thanked Mr. Saju Mathew for his contributions to the college as IQAC Co-ordinator and for successfully completing his tenure. He also thanked Dr. Hormila G Zingkhai for taking up the Co-ordinatorship of IQAC.

The Principal requested the members to continue sharing their ideas and their inputs and to give their best for the college.

The Meeting concluded at 12: 36 PM.

Date: 2nd July, 2021


03/03/2022
Principal
St. Joseph's College (Autonomous)
Jakhama : Nagaland
797001, India



Dr. Hormila G Zingkhai
IQAC Cordinator
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)

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 1st July, 2021

Time: 10: 00 A.M

Place: Conference Hall No. 1

Sl. No	Name	Designation	Signature
1	Dr. Fr. George KeduolhouAngami	Chairperson	
2	Dr. Sr. Thresiamma Vellilamthadam George	Vice Principal	 1/7/2021
3	Rev. Fr. Binoy Joseph	Administrator	
4	Dr. Fr. George Pezalhoukho	PG Co-ordinator	
5	Rev. Fr. Peter Solo	Dean of Science	 1/07/2021
6	Mr. Moatemsu	Controller of Examination	 1/07/2021
7	Dr. Hormila G Zingkhai	Co-ordinator	 1/7/2021
8	Mrs. Loreni Yanthan	HoD, Economics	
9	Ms. Tiamongla	HoD, Education	 1/7/21
10	Mr. James HK	HoD, English	 1/7/21
11	Ms. Nzano Kikon	HoD, History	
12	Dr. Mhonthung Yanthan	HoD, Political Science	 1.7.21



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)

13	Dr. Medonuo Pienyü	HoD, Sociology	<i>[Signature]</i> 11/7/21
14	Mr. K. Zubemo Humtsoe	HoD, BBA	
15	Mr. Moatangit Longkumer	HoD, Commerce	<i>[Signature]</i> 11/7/21
16	Ms. Neithongunuo Angela Belho	HoD, Botany	<i>[Signature]</i> 11/7/21
17	Mr. Madovi David	HoD, Chemistry	<i>[Signature]</i> 11/7/21
18	Mr. Toshiwapang Lemtur	HoD, Mathematics	<i>[Signature]</i> 11/7/21
19	Ms. Thejano	HoD, Physics	<i>[Signature]</i> 11/7/21
20	Ms. Rukutalu	HoD, Zoology	<i>[Signature]</i> 11/7/21
21	Sr. Sheela Mary	Library I/C	
22	Ms. Wandahunlang Mery Syiemlieh	Superintendent	<i>[Signature]</i> 11/07/2021
23	Ms. Hepuni Eloziia	Documentation Officer	<i>[Signature]</i> 11/7/21
24.	MR. Saju Mathew	Asst. Prof. Dep of Ew.	<i>[Signature]</i> 11/7/21



[Signature]
11/7/2021

Principal

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



ST. JOSEPH'S COLLEGE JAKHAMA

P.B. No. 39, Kohima, Nagaland - 797001

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

www.stjosephjakhama.ac.in

E-mail : stjosephc@gmail.com

Ref. No.

Date

11/07/2018

SUB: IQAC Meeting

Dear Rev.Sister,

Greetings from the Internal Quality Assurance Cell (IQAC) of St.Joseph's College Jakhama!!

As you know IQAC aims at being instrumental in attaining realistic quality benchmarks for academics and administrative activities of the college. It will also help the institution to grow with sustaining quality.

This is to invite your valuable presence at the first IQAC meeting of the year 2018, at 10 am on Saturday, (14/07/2018) to be held at the Conference Hall of the college which will be followed by lunch.

Yours sincerely

Fr.George Antony

(Co-Ordinator IQAC)

St. Joseph's College, Jakhama

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Agenda

- Prayer
- Introduction.
- Back ground to todays meeting.
- The New NAAC approach
- Implications.
- Segments
- Thrust.
- Divisions

- Our own set up and the future thrust
- Varia
- Next Meeting
- Concluding words

Report of the IQAC Meeting held on 14/07/2018

There were 25 members present out of 29 for the meeting. The meeting commenced with a prayer pronounced by Fr. Boniface SJ.

The Chairperson, Fr. Sebastian briefed the members about the latest version of the SSR and challenges that pose before us. He emphasized the urgency of documentation. Though it's a taking taking process, it is imperative he stated to stay with an A Grade. He put forward the mind-boggling challenge to keep running with the time. Students are the focus in the new system of education. And it is imperative that teachers to bear in mind the fact that in the new system of NAAC assessment 'the student are the major stakeholders'. 60% of students feedback outweighs other criteria. Each one is responsible he added.

The chairperson, explained at length, the requisites for the AAA assessment. He affirmed that we have the credentials at the same time there are areas to be developed. He highlighted the Future Thrust of the college. The monthly meeting with the HoDs have played a significant role he stated. And we have a credible documentation on the same he added.

Newly constituted IQAC team was welcomed and appreciated. Latest inputs are adopted. We need a detailed training on documentation for five years the chairman added. In this regard, he stated, ours will be the 'First college to start with new rules of IQAC norms'.

He explained about the necessary preparation to be done for the visit of AAA team and the UGC team.

IQAC is the brain of SJC. 7 principles of NAAC

Visit of AAA and the programme on the day proper was discussed.

Our preparedness on the day of visit was also discussed. Mr. Jose the staff superintendent was entrusted with the duty of downloading the new policies of IQAC and sending to all the members.

Speaking on the vision of the college the chairman added saying 'ours should be a learning centre'...'we need to build up our strength'

A Meaningful tie up with outside institutions where we share the credits of both the parties was discussed. The concept of Online interviews was deliberated. It becomes more operational when the institution becomes autonomous added Fr. Sebastian. There is a Need to be connected internationally he added.

Underlined the importance of FUTURE THRUST..

Fr. Boniface enquired the process about BA Bed course.

HODs are highly recommended to promote research in their respective areas and to break the mind-set to do the research.

The chairman reminded the HoDs to prepare the SWOC analysis with critical questions and update the documentation.

Recycling and waste management issues were raised by Fr. George.

Fr. Boniface is requested to see to the possibilities to give guidance to the mentors.

An orientation programme for the teachers was discussed.

Updating and documenting the clubs and associations was informed by Fr. Sebastian. The Annual reports should be given if not the concerned the clubs and associations will be cancelled.

The need for PG hostel was discussed but we have lack of funds replied the chairman.

The requirement of WIFI was raised by Mr. Saju.

The topics of renewable energy, solar energy, water harvesting etc were discussed.

Mr. Norbert agreed to contact the Chinese agency.

The position of the language lab, interactive board was explained by Fr. Benny.

Talking about the integration of student, Fr. George Suggested to think broadly in terms of National integration with organizations like NCC and NSS. He added saying 'we need to go beyond. Our students are good but we need to transcend the rote method of study.






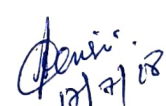



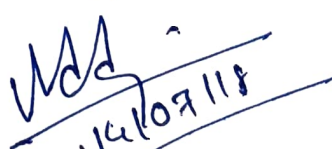

The concern for the differently abled students and the disaster management was raised.

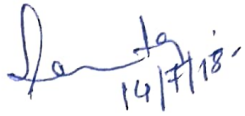










The meeting concluded with a reminder to be adequate prepared for the UGC Team visit and the need for Team work.

14th July 2018

St. Joseph's College, Jakhama

INTERNAL QUALITY ASSURANCE CELL (IQAC) Meeting:

<u>Names</u>	<u>Designation</u>	<u>Signature</u>
1. Fr. Sebastian Ousepparampil	Chairperson	
2. Fr. George Antony	Co-Ordinator	
3. Fr. Joseph Mariadhas	Co-Ordinator	
4. Sr. Kaisa Rosalind	Vice Principal	
5. Fr. Benny Varghese	Administrator	 bennykohima@gmail.com
6. Sr. Susai Mary	Dean of Science	
7. Mr. Saju Mathew	HoD Economics	 14/7
8. Mr. Dihe Mao	HoD Pol.Science	
9. Mrs. Thejanuo	HoD Commerce	 12/7/18
10. Mr. Zeneikho Pfukha	HoD History	
11. Ms. Medonuo Pienyu	HoD Sociology	 14/7/18
12. Mr. James H.K	HoD English	 14/7/18
13. Mr. Tabrej	Director BBA	 14/7/18
14. Mr. Sanjib Katuwal	HoD Chemistry	 14/7

- | | | |
|-----------------------------|-----------------------|---|
| 15. Mrs. Payal Bose | HoD Botany | |
| 16. Dr. Ramita | HoD Zoology |  |
| 17. Ms. Vilavonuo M. Kulnu | HoD Education | |
| 18. Fr. Joy Thomas | Librarian | |
| 19. Mr. S. Kampu | Assistant Librarian |  |
| 20. Mr. Jose K. Joseph | Office Superintendent |  |
| 21. President | Student's Council |  |
| 22. Secretary | Student's Council |  |
| 23. Mr. Gopiaraman Singh | Head, Computer Sc. |  |
| 24. Fr. Boniface: | Counsellor |  |
| 25. Dr. Nobert Noraho | Stakeholder |  |
| 26. Dr. N. Veronica | Senior Adm. officer: |  |
| 27. Mr. Kezhadeho | Nominee local society | |
| 28. Ms. Wede-ü Mero | Alumni Executive |  |
| 29. Mr. Moatongit Longkumer | |  |



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


.....


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



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) 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.

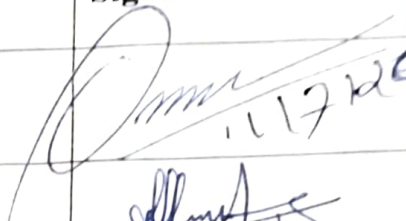
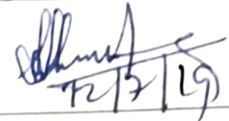
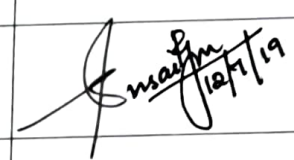
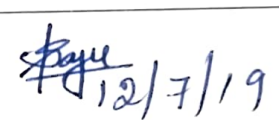
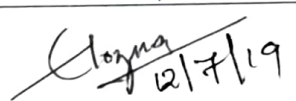
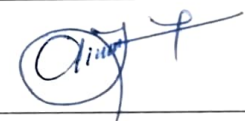
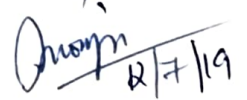
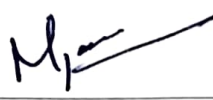
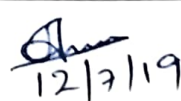
The meeting ended at 3.00 pm with the concluding words from Fr. Principal.

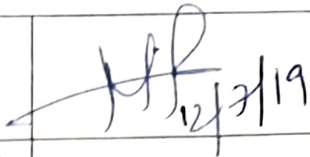
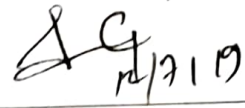

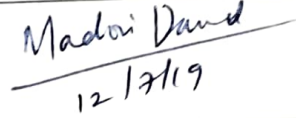
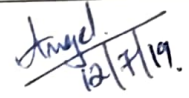


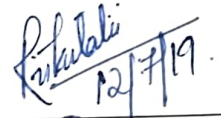
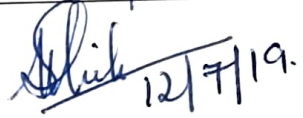
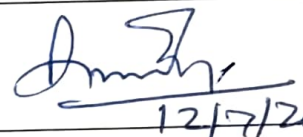


SJC, Jakhama
12th July, 2019


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	



ST. JOSEPH'S COLLEGE

JAKHAMA

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) St. Joseph's College (Autonomous) Jakhama

Report of the IQAC Meeting

Online Meeting of the IQAC was held on 21st December, 2020 to make the evaluation of the achievements of the IQAC action Plan 2019-2020 and to formulate the new IQAC action plan for the academic year 2020-2021. Since the normal functioning of the college was affected due to the Covid-19 pandemic the meeting of the IQAC could not be conducted on time and finally it was decided to conduct online meeting. First, the coordinator of the IQAC, Mr. Saju Mathew with the approval of the Chairman of the IQAC and the principal of the college, Rev. Fr. Dr. Sebastian Ousepparampil, presented the evaluation report of the achievements of the IQAC Action Plan of the year 2019-2020 for the approval and modifications if any from the members of the IQAC. The approved evaluation report of the action plan 2019-20 is given below the report (Annexure -1).

The second agenda of the meeting was to formulate the new action plan for the Academic year 2020-21. The Co-Ordinator of the IQAC in consultation with the Chairman of the IQAC presented the draft action plan of the for the next academic year. The members of the IQAC put forward their suggestions and after incorporating the views and suggestions of the members, the action plan for the academic year 2020-2021 was finalized. The final copy of the Action plan is given below (Anexture-2).

Anexture-1

Evaluation Report of the Achievement of the Action Plan of the IQAC, 2019-2020

1. Employment and Skill Development programmes to be introduced in the academic year 2019-20.

As it was planned to conduct, UGC Approved, Skill development Courses of in the academic year 2019-2020, the following six courses were conducted successfully and certificates were issued to the students.

- a) Diploma in counselling psychology, one year program
- b) Certificate Course in Cognitive Behaviour Therapy, Six Months Program
- c) Certificate Course in Computer Concepts, Six Months Program
- d) Certificate Course in Football, Six Months Program
- e) Certificate Course in Basket Ball, Six Months Program
- d) Certificate Course in Graphic Designing, Six Months Program

2. New Academic Programmes to be introduced in the academic year 2019-20

As per the plan the following two Postgraduate Degree courses were started in the academic year 2019-20 and more courses will be introduced soon.

- a) Master of Arts (MA), Political Science
- b) Master of Arts (MA), Sociology

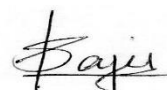
3. Development of infrastructure and learning Resources

As per the plan for the development of development of infrastructure and Learning Resources, the Ground Floor of the Post Graduate (PG) Block under construction was completed and PG section was shifted to the new block. The Extension work of Ave Maria Girls Hostel was completed and it is now ready to accommodate a greater number of students. As the college felt the need for a receptionist in the college and was mentioned in the action plan to appoint a receptionist, Mr. Modovi Krocha was appointed as the receptionist. As it was suggested by some of the teachers the Creche (Baby Care Centre) was set up in the college.

4. Campus Beautification

As a part of the campus beautification efforts the unutilized areas in the college campus was cleaned and a number of saplings of Orange, Apple and Kiwi plants were planted.

Jakhama
22-12-2020



Saju Mathew
Coordinator, IQAC

Anexture-2

Action Plan- 2020-2021

A) Academic

1. New Academic Programmes to be introduced in the Academic Year 2020-2021 in Addition to the Existing Courses.

- a) Master of Arts (MA) in History
- b) Master of Arts (MA) in Economics

2. Employment and Skill Development Programmes to be newly introduced/ continued in the Academic Year 2020-2021

DIPLOMA PROGRAMS

No	Name of the Course	Capacity
1	Diploma in Music	50
2	Diploma In Counselling Psychology	50
3	Diploma In Tourism Management	50
4	Diploma In Computer Concepts	50
5	Diploma in Stenography and typing	50
6	Diploma in Cosmetology	30

CERTIFICATE PROGRAMS

No	Name of the Course	Capacity
1	Certificate in Graphic Design	27
2	Certificate in Cognitive Behavior Therapy	15
3	Certificate In Home Nursing	30
4	Certificate in Computer Hardware and Networking	15

3. As per the guidelines of the Central and State governments, fully following the SOP, class will be held online till we receive further instruction/ guidelines form the government authorities.

4. Examination for the students who are under SJC Autonomous (1st and 3rd semester) will be held online to avoid the loss of one semester. Examination for the 5th semester students, who are still under Nagaland University, will be held as per the instructions and schedule of the University as and when it is received.

5. Staff and the students will be given necessary training/ orientation on online class and online examination.

B. ADMISSION

In the prevailing situation of Covid -19 pandemic, new admission for Under Graduate (UG) and Post Graduate (PG) will be done completely online for the convenience and safety of everyone. The information and guidelines about the admission will be disseminated through the college website and WhatsApp groups.

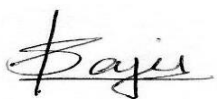
C. Development of Infrastructure and Learning Resources

- a) To Complete the 1st Floor of the PG Block under Construction
- b) To Renovate the Indoor Stadium
 - b) To Renovate the St. Joseph's Girls Hostel
 - c) To Purchase 4 more inverters and 10 more batteries for the inverters of the college
 - d) To Purchase a new heavy-duty printer and Xerox machine for the examination section

D. Miscellaneous

- a) In the prevailing situation of the Covid -19 Pandemic the college authority will meet the state government officials and the authorities of the villages around the college to discuss and plan about and SOP for the safety of the students and the people visiting the college and the staff.
- b) In the present situation of unexpected lockdown and other hardship caused to everyone, casual labours and construction workers working the college campus will be given necessary financial and other assistance for meeting their food and other requirements and facilitate their return journey to their own hometowns.

Jakhama
22nd December, 2020



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



PRINCIPAL
St. Joseph's College
Jakhama : Nagaland





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: IQAC/FEEDBACK/ 2022-2023

Date: 30th June, 2023

ACTION TAKEN REPORT BASED ON THE STUDENTS SATISFACTION SURVEY AND FEEDBACK FROM THE COLLEGE STAKEHOLDERS

The Internal Quality Assurance Cell of the College with its objectives to facilitate efficient and progressive performance in the academic, administrative and financial areas of the college and to enhance the quality, IQAC has taken feedback from the various stakeholders of the college from the month of March – May, 2023. Based on the feedback received the following actions were taken:

1. The data of the feedback from Students Satisfaction Survey on Individual Teachers were compiled and based on the result, the Principal meet with the faculties individually as well as shared their respective reports with the faculties.
2. The IQAC also collected the feedback from the various stakeholders such as the students, faculties, Alumni and office staff. The feedbacks received from the different stakeholders were analysed. Based on the analysed feedback report, the following actions were taken:

FEEDBACK RESPONSE	ACTION TAKEN
Teaching –Learning Process	An overall positive response on Teaching learning Process was received from both the students and the Alumni. Thus, it was discussed that the quality of the teaching and learning process should be maintained and the faculties can be encouraged and supported through organizing workshops, attending capacity building programmes, continuous training to keep in pace with teaching learning process.
Academic Curriculum	Majority of the students responded that the academic curriculum was upto the expectation and with the completion of the syllabus by the faculties it has helped them in their learning process. The Alumni of the college has responded that the curriculum of the college is up to the mark and has helped them in appearing competitive exams and getting job placement. The faculties of the college has also responded that the syllabus has



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)

	<p>is updated and can be taught in connection with the contemporary issues.</p> <p>To keep in pace with the nation's effort to develop the educational and academic fields, the college has already started with preparation of the NEP 2020 Curriculum and decided to implement NEP 2020 Curriculum from the Academic Year 2023 -2024.</p>
Assessment system of the College	<p>The students, Alumni and Faculties have given the feedback that the assessment system of Internal Assessment and External assessment was fair and transparent.</p> <p>The Exam Branch and the Academic Affairs In-charge were requested to review and improvise the assessment procedure as per the NEP 2020 curriculum as the college will be implementing it from the Academic Year 2023 -2024</p>
Support System of the College	<p>The students and Alumni of the college responded that the support system of the college is one of the best they have encountered. The management and faculties were approachable, gives time to meet or discuss even after the class/college hours and the faculties were a good role model for them.</p> <p>The faculties were encouraged to maintain the appreciated professionalism and support. It was also decided that the support systems of the college like mentoring, remedial and tutorials classes which will continuously conducted and maintained.</p>
Facilities of the college	<p>The overall facilities of the college were up to the satisfaction of the students, faculties, office staff and the alumni. The suggestion for improvements were also given based on which it was discussed to extend the seating capacity of the Indoor stadium, purchase more books for the library, to construct with road to PG Block with concrete pavement.</p>
Welfare Measures of the college	<p>The students and Alumni have given positive response for the welfare measures of the college such as scholarship and fee</p>



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)

	<p>concession for the eligible students, awards and recognitions to the passing out graduates, etc.</p> <p>Majority of the faculties and office staff have given a positive response about the welfare measures such as paid leave for higher studies, maternity and paternity leave, minimal fee for staff bus, staff quarters, soft loans, insurance policies for the staff.</p> <p>Based on the suggestions, it was decided to renew the medical insurance policies of those staff who have not renewed and to provide the opportunities to the staff for opening salary account in the Federal Bank.</p>
Extra-curricular Activities	<p>Majority of the students have responded that the extra-curricular activities organised by the college is beneficial for them and helps them in improving their personality and leadership skills.</p> <p>Majority of the Alumni has given a very positive response that their involvement in the extra-curricular activities in the college has helped them gain confidence, personality and leadership skills and was an added advantage to develop their skills which has facilitated in their achievements later in life.</p> <p>Based on the positive feedback, to continue and enhance the extra-curricular activities along with balancing it with the academic activities it was decided that faculties and management will continue to support in the organization of such activities and the Vice-Principal (Academic Affairs) will continue to plan the Action Plans of the college accordingly</p>
Enrichment Programmes	<p>Overall satisfactory feedback response was received from the students, faculties and office staff.</p> <p>Based on the suggestion it was decided that the departments and clubs and associations will organise more guest/ extension lectures, outreach programmes, academic and extra-curricular exposure programmes, placement and career orientation programmes for the</p>



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)

	<p>students.</p> <p>For the faculties and office staff workshop, FDP, training programmes on classroom management and office management, capacity building programmes will be organised.</p> <p>Workshop for faculties on “Transformative and Enhancement of Quality in Higher Educational Institutions: Perspectives of NEP 2020 will be held in the month of July 2023 and Workshop for students on “The Essentials of Indian Philosophy: A Conceptual Exploration and ICSSR sponsored National Seminar on “Sustainable Development: Prospects and Challenges” will be organised.</p>
Overall Ambience of the College	<p>The Alumni, Students, Faculties and office staff have responded that the overall ambience, learning environment, working environment of the college is excellent.</p> <p>The management, faculties and office staff will strive to maintain the ambience and the reputation of the college and encourage and aid the students to do the same</p>

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



Dr. Fr. George Keduolhou Angami
Principal
Principal
St. Joseph's College (Autonomous)
Jakhama Nagaland



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: IQAC/FEEDBACK/ 2021-2022

Date: 30th June, 2022

FOLLOW-UP REPORT BASED ON THE STUDENTS SATISFACTION SURVEY AND FEEDBACK FROM THE COLLEGE STAKEHOLDERS

The Internal Quality Assurance Cell of the College with its objectives to facilitate efficient and progressive performance in the academic, administrative and financial areas of the college and to enhance the quality, IQAC has taken feedback from the various stakeholders of the college. Based on the feedback received the following actions were taken:

1. The data of the feedback from Students Satisfaction Survey on Individual Teachers were compiled and submitted to the management. Based on the report received, the Principal informed on 16th June, 2022 the schedule for the personal meeting. From 18th of July, 2022 onwards the Principal met with the faculties individually for discussion and shared their respective reports. The department was also appraised of the areas where there can be changes and improvement.
2. The IQAC also collected the feedback from the various stakeholders such as the students, faculties, Alumni and office staff. Based on the feedback received, a SWOC analysis of the college was done and shared with the management. The Strength, Weakness, Opportunities and Challenges of the college were duly noted and the issues raised were deliberated upon and the strategies for implementing the changes were considered.

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

Dr. Fr. George Keduolhou Angami
Principal
St. Joseph's College (Autonomous)
Jakhama Nagaland





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: IQAC/FEEDBACK/ 2020-2021

Date: 29th June, 2021

FOLLOW-UP REPORT BASED ON THE STUDENTS SATISFACTION SURVEY AND FEEDBACK FROM THE COLLEGE STAKEHOLDERS

The Internal Quality Assurance Cell of the College with its objectives to facilitate efficient and progressive performance in the academic, administrative and financial areas of the college and to enhance the quality, IQAC has taken feedback from the various stakeholders of the college. Based on the feedback received the following actions were taken:

The data of the feedback from Students Satisfaction Survey on Individual Teachers were compiled and based on the result, the Principal meet with the faculties individually as well as shared their respective reports with the faculties. The Principal as Head of the Institution also discussed with the faculties about quality teaching-learning process, including improvement through innovative teaching methods especially during the pressing time of COVID-19 pandemic which is affecting the education system globally.

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

Dr. Fr. George Keduolhou Angami
Principal
Principal
St. Joseph's College (Autonomous)
Jakhama Nagaland

