NO. SCTE/IQAC/2021/024   /Dated Kohima, the 24th May 2023.

IQAC MEETING MINUTES

Faculty Members Present:

1. Dr. Elizabeth Walling
2. Dr. Runi Nakro
3. Dr. Vedulu Tetseo
4. Ms. Temsutula Longkumer
5. Dr. Sibuile
6. Ms. Anisha Himb
7. Ms. Thronlem Jorlim Konyak
8. Ms. Tiajungla
9. Dr. Sandip Ratna

Discussions:

- Reviewed the first three (3) criteria of the Annual Quality Assurance Report (AQAR) for the session from July 1, 2021, to June 30, 2022.

1. **Criteria I: Curriculum Aspects**

- 1.2: The committee will conduct a meeting on institutional curriculum planning tentatively between June 6 and July 17, 2023.
- 1.3: The committee will edit the programme learning outcomes (PLOs) and course learning outcomes (CLOs), which are listed in the curriculum tab on the college website.
- 2.5: The college will introduce supplementary enrichment programmes and a short-term curriculum in the next academic session.
- 4.1: The committee will prepare an online feedback form for the alumni and for the practising schools on internships.

Criteria II: Teaching, Learning, and Evaluation:

2.3: The committee will collect and maintain videos, photographs, audio, etc., and prepare e-resources (website, department-wise) highlighting the activities to address the diversity of the classroom in respect of learners' backgrounds, abilities, and other personal attributes.

- 2.4: Ms. Tiajungla will write a report on student mentorship and submit it to Dr. Runi Nakro.
- 2.4.1: Ms. Anisha Himb will find the number of faculty involved in mentorship and inform Dr. Runi of it.
- 3.2: Faculty were requested to provide the ICT resources used for the teaching-learning process for the next academic session.
- 3.4: The committee will prepare an ICT support system (website) used by students for different activities.
- 3.6: Ms. Zhavituoii will submit the documents on the talk and seminar conducted for guidance and counselling in the last academic session.
- 4.3: Ms. Anisha Himb will take a geo-tag photo of her class presentation that will be held in the coming week and submit it to the committee members.
- 4.5: The report of EPC, photos, videos, and other related documents of different activities and programmes are to be used as documentary evidence in support of the adequate skills developed in students for effective use of ICT for the teaching-learning process.
- 6.2: It was decided that the internal marks of the students would be displayed on the 5th of June 2023 morning, followed by remedial classes until the 6th of June 2023.

1. **Criterion III: . Research and Outreach Activities:**

- 1.3: To encourage in-house research and publication, the seed money provided by the institution will be continued.
- 3.1.1: Ms. Anisha Himb, faculty in charge of the Eco-Club, will organise a project related to the eco-system.
- 3.2.1: Ms. Tiajungla will provide documentary evidence on mentorship, visitation to an orphanage, and community services to Dr. Sandip Ratna.
- 3.3: Mr. Alo will submit the files of the programmes on AIDS awareness and first aid to Dr. Sabuile.
- 3.4: The documentary evidence of the co-curricular activities done by the student-teachers during the rural internship is to be submitted to Dr. Sandip Ratna.
- 4.1: The College will initiate a faculty and students exchange programme with the local Teacher Education Institute (TEIs) from the next academic session.

Sandip Ratna

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