

## IQAC Meeting Minutes.

Date: 10.07.2024

Venue: Principal's Office

Time: 10:00 AM

### Meeting Agenda.

1. Student's Satisfaction Survey
2. Update on Sponsored Seminar
3. Update on Short term Course, Workshops and Faculty Development Program
4. Green Audit
5. Any other

### Meeting details

#### Agenda No. 1: Student's Satisfaction Survey

Student's Satisfaction Survey for the Academic Session 2023-2024 was conducted on Curriculum and their satisfaction on all round. Students provided a series of suggestions were given by the students. The suggestions were shared with all the members and necessary actions were taken into considerations. The actions taken status will be shared with the students by the mentors during the next Student's care class. The action taken reports are attached.

Also the Co-ordinator has informed to the Teachers and Incharges where suggestions were given through the students.

#### Agenda No.2 Update on Sponsored Seminar

The department of Economics and Vocation will organise a Sponsored Seminar which will be sponsored by NABARD. The seminar will be conducted on 3<sup>rd</sup> August, 2024 on the topic "On Achieving Sustainable Rural Development in Nagaland: Challenges, Interventions and way Forward".

#### Agenda No 3: Update on Short term Course, Workshops and Faculty Development Program

Following teachers have attended a Faculty Development Program which was externally organised with 2 or more days.

1. Mr. Kevingukho Kehie from the department of History
2. Ms. Syiekhrienuo Mezhu from the department of Sociology
3. Ms. Repamenla from the department of Education

4. Ms Pulovili Lohe from the department of Education
5. Ms. Mongsenchila from the department of History
6. Ms. Syiekhrienuo Mezhu from the department of Sociology
7. Ms. Vini Achumi from the department of Vocation

**Agenda No. 4: Green Audit**

The auditing team Nagaland Pollution Control Board have review our questionnaire and will inform us our visiting day.

**Name of the Participants**

Sl. No	Name	Designations
1.	Dr. Vitso Yano	Chairperson
2.	Mr. Pelee Hekha	Managing Director
3.	Ms. Vini Achumi	Co-ordinator
4.	Ms. Keleseno Lonkkumer	Member
5.	Ms. Watimongla Imchen	Member
6.	Mr. John Besii	Member
7.	Ms. Neilkhonuo Nepu	Member
8.	Mr. Verahu Nienu	Member
9.	Ms. Chanini Lokho	Member
10.	Ms. Ruth Hangsing	Member

## IQAC Meeting Minutes.

Date: 09.08.2024

Venue: A1

Time: 1:50 PM

### Meeting Agenda.

1. Fund raise for Football ground through Alumni
2. Update on Sponsor seminar
3. Student's Code of Conduct
4. Any Other

#### **Agenda No 1: Fund raise for Football ground through Alumni**

Alumni of Modern College will be encouraged to raise funds for the completion of Football ground. The fund drive will be conducted in an organised manner. It will be driven through the Alumni association. The football ground will be named after the alumni's contribution towards the College. In order to go forward Madam Cicilia (Sir John will inform her) will compile the data's of all the Students across various batch including their names, email and contact details.

The compilation of Alumni data is expected to complete on or before 20<sup>th</sup> August, 2024.

There will be a meeting specifically for this on 21<sup>st</sup> August, 2024 and discuss the next step.

The account for the Alumni as Modern College is in progress in State Bank of India Subza Branch.

The alumni registration is in progress with paper works and is targeted to submit on 14<sup>th</sup> August, 2024.

#### **Agenda No 2: Update on Sponsored Seminar**

The department of Political Science and History are preparing for a seminar to be sponsored by ICSSR. The topic for the seminar is "Local Self Government in Northeast India: Pattern and Dynamics".

The tentative dates for the seminar is 28<sup>th</sup> and 29<sup>th</sup> November, 2024..

The seminar proposal will be sent on 14<sup>th</sup> August, 2024.

#### **Agenda No 3: Student's Code of Conduct.**

The student's Code of Conduct has been updated and therefore all the students will have to go through it and give their signature. I am getting the signatures from all the students. But

yet to get the signatures from few students and for which will take the help of the class teachers in order to complete it.

#### 4. Agenda No 4: Any other

In our last agenda we opened a discussing on Academic and Administrative Audit (AAA). The college will target to go forward with AAA assessment in the next academic session. IQAC Co-ordinator will check the website and will update.

#### Name of the Participants

Sl. No	Name	Designations
1.	Dr. Vitso Yano	Chairperson
2.	Ms. Vini Achumi	Co-ordinator
3.	Ms. Keleseno Lonkkumer	Member
4.	Ms. Watimongla Imchen	Member
5.	Mr. John Besii	Member
6.	Ms. Neilkhonuo Nepu	Member
7.	Mr. Verahu Nienu	Member
8.	Ms. Chanini Lokho	Member
9.	Ms. Ruth Hangsing	Member
10.	Ms. Mhabeni	Member
11.	Mr. Athikho	Member

## IQAC Meeting Minutes.

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Date: 09. .2024

Venue: A1

Time: 1:50 PM

### **Meeting Agenda.**

1. Faculty Development Program, refresher Course, Short Term Course through HoD
2. Update on Alumni fund raise through convener
3. IQAC Meeting with external members
4. Parents Teacher Meeting
5. Any Other

### **Agenda No 1: Faculty Development Program, Refresher Course, Short Term Course through HoD**

Teachers from every department will undergo a Faculty Development Program, Refresher Course, Short Term Course before the end of the year. As informed earlier the HoD has nominated teachers from their department who will be attending.

Department of English : Ms. Watimongla, Mr. Keneingulie. Ms. Sentila

Department of Education : Ms. Cilule Ndang

Department of History : Mr. Kevingukho Kehie

Department of Political Science : Ms. Vikeduonuo

Department of Economics : Mr. Wetsote

Department of Sociology : Ms. Seyiekhrienuo

### **Agenda No 2: Update on Alumni fund raise through convener**

The alumni of Pre University and Higher Secondary will be compiled from 1999 to 2024 batch and for the alumni of Degree batch of 2002 to 2024 will be compiled. With the ongoing activity from the teachers incharges along with the student representatives groups has been created across all batches

### **Agenda No 3: IQAC Meeting with external members.**

We have two external members of IQAC. They are Representatives from Kohima Chamber of Commerce and Industries (KCCI) and Representatives from PKKK. As scheduled in the

IQAC calendar the meeting with the external member will be on 6<sup>th</sup> November, 2024. An invitation letter through the Principal will be drafted and will be sent to them.

#### 4. Agenda No 4: Parents Teacher Meeting

During the 2<sup>nd</sup> Autumn Fiesta which will be held on 26<sup>th</sup> September, 2024 an invitation will be sent out to all the parents and guardians of the students. A feedback form will also be sent to them through the students for their suggestions and queries.

#### 5. Agenda No5. Any other

An invitation for the Autumn Fiesta will be sent out to the Alumni Association, and all the alumni students. An email will be sent out to all the colleges in Kohima and in and around the college campus.

#### Name of the Participants

Sl. No	Name	Designations
1.	Mr. Pelee Hekha	Managing Director
2.	Ms. Vini Achumi	Co-ordinator
3.	Ms. Keleseno Lonkkumer	Member
4.	Ms. Watimongla Imchen	Member
5.	Mr. John Besii	Member
6.	Ms. Neilkhonuo Nepu	Member
7.	Mr. Anthony	Member
8.	Ms. Pulovili Lohe	Member

## IQAC MEETING MINUTES

Date: 22/01/2025

Venue: A1 (Conference Room)

Time: 1:40 p.m.

### Meeting Agendas -

1. Review of December Meeting.
2. Sponsored Seminars to be conducted by respective departments.
3. FDP scheduled for the month of February.
4. Update on students' articles to be published in the daily locals.
5. Any other.

#### Agenda No. 1: Review of December Meeting

A brief overview of the December meeting was given, in which the IQAC Annual Review and the successful completion of Green Audit were mentioned. The Annual Review of IQAC highlighted the activities undertaken by the cell in initiating FDPs and workshops for faculty and students. Notable mentions from the Review included students' participation such as publication of articles and participation in sports related activities representing the college and also the affiliated university, Exposure Trips and Field Trips taken up by the departments in and outside the state, events such as the Annual Modern Workshop and Autumn Fiesta held within the college, Environmental initiatives through Eco-Green Club, and the activities of Extension Services (NSS, NCC and RRC).

#### Agenda No. 2: Sponsored Seminars to be conducted by respective departments

The HoDs of all the respective departments were enquired on conducting National Level Seminars in the present Academic Session. Through this discussion, it was brought to light that the Departments of Sociology, Education and English are planning and in talks of conducting a broad collaborative seminar, though nothing is set in stone yet, the concerned departments are looking forward to giving their final verdict sooner than later.

#### Agenda No. 3: FDP scheduled for the month of February

A Faculty Development Programme is scheduled to be held on 18<sup>th</sup> February 2025, for this, the inputs and suggestions of the members were asked; whether it should be an internally dealt FDP, or based on the needs of the faculty, external sourcing for a resource person will be required. It was finalised that the FDP for February will be an internal affair, and will be

based on IT (i.e. MS Excel & Powerpoint), as the members unanimously agreed that the faculty is in need and will benefit greatly through this initiative.

**Agenda No. 4: Update on students' articles to be published in the daily locals**

It was decided in the previous semester that each department will be responsible for bringing in at least two articles from the students to be published in the daily locals, one to be published in the first half of the month and the other, the second half.

The HoDs were given a rundown of the slots that they have picked for this semester.

All the articles are to be submitted on or before the 10<sup>th</sup> of every month.

The slots picked by the departments are as follows :

MONTHS	DEPARTMENTS	
January	Economics	Sociology
February	Political Science	History
March	Economics	Education
April	Education	English
May	History	English
June	Political Science	Sociology

**Agenda No. 5: Any other**

Two additional agendas were brought up and discussed in the meeting, namely, signing of M.O.U. with other institutions and conducting State Level Student Seminar.

Modern College is set to sign a Memorandum of Understanding (M.O.U) with M.I.T.E. Kohima, Capital College of Hr. Edu. Kohima, and Mt. Olive College Kohima.

The Administration is also in talks to sign a memorandum with NITI Academy Dimapur and Nehru Yuva Kendra Kohima.

Further suggestions were taken from the members, and given the fact that one of the main goals of the institution is to uphold and promote sports culture among the students, it was identified that an M.O.U with a registered Football Club will be a very fruitful partnership.

An M.O.U. with a registered SHG will also benefit the students and the institution as Internship courses are within the syllabus and the curriculum.

For the 2025 academic session, another important goal is to conduct State Level Students' Seminar, and for which, HoDs were requested to identify and groom potential students within their own departments. This agenda needs more discussion and therefore is set as one of the main discussions for the upcoming meeting.

Name of the participants -

Sl. No.	Name	Designation
1	Dr. Vitsou Yano	Chairperson
2	Mr. Keneingulie	Co-ordinator
3	Ms. Chanini Lokho	Member
4	Ms. Keleseno Longkumer	Member
5	Ms. Neilhukhonuo Nipu	Member
6	Ms. Watimongla Imchen	Member
7	Ms. Pulovili Lohe	Member
8	Ms. Ruth Hangsing	Member
9	Mr. John Besü	Member
10	Mr. S. Anthony	Member
11	Mr. L. Athikho	Member
12	Ms. Mhabeni	Member

## IQAC MEETING MINUTES

Date: 18/02/2025

Venue: A1 (Conference Room)

Time: 1:40 p.m.

### Meeting Agendas -

1. Sponsored National Seminar (Updates from the concerned depts.)
2. Signing of M.O.U. with other institutions
3. Students' Seminar
4. Any other

#### **Agenda No. 1: Sponsored National Seminar (Updates from the concerned depts.)**

In regard to the previous meeting, the departments of Education, English and Sociology have decided to conduct a collaborative sponsored seminar, for which, each department is working on their sub-themes and concept notes, so that the topic will be broad enough to encapsulate all the three major fields. The departments will sit for another meeting, scheduled on 24th February, 2025 and finalize on the concept note. The concerned departments are targeting October as their tentative month for the seminar.

#### **Agenda No. 2: Signing of M.O.U. with other Institutions**

Modern College is delighted to sign a memorandum of understanding with its sister institution, Modern Institute of Teacher Education (MITE), Kohima. The Institution is also keenly looking forward to signing an M.O.U. with Mt. Olive College, Kohima, scheduled on 28th February, 2025, and in which the first exchange programme will be conducted with Dr. Vitsou Yano, Principal, Modern College as the Resource Person for the said FDP.

Modern College will also be signing an M.O.U. with Capital College of Higher Education and Sechu-Zubza Football Club (SZFC), both scheduled for the month of March, 2025.

#### **Agenda No. 3: Students' Seminar**

For this Even Semester, the Department of History will be incharge of conducting a State Level Students' Seminar. As stated in the academic calendar, the department is required to conduct the aforementioned seminar in the first week of April. For this seminar, at least one student from all the existing departments in the college is required to mandatorily make a presentation.

#### **Agenda No. 4: Any Other**

While discussing the various upcoming events, the members were enlightened and briefed about the FDP that was rescheduled on 24th February 2025. They were also notified of the Career Guidance programme for the 6th Semester students that will be held on 21st February at 1:40 pm, the programme is initiated by Imperial Coaching Centre, Kohima.

Name of the participants -

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1	Mr. Keneingulie	Co-ordinator
2	Dr. Vitsou Yano	Chairperson
3	Mr. John Besü	Member
4	Ms. Keleseno Longkumer	Member
5	Ms. Chanini Lokho	Member
6	Mr. L. Athikho	Member
7	Mr. S. Anthony	Member
8	Ms. Ruth Hangsing	Member
9	Ms. Pulovili Lohe	Member
10	Ms. Watimongla Imchen	Member

## IQAC MEETING MINUTES

Date: 12/03/2025

Venue: A1 (Conference Room)

Time: 1:45 p.m.

### Meeting Agendas -

1. Departmental tours beyond the state. (Enquiries from the HODs)
2. Sponsored Seminar Update (Depts. of Education, English & Sociology)
3. M.O.U. (Update)
4. Suggested Activities from IQAC members.

### Agenda No.1 : Departmental tours beyond the state. (Enquiries from the HODs)

Aiming to educate and give exposure to the students, the IQAC has recommended all the departments within the college to venture beyond the state for excursion and exposure trips at least once every academic session. Bearing this in mind, the HoDs were enquired about the departmental tours in which it was debriefed that The Department of English will be exploring Sikkim, right after the current Even Semester Finals comes to a close. While The Department of Education plans to take their B.A. 4th Semester badge for the Departmental Tour in the month of December 2025. The Department of Sociology is also working on taking a tour outside the state but no surety was given from their end on whether it will be feasible this session or they would have to push back to next summer session.

### Agenda No.2 : Sponsored Seminar Update (Depts. of Education, English & Sociology)

In continuation of what was discussed last meeting in regard to holding a sponsored seminar, the departments of Education, English and Sociology were enquired on their progress with the making of their sub themes and concept note. It was brought to light that the three departments had a join meeting on 18th and 25th February 2025, in which they finalised that the topic for the seminar will be "NEP 2020 : Reforming Higher Education Through Multidisciplinary Approach" and all the concerned departments worked on their own themes and based on that, their note was conceptualized, which was then submitted to Dr. Daili Kholia, Department of Education, who will be serving as the Convenor of the said Seminar. Since all the three concerned departments submitted their own concept note and sub themes, in relation to their subject matter, Dr. Kholia as the convenor will be required to compile all the materials from the three departments and draft out the final concept note.

### **Agenda No.3 : M.O.U. (Update)**

As discussed in the February IQAC Meeting, Modern College was in talks of signing M.O.U. with different kinds of institutions, and as planned, on 28th February Modern College successfully signed a Memorandum of Understanding with Mt. Olive College, Piphema. This partnership was kicked off with the first collaboration by hosting an FDP on "Essential Tools for Teachers in Higher Education" at Mt. Olive College in which, Dr. Vitsou Yano, Principal of Modern College, Piphema served as the Resource Person.

Another signing of M.O.U. scheduled for this month (March), is with the Capital College of Higher Education, Kohima. This collaboration has been a long time coming as in November 2024 the CCHE has held a Faculty Exchange Program here at Modern college, and the next cycle is much anticipated from both ends. The College is also looking forward to signing an MOU with NYK, Kohima and also, Sechu Zubza Football Club, all of which is scheduled for the month of March.

### **Agenda No.4 : Suggested Activities from IQAC members**

The IQAC members were enquired on suggesting activities for revitalising and enriching the curricular activities in the college. Given the fact that the college is yet to implement or host any inter collegiate event that was uniquely from within the college, some of the members suggested that the college should at least host an inter collegiate competition. The HoD of the Department of English suggested an annual competition of Traditional Games and Sports Competition, and this was positively accepted by all, but as any any major event demands, this was kept for further in depth discussion.

Name of the participants -

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1	Mr. Keneingulie	Co-ordinator
2	Dr. Vitsou Yano	Chairperson
3	Mr. John Besü	Member
4	Mr. L. Athikho	Member
5	Mr. S. Anthony	Member
6	Ms. Ruth Hangsing	Member
7	Ms. Pulovili Lohe	Member
8	Ms. Watimongla Imchen	Member

## IQAC MEETING MINUTES

Date: 09/04/2025

Venue: A1 (Conference Room)

Time: 9:30 a.m

### Meeting Agendas -

1. Admission for the Session 2025.
2. Sponsored Seminar Update from The Departments of Education, English & Sociology. Update from the Convenor, Dr. Daili Kholia
3. FDP scheduled for the Month of May.
4. Any Other.

### Agenda No.1 : Admission for the Session 2025.

With the closing of this semester, the college will start with its new academic session by July 2025. Bearing this in mind, the new admission had to be given much importance to; given the fact that the college is striving towards a stronger and higher enrollment in this new campus, the members had a lengthy deliberate discussion on how the Admission for 2025 will be/should be rolled out. Much initiatives and promotions are and will be taken up by the Social Media Team in disseminating information about the admission process, and also hand in hand, in promoting the college through reels and pictures uploaded on the College Instagram and Youtube accounts. But aside from social media and physical flyers, what more could be done in boosting this year's admission was the main question. To boost enrollment, the college will be giving free admission for the first three days after the declaration of HSSLC Result. There will be free admission for students from its sister institution (i.e. Modern Hr. Sec. School, Kohima). Given that, the students themselves are the best ambassadors and spokesperson for their institution, the members/HoDs were encouraged to have a sitting with their own departmental students in sensitizing, encouraging them to relay the information to candidates that have appeared the HSSLC Examination.

### Agenda No.2 : Sponsored Seminar Update from The Departments of Education, English & Sociology. Update from the Convenor, Dr. Daili Kholia

With the aim of making sure that the plans for the sponsored seminar does not fail or fall behind, the concerned departments were once again enquired about the progress of the work behind, to much dismay, little to no progress was seen, therefore, to move forward and make it definitive, it was crucial to start division of tasks and roles to be taken up by

concerned individuals and departments. A tentative date for the seminar was pulled out, The Departments unanimously agreed on targeting the last week of November, 2025. (27th & 28th November specifically). Now, given that Dr. Daili Kholia is the convenor for this seminar, it is expected of her to convene any meeting regarding this sponsored seminar, she will be working on the abstract and concept note of the seminar and along with Dr. Vitsou Yano (Principal), she will also take up the initiative of looking out for Resource Persons. Dr. Vitsou also took the responsibility of calling the first meeting, that will be held on 22nd April, 2025; that is, the three departments are also expected to take up the responsibility of drafting out the seminar's benefit to the society, how the seminar will help in shaping policy making and last but not the least, plan for publicity. Bearing all these, the concerned departments are expected to come prepared when the meeting is called.

**Agenda No.3 : FDP scheduled for the Month of May.**

A Faculty Development Programme will be held in the month of May. The tentative date being 9th May, 2025 . The FDP will be on PowerPoint - Tools, shortcuts and Tips. The date will likely be changed as it clashes with The Final Semester Exam, but it will not be cancelled. All the members were made aware of this upcoming FDP.

Name of the participants -

Sl. No.	Name	Designation
1	Mr. Keneingulie	Co-ordinator
2	Dr. Vitsou Yano	Chairperson
3	Ms. Neilhokhonuo Nipu	Member
4	Ms. Watimongla Imchen	Member

5	Ms. Ruth Hangsing	Member
6	Mr. S. Anthony	Member
7	Mr. John Besu	Member
8	Ms. Pulovili Lohe	Member
9	Ms. Daili Kholia	Member

## IQAC MEETING MINUTES

Date: 27/05/2025

Venue: A1 (Conference Room)

Time: 9:30 a.m

### Meeting Agendas -

1. Students' Satisfaction Survey (Presentation of Key findings & Analysis)
2. Sponsored Seminar Update
3. IQAC Calendar 2025-26

### Agenda No. 1: Students' Satisfaction Survey (Presentation of Key findings & Analysis)

A presentation of the Students' Satisfaction Survey was given during the meeting. The SSS was conducted on 31<sup>st</sup> March and 1<sup>st</sup> April, 2025. The data collected were then analysed and the key findings of this survey was presented before the Management, Administration and the other faculty members.

Here are some key points and notable remarks received through the presentation -

- To inform both students and faculty members of the Best Practices and Institutional Distinctiveness of the college. This is crucial and necessary, and the IQAC needs to include both of these in the presentation of the Academic Report which is scheduled on 11<sup>th</sup> June, 2025.
- There is a dire need for a refresher on the IQAC within the college, therefore students should be made aware of the functions and importance of this cell.
- It was emphasized that the selection of students for any exchange programmes or sponsored trips must be transparent. The administration was advised to constitute a committee to oversee the selection process.
- The Research Committee is encouraged to take the initiative in organising a programme, workshop or seminar on Time Management in the upcoming months.
- The Department of Economics was urged to organise a Financial Literacy programme aimed at enhancing the financial knowledge and skills for both students and teachers.
- B. Ed trained teachers - Dr. Kholia, Ms. Pulovili & Ms Watimongla are instructed to conduct a programme on Micro-Teaching. So as to help the teachers in executing the classes in a proper manner.
- Teachers are to provide the study materials before-hand as suggested by students in the survey. This will lighten the academic burden of the students as it will give ample amount of time for preparation.

- The administration is requested to quickly relay information about students who are out of the campus for any official programmes/work. The name list of the students are to be disseminated through the social media groups of the teachers.
- IQAC to acknowledge the students for their active participation in the Feedback/Satisfaction Survey.
- The General Secretary of MCSU to be included in the IQAC Meeting twice per semester. He/She is to be invited in the meetings scheduled for the month of August and October 2025 and in the meetings scheduled in January and March of 2026.
- All the Clubs & Committees, HoDs are reminded to submit their monthly report on time.
- It was suggested that the questionnaire in the survey about evaluation of Internal and University exams needs to be more specific and separated so as to collect definitive and distinct data about students' satisfaction with the exams conducted within the institution itself.

#### **Agenda No. 2: Sponsored Seminar Update**

All the annexures required for the online application in the ICSSR portal are ready, except for the list of the Resource Persons. Dr. Kholia is required to come up with the names of 4 Resource Persons. She, as the Convenor of this planned seminar is expected to do all necessary check-ins and apply online by May, 2025.

#### **Agenda No. 3: IQAC Calendar 2025-26**

All staff were made aware of the events and activities that were scheduled per the newly structured calendar of the next academic session, i.e. July 2025 - June 2026. With this highlight, the Departmental HoDs were also made aware of their own scheduled departmental activities, specifically for the ones that had no definite event within the said calendar. The Extension Services (NSS, NCC & RRC) were once again urged that per semester, two outreach programmes are to be conducted.