

MOUNT TIYI COLLEGE WOKHA
MINUTES OF THE IQAC MEETING HELD ON 11/05/2018

The IQAC members sat for a meeting on 11th May 2018 to discuss important agendas in anticipation of the NAAC Peer Team visit to the college in June 2018. The IQAC Co-ordinator welcomed the members to the meeting and gave the chair to the Principal, Dr Apeni Lotha.

The following agendas were opened for discussion and decisions were taken:

1. It decided to invite the Director of Higher Education, Minister i/c Higher Education, sitting MLAs, Alumni, Parents and stakeholders to the Launch Out Programme of the Peer Team visit.
2. Division of work for preparation of the assessment was made.
 - I. Hospitality Committee was set up with the following members:
 - Dr. K.Z. Ovung, Associate Professor
 - Libemo Kithan, Assistant Professor
 - Mhale Solo, Assistant Professor
 - Myingthunglo Murry, Assistant Professor
 - Azhanuo Peki, Assistant Professor
 - Libemo Kithan, Assistant Professor volunteered to take charge of arranging accommodation of the Peer Team.
Food Menu of the Peer Team was also to be taken care of.
 - II. Decided to detail Zuchon, Computer Assistant, should the Peer Team need assistance.
 - III. Decided that Khyopenthung Tsopoe, Assistant Professor, update the college website.
 - IV. Khyopenthung Tsopoe, Assistant Professor was given charge of the following (to be assisted by Roland Kikon, Assistant Professors and the male Assistant Professors):
 - Videography/Camera
 - Computer/PPT
 - Smart Board
 - EDUSAT
 - IGNOU Office
 - MTCSU Office (the MTCSU Office bearers under the charge of Khyopenthung Tsopoe)
 - V. Charge for collection of material/items for the Museum:
 - Sentimenla Jamir
 - Mhono Odyuo
 - Cultural Committee
 - VI. Principal took charge for purchase of aids for the differently abled students.
 - VII. Cultural Committee was given the charge to prepare the students for presentation of cultural songs/dance.
 - VIII. Decided to set up Anti-Sexual Harassment Cell to function under the Women Cell.
 - IX. Amos Ovung, Vice-Principal, given charge to improvise the sick room.
 - X. To white-wash and paint the college building.

XI. All the teachers to co-operate in the preparation as and where needed.

3. To call for Parents' Meeting for the 3rd and 5th Semester students on Wednesday, 23rd May 2018.
4. Alumni meeting to be called. Date yet to be fixed.
5. Tentative date for Dr Behera's visit (to assist the college in the final preparation) set on 18th May 2018.
6. Libemo Kithan, Assistant Professor, informed the house that the Jio Wi-Fi speed has been upgraded.
7. The house was also informed that Medongunuo Ngone, Assistant Professor, English department (alongwith Imwapangla, Assistant Professor) had to her credit, an article published in a Journal recently.
8. Sentimenla Jamir, Assistant Professor, Department of History, was appointed as Assistant Co-Ordinator, NAAC.
9. The Principal disbursed fund for the purchase of Library books to the various departments as follows:
 - Political Science Department = 30,000/
 - Sociology Department = 30,000/
 - Economic Department = 10,000/
 - History Department = 20,000/
 - Education Department = 10,000/
 - English Department = 20,000/

The following members were present:

- Dr Apeni Lotha, Principal
- Amos Ovung, Vice-Principal
- Sentimenla Jamir, Associate Professor
- Myingthunglo Murry, Assistant Professor
- Khyopenthung Tsopeo, "
- Libemo Kithan, "
- Shancholo Khuvung, "
- Rosanna Kikon, Associate Professor

The meeting ended on a positive note with all the members excited about the forthcoming Peer Team visit.

The next meeting to be called as and when the necessity arises.

Sd:
Co-Ordinator
IQAC

Principal,
Chairperson, IQAC

11th IQAC MEETING HELD ON 4/9/2017

Members present are: Principal, Meripeni Ngully, Amos Ovung, Shancholo, Rosanna Kikon, Sentimenla and Myingthunglo.

Minutes of the Meeting

1. The meeting was chaired by the IQAC coordinator.
2. Madam Principal welcomed the members and apprised the members to work diligently towards the NAAC assessment. She encouraged the members to be responsible, not to be discouraged and look forward to see that NAAC assessment becomes a reality. She also mentioned that colleges are going second and third cycle of assessment. She also appreciated the teachers for taking the step of contributing books to the library
 - She said that the focus will be to increase the collection of books in the library, have an Alumni meeting and PTA meeting.
 - She announced that the college must be "Plastic Free Zone", also reminded that remedial/coaching classes should be resumed.
 - Personal Counselling should be focused through mentoring.
3. The process for subscribing different journals has begun.
4. It discussed that Alumni Meet to be held on 23rd Sept 2017 where the Alumni would be encouraged to participate in the development of the college. The house discussed that specific area for development would be entrusted to alumni such as Girls common room, college canteen, and incinerator.
5. The house also discussed that the PTA meeting should be held on 21st sept 2017 where new members would be elected. At the same time, feedback of the parents would be collected. The feedback format should be written in English and Lotha respectively.
6. The College is declared as "Plastic Free Zone" and "Tobacco Free Zone" which will be monitored by the Eco Club.
7. To continue with the remedial/coaching classes. Meanwhile the career counseling committee should come up with an Action Plan

8. The house discussed that a State Level Seminar to be conducted in the college. In this regard, the Principal encouraged that the departments can take the initiative to organize and conduct state level seminars/workshops.

9. On CBCS/Programme, the house decided that it will take the course on "Entrepreneurship"

10. With regard to internal assessment, the house decided that it will continue with presentation of paper and assignment but in lieu of class test, mid-term exam will be conducted and the mid-term marks will be used for internal assessment. The teachers however can conduct class tests when they complete their topic/syllabus but the class tests marks will not be counted in the internal assessment.

11. It was decided that the IQAC as part of the qualitative initiative will conduct a one day Faculty Development Programme on Innovative teaching methods and ICT in teaching –learning process. The probable dates to conduct the programme would be either on the 12th or 13th Sept 2017.

12. Principal reminded that the Red Ribbon Club should take up one activity this semester and the suggestion from the members was to organize an Awareness Programme on Disability.

Recorded by:
Myingthunglo Murry
IQAC member

Sd/-
Meripeni Ngully
IQAC Coordinator

MINUTES OF THE MEETING OF IQAC MEMBERS AND TEACHING FACULTY ON 15/12/2017

The IQAC called for a faculty meeting on 15th December 2017 in the office of the Principal. The meeting was conducted by Dr. Apeni Lotha, Principal & Chairperson IQAC.

The main agendas of the meeting were:

1. Review of the Report of Academic and Administrative Audit Team accruing out of the visit on 29th November 2017.

2. Drafting of the Action Plan for the year 2018-19

• The meeting started off with the Principal welcoming the members to the meeting. Then she informed the members of the result of the AAA team; that the college had secured Letter Grade B+. The strengths of the college as per the report were highlighted to the members but she laid more stress on the weaknesses of the college as pointed out in the report such as:

1. Low motivation and lack of maintenance of Curricula Vitae by the teachers

2. Research publications not prominent

3. Absence of Anti-Sexual Harassment Cell

4. Lack of sufficient number of buses

5. Alumni presence minimal

6. No striking visibility of the two best practices- mentoring and discipline enforcement.

7. Canteen not well maintained.

The Principal urged the faculty to motivate one another into action, specifically in the weak areas, for a positive outcome. The faculty gave assurance towards addressing the issues at hand.

•• In the second agenda, the Principal put forth the framing of the Action Plan for the year 2018-19 to the members. After thorough deliberation the following Action Plan was framed:

1. To pursue for opening of Science and Commerce streams in the institution

2. To open up a Computer Centre

3. To start UGC Certificate and Diploma courses

4. To set up a full-fledged library building

5. Automation of Library

6. Installation of central server in the college

7. To set up academic building

8. To conduct national seminar
9. To conduct workshop on Research Methodology to encourage teachers in research activities
10. To send the librarian and library staff for training on the use of automated library
11. To provide for study tours for students and teachers.

The meeting was concluded by the chair expressing the hope that in the next meeting some positive reports of improvement would be presented by all concerned.

Co-ordinator
IQAC, NAAC

Principal

10th IQAC MEEETING HELD ON 1st8/2017

Members present in the meeting are:

1. Principal 2. Vice Principal 3. Janbemo Lotha 4. Shancholo Lotha 5. Rosanna Kikon 6. Sentimenla Jamir 7. Narotila Imchen 8. Myingthunglo Murry 9. Meripeni Ngully

MINUTES OF THE MEETING

1. Principal gave the welcome address and encouraged the members to put in collective efforts as the college goes for NAAC assessment. She also highlighted the five core values and the urgent need to lay emphasis on these values, apart from academic activities and performances.

2. IQAC Coordinator highlighted the activities of the IQAC since it got activated in 2014.

3. As new members were included in the IQAC Rosanna, Sentimenla and Amos, it discussed few changes in the allocating responsibilities to the new members.

- Criterion II- Teaching, Learning and Evaluation to Rosanna
- Criterion IV- Infrastructure and Learning Resources- Libemo and Sentila
- Criterion V- Student Support and Progression- Khyopen and Amos.

The rest of the Criteria incharges remains the same.

4. The Coordinator explained to the members the new assessment format/manual. She pointed out the areas under different Criteria where the college need to urgently improve.

5. While reviewing the previous meeting agenda and the decision taken on the upgradation of ICT- installing LCD projectors in the classrooms, the Coordinator stressed the urgency to speed up the implementation without further delay.

6. The areas that were further discussed based on the new NAAC manual was the IT integration into internal assessment, to encourage teachers for awards and fellowships, publications etc, to provide guidance and counseling to the students and encourage active involvement of the alumnis.

7. With regard to capability enhancement and development schemes for students, the house decided to take up Career Counselling, Soft Skill development (Computer) and Personal Counselling
8. The IQAC members also decided to work out the average percentage of students benefitted by guidance and counseling offered by the college by referring to backdated registers and records.
9. It was agreed in the meeting to put more focus on the alumni's engagement in the college.
10. It also discussed the issue of decentralization and participative management practices in the college.
11. It decided that from now on regular meetings of the IQAC shall be called.
12. It was decided that the amount of Rs 80,000 received in 2016 from SLQAC, Directorate of Higher Education towards NAAC assessment would be utilized for procuring LCD projectors for classrooms.
13. The members also discussed on the Administrative and Academic Audit and the need to prepare ourselves for the AAA peer team visit.
14. The IQAC also discussed to set up a tentative date for the submission of the various Criteria for review and editing and completion if possible. 30th August was fixed for the said purpose.

Sessional Secretary
IQAC, MTC

IQAC Coordinator
MTC

MOUNT TIYI COLLEGE WOKHA
MINUTES OF THE IQAC MEETING HELD ON 11/12/2017

The IQAC members met at a meeting on 11/12/17, at 1:30 p.m. in the Conference Hall. The meeting started off with the Co-ordinator informing the members of the successful submission of the IIQA to NAAC office website on 8/12/17.

The members discussed the following points:

- i. To speed up the process of SSR preparation.
- ii. The Members were to see to it that all the teachers work on their respective Criterion diligently.
- iii. It decided to complete the SSR latest by second week of January 2018.

The following members were present:

1. Libemo Kithan, Assistant Professor
2. Amos Ovung, Vice-Principal
3. Sentimenla Jamir, Associate Professor
4. T. Shancholo Lotha, Assistant Professor
5. Rosanna Kikon, Associate Professor
6. Janbemo Tsopoe, Associate Professor
7. Dr. Apeni Lotha, Principal

Sd.

Co-ordinator, IQAC

Principal,

Chairperson, IQAC

MOUNT TIYI COLLEGE WOKHA
MINUTES OF THE IQAC MEETING HELD ON 5/12/2017

The meeting started with an address by the Principal, Dr Apeni Lotha welcoming the members.

The agenda and decisions of the meeting are as follows:

1. The house decided to have two Co-ordinator for NAAC
2. Medongunuo Ngone, Assistant Professor, English department was appointed as Assistant Co-ordinator.
3. Canteen committee to be set up with the following members-
 - i. Principal
 - ii. Mhono Odyuo, Assistant Professor, Education department
 - iii. Thungjano Ovung, Assistant Professor, Sociology department
 - iv. General Secretary, MTCSU
 - v. Finance Secretary, MTCSU
4. To upload IIQA immediately
5. To keep the various criterion members informed of the progress of the SSR

Members present:

1. Dr Apeni Lotha, Principal
2. Amos Ovung, Vice-Principal
3. Janbemo Tsopoe, Associate Professor
4. Dr K.Z. Ovung, Associate Professor
5. Khyopenthung Tsopoe, Assistant Professor
6. Myingthunglo Murry, Assistant Professor
7. Sentimenla Jamir, Associate Professor
8. Libemo Kithan, Associate Professor
9. Shancholo Khuvung, Assistant Professor
10. Rosanna Kikon, Associate Professor
11. Kewetshupe, H.A.

Sd:

Co-ordinator, IQAC

Principal,
Chairperson, IQAC

MOUNT TIYI COLLEGE
IQAC MEETING MINUTES HELD ON 12/02/2018

The IQAC members met on 12th February 2018. First of all, the NAAC Co-ordinator apprised the members of the successful completion and uploading of the SSR on 27/01/2018 on the NAAC website. The Co-ordinator congratulated each member for the effort they put into it.

Agendas discussed:

1. The members decided to carry on the preparatory work in anticipation of the NAAC Peer Team visit.
2. The members decided to hold a One Day Workshop on Handicrafts on 20th February, 2018.
3. It decided to put on hold some of the academic activities in the college given the fact that almost all the teachers were involved in the forthcoming State assembly elections as Master Trainers, Presiding Officers and Counting Supervisors.

Members present in the meeting:

1. Myingthunglo Murry, History Department
2. Sentimenla Jamir, Education Department
3. Amos Ovung, Vice-Principal
4. Libemo Kithan, History Department
5. T. Shancholo Lotha, English Department
6. Dr. Apeni Lotha, Principal
7. Kewetshupe, H.A.
8. Rosanna Kikon, History Department
9. Dr. K.Z. Ovung, Economics Department
10. Khyopenthung Tsopoe, English Department

Sd.
Co-ordinator, IQAC

Principal,
Chairperson, IQAC

MOUNT TIYI COLLEGE WOKHA
MINUTES OF THE IQAC MEETING HELD ON 15/01/2018

A meeting of the IQAC members was held on 15th January 2018.

The main agenda of the meeting was on the progress of SSR preparation.

1. The progress report of each criterion was brought to the notice of the house by the members incharge.
2. It was deemed that all the Criteria was near completion and ready for submission.
3. Some data in connection to Criterion IV were yet to be procured from the Principal for inclusion.
4. The house decided to begin the process of uploading the SSR on the NAAC website as and when all data were obtained.

The meeting was adjourned with the decision to meet after the SSR was uploaded.

The following members were present:

1. Sentimenla Jamir, Assoc. Professor
2. Libemo Kithan, Assist. Professor
3. Myingthunglo Murry, Asst. Professor
4. Rosanna Kikon, Associate Professor
5. Dr. Apeni Kithan, Principal

Co-ordinator, IQAC

Principal,
Chairperson, IQAC

MOUNT TIYI COLLEGE, WOKHA NAGALAND, 797111

IQAC REPORT 2017-18

During the academic year 2017-18, the IQAC held 9 (nine) meetings wherein, plans of action, for the enhancement of the institution was laid down. The following are some of the important targets:

- Upgradation of classrooms with ICT facilities
- To call for AAA as part of quality initiative
- To conduct faculty development programme for both teaching and non-teaching members
- To conduct state level seminar
- To register IIQA for submission of SSR
- To submit the SSR in the December window
- To conduct one day workshop on handicrafts for the students
- Framed the Action Plan for 2018-19

The institution, has managed to fulfil most of its targeted goals.

- 12 (twelve) classrooms have been upgraded with ICT facilities, such as LCD Projectors
- The AAA was conducted with a team from the Higher Education Department, Government of Nagaland on 29.11.2017
- Two Faculty development programs conducted on 26/9/2017 and 21/11/2017
- A district level seminar was organized by the Department of Education was conducted on 24.05.2018
- The institution registered IIQA on 08.12.2017
- The SSR was submitted to the NAAC website of the institution on 27.01.2018
- A One Day Workshop on Handicrafts for students was conducted on 20.01.2018

Apart from the action plan for the session 2017-18, the various committees of the institution also managed to conduct programs such as career counselling activities for the students.

Sd/


Co-ordinator

IQAC


Chairperson

IQAC