

St. Joseph University

Virgin Town, Ikishe Model Village, Chümoukedima, Nagaland, India-797115

INTERNAL QUALITY ASSURANCE CELL

Meeting Minutes

Day & date of Meeting : Tuesday, 03 October 2023
Time : 02.30 P.M
Venue : Board Room, St. Joseph University

Proposed Agenda for Internal Quality Assurance Cell (IQAC) Meeting

1. Visibility
2. Academic Audit
3. Uniform format
4. Administrative Audit
5. NAAC visit by 2024
6. Academic calendar
7. Maintenance of documents
8. Any others

The first meeting of the internal Quality Assurance Committee of St. Joseph University was held on Tuesday, 3rd October 2023 at the Board Room of St. Joseph University, to execute the previously circulated meeting notice and agenda dated 27th September 2023.

The following members were present for the meeting.

S.No	Name	Designation	Department	IQAC Committee Designation
1	Dr. K. Sethupathy	Registrar (i/c)	Administration	Vice-Chairman
2	Dr. Thiyagarajan	Controller of Examinations	Administration	Member
3	Sr. M. Thaines Mary	Deputy Registrar	Administration	Member
2	Dr. Imkongsenla Longchar	Assistant Professor	Education	Director-IQAC
3	Dr. K. Rajaganesh	Associate Professor & Head	Biotechnology	Member Secretary
4	Fr. Dr. Sunny Joseph	Professor	Education	Member

5	Dr. Wataro Longkumer	Associate Professor & Head	Psyc. & Couns	Member
6	Dr. Avinuo Chupuo	Associate Professor & Head	History	Member
7	Fr. L. Anish	Public Relations Officer	Administration	Member
8	Dr.Kinitoli H Yeptho	Dean of Academics	-	Invited

The meeting was chaired by Dr Sethupathy, Registrar and started with a prayer by Rev. Fr. Dr. Sunny Joseph.

The Vice-Chairman welcomed the new members of IQAC.

Following were the agendas discussed:

1. Visibility: The IQAC is expected to be visible in all activities of the university.
2. Academic Audit: IQAC will conduct academic audit in future
3. Uniform format: All programmes need to be carried out and submitted in uniform format
4. Administrative Audit: Administrative Audit will be initiated in the coming semester
5. NAAC visit by 2024: The University is planning for a NAAC Accreditation 2024.
6. Academic calendar: Academic calendar to be prepared in uniform
7. Maintenance of documents: Maintenance of documents is essential for NAAC
8. Discussion on NAAC Criterion 6

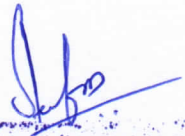
Registrar welcomed all the members of the IQAC to its first meeting in 2023. The new members of the IQAC led by Dr Imkongsenla Longchar as Director of IQAC were introduced by the registrar.

Role of IQAC: Registrar spoke on the role and functions of IQAC. The new team was informed to conduct meeting every quarter and if possible, to fix a permanent date for monthly meeting.

Web page: All the IQAC members were informed to prepare Vision, Mission, objective, functions and strategies of IQAC for the web page. Web page to be updated after the conduct of any event by IQAC or in collaboration with IQAC and Minutes of the meeting.

The meeting concluded at 3: 30 Pm.




Dr. Imkongsenla Longchar
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