

St. Joseph University

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

INTERNAL QUALITY ASSURANCE CELL

Meeting Minutes

Day and Date of Meeting: Friday, 26th April 2024

Time: 2.30 PM

Venue: Seminar Hall , SJU

Attendees:

Dr. Imkongsenla Longchar, IQAC Director

Dr. A Robert Xavier, Registrar, Administration, Member

Dr. S. Thiyagarajan, Controller of Examinations, Administration, Member

Dr. M. Arockia doss, IQAC Secretary

Sr. Thianes Mary, Deputy Registrar, Member

Fr. L. Anish, PRO, Member

Dr. K. Rajaganesh, Dean of Science and Management Studies, Member

Dr. Sunny Joseph, Professor of Education, Faculty member

Dr. Debojit Konwar, Professor & Head of Economics, Faculty member

Dr. Wataro Longkumer, Associate Professor & Head of Psychology & Counselling, Faculty member

Dr. Avinuo Chupuo, Associate Professor & Head of History, Faculty member

Dr. T Lirola Sangtam, Assistant Professor & Head of Botany, Faculty member

Agenda:

FDP for ODD semester

International Conference

Department Audit

Academic Calendar

Teachers Appraisal format

The meeting was chaired by Dr. Imkongsenla Longchar, IQAC Director and started with a prayer by Dr. T Lirola Sangtam.

Meeting Proceedings:

1. Director announced the members regarding the appointment of new IQAC secretary Dr. M. Arockia doss and replacement of Dr. K. Sethupathy, Registrar, Vice-Chairman by the newly appointed registrar Dr. A. Robert Xavier. The IQAC members list was read out for further clarification.
2. IQAC Director briefly mentioned the IQAC job done during this semester such as FDP on mentor & mentee, NAAC Coordinator meeting and student feedback analysis meeting.

3. FDP for ODD Semester:

The Chairperson initiated the discussion on organizing (FDPs) for the upcoming odd semester. It was decided to schedule FDPs focusing on emerging trends in the respective fields. The Fr Sunny Joseph and Dr. Watinaro will coordinate the FDP

The program is decided on July 4,5 and 6 with 5 topics such as Teaching learning, class room management, Evaluation and Question setting, Filing system and Research and paper writing. The coordinators suggested the speaker from nearby colleges or Universities/ State College of Education/ National Educational Institute of Planning, New Delhi/ Panchanatham, Annamalai University.

4. International Conference:

The Director proposed the International Conference. It was agreed upon to form an organizing committee comprising IQAC members and faculty members from various specializations. The committee will be responsible for setting the theme, inviting speakers, and managing logistics.

The team selected the convener from IQAC panel. The convenors are Dr. K. Rajaganesh, Dean of Science and Management Studies, Dr. Debojit Konwar, Professor & Head of Economics, and Dr. T Lirola Sangtam, Assistant Professor & Head of Botany. Further, the convenor will draft a proposal outlining the objectives, theme, and tentative schedule of the conference.

5. Department Audit:

The department audit was discussed, focusing on areas of improvement identified in the previous audit report. It was emphasized to address these issues effectively to enhance departmental performance.

Sr. Thianes asked to hold the audit of the team till 29th April 2024.

6. Academic Calendar:

The Academic Calendar for the upcoming semester was reviewed.

IQAC Director and Dr. Avinuo Chupuo finalize and circulate the Academic Calendar to faculty members and students.

7. Teachers Appraisal Format:

Dr. Debojit Konwar, Professor & Head of Economics was presented the revised version teacher appraisal. The current format for teacher appraisal was reviewed, and suggestions were sought for improvements.

Adjournment:

The meeting was adjourned at 4.15 PM by the IQAC Director




Dr. Imkongsenia Longchar
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