

GOVERNMENT OF NAGALAND
OFFICE OF THE PRINCIPAL, PHEK GOVERNMENT COLLEGE
PHEK: NAGALAND
Email: pgcphek@rediffmail.com

No.PGC-ADMN-NOTICE/6/16/

Dated Phek, the 14th December, 2023

Minutes of the Faculty Meeting, Phek Government College

The faculty meeting of the Phek Government College (PGC) was held on 14th December, 2023 at 13:00 hours at the Conference Room, PGC. Dr. T. Tiakaba Jamir, Principal, PGC chaired the meeting and welcomed the members present. He thanked all the faculty members for the services rendered towards the welfare of the College and especially for successfully hosting the Academic & Administrative Audit (AAA) Peer team on **5th December, 2023**.

The following agendas were highlighted, discussed, deliberated and resolved upon:

1. NAAC – AQAR (2022 – 2023)
2. Principals' Monthly Meeting
3. Teachers' Feedback by the Students
4. NEP 2020 and CBCS Curriculums
5. AAA Peer Team: Feedback
6. Exam Related Concerns
7. General Election 2024
8. Winter break and College Reopening

1. NAAC – AQAR (2022 – 2023)

The Principal announced that the NAAC has accepted the Annual Quality Assurance Report (AQAR) for the year 2022 – 2023 on **13th December, 2023**. He acknowledged the College fraternity and the NAAC Steering Committee members for their relentless contribution in uploading the data.

2. Principals' Monthly Meeting

The Principal highlighted on the following agendas which were discussed in the Principals' monthly meeting:

- i. Teachers' attendance is to be strictly monitored by the College Authority while stretching on 'No Work, No Pay' policy for the irregularities.
- ii. A serious note on faculty meeting has to be taken and the same will be reflected in APAR.
- iii. Reminded all the Government Colleges to practice wearing 'Traditional Item' every Wednesday. The house whereby reaffirmed to follow suit from next academic session.
- iv. Revision of CESE syllabus and setting-up of SLET for the State are in process.
- v. The College has to set up a Cell under '**Viksit Bharat@2047**' whose vision is to make India a developed nation by 2047, the 100th year of Independence.
- vi. NEP 2020 requires all the Higher Education Institutes (HEIs) to fulfill all the 18 (eighteen) parameters as laid down by the policy.

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3. Teachers' Feedback by the Students

The Principal informed the house that out of eight parameters, the teachers performed satisfactorily in four parameters (Teacher's Subject Knowledge, Communication Skill, Evaluation and Course Completion). However, the teachers need to improve in the other four parameters (Explanation in Class, Motivation Provided, Punctuality/Regularity and Classroom Management) for the holistic development of the students.

4. NEP 2020 and CBCS Curriculums

Shri Neiwe Mero, Assistant Prof., Economic dept., highlighted on the Curriculums as per NEP 2020 and CBCS Courses. Faculty from Arts departments need to work on the feasibility to offer Multidisciplinary/Skill Enhancement/Value Added Courses at the earliest for smooth functioning of classes in the even semester. For Science stream, Botany Dept. will be offering the Skill Enhancement Course.

5. AAA Peer Team: Feedback

Dr. Levinu Sakhrie, Assistant Prof., Political Science dept., briefed the house on the anticipated submission of **Institutional Information for Quality Assessment (IIQA)** followed by **Self Study Report (SSR)** in the coming days. Few important points as per the feedback given by AAA Peer team required immediate response and action by all the stakeholders were appraised, these are given below:

- i. **Proper documentation** (hard copies of reports, geotagged pictures, etc.) has to be maintained by the Departments/Committees/Association/Cells/Clubs as these will substantiate the data submitted to the National Accreditation and Assessment Council (NAAC).
- ii. **Action Plans** of the Departments/Committees/Association/Cells/Clubs has to be in place.
- iii. **Students' Progression** has to be included in the departmental presentations.
- iv. Research and Seminar Committee need to change the nomenclature to **'Research and Development Cell'** as per NAAC guidelines.
- v. **'Newspaper Clippings'** has to be maintained by the Media Cell.
- vi. **NSS** need to work on official agreement to adopt a village from Phek and carry out relevant activity at the earliest so as to include in the SSR.
- vii. **Science departments** have visited and extended services to the Govt. High School, Phek Village and plans to adopt the school for few years.

6. Exam Related Concerns

Smti Shepalu Süyie, Vice-Principal informed that Exam and Evaluation are the backbone of the academic development in the institution. She apprised the house on different problems faced by the Exam Committee and that the members need to diligently carry out the assigned duties. Few points are cited below:

- i. **Invigilation** during End Semester exam ought to be followed as per the duty chart.

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- ii. Round up marks in the External End Semester Exam has to be submitted after proper rectification by the concerned departments.
- iii. Monthly attendance of students has to be submitted in the first week of new month.
- iv. Attendance percentage and scores in the Internal Assessment has to be made known to the students on time.

Supplementing to the points, Smti. Vevolü Khamo, Asst. Prof. & HOD, Education dept., shared on the importance of discussion and handing over the Assignments and Test papers so as to benefit the students. Shri Victor Vero, Asst. Prof. & HOD, English dept., shared his concerns on the poor performance of some students in the internal assessment and attendance. In this regard, the teachers are to refer such cases to the authority for further action.

7. General Election 2024

In keeping with the hectic schedule next year due to the NAAC related activities, the authorities will seek exemption from election related duties from the concerned departments.

8. Winter Break and College Reopening

After thorough deliberation, the house decided to start the winter break from 18th December, 2023 and re-open on 24th January, 2024. The Principal informed that the faculty meetings at the beginning and the end semester have to be compulsorily attended by all the members.

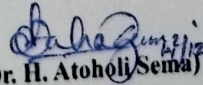
The last faculty meeting for the odd semester concluded with the Principal exhorting the members to take up the NAAC Assessment as a privilege and collectively work hard for the best outcome. With a thank you note from the Chair, the meeting ended at 15:00 hours.

Enclosed: Attendance Record (29 Members Present)

Copy to:

1. Principal, Phek Govt. College
2. Vice-Principal, Phek Govt. College
- ✓ 3. Co-ordinator, IQAC, Phek Govt. College
4. HODs, Phek Govt. College
5. Office copy

Recorded by,


(Dr. H. Atoholi Sema)
Assistant Professor
Department of Chemistry
Phek Govt. College

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Dated: Phek, the 29th Jan 2024

Minutes of the faculty meeting of the Phek Government College

The first staff meeting of Phek Government College for the 2024 was held at college conference hall at 11:40am on 29-01-2024.

- A) The meeting was presided by the principal, Dr. Tiakaba Jamir.
1. In his introductory note, he greeted the teachers present with "Happy new year" greetings.
 2. He appreciated all the committee conveners for carrying out their assignment diligently.
 3. He emphasized the staffs to make the habit of wearing traditional dresses every Wednesday.
 4. He informed that powerpoint on behalf of the department will be presented during the District Planning and Development Board (DPDB).
 5. He also stated that he has requested the Assistant Election Officer, Phek to exempt our staff for election duty during the forthcoming Lok Sabha election.
 6. He encouraged the teachers to share papers, so as to avoid any shortcomings (if any arises).
 7. The principal acknowledged the decoration committee and the comperers (Dr. Zhokusheyi Rhakho and Dr. Atoholi Sema) for actively representing the college during the 75th Republic Day celebration on 26th Jan 2024 at local ground, Phek.
- B) Shri. Neiwe Mero, Assistant Professor, Department of Economics highlighted the course structure for the following semesters:
1. 2nd semester (FYUGP) for science and arts students:
 - Department in-charge for multidisciplinary course
 - a) Political science (IPR)
 - b) Tenyidie (Speech disorder therapy)
 - For value added course
 - a) NCC (students enrolled in NCC)



*English department was requested to take up value added course like soft skill.

2. 4th semester (CBCS-SEC)

- Science departments- Botany

- Arts departments- History and Political Science

*Education department was requested to offer a paper in SEC.

In regards to optional paper distribution, the principal has suggested and encouraged the teachers to offer options according to the NEP 2020 guidelines, so as to go in parallel with the policy which aims to make education more inclusive, equitable and holistic.

Final routine for B.A. and B.Sc. to be prepared by Shri. Neiwe Mero and Shri. Lidemo Kithan, respectively.

- C) Dr. Nutazo Lohe, Assistant Professor, Department of History and co-ordinator, IQAC before calling the attention of the house concerning AQAR status, on behalf of all the faculties congratulated Dr. Shurhonuo Tsurho, Assistant Professor, Department of English for been conferred Ph.D. degree from Nagaland University. He stated that AQAR has been submitted and as and when approved by the authority more efforts will be required from all the teachers so as to make the visit of NAAC assessment successful. He, therefore, requested all the teachers to be prepared with more ideas and enthusiasm. He encouraged all the staffs to inculcate in them the spirit of ownership of the college, so as to make the best out of everything.
- D) Dr. Tiakaba Jamir, the principal also re-emphasized on the term "Ownership" and asked the staffs to instil in them this concept in order to make our college the best in the state. He also reiterated the departments to keep up the college best practices which are being practised.

Some of the suggestions/inputs put forward by the house are as follows:

1. Painting of college buildings.
2. Renovation of college gate and signage in and around the college.
3. Put more effort in maintaining the botanical garden.
4. Replacement of window panes.
5. Put up a landmark of the college on the wall between the old college building and the new college building.
6. Wifi connection in the campus.



7. Boy's hostel admission.

8. To engage with Chartered Accountant for annual audit report.

9. Financial status and financial constraint of the college.

The house also resolved to conduct a social work on Wednesday (31-01-2024).

*Altogether 30 staffs attended the meeting.

Recorded by:

Sd/-

Shri. Mughato K. Kiba

Assistant Professor

Department of Botany

OFFICE OF THE PRINCIPAL, PHEK GOVERNMENT COLLEGE, PHEK
Faculty meeting 29th January 2024

Sl.no	Name	Department	signature
1	Mr.Ronald Difoe	Pol.Science	<i>[Signature]</i>
2	Dr.Seyiezolie Khoubve	Pol.Science	C/L
3	Dr.Levinu Sakhrie	Pol.Science	<i>[Signature]</i>
4	Ms.Nivi Achumi	Pol.Science	<i>[Signature]</i>
5	Ms.Shothilu	Pol.Science	<i>[Signature]</i>
6	Ms.Dziesetuonuo	Education	C/L
7	Mrs.Vevolu Khamo	Education	<i>[Signature]</i>
8	Mr.Shekhohu Chizo	Education	<i>[Signature]</i>
9	Mrs.Kupeu Mero	Education	<i>[Signature]</i>
10	Mrs.Wete-u Ritse	Education	<i>[Signature]</i>
11	Ms.Mhashevolu Medeo	English	<i>[Signature]</i>
12	Mr.Victor Vero	English	<i>[Signature]</i>
13	Mr.Nuthisa Rhakho	English	<i>[Signature]</i>
14	Ms.Keviriebeinu Kehie	English	<i>[Signature]</i>
15	Ms.Khrutalu Domeh	English	<i>[Signature]</i>
16	Ms.Shurhonuo Tsurho	Economics	<i>[Signature]</i>
17	Mr.Neiwe Mero	Economics	<i>[Signature]</i>
18	Mr.Temjenmeren Jamir	Economics	<i>[Signature]</i>
19	Dr.Thejotalu Nienu	Economics	S/L
20	Ms.Welisou Mero	Economics	<i>[Signature]</i>
21	Mr.Jonathan Kikon	History	<i>[Signature]</i>
23	Mrs.Tsotalu Nakro	History	<i>[Signature]</i>
24	Dr.Zhokusheyi Rhakho	History	<i>[Signature]</i>
25	Dr.Nutazo Lohe	History	<i>[Signature]</i>
26	Ms.Seyiechonu Kera	History	<i>[Signature]</i>
27	Ms.Seyieleno	Tenyidie	S/L
28	Mr.Neilalie Yashu	Tenyidie	<i>[Signature]</i>
29	Ms.Keneisenuo Mepfhuo	Tenyidie	<i>[Signature]</i>
30	Ms.Sanutalu	Botany	C/L
31	Dr.Neilhousano Nakhro	Botany	C/L
32	Ms.Shesalu Lohe	Botany	<i>[Signature]</i> S/L
33	Pfuchupeu Mero	Botany	<i>[Signature]</i>
34	Mr.Mughato Kiba	Chemistry	S/L
35	Mr.Solo Lorin	Chemistry	<i>[Signature]</i>
36	Dr.H.Atoholi Sema	Mathematics	<i>[Signature]</i>
37	Mr.Boboi	Physics	<i>[Signature]</i>
38	Mr.Lidemo B.Kithan	Physics	<i>[Signature]</i>
39	Ms.Vinituono Krose	Zoology	C/L
40	Ms.Vedulu Thingu	Zoology	<i>[Signature]</i>
41	Ms.Lydia Keyho	Zoology	<i>[Signature]</i>
42	Mr.Noisekhoto Nisa	EVS	Mat/L
43	Mrs.Vilhoutuonuo Theunuo	Libraian	<i>[Signature]</i>
44	Ms.Akhrienuo		

[Signature]
(SHEPALU SUYIE)
Vice PRINCIPAL

Government of Nagaland
Office of the Principal Phek Government College
Phek, Nagaland
pgcphek@rediffmail.com

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Dated Phek, the 25th May, 2024

Minutes of the Staff Council Review Meeting, Phek Government College

The Staff Council review meeting in view of the upcoming NAAC Peer Team Visit (PTV) scheduled on 30th and 31st May, 2024 was held on **23rd May, 2024** at 11:00 hours at the Conference Hall, PGC. Dr. Nutazo Lohe, Co-ordinator, IQAC, PGC chaired the meeting; he began by welcoming the members present.

A total of 38 faculty members and 19 non-teaching staff were present during the meeting.

The following agendas were reviewed and follow-up highlighted as given below:

1. Meetings successfully conducted:

- a) PGCTA Meeting – 7th May, 2024
 - b) IQAC Meeting – 8th May, 2024
 - c) Staff Council Meeting including ministerial staff – 9th May, 2024
 - d) PTA/Alumni – 15th May, 2024
 - e) Stakeholders and Advisory Board – 21st May, 2024
2. Approach road: I/C Mulehu Khesoh, Asst. Prof., Dept. of History informed that this **work was under process with assistance from Phek Chamber of Commerce, Phek Town Youth Society and Phek Town Council.**
 3. Auditorium (Deo Nukhu Hall): To hire red carpet, flag poles and sofas. I/C Ronald Difoe, HoD and Asst. Prof., Dept. of Political Science. **This was required to be completed by Tuesday i.e., 28th May, 2024.**
 4. Washrooms earmarked for use for Peer Team members: Washrooms in Principal's, vice-principal's rooms, first floor, adjacent to Deo Nukhu Hall and science block. **The Eco & Sanitation Club and NSS as in-charges informed that items were purchased. For better maintenance running water was required and major cleaning would be carried out next week.**
 5. Plumbing: Kuhusu Vero, Accountant informed that 90% of the **work was completed and the remaining would be completed at the earliest.**
 6. Rainwater harvesting (piping, fencing and signages for rainwater harvest and compost pits): I/C Mughato Kiba, Asst. Prof., Dept. of Botany and Kuhusu Vero, Accountant informed **works are under progress and would be completed soon.**
 7. Provision of drinking water facility in all the floors in Arts, Science and IGNOU Study centre: I/C Seyieleno, Asst. Prof., Dept. of History and Dziesetuono Linyü, Asst. Prof., Dept. of Political Science **informed that additional water dispenser and water gallons would be rented.**
 8. IT and C tools, Installation of LED TV & Website management room: I/C IT & C Committee Temjenmeren Jamir, Asst. Prof., Economics Dept., and Lidemo Kithan, HoD and Asst. Prof., Department of Physics. **Convener informed that some equipments are required for function of the same.**
 9. Printing of programmes, flexi banners, itinerary, SSR spiral bound copies: I/C NAAC Steering Committee, Dr. Nutazo informed **the hard copy of SSR has been distributed to the HOD's of all the departments whereas other works are under progress.**

10. Booking of GA Guesthouse for NAAC Peer Team members: I/C Lidemo Kithan, HoD and Asst. Prof., Dept. of Physics **informed that the rooms were booked. Besuta Venyo will act as the Secretariat Assistant for Peer Team for which laptop and printer has to be placed in the guest house. Seyieleno, Asst. Prof., Dept. of History would provide her vehicle while Munuvo was assigned as the driver.**
11. Organogram, Honours roll, Vision & Mission: NAAC Steering Committee I/C Neiwe Mero, HoD and Asst. Prof., Dept. of Economics informed that it was **completed.**
12. Beautification of signage site: Beautification committee, Convener informed that they have **discussed in detail and work was under progress.**
13. Arrangement of IT and C, and conference room: I/C NAAC Steering Committee and Beautification committee. **This was under progress.**
14. Cultural program & Decoration of Deo Nukhu Hall for cultural program, I/C Literary and Performing Arts Club, Students' Advisory Board and PGCSU: **Vedulu Thingo, Asst. Prof., Zoology Dept. informed that work was under progress and that cultural items would be performed by the students during the 'Cultural Day'.**
15. Presentation Committee: Shepalu Suyie, Vice-Principal, Shothilu Dozo, Asst. Prof., Dept. of Political Science, Dr. Thejotalu Nienu, Asst. Prof., Dept. of Economics and Neiwe Mero, HoD and Asst. Prof., Dept. of Economics. **The Vice-Principal informed that all required items were purchased and more would be added if required.**
16. Arrangement of 4 lecterns to be used one each in IT&C room, Conference room, Deo Nukhu Hall and IQAC room: I/C Boboi, HoD and Asst. Prof., Dept. of Mathematics and Veduto, Guest Faculty, Dept. of Physics. **This was under progress.**
17. Ensure preparedness of library facilities: I/C Akhrienuo, Librarian, and library assistants. **The librarian informed that data entry would be completed soon and that a chair and table was required.**
18. Website management room, RUSA, NSS, NCC, IGNOU Study Centre, Skill Promotion room, Mushroom unit, Floriculture unit, ministerial staff offices, Infirmary, Counselling room, Boys' and Girls' common rooms, Exam branch, IQAC room etc, are to be maintained by respective committees and heads. **This is on-going.**
19. Arrangement and maintenance of Boys' and Girls' common rooms: NCC I/C Dr. Seyiezolie Khoubeve, Asst. Prof., Dept. of Political Science **informed this was under progress. During reception, NCC cadets will perform the guard of honour.**
20. Chef for NAAC Peer Team members: I/C Temjenmeren Jamir, Asst. Prof., Dept. of Economics, in coordination with the Reception, Hospitality and Event Management Committee and other selected faculty members **(The members are well coordinated):**
 - a) Kupe-u Mero, Asst. Prof., Dept. of Education
 - b) Dr. Shurhonuo Tsurho, Asst. Prof., Dept. of English
 - c) Dziesetuonuo Linyii, Asst. Prof., Dept. of Political Science
 - d) Mughato Kiba, Asst. Prof., Dept. of Botany
 - e) Nisekphoto Nisa, Asst. Prof., Dept. of Zoology
 - f) Wete-u Ritse, Asst. Prof., Dept. of Education
21. Skill promotion room: Nisekphoto, Asst. Prof., Zoology Dept. & Convener, Skill Development Cell **informed that all the products are in place and signage will be fixed.**
22. Floriculture Unit: **I/C Vice-Principal informed that flowering plants are planted and would be in bloom during the visit, also, the in-charges would be accompanying the NAAC Peer Team.**
23. Setting up of Artefacts Gallery: I/C Dr. Zhokusheyi Rhakho, HoD and Asst. Prof., Dept. of History. **This is under progress.**

24. Reception team for NAAC Peer team members from Dimapur airport to Phek: Jonathan Kikon, Asst. Prof., Dept. of Economics, Dr. Zhokusheyi Rhakho, HoD and Asst. Prof., Dept. of History, Vinituono Krose, Asst. Prof., Dept. of Physics, Welisou Mero, Asst. Prof., Dept. of Economics and Boboi, HoD and Asst. Prof., Dept. of Mathematics. **Dr. Zhokusheyi informed that members have discussed in detail on this matter.**
25. To arrange name plates for Peer team members and repaint parking slots: I/C Nuthisa Rhakho, Asst. Prof., Dept. of English. **Parking slot was painted and name plate would be arranged after the names are ascertained.**
26. To ensure proper lightings in all the rooms: I/C Nisekhoto Nisa, Asst. Prof., Dept. of Zoology and Veduto, Guest Faculty, Dept. of Physics. **This is on-going.**
27. To intimate the Alumni Association to host a small reception for the NAAC peer Team in Pfutsero: **I/C Alumni Committee was in contact with members in Pfutsero.**
28. Hiring of plastic chairs (around 200-300) and PA system: **I/C Vevolu Khamo, HoD and Asst. Prof., Dept. of Education informed that arrangements were made to rent from Phek Town Baptist Church and encouraged the members present to put in effort to arrange the same. Also, collar mic and goose mic would be arranged.**
29. **The occupants of the staff quarters are required to be prepared for inspection.**
30. Painting work: I/C Boboi, HoD & Asst. Prof., Mathematics Dept. **Walls of Arts staff room needs painting.**
31. Videography/photography and publicity: I/C Media Cell. **Kevireibenuo Kehie, Asst. Prof., Dept. of English & Convener, media cell informed that a person would be engaged with a nominal fee and requested the members to take geo-tagged pictures of the events during the visit.**
32. Infirmary: Red Cross member, Dziesetuono Linyü, Asst. Prof., Dept. of Political Science informed that new sheet was required. Also, the first aid box has to be arranged by the cell.
33. Exam branch: Lydia Keyho, Asst. Prof., Zoology Dept., & convener, examination branch requested for new carpets.
34. PGCTA: Neiwe Mero, President informed that curtains for Deo-Nukhu hall and conference rooms and carpets for Deo-Nukhu hall would be in place at the earliest.
35. Canteen maintenance: I/C Temjenmeren Jamir, Asst. Prof., Dept. of Economics and, Canteen Committee. **Vevolu Khamo, HoD and Asst. Prof., Dept. of Education informed that proper drainage system was in place and continuously working for proper maintenance.**
36. **Besuta Venyo, LDA-cum-Computer assistant is in-charge for overseeing continuous running water in the College.**
37. **Stationery items for NAAC Peer Team: NAAC Steering Committee is in-charge.**
38. **Framed photographs of faculty members and non-teaching staff: I/C Dr. Zhokusheyi Rhakho, Asst. Prof., Dept. of History and Dr. H. Atoholi Sema, Asst. Prof., Dept. of Chemistry.**
39. **Dr. Nutazo informed and reminded the following:**
 - (a) **The cells/committees/clubs/association to update their reports with documentary evidences until date.**
 - (b) **Generator has to be in running condition.**
 - (c) **Dress code for Day 1: Traditional touch, Day 2: Formal/Semi-formal**
 - (d) **Departmental presentation: Printed copies (4 Nos.) of the same are required.**
 - (e) **Refreshment: the ministerial staff would arrange their own refreshments/meals while the Students' Advisory Board would oversee for the students.**
 - (f) **Reception of Peer Team members would begin from the signage site till the Administrative block.**

- (g) Projectors for Principal's and IQAC co-ordinator's presentations: I/C Temjenmeren Jamir, Asst. Prof., Economics Dept., would arrange at the earliest.
- (h) Highlighted the itinerary of the PTV.
- (i) Official letter for easy movement of the Peer Team members.
- (j) NAAC steering members would draft the luncheon invitation.
40. Dr. T. Tiakaba Jamir, Principal appreciated the members for systematic allotment of assignments for the second cycle of NAAC Peer Team Visit. He reminded that no official leave would be granted until the visit. He further exhorted the members to enthusiastically and collectively work towards the much-anticipated NAAC Peer Team Visit.

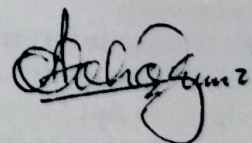
The meeting concluded with a word of acknowledgement to the members present from the Chair at 14:00 hours.

Enclosed: Attendance record (Annexure I & II)

Copy to,

1. Principal, Phek Govt. College
2. Vice-Principal, Phek Govt. College
3. Co-ordinator, IQAC, Phek Govt. College
4. HoDs, Phek Govt. College
5. Office copy

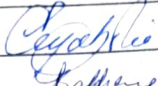
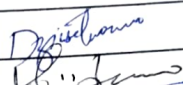
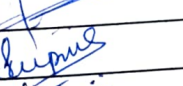
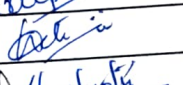
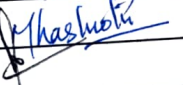
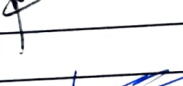
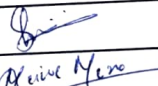
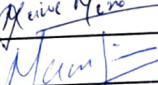
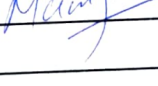
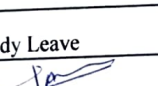
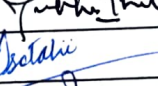
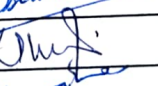
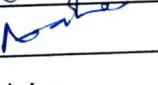
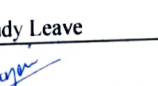
Recorded by,



(Dr. H. Atoholi Sema)
Member, IQAC

OFFICE OF THE PRINCIPAL, PHEK GOVERNMENT COLLEGE, PHEK

NAAC review meeting 23rd May 2024

Sl.no	Name	Department	Signature
1	Mr. Ronald Difoe	Pol.Science	
2	Dr. Seyiezolie Khoubve	Pol.Science	
3	Dr. Levinu Sakhrie	Pol.Science	
4	Ms. Nivi Achumi	Pol.Science	
5	Ms. Shothilu	Pol.Science	
6	Ms. Dziesetuonuo	Pol.Science	
7	Mrs. Vevolu Khamo	Education	
8	Mr. Shekhohu Chizo	Education	
9	Mrs. Kupeu Mero	Education	
10	Mrs. Wete-u Ritse	Education	
11	Ms. Mhashevolu Medeo	Education	
12	Mr. Victor Vero	English	
13	Mr. Nuthisa Rhakho	English	
14	Ms. Keviriebeinu Kehie	English	
15	Ms. Khrutalu Domeh	English	
16	Ms. Shurhonuo Tsurho	English	
17	Mr. Neiwe Mero	Economics	
18	Mr. Temjenmeren Jamir	Economics	
19	Dr. Thejotalu Nienu	Economics	
20	Ms. Welisou Mero	Economics	Study Leave
21	Mr. Jonathan Kikon	Economics	
22	Mr. Mulehu Khesoh	History	
23	Mrs. Tsotalu Nakro	History	
24	Dr. Zhokusheyi Rhakho	History	
25	Dr. Nutazo Lohe	History	
26	Ms. Seyiechonu Kera	History	Study Leave
27	Ms. Seyieleno	History	

28	Mr. Neilalie Yashu	Tenyidie	Study Leave
29	Ms. Keneisenuo Mepfhuo	Tenyidie	
30	Ms. Sanutalu	Tenyidie	<i>Sanutalis</i>
31	Dr. Neilhousano Nakhro	Botany	<i>Nilho</i>
32	Ms. Shesalu Lohe	Botany	
33	Ms. Pfuchupeu Mero	Botany	Study Leave
34	Mr. Mughato Kiba	Botany	<i>Mughato</i>
35	Mr. Solo Lorin	Chemistry	Study Leave
36	Dr. H. Atoholi Sema	Chemistry	<i>Atoholi Sema</i>
37	Mr. Boboi	Mathematics	<i>Boboi</i>
38	Mr. Lidemo B. Kithan	Physics	<i>Lidemo</i>
39	Ms. Vinituono Krose	Physics	Study Leave
40	Ms. Vedulu Thingo	Zoology	<i>Vedulu</i>
41	Ms. Lydia Keyho	Zoology	
42	Mr. Naisekhoto Nisa	Zoology	<i>Nisa</i>
43	Mrs. Vilhoutuonuo Theunuo	EVS	<i>Theunuo</i>
44	Ms. Akhrienuo	Librarian	<i>Akhrienuo</i>
45	Shepalu Suyie	Vice Principal	<i>Shepalu</i>

46. *Veduto Tracy*

Physics

veduto

23/05/2014
Principal

PHEK GOVERNMENT COLLEGE

IQAC Meeting Minutes

A review meeting was held by the IQAC of the college on 10th May, 2022, in IQAC room at 11:30 am. This meeting was convened to discuss and review the preparedness of the college for the upcoming Nagaland University Inspection team visit for permanent affiliation slated for 17th of May, 2022. Altogether, twelve IQAC members attended the meeting.

The meeting began with the IQAC Coordinator, Dr. Medongulie Zatsu, welcoming all the members and briefing the house about the different responsibilities which was assigned to each member in the previous meeting.

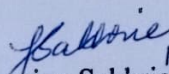
Discussion and Resolution of Agendas

1. The IQAC Coordinator informed the house that one member of the four-member Inspection team, Dr. I. Tovishe Pucho, Department of Chemistry, Nagaland University, had been replaced by Dr. Nurul Alam Chowdhury, Assistant Professor, Department of Chemistry, Nagaland University.
2. The house then reviewed the preparedness of the college at various levels with regard to the upcoming NU Inspection team visit. Jonathan Kikon and Neiwe Mero, assistant professors, Department of Economics had prepared the master plan of the college's proposed sites for infrastructural development.
3. Nuthisa Rhakho, Asst. Prof., Department of English, was in the final stages of overseeing the furniture in the college.
4. Extensive discussion on ITC facilities was also done. Dr. Nutazo Lohe, Asst. Prof., Department of History, prepared a list of the various teaching aids in the college. The need for using ITC facilities for teaching and learning process was emphasized by the house. Toward this end, it was decided that log register for using projectors/teaching aids etc would be maintained henceforth. It was also decided that separate keys, three each for ITC room and generator would be kept in the possession of the Principal-in-charge, one faculty member and one non-teaching staff. This would ensure security, accessibility and better coordination. The house also felt the need to have an orientation or hands-on training for the faculty members on the usage of teaching aids. All these would further prepare the college for NAAC assessment.
5. The house was also informed about the ongoing preparation of separate common rooms for boys and girls. Mulehu Khesoh, HoD, Department of History, Boboi, HoD, Department of Mathematics and Dr. Koktiba, Asst. Prof., Department of Political Science, were assigned with the necessary arrangements. It was also decided that the maintenance of toilets and sanitation aspects would be assigned to the Eco and Sanitation Club particularly in preparation for the visit. The need for constructing proper drainage system would be a priority in the next action plan of the college.
6. Cataloguing and indexing of the college's library books were underway in preparation of the visit. The house also agreed on the necessity to subscribe/renew academic journals at the earliest.

7. With regard to laboratory equipments, Dr. Medongulie Zatsu, IQAC Coordinator, was in the process of updating the list of the same. The members of the respective departments were also entrusted to do the needful.
8. Profile of teaching and administrative staffs, and compilation of university results were being prepared by the ministerial staffs.
9. Logistical arrangements in terms of TA/DA, transportation etc would be finalized at the earliest.
10. The Reception and Hospitality Committee of the college were assigned with the responsibility to make necessary arrangements for the comfortable stay of the NU team members during the visit.
11. It was also decided by the house to entrust Temjenmeren Jamir, Asst. Prof., Department of Economics, with the catering during the team's visit.
12. In anticipation of the NU team visit, it was resolved to convene a faculty meeting on 11th May, 2022 to apprise all the faculty members with necessary informations.
13. Vevolu Khamo, Hod, Department of Education, had been entrusted with presentations for the team members.
14. It was unanimously decided by the house that all teaching and non-teaching staff were to be present on 17th May, the scheduled NU team visit.
15. An additional agenda was also discussed with regard to Choice Based Credit System. It was suggested by the house that since Nagaland University had not come out with the final guidelines, the Prospectus Committee of the college could briefly mention that CBCS would be introduced in the new academic session 2022-23 as per university guidelines. However, more details would be furnished as and when the university notifies. It was further decided by the house that all the departments should have consultative meetings and relay the information whether to offer Honours or General course, or both, to Neiwe Mero, Asst. Prof., and Secretary, CBCS Committee, on or before 20th May, 2022.

Additional agendas such as reopening of college after semester break, changes in fee structure etc were kept in abeyance and would be discussed in the next meeting. In conclusion, the IQAC Coordinator expressed his gratitude to all the members for their presence and active participation. The review meeting concluded at 3 pm.

Recorded by:


Dr. Levinu Sakhrie 10/5/22
Member, IQAC

Enclosed: List of attendees