

IQAC Meeting Minutes Dated: 27-04-2021.

Members Present: Principal, Shongna Konyak, SB Moses, Mongyung Phom, Tenosenuo Angami, Gegin D., Koshy CP, Esther P Konyak.

1. IQAC Coordinator welcomed the house and stated that a sum of Rs. 150800/- only has been received from the Principal, Dr. I. Wati Imchen as IQAC collection from the Even Semester 2021. Receipt to be issued towards the same.
2. All receipts relating to IQAC finances to be issued by Treasurer, IQAC. IQAC to maintain 2 (two) receipt books; one with the Co-ordinator and second with the Treasurer. It is in this regards that Gegin D. is assigned to design a receipt book.

ACTION TAKEN REPORT

As per the IQAC Action Pan 2021 presented by the IQAC Co-ordinator Shongna Konyak, the following have been completed:

- *26 of Action Plan: Sanction of expenditure for infrastructure augmentation from fees collected under Library fee and IQAC fee has been completed.
- *27 of Action Plan: Librarian to work out expenditure on books and e-journals (to be completed on 27-04-2021). Acquire journal racks from Dimapur.
- *28 of Action Plan: Indication of expenditure under College Development fee/Library fee to ascertain average expenditure for infrastructure maintenance is completed.
- *29 of Action Plan: All committees under IQAC to formulate working system with powers and functions has been accomplished.
- *30 of Action Plan: SWOC Analysis & IQAC due on 15th May, 2021.
- *31 of Action Plan: Co-ordinator to write to Gender Champion Cell to produce annual action plan which reflects gender sensitization in the institution.
- *32 of Action Plan: Gender Champion Cell to explore self defence awareness activities.
- *33 of Action Plan: Development Committee to oversee the possibility of counselling, common & day care room.
- *34 of Action Plan: Sanitation Committee constituted with the following members: Mongyung, David, W Wangjin, Tolivi, all sweepers, 1 male & 1 female representative from Student Body and HA by designation. This committee is to observe functions/celebration such as Swacch Bharat Day etc.

Recorded by:

Esther P Konyak
Secretary, IQAC