



IMMANUEL COLLEGE

LENGRIJAN: DIMAPUR-797 113

Affiliated to Nagaland University

Recognized under section 2 (f) & 12 (B) of the UGC Act 1956

NAAC ACCREDITED **B⁺**

Date: 4th October 2021

A meeting was convened by the IQAC with its members on 4th Oct 2021 to discuss the matters pertaining to the 2nd cycle NAAC assessment. The meeting was held at the premises of the college conferences hall at 10:00 am.

Members present

- | | |
|---------------------------------|-------------------------------|
| 1. Mr. S. Serfudin Ali | Asst. IQAC Coordinator |
| 2. Mrs. Reshma Thakuri | IQAC Teacher Representative |
| 3. Ms. Temsummerenla | Society Representative |
| 4. Mrs. Temjenzungla Aier | Teacher Representative |
| 5. Mr. Kholi Chalai | Management Representative |
| 6. Mrs. D. Sonia Susan | Administrative Representative |
| 7. Mr. Imtiwapong S | Students' Representative |
| 8. Mr. H. Kaboto Kibami | Alumni Representative |
| 9. Mr. Loli Athisii | Teacher Representative |
| 10. Dr. A. Loso Chalai | Chairman |
| 11. Mr. Th. Sharatchandra Singh | Principal |

The following are the meeting minutes of today's meeting.

1. Three different date slots to be decided by the IQAC after the acceptance of SSR by NAAC.
2. The IQAC will be suggesting three hotels to the NAAC Peer Team during their visit.
3. Much attention must be given to criterion 1,2,3, and 5.
4. Proper Audit Records to be maintained both internal and external.
5. IQAC to be prepared for pre-visit with the NAAC Peer Team.
6. To be ready with the future plans mentioned during 1st NAAC Peer Team visit.
7. Principal to speak about college as a whole during NAAC Peer Team.
8. External expert Dr. T. Jamedi Longkumer advised us to be ready for extempore kind of interaction.
9. Dr. T. Jamedi Longkumer also shared about Tutorial and Remedial classes for slow learners and weak students.

Th. Sharatchandra Singh, Principal



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Date: 29th October 2021

Meeting of all the heads of Departments and Ms. N Elone, the IQAC Coordinator and in the chair, Th. Sharatchandra Singh, Principal, Immanuel College was held on 29th Oct 2021 at 12:15 pm at the college conference hall.

Members present were:

- | | |
|--------------------------|------------------------------|
| 1. Ms. N. Elone, | IQAC Coordinator |
| 2. Mr. Mumtaz Ali, | HoD, Chemistry |
| 3. Mrs. Temjenzungla, | HoD, History |
| 4. Mrs. Reshma Thakuri, | HoD, Zoology |
| 5. Ms. Abeni Mozhui, | HoD, Education |
| 6. Ms. Temsutola, | HoD, Botany |
| 7. Mr. Talichuba, | HoD, Pol. Sc. |
| 8. Ms. Akutu Poireng, | HoD, English |
| 9. Mrs. Sungjemmongla, | HoD, Economics |
| 10. Mr. E. Chonben, | HoD, Geology |
| 11. Mr. S. Serfudin Ali, | I/C & Asst. IQAC Coordinator |

Meeting minutes:

1. The HoDs were called to apprise about the pre-qualified of the 2nd cycle NAAC assessment and to keep them aware of the challenges and various technical preparation and had a thorough deliberation to put the matters forward.
2. In respect to the introduction of Post-Graduate in English department, the Principal mentioned of the requisite qualification that the faculty of the department should obtained as the department is not equipped with the nomenclature based on the UGC guidelines. It was decided that the department would sit for another meeting with the management for a final decision.
3. The HoDs were informed to find out revenue and conduct research related activities like seminar, workshop, project work etc.
4. The principal said that the college will make the existing life skill development programme as a continuous regular programme (eg. Mushroom cultivation project)
5. Mr. Singh also suggested the HoDs to look for collaboration and also strengthen the existing one.
6. The proposal time slot which was put forward for the peer team visit were agreed upon the following dates.

1st Slot: 26th & 27th November 2021

2nd Slot: 20th & 21st December 2021



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3rd Slot: 18th & 19th January 2022

The National Anthem and the College Anthem Practices would begin from first week of November in classwise under the guidance of Mr. Talichuba walling, HoD, Political Science.



Th. Sharatchandra Singh, Principal



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Date: 07th February 2022

Meeting was held on 7th February 2022 in the college conference hall with Chairman Dr. A. Loso Chalai, Principal, Vice-Principal, Dean, IQAC Coordinator and the teaching faculty along with lab assistants. The meeting was chaired by Principal and Invocation was carried out by Bendang Jamir, Asst. Prof. Dept. of Pol. Sc. The meeting was concluded with a benediction prayer by Miss Lanuinla Asst. Prof. Dept. of Botany.

The meeting was held to discuss on the topic on social welfare development of the college and the upcoming NAAC Peer Team second cycle.

Meeting Minutes:

1. Principal gave a brief introduction on NAAC and highlighted the previous NAAC Accreditation record. He further discussed on the role of teaching staff towards the NAAC Accreditation and emphasized that reports should be documented proof reports and geo-tags should be present in the pictured documents.
2. IQAC Coordinator Ms Elone gave a briefing on the preparations that needs to be assessed and some general highlights on what to expect and the role each member of every club, committee and department should be aware of.
3. Conducting of a short cultural programme for 30-45 minutes which will be organized by higher education.
4. The principal emphasized on focusing the important criteria such as curriculum aspect, teaching, learning and evaluation, research innovation and extension and students support and progression.
5. The Chairman pointed out the weakness of department and Alumni Association for failing to keep a track on the Alumni of the College.
6. The Chairman further asked for a more refined report from the Head of Departments within the span of one week.
7. The principal pointed out not to include the activities carried out with the Higher Secondary in the Departmental Reports.
8. The principal discussed and encouraged the lecturers of science stream to put more effort for a better result.
9. The principal brought up the discussion for the general on the key features of the college that makes it different from other institutions in which the lecturers pointed out some key areas such as:
 - Conducting of morning assembly
 - No Tobacco Drive
 - Energy Saving Drive



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- Conduction of Medical Awareness Campaign
10. Vice-Principal gave a brief remark on the welfare development of the college. She asked the lecturers to be more vigilant of the students attendance and be more willing to put extra effort such as sharing of ideas and willingness to do the work that is assigned to them.
 11. The meeting concluded with a brief discussion on how to evaluate internal assessment for the students.



Th. Sharatchandra Singh, Principal



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Date: 05th March 2022

A meeting was convened by the principal to review on the recent NAAC Peer Team visit at the conference Hall at 9:30 am with special invitee. Dr. R.K.Behera, Principal, Livingstone Foundation International College. Following are the members present in the meeting:

- | | |
|-----------------------------|--------------------------------|
| 1. Mr. S. Serfudin Ali | Asst. IQAC Coordinator |
| 2. Dr. Parimal C. Bhomick | Asst. Prof. Dept. of Chemistry |
| 3. Ms. Atshole Wetsah | Asst. Prof. Dept. of Education |
| 4. Ms. Akutu Poirang | Asst. Prof. Dept. of English |
| 5. Ms. Yaam Wangsha | Asst. Prof. Dept. of Economics |
| 6. Ms. Gwesy Michuing | Asst. Prof. Dept. of English |
| 7. Ms Paukizonne Mariam | Asst. Prof. Dept. of Education |
| 8. Ms Abeni Mozhui | Asst. Prof. Dept. of Education |
| 9. Ms Temsutola | Asst. Prof. Dept. of Botany |
| 10. Mr Mumtaz Ali | Asst. Prof. Dept. of Chemistry |
| 11. Mr Videto Neikha | Librarian |
| 12. Dr. Meyiangangla | Counsellor |
| 13. Ms Khrutalu Dozo | Asst. Prof. Dept. of Pol. Sc. |
| 14. Ms S. Temsusenla Ao | Asst. Prof. Dept. of Economics |
| 15. Mrs Sungjemmongla Jamir | Asst. Prof. Dept. of Economics |
| 16. Mrs Temjenzungla Aier | Asst. Prof. Dept. of History |
| 17. Mrs D. Sophia Besa | Asst. Prof. Dept. of History |
| 18. Mrs Hriizia Lazeo | Asst. Prof. Dept. of History |
| 19. Mr Talichuba Walling | Asst. Prof. Dept. of Pol. Sc. |
| 20. Mrs Lipoktola Tzudir | Asst. Prof. Dept. of Zoology |
| 21. Ms Lanusangla Imsong | Asst. Prof. Dept. of Zoology |
| 22. Mr Pito H. Assumi | Lab. Assistant Dept. of Botany |
| 23. Ms Lanuinla | Asst. Prof. Dept. of Botany |
| 24. Dr. Jichule Seb | Asst. Prof. Dept. of Botany |
| 25. Mr Yongkai | Asst. Prof. Dept. of English |
| 26. Mr Bendang Jamir | Asst. Prof. Dept. of Pol. Sc. |
| 27. Ms Imjungla Imchen | Asst. Prof. Dept. of History |
| 28. Mr E. Chonben Kikon | Asst. Prof. Dept. of Geology |
| 29. Ms Nurhebei | Asst. Prof. Dept. Chemistry |
| 30. Ms Eshter S. Hebo | Asst. Prof. Dept. of Geology |



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31. Mr Anungba Ao	Lab. Assistant. Dept. of Chemistry
32. Mr Zevotsol Sothu	Office Asst.
33. Mr Manikho Robert Sapranamei	Office Asst.
34. Mr P.K.Mishra	Asst. Prof. Dept. of Physics
35. Mr Aonechet	Lab. Assistant Dept. of Zoology
36. Mrs Sonia Susan	Office Superintendent
37. Mr Yampothung	Lab. Assistant Dept. of Geology
38. Mr K.P.Das	Asst. Prof. Dept. of Mathematics
39. Mr Th. Sharatchandra Singh	Principal
40. Dr. T. Imchnoetla	Vice-Principal
41. Mr Loli Athisii	Dean
42. Ms N. Eloni	Asst. Prof. Dept. of English
43. Ms Nengpilhing	IQAC Coordinator

Agenda:

- i. Review of NAAC Peer Team's visit
- ii. Leave for PhDs Scholars
- iii. Library books
- iv. Miscellaneous

Meeting Minutes:

- The Principal chaired the meeting and welcomed all the members present in the meeting. He also congratulated everyone for their enormous contribution thus obtaining B+ in the recent NAAC Accreditation and then elaborated on the purpose of the meeting. Chairman of the governing body Dr. A.Loso chalai exhorted the gathering and encourages everyone to get a better grade in the next NAAC Cycle.
- Reports and feedbacks received from NAAC was presented by the principal, IQAC Coordinator and HoDs special invitee of the meeting R.K.Behera and encourages more teaching faculty to pursue PhD.
- Discussions on graduating leave for those pursuing or interested in research was brought to light on the meeting the chairman gives his consent for the leave and told the teaching faculties to inform the principal well in advance for the necessary arrangements.
- It has been deliberated in the meeting that the staff welfare fund will be utilized by the teachers for refreshment and for necessary expenditures on the students and staffs.
- The slow internet facilities and to update the college website has been decided that the authority will looked into it.
- The need to increase more and updated books in the library was also suggested by the teachers and for which the HoDs are asked to submit the lists of the books to the librarian for CBCS syllabus.



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- The meeting came to an end with vote of thanks by Ms. Nengpilhing, IQAC Coordinator.
- The members decided to work in unison on the NAAC Peer Team visit recommendation and feedback at the earliest.



Th. Sharatchandra Singh, Principal



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Date: 27th April 2022

As circulated on the 26th April for the staff meeting by the principal, a meeting was held as scheduled for the teaching staff and librarian on 27th April 2022 at the conference hall at 1:00pm. The agenda of the meeting are:

1. NAAC Criteria to be assigned.
2. Enrolment of students and Role of teachers.
3. Academic Calender.
4. Any other

Following members were present in the meeting:

- | | |
|-----------------------------|--------------------------------|
| 1. Mr S. Serfudin Ali | Asst. IQAC Coordinator |
| 2. Dr. Parimal C. Bhomick | Asst. Prof. Dept. of Chemistry |
| 3. Mrs Atshole Wetsah | Asst. Prof. Dept. of Education |
| 4. Miss Akutu Poireng | Asst. Prof. Dept. of English |
| 5. Miss Yaam Wangsha | Asst. Prof. Dept. of Economics |
| 6. Miss Gwesya Michuing | Asst. Prof. Dept. of English |
| 7. Miss Paukizonne Mariam | Asst. Prof. Dept. of Education |
| 8. Miss Abeni Mozhui | Asst. Prof. Dept. of Education |
| 9. Miss Temsutola | Asst. Prof. Dept. of Botany |
| 10. Mr.Mumtaz Ali | Asst. Prof. Dept. of Chemistry |
| 11. Mr.Videto Neikha | Librarian |
| 12. Dr. Meyiangangla | Counsellor |
| 13. Miss.Khrutalu Dozo | Asst. Prof. Dept. of Pol. Sc. |
| 14. Miss.S. Temsusenla Ao | Asst. Prof. Dept. of Economics |
| 15. Mrs.Sungjemmongla Jamir | Asst. Prof. Dept. of Economics |
| 16. Mrs.Temjenzungla Aier | Asst. Prof. Dept. of History |
| 17. Mrs.D. Sophia Besa | Asst. Prof. Dept. of History |
| 18. Mrs.Hriizia Lazeo | Asst. Prof. Dept. of History |
| 19. Mr.Talichuba Walling | Asst. Prof. Dept. of Pol. Sc. |
| 20. Mrs.Lipoktola Tzudir | Asst. Prof. Dept. of Zoology |
| 21. Miss.Lanusangla Imsong | Asst. Prof. Dept. of Zoology |
| 22. Mr.Pito H. Assumi | Lab. Assistant Dept. of Botany |
| 23. Miss.Lanuinla | Asst. Prof. Dept. of Botany |
| 24. Dr. Jichule Seb | Asst. Prof. Dept. of Botany |
| 25. Mr.Yongkai | Asst. Prof. Dept. of English |



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26. Mr.Bendang Jamir	Asst. Prof. Dept. of Pol. Sc.
27. Miss.Imjungla Imchen	Asst. Prof. Dept. of History
28. Mr.E. Chonben Kikon	Asst. Prof. Dept. of Geology
29. Miss.Nurhebei	Asst. Prof. Dept. Chemistry
30. Miss.Eshter S. Hebo	Asst. Prof. Dept. of Geology
31. Mr.Anungba Ao	Lab. Assistant. Dept. of Chemistry
32. Mr.P.K.Mishra	Asst. Prof. Dept. of Physics
33. Mr.Aonechet	Lab. Assistant Dept. of Zoolog
34. Mr.K.P.Das	Asst. Prof. Dept. of Mathematics
35. Mr.Th. Sharatchandra Singh	Principal
36. Dr. T. Imchanochetla	Vice-Principal
37. Mr.Loli Athisii	Dean
38. Miss.N. Eloni	Asst. Prof. Dept. of English
39. Miss.Nengpilhing	IQAC Coordinator

Meeting minutes:

- The meeting begin with the principal welcoming all the staffs and called upon Temjen Lkr, Asst. Prof. Dept. of Education for invocation after which the principal gives credit to all the teaching and non-teaching staffs for attaining the B+ grade and also showed the NAAC certificate of the 2nd cycle to all the faculty members.
- Proceeding to Agenda 1 of the meeting, the following teachers have been assigned for the 7 NAAC Criteria:
 1. Criterion 1 Curricular Aspect: Ms. Lanuinla, Asst. Prof. Dept. of Botany
 2. Criterion 2 Teaching Learning and Evaluation: Ms. Atshole Wetsah, Asst. Prof. Dept. of Education
 3. Criterion 3 Research and Innovation: DR. Jichule Seb, Asst. Prof. Dept. of Botany
 4. Criterion 4 Infrastructure and Learning Resources: Mr. S. Serfudin Ali, Asst. Prof. Dept. of EVS
 5. Criterion 5 Student support and progression: Ms. Khrutalu Dozo, Asst. Prof. Dept. of Pol. Sc.
 6. Criterion 6 Governance, Leadership and Management: Ms. Elone, Asst. Prof. Dept. of English
 7. Criterion 7 Institutional values and Best practices: Ms. Yaam Wangsha, Asst. Prof. Dept. of Economics

Committees have also been constituted for the best institutional practices and following members were given the incharge.

- Ms. Yaam Wangsha, Asst. Prof. Dept. of Economics



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- Mr Talichuba Walling, HoD, Dept. of Pol. Sc.
- Ms. Lanusangla, Asst. Prof. Dept. of Zoology

On Agenda 2 the principal briefly shared on how to improve the enrolment of the students in the college and gives time to members to share their opinions. Yongkai Phom, Asst. Prof. Dept. of English shared on the need to have the department of Sociology, Linguistics, Psychology. Mr. Mumtaz Ali, HoD, Dept of Chemistry shared on the need to open honours subject in Mathematics, Physics. Mr. Serfudin Ali, Asst. Prof. Dept. of EVS shared on the upgradation of college website which has a great impact for enrolment of students. Talichuba Walling, Asst. Prof. Dept. of Pol. Sc. gives his views for the college to organise more co-curricular activities to be conducted.

On Agenda 3, IQAC Coordinator, Ms Nengpilhing inform the members that the academic calendar for the year 2022-23 is in the process for which she requested the HoDs and respective convenors of clubs and committees to submit their scheduled dates and activity that they will be conducting before 30th April 2022 to IQAC office.

The meeting came to an end with the principal thanking all members for sharing their thoughts and opinions.

ACTION TAKEN

- More library books have been procured and still some more to be arrived as per Choice Based Credit System syllabus.
- Staff welfare fund has been utilized for the miscellaneous expenditures and tea for the staffs.



Th. Sharatchandra Singh, Principal



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NAAC ACCREDITED **B⁺**

Date : 12th May 2022

A Meeting was held on 12/05/22 as convened by the principal with governing body in the chairman's office at 12:00 pm. Following are the members present in the meeting.

1. Mr.Th. Sharatchandra Singh	Principal
2. Mr.A. Loso Chalai	Chairman
3. Mrs.Kapesa Chalai	Director
4. Mrs.Nochetla Changkija	Vice-Principal
5. Mr.Kholi Chalai	Administrator
6. Mr. Loli Athisii	Dean
7. Miss.Nengpilhing	IQAC Coordinator

Agenda

- Welfare fund
- Review of 27-4-22 staff meeting
- Prospectus (UG &PG)
- Traditional Attires
- Vacancy Post
- Miscellaneous

Meeting minutes:

The meeting was chaired by the principal and began with a prayer by the chairman, Dr. A. Loso Chalai, then the principal read out the first agenda of the meeting on how to utilize the welfare fund. The house after deliberation agreed to use in constructing notice board to display Students attendance of every month and internal marks of all semester's and for necessary information. It has also been agreed that if budget allows, coffee machines will be bought for the use of the staffs.

The principal also shared on the 27th April Staff's meeting where the staff's proposed for making the college media and publicity to be more effective to which the chairman suggested that before the final report is submitted to the press or media, the concerned convenor shall submit to the vice-principal for proof reading. Also, the administrator added that he will provide an email where all convenors of clubs and committees can send him their report of any activities conducted for editing.

Prospectus for undergraduate and post-graduate for MA (English) was discussed and it has been decided that the administrator will work into it and bring it out at the earliest.



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Finalization of Academic calendar was done with all dates of admissions, re-opening of classes, summer vacation, dates of activities and exam etc.

With regard to the traditional attires the members deliberated and decided in making compulsory to wear one traditional attires atleast once in a month. The house decided to put any touch up or piece of traditional attires on the first Friday of the month.

It has also been decided that the vacancy post few lecturer's post in different department will be advertised in the local newspaper and social media platforms at the earliest.

On the post of Geology teacher, no new teacher will be appointed as the house has decided to discontinue Geology subject from the new academic session but the department will continue till the remaining batches complete their degree.

Student's grievances was also shared by the Dean of students where the students' council ask for a new board of all the lists of Students' council be displayed. Mirror to be placed in all washrooms, more garbage bins to be put in the entrance of the classroom etc to which the Director agreed to do so during summer vacation holiday.

In order to promote the college, the members decided to put flex/banner in town area and also to some parts of the districts with the help of alumni and present students.

The meeting closed with a prayer by vice-principal

ACTION TAKEN

- Academic calendar for the year 2022-23 been finalized.



Th. Sharatchandra Singh

Principal, Immanuel College