

Date: 25-2-2025

Time- 12.30 pm

Venue- Principal's Chamber

The principal convened a meeting with all the HoDs along with the IQAC Coordinator and Asst. Coordinator to discuss on some important matters. It was also attended by the vice principal and Dean of Students. Listed below are the members present.

Sl.no	Name	Designation	Signature
1	Dr. Sharatchandra Singh	Principal&Chairperson, IQAC	
2	Miss. Nengpilhing	IQAC Coordinator	
3	Mr. Serfudin Ali	Asst. IQAC Coordinator	
4	Dr. T. Imchanochetla Changkija	Vice Principal & Teacher's Representative	
5	Mr. Loli Athisii	Academic Dean and Teacher's Representative	
6	Miss. Abeni Mozhui	HoD, Education and Teacher's Representative	
7	Mr. Mumtaz Ali	HoD, Chemistry	
8	Dr. Temsutola	HoD, Botany	
9	Mrs. Hriziia Lazeo	HoD, History	
12	Miss. Akutu Poireng	HoD, English	
13	Dr. Lipoktola Tzudir	Hist, Zoology	
14	Dr.Temsusenla	HoD, Economics	
15	Miss. Khrutalu Dozo	HoD, Pol.Sc	

Meeting Minutes

The meeting began with the principal thanking all members present and highlighted on all the agendas and after which the meeting began.

Sl.no	Agenda	Discussion Summary
1	Action Taken Report	In continuation of the resolution passed, the Mentor- Mentee mechanism has been institutionalized and a structured monitoring format was framed and

		provided to mentors to ensure systematic documentation and effective monitoring.
2	Discussion on Naac 3 rd Cycle Assessment and AAA	On the first agenda of the meeting, members discussed for the AAA submission schedule and the principal directed the IQAC Coordinator and HoDs to prepare for the Academic and Administrative audit (AAA) visitation by the end of 2025 for which the HoDs are asked to conduct all activities at the earliest.
3	Internal Exams and Exam related	The members deliberated on the student attendance and the need to ensure transparency in the conduct of internal examinations and finalized the submission of internal marks on or before 24 th March 2025 before 12.00 pm and declare the results on 31 st March. Also, the timeline for filling up the Nagaland University undergraduate exam form was scheduled to begin from 1 st -14 th April'2025.
4	Practical exams for B.sc Students	The members discussed and decided that practical examinations for science students should be conducted prior to the commencement of the external exams.
5	Four Year Under Graduate Program (FYUGP)	The principal informed the members that the college will introduce the 7 th Sem following FYUGP from the next academic year and that further details and guidelines are awaited from the Nagaland University.
6	Any other Matter	It was decided in the meeting that to ensure regular academic and administrative review, every first Saturday of the month is scheduled for a review of all activity conducted in this by the department with the administrator, IQAC and HoDs. With this, the meeting came to an end with the principal thanking all members present.

With this, the meeting came to an end with the Vote of thanks proposed by the Principal, Dr. Th Sharatchandra Singh who thanked all members for their time and suggestions.