

**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 <sup>rd</sup> 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 <sup>th</sup> March 2025 before 12.00 pm and declare the results on 31 <sup>st</sup> March. Also, the timeline for filling up the Nagaland University undergraduate exam form was scheduled to begin from 1 <sup>st</sup> -14 <sup>th</sup> 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 <sup>th</sup> 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.

**Date: 12<sup>th</sup> Aug 2024**

**Time: 1.30 pm**

**Venue: College Conference Hall**

Following are the members present in the meeting:

Sl.no	Name	Designation	Signature
1.	Dr. Th. Sharatchandra Singh	Principal & Chairperson, IQAC	
2 .	Miss. Nengpilhing	IQAC Coordinator	
3	Mr. S Serfudin Ali	Asst. IQAC Coordinator	
4.	Er. Kholi Chalai	Management Representative	
5.	Dr. Vinyuhu Lhoungu	External Member	
6.	Dr. T Imchanochetla Changkija	Teacher's Representative	
7.	Mr. Loli Athisii	Teacher's Representative	
8	Miss. Abeni Mozhui	Teacher's Representative	
11	Mr. Kaboto Kibami	Alumni Representative	
12.	Miss. Songmo Khamniungan	Student's Representative	

The meeting commenced with a welcome note from the principal who thanked all members for their presence and emphasized the importance of collective responsibility in driving institutional quality initiatives. The principal then invited the IQAC Coordinator to conduct the proceedings.

Sl.no	Agenda	Discussion/Resolution
1	Action Taken Report	<ul style="list-style-type: none"> <li>As resolved in the previous meeting, Miss Songmo of BA 3<sup>rd</sup> Sem has been appointed as the students' representative in the IQAC Member.</li> <li>Faculty Development Programme (FDP) on Professional ethics and the changing role of teachers in higher education in the context of NEP 2020 was conducted on</li> </ul>

		<p>9<sup>th</sup> July 2024. Dr. Buno Liegise, Professor &amp; Head of Department of Education, Nagaland University as the Resource Person.</p> <ul style="list-style-type: none"> <li>• NAAC Reform 2024, a consultative workshop organized by NAAC and hosted by Gauhati University, Assam was attended by the Principal, Dr.Th Sharatchandra Singh and the IQAC Coordinator, Miss. Nengpilhing on 23<sup>rd</sup> July 2024.</li> </ul>
2	Introduction of newly nominated members	The IQAC Coordinator Miss, Nengpilhing introduced all members both existing and newly inducted and formally welcomed the External Member, Dr. Vinyuhu Lhoungu IQAC Coordinator of Dimapur Govt College and Miss Songmo of BA 3 <sup>rd</sup> semester who has been nominated as the Student Representative to the IQAC.
3	Review of 2 <sup>nd</sup> Cycle Naac peer Team Recommendation and identification of Lacunae	Members reviewed the status of implementation of the second cycle NAAC Peer Team recommendations and were observed that almost all recommendations have been fully implemented except the establishment of lifts due to financial constraints. However, it may be reconsidered in future subject to financial avail
4	Mentor Mentee mechanism	The house discussed on strengthening mentor mentee mechanism. The external member Dr. Vinyuhu Lhoungu shared the practice followed in his institution where departmental teachers mentor their own students in a defined teacher student ratio for systematic monitoring. The members deliberated on the feasibility considering variations among departments and resolved to refer the matter to the convenor of the Mentoring committee for appropriate measures.
5	Any other Matter	The Alumni Representative suggested inviting alumni to deliver talks and serve as resource person to enhance alumni engagement and student exposure. The house took note of the

		recommendations for further action.
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The meeting came to an end at around 3.30 pm with the IQAC Coordinator thanking all members for their valuable inputs and constructive discussions. It was also agreed that the suggestions and follow up actions would be incorporated in the IQAC plan for the academic year 2024-2025 .

**Date:18/6/2024**

**Time 12:30 pm**

**Venue: Conference Hall**

**Members present in the meeting:**

Sl.no	Name	Designation	Signature
1	Dr.Th Sharatchandra Singh	Principal& Chairperson IQAC	
2	Miss. Nengpilhing	IQAC Coordinator	
3	Mr. S Serfudin Ali	Asst. IQAC Coordinator	
4.	Er. Kholi Chalai	Management Representative	
5.	Mrs. Sonia Susan	Administrative Officer	
6	Dr.T Imchanochetla Changkija	Teacher's Representative	
7	Miss. Abeni Mozhui	Teacher's Representative	
8	Mr. Loli Athisii	Teacher's Representative	

The first IQAC meeting for the academic session 2024-2025 was held as scheduled chaired by the principal Dr.Th. Sharatchandra Singh who welcomed all the members present and handed over the time to the IQAC Coordinator, Miss. Nengpilhing to proceed with the meeting.

The IQAC Coordinator thanked the members for their time and read out the agendas and thereafter proceeded with the meeting.

Sl. No	AGENDA	DISCUSSION/RESOLUTION
1	Action Taken Report on the Previous IQAC Meeting	The IQAC Coordinator presented the Action Taken Report of the previous meeting. As resolved earlier, the IQAC had sent a proposal to Dr. Vinyuhu Lhoungu, Asst prof and IQAC

		Coordinator Dimapur Govt College to serve as the external member and his consent has been received.
2	Induction of Students Representative in the IQAC	The IQAC Coordinator apprised the members present on the need to induct Students' representative in the IQAC Composition as the one representing had graduated from the college. All the members after a deliberation agreed to appoint Miss Songmo of BA 3 <sup>rd</sup> (History Dept).
3	Appointment of new criterion in charge	In view of the resignation of Criterion 4 in charge , Mr. Imlichuba Phom and Criterion 5 incharge, Dr. Renathung, the members discussed over the matter. After due consideration, Mr. Lunghilang Pamai and Miss.Masakala Tzudir from Dept of English and Botany respectively were appointed as the new Criterion in charges with immediate effect.
4	Student Satisfaction Survey	For the feedback of Student Satisfaction Survey (SSS), the principal asked the IQAC Coordinator to prepare the feedback form at the earliest and sent to the students in their college email.
5.	Best Practices and institutional distinctiveness	After a long deliberation on the two best practices ,the members present prefers to continue with the practice on: a) Social extension and b) Cultural attires  The members also discussed on the institutional distinctiveness and agreed to consider the practice of maintaining the campus as 'Tobacco Free Zone' and Principal suggested for strict and surprise checking to be conducted by the Disciplinary committee and that the IQAC Coordinator is directed to examine and implement suitable measures.
6.	Faculty Development Programme	The IQAC Coordinator proposed to organized FDP on "Professional Ethics" to enhance academic quality. All members agreed and resolve to conduct preferably before the summer vacation and the principal is authorized to identify and invite a suitable resource person.
7.	Any other matter	The principal also apprised the members on the proposed binary Naac accreditation and advised the members to remain updated for any official notification.  The office superintendent also informed the members that the office will extend all possible help in providing Naac related purpose and



		requested for prior intimation for timely preparation.
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With this the meeting came to an end with the reading of the minutes by the IQAC Coordinator Miss. Nengpilhing followed by the vote of thanks proposed by the principal Dr.Th. Shcratchandra Singh.