

DIMAPUR GOVERNMENT COLLEGE, DIMAPUR
Internal Quality Assurance Cell (IQAC)

Meeting Minutes and Action Taken Report for the Period June 2021 – May 2022

IQAC meeting held on 9th July 2021 at 1:00 PM in the Seminar Hall.

Members present: Ms. Kezhaleu Hesso (Vice-Principal) Dr. Vitsosie Vupru (Coordinator), Ms. Meripeni Ngully, Ms. Diethoseu Mephuo, Ms. Opangmenla (Treasurer), Dr. Benjongkumba, Mr. Neiketu Siam, Mr. Ashok Kr. Jain.

The minutes are as follows:

1. IQAC Coordinator briefed the members on the purpose of the meeting which was in regard to the scheduled Peer Team visit.
2. After due deliberations, it was decided to reschedule the dates of the Peer Team visit and members agreed to propose 29th & 30th Sept. and 7th & 8th Oct., 2021 to NAAC office.
3. It was decided to hire some labourers (daily wage basis) for cleaning the Park and Herbal Garden. For this, RUSA Coordinator will be entrusted to do the needful.
4. It was decided to spray weedicides to control the growth of weeds inside the campus under the supervision of Eco & Beautification Club.

Recorded by –

Dr. Benjongkumba

Action Taken Report:

1. NAAC office accepted the proposal of 29th & 30th Sept., 2021 and esteemed Peer Team visited the college during 29th & 30th Sept., 2021.
2. RUSA Coordinator hired 2 labourers (on daily wage basis) and cleared the Park and Herbal Garden on 16th and 17th July, 2021.
3. Eco & Beautification Club under the supervision of Dr. Benjongkumba sprayed weedicides in some areas of the campus on 17th July, 2021.

IQAC meeting held on 4th August 2021 at 2:30 P.M.

Members present: Dr. ML Ngullie (Principal), Dr. Vitsosie Vupru (Coordinator, IQAC), Ms. Diethoseu Mephuo, Ms. Meripeni Nguillie, Mr. Lhipe Naro, Ms. Opangmenla, Dr. Benjongkumba, Ms. Imkongmenla Longkumer, Mr. Ashok Kumar Jain, Dr. Maongkala Longchar (Secretary, IQAC).

The Coordinator warmly welcomed the new Principal of DGC, Dr. ML Ngullie, and thanked all the members for their presence. Before going into the agendas for discussion, time was given to the Principal for a few words.

The minutes of the meeting are as follows:

1. The Principal expressed his gratitude for the welcome and shared his aspirations and expectations for taking DGC to new heights. He encouraged the members to work hard in view of the upcoming NAAC Peer Team visit in September. Time was given to the Coordinator to take the meeting forward.
2. **Financial assistance to the Research Committee for the DGC Journal Vol 2. Issue 2:** For meeting the needs of expenses of the publication and for the reviewers, the Committee has written to the IQAC for an amount of Rs. 50,000/-. The second installment for the National Seminar on Urban Solid Waste Management held in August, 2019, amounting to Rs. 50,000/- has been sent to the PFMS account of the College. After deliberations, it was proposed that this amount is to be used for the expenses of the upcoming DGC Journal.
3. **Conduct of Classes:** The Principal proposed that in order to effectively monitor the conduct of online class and to maintain the quality of education, the teachers would have to come to the College to take classes. It would also be difficult to pick up the pace to prepare for the NAAC assessment without the presence of teachers in the College. Thus, it was resolved that all teachers are to come to the College for classes from 17 August 2021. The ICT is to look into connectivity issues at the earliest.
4. **Review of Admission Policy:** Some issues pertaining to ICT Committee and Heads of Departments of the Admission Committee were highlighted by the Coordinator. Ms. Meripeni proposed that the admission policy may be reviewed based on the report to be submitted by the Admission Committee. A new admission policy would be brought out based on this report.
5. **Conduct of a suitable programme in commemoration of the 75th Anniversary of India's Independence:** The Department of History in coordination with the ICT Committee will organise a suitable programme on any day between 9-13 August 2021.
6. **Conduct of Evaluation and Assessment Survey among the teaching faculty.** The survey prepared by the Dr. Yelhi Vero, an initiative of the IQAC, is to be posted in the DGC official Whatsapp group. All teachers are to send back the filled up forms by 9 August 2021.
7. **Conduct of a One Week Faculty Development Programme:** The Research Committee is to initiate an appropriate online FDP before the arrival of the NAAC Peer Team. The expenses for the programme will be borne by the IQAC.

8. **Review of preparedness for NAAC assessment:** The Coordinator apprised the Principal about the status of preparedness of Committees and Departments for the NAAC visit so far.
9. **Work distribution for the NAAC Peer Team visit** was highlighted to the Principal. While most teacher's assigned responsibilities are still part of the College, both teachers in charge of the MI Room have left on transfer/superannuation. **The new team in charge of the MI Room would comprise Ms. T. Pudezono and Ms. Zuchobeni E. Lotha.**
10. **Mock Drill for NAAC Peer Team Visit:** The need for conducting the mock drill was discussed. It was proposed that Dr. R.K. Behera, Principal, Livingstone College, would be approached to be the resource person for the mock drill since he has already been to the College for a preliminary session.
11. The Principal proposed increasing the intake capacity in Honours subjects by 5-10 seats, depending on the subject concerned. In this respect, problems and inconveniences related to infrastructure were highlighted by the members. However, due to pressure from various quarters, some extra students may have to be accommodated.
12. **University toppers:** While DGC often attracts the highest-ranking students from the HSSLC examinations, it has failed to produce a university topper within the semester system. To address this issue, the Heads of all Departments are to identify and groom students from the first semester and bring out a workable proposal for monitoring and facilitating their academic progress, taking into account even their elective papers.
13. The Coordinator apprised the members of a proposal received from the **Securities and Exchange Board of India (SEBI), to hold a Webinar on Wealth Management** for stakeholders of DGC. The Principal proposed that it may be held on a weekend. The final dates will be notified after consultation with SEBI officials.
14. The next IQAC meeting will be held after the completion of the admission process on a date to be notified later.

Recorded by:

Dr. Maongkala Longchar

Action Taken Report:

1. Rs 50,000/- given to the Research Committee from college office on 9th August, 2021.
2. As resolved, all teachers came to the College for conducting online classes and also carried out necessary duties towards preparation for the NAAC Peer Team visit from 17th August, 2021.
3. Department of History in coordination with the ICT Committee organised a talk on "Revisiting India's Independence Movement" by Ms, Vivi Swu, Assistant Professor, Department of History (online) on 13th August, 2021 from 3:00 pm. A short video on "A Portrait of Women Freedom Fighters from North East India" was also screened.

4. The survey was posted in the DGC official Whatsapp group on 4th August, 2021 and analysis carried out on 12th August, 2021.
5. Ms. T. Pudezono and Ms. Zuchobeni E. Lotha took charge of the MI Room with immediate.
6. The proposed Mock Drill for NAAC Peer Team Visit was carried out on 24th September with Dr. R.K. Behera, Principal, Livingstone College as the external expert.
7. In order to produce University toppers from the college, some departments have started identifying probable students (Honours) from each class and has begun motivating and grooming them.
8. The IQAC in collaboration with Securities and Exchange Board of India (SEBI) conducted a Webinar on Wealth Management for stakeholders of DGC on 13th November, 2021 from 4 pm with Mr. Raghunandan Pattnaik, National Trainer-BFSI as the resource person.

Joint meeting of the IQAC and Heads of Department

Date: 06 September 2021

Time: 2 PM

The Principal welcomed the members and thanked them for their presence. The minutes of the meeting are as follows

1. **Work allotment for NAAC Peer Team visit:** The Peer Team is expected to arrive on 28th September 2021. All duties that were allotted in March for the visit will remain the same. The Coordinator of the IQAC will re-issue the same with change of dates.
2. **Mass social work:** There will be a mass social work on 18th September 2021. It will be spearheaded by the Vice-Principal with help from NSS volunteers. Another mass social work is to be held on 25th September 2021. ANOs Watisenla and E. Lichumthung Kikon will be in charge of the same with the help of NCC Cadets.
3. All meetings and interactions with the NAAC Peer Team will be held in the Seminar Room.
4. The National Flag is to be kept flying at all times during the NAAC Peer Team visit. The NCC is to be in charge of the same.
5. **Student Vaccination status:** Students should either be vaccinated at least once (with a gap of 15 days) or have a negative RT-PCR Report. Notification to students for vaccination will be issued from the Principal's office.
6. Dimapur Government College Students' Council to be briefed about interactions with the NAAC Peer Team.
7. **Vaccination status of teachers and staff:** Heads of all Departments are to present the vaccination status report of members to the Principal. Those with single dose of vaccines (before 15 days) will have to present a negative RT-PCR Report. The Head Assistant will collect the requisite data for the staff.

8. Two thermal scanners and three oximeters are to be purchased.
9. **Herbal Garden:** Ms. Mithu Longkumer updated the gathering on the status of the herbal patch. Colleagues were requested to contribute herbs by the Principal.
10. Updates on Wi-Fi requirements for the College was given by Mr. Ashok Kumar Jain.
11. Requirements for Boys and Girls Common Rooms, if any, may be submitted to the Principal by the teachers in charge. Some items have already been purchased by the former Principal.
12. **Re-opening of College for offline classes:** After careful deliberations with the house, it was decided that offline classes for the ongoing session would start on 20th September 2021, with 50% capacity for students. The Principal will consult with the District Task Force for necessary protocols in preparation for the same.

Recorded by:

Dr. Maongkala Longchar

Action Taken Report:

1. The work distribution in connection to the Peer Team visit was re-issued with changed dates on 13th September, 2021.
2. A mass social work of teaching and non-teaching faculty was held on 18th September 2021 under the supervision of the Vice-Principal with help from NSS volunteers. Another mass social work was held on 25th September 2021 by the NCC Cadets under the supervision of ANOs E. Lichumthung Kikon and Watisenla.
3. The students' Vaccination status was thoroughly monitored by the college Covid Task Force on regular basis.
4. Dimapur Government College Students' Council was briefed about interactions with the NAAC Peer Team by the IQAC Coordinator on 9th August, 2021 at the Council office.
5. The vaccination status of all teachers and staff were collected and ascertained by the college office before 31st August, 2021.
6. Two thermal scanners and three oximeters were purchased 13th September, 2021 along with a box of hand sanitizers.
7. Offline classes for the ongoing session were resumed on 20th September 2021, with 50% capacity for students.

IQAC meeting held on 25th September 2021 at 3:00 PM.

Members present: Dr. ML Ngullie (Principal, DGC), Dr. Vitsosie Vupru (Coordinator), Ms. Meripeni Ngully, Ms. Diethoseu Mephfuo, Ms. Opangmenla (Treasurer), Dr. Benjongkumba, Mr. Lhipe Naro, Mr. Neiketü Siam, Ms. Imkongmenla Longkumer, Mr. Ashok Kumar Jain and Dr. Maongkala Longchar (Secretary), Mr. Pelelhouto Hozoyeh (Vice-President, DGCSC).

The minutes are as follows:

1. The Principal welcomed all the members and appreciated the efforts that the IQAC had put in during the past five years. He reminded the members that there would be two male

members of the NAAC Peer Team as Chairman and Coordinator as well as a lady member from Mumbai.

2. The Coordinator has communicated with the Peer Team members, apprising them of the weather and local conditions in Dimapur. The Chairman informed the Coordinator that the final schedule for the assessment would only be given on 28 September 2021.
3. **Purchase of Binding Machine for the Research Cell:** The RC has been given the go-ahead for purchase of the binding machine for filing. A book cabinet, a desktop and a printer will also be given to the Research Cell on Monday.
4. During interaction with the NAAC Peer Team, ICT personnel are to be present at all times. Appropriate seating arrangements will be made on Monday by the IQAC.
5. **Stationery for Peer Team:** Imkongmenla will make arrangements for a bag each and stationery kits for the members. These items will be given at the entrance to the Seminar Hall.
6. **Arrival of Peer Team:** Male members to be presented with traditional sashes; lady member to be given a necklace. Principal and Vice-Principal to facilitate the members on arrival at the campus.
7. **Cultural Programme:** After the Principal's address at the Cultural Programme, male Peer Team members will be given traditional waist coats and the lady member will be given a traditional stole.
8. **Signatures before Exit Meeting:** Before the exit meeting, IQAC members are to ensure that requisite signatures of the Peer team members and the Principal have been appended in all NAAC-related documents.
9. **Pre-visit Meeting at Conference Room of Hotel Grand Tizu:** All IQAC members are requested to be present for the same on the evening of 28 September 2021.
10. **Volunteers:** NCC for guard of honour and piloting. DGCSC members for volunteering. Names to be submitted by the DGCSC to the Coordinator. Volunteer badges will be issued by the Librarian on Monday.
11. All faculties to have their identity badges on them at all times.
12. **Bus Facility on 29 September 2021:** Bus facility to be provided to all students involved in the programme. They will also be given refreshments. The Reception and Hospitality Committee (RCH) to do the needful. Student volunteers are to ensure that there is no littering.
13. Students to be notified to bring their own water bottles and refrain from using one time use plastic bottles.
14. **Name and designation tags of the Peer Team members:** Dr. Benjongkumba to take care of the same.
15. Bouquets for exit meeting to be prepared by Ms. Watisenla. A bouquet for the Minister of Higher Education is also to be kept ready.
16. Gift hampers for Peer Team members: Moamongla Aier to prepare hampers for the Peer Team members to be given before their departure on the morning of 1 October 2021.
17. There will be a meeting of the Reception and Hospitality Committee (RHC) and the IQAC on Monday, 27 September 2021, right after the launch of the DGC Journal at 11

AM. This will be followed by an inspection of the facilities at Hotel Grand Tizu, where the Peer Team members will put up.

Recorded by:

Dr. Maongkala Longchar

Action Taken Report:

1. The Research Committee purchased the binding machine for filing on 27th Sept. 2021. An additional book cabinet, desktop and a printer has been given to the Research Cell on 27th Sept. 2021.
2. All necessary preparations and arrangements for the Peer Team have been set in place by 28th Sept. 2021 and the events concluded successfully on 30th Sept. 2021.

Minutes of IQAC meeting held on 11th Oct. 2021 at 10:00 AM

The following members were present: Dr. M.L. Ngullie (Principal), Dr. Vitsosie Vupru (Coordinator), Ms. Meripeni Ngully, Ms. Diethoseu Mephfu, Ms. Opanngmenla, Dr. Benjongkumba, Mr. Neiketu Siam, Mr. Ashok Kumar Jain and Mr. Lhipe Naro.

The Principal welcomed all the members present and thanked them for taking the time to be there for the meeting. He also reminded that 39 days are left for the completion of the work for submission of the **Appeal with regard to the NAAC 2nd Cycle Result** and payment procedure to begin and after which he handed over the session to the coordinator.

The following agenda were discussed –

1. The coordinator opened the format of the appeal in the NAAC portal and discussed which areas were to be taken up for the appeal.
2. Criteria I writer pointed out that over and above what documents have already been provided there was not much to give as additional supporting documents. However, for criteria 1.2.3 addition of certificates for 2015-16 for add-on and certificate and Diploma course will be taken up.
3. For criteria III Dr. Benjongkumba mentioned that in extension activities, additional documents would be provided and for seminars and conferences documents would be provided in a more systematic manner.
4. For criteria IV Ms. Opanngmenla discussed that Stock Register can be arranged for Computers.
5. Criteria V was taken up for discussion where Ms. Meripeni identified the following areas for improvement – Sanction order for 5.1.2 for Welfare Fund will be provided. For sports additional certificates to be provided. Capacity building certificates will be supplemented. Alumni audited statements to be re-worked to show specific contributions to the college.

6. The coordinator pointed out that for criteria 7.1.5 some improvements can be made by providing more relevant photos which should also be geo-tagged. Some clarifications on 7.1.6 are needed as expressed by the criteria writer Mr. Lhipe Naro.
7. Criteria II and criteria IV were not discussed as respective criteria writers could not make it to the meeting.
8. All the respective criteria writers were requested to go through the DVV properly so that portions where we feel improvements can be made will be discussed and necessary follow up action will be taken.
9. The next IQAC meeting has been tentatively fixed on the 18th Oct. 2021. In the event of it being declared a holiday, the meeting will be held on the 20th Oct. 2021. The timing will be notified by the coordinator at a later date.

Recorded by

Mr. Neiketu Siam

Action Taken Report:

All necessary preparations for the **Appeal** put in order and submitted successfully on 01/03/2022.

IQAC meeting held on 4th March 2022 at 2:30 P.M.

Members in attendance: Dr. M.L. Nguillie (Chairperson, IQAC, and Principal, Dimapur Government College), Dr. Vinyühu Lhoungu, (Coordinator, IQAC), Mr. P. Supong Jamir, Dr. Hare Krushna Parhi, Ms. Lily Rino, Treasurer, Ms. Herali Achumi, Ms. Pudezono Tase, Ms. Bokali Kibami, Dr. Yelhi Vero, Dr. Maongkala Longchar and Mr. H. Chongpong Phom, Accountant.

The Principal warmly welcomed all the members of the newly formed IQAC, Dimapur Government College. He reiterated the position of IQAC as the second highest body for consultations and of decisions on important issues concerning the College. Above the IQAC lies the Advisory Board as the highest decision-making body of the College. A time of self-introduction was initiated by the Principal. He exhorted the members to give their best to contribute to the overall well-being of the College. He encouraged humility and cooperation amongst members and apprised the members on the following points:

1. Forty-three Committees have been formed and reconstituted for shared responsibility within the College set up.
2. Henceforth, the new Coordinator is to put forth the agenda for discussion in IQAC meetings, in consultation with the Chairman.

3. All minutes are to be uploaded on the college website along with the Action Taken Report (ATR).
4. AQARs to be uploaded annually, SSR being a cumulative report of the AQAR for five years.

The Principal set forth the agenda for discussion and the minutes are as follows:

- i. **Reconstitution of the Committees** – Some issues raised by faculty on the newly formed list of committees were addressed in the following manner:
 1. The IQAC has no member from the Commerce Stream – The only regular members are preoccupied with other Committees and responsibilities. Mr. Zanthungo Ngullie, who is to return from study leave in September 2022, is slated to be made a member of the IQAC. Once he returns, a member from the Economics Department may be relieved from membership of the IQAC.
 2. Mr. N. Temjenmeren already holds the position of Convenor of the Disaster Management Committee. Therefore, Ms. Keweu Vupru will remain Convenor of the Career Counselling and Placement Cell; Temjenmeren will remain a member and Buno Angami will be made Treasurer.
 3. Dr. Yelhi Vero is a Recorder of two committees: Imkongmenla will be made the Recorder of the Research Committee and Vero will be a member.
 4. Ms. Zuchobeni is to replace Puli Chishi in the Students' Assessment Committee (SAC) and Puli Chishi is to be made a member of the Students' Welfare Committee.
 5. Ms. Imkongmenla is to remain Convenor of the SAC.
 6. Ms. Herali Achumi to replace Dr. Maongkala Longchar as Recorder, IQAC, for an interim period of one year.
 7. Ms. Neisenuo Apon Rengma is a Recorder in three committees. Neisenuo to be relieved as Recorder and retained as Treasurer in NSS & Red Ribbon Club. Mr. Meren Jamir to be the Treasurer and Dr. Asangba Tzudir to be the Recorder in the Infrastructure Development Committee.
 8. Ms. Herali Achumi is to be retained as Convenor, Hospitality and Reception Committee.
 9. Ms. Buno Angami to remain Convenor of Remedial and Coaching Committee.
 10. Mr. Kereivilie Kire to be a member in Common Rooms and Magazine Committee. Canteen Management Committee – Zuchobeni to replace Kereivilie as Treasurer.
- ii. **IQAC projects in 2022-23:** AQAR – work needs to start immediately after criterion-wise division among members. Handing over of files/papers between the old and new IQAC teams will be done at an individual level. Necessary work to be continued at the NAAC portal. National Seminars need to be conducted annually. The IQAC has to spearhead and also organise at least two of the same. A one-week Faculty Development Programme or Capacity Building Programme

is to be organised. To participate in National Institutional Ranking Framework (NIRF). DGC Journal en route to publication.

- iii. **Government Primary School, Senjum village:** DGC has adopted the village and a MoU signed thereof. The school authority wanted sponsorship of a small park. The Principal proposed a slide and a swing to be donated by the College. An amount of Rs.30,000/- to 35,000/- required for a swing and slide to be given from the College surplus fund. Motivational programmes for school faculty to be initiated in the future.
- iv. **Continuation of the Community College:** The Community College was started under funding of the UGC. The said amount have been utilised and utilisation certificate submitted thereof. Since 1st April 2019, the College has been funding the programme. The Department of Higher Education is not in a position to fund the same. A grand-in-aid may also only amount to a lakh or two, whereas, the expenses total up to nine lakhs annually. The possibilities seem slim but the newly formed Community College Management Committee is to deliberate on the matter and bring it to the notice of the IQAC as soon as possible.
- v. **Admission Policy:** The Admission Committee is to bring out a comprehensive admission policy and submit it to the IQAC at the earliest.
- vi. **Projects under Corporate Social Responsibility (CSR):** The Directorate of Higher Education has invited applications from the College for funding under CSR so that it can pursue the same on behalf of the institution. After deliberations, some potential areas of improvement include new roofing for the old academic building of the Arts section and Arts Academic Block.
- vii. **Infrastructural updates/requirements:** The washroom for lady faculty needs urgent repair and refurbishment; an attached washroom for the canteen is needed for the convenience of visiting guests; the water ATM is to be made functional at the earliest. Fencing of the boundary wall along the highway is slated to start soon. Ceiling work and painting of the auditorium has been completed. A volley ball court has been made from internal College funds.
- viii. **A seminar/orientation on CBCS for the non-teaching staff** is to be organised by the IQAC at the earliest. The Principal has proposed that a resource person from Patkai Christian College for orientation of faculty on CBCS. This is to be organised by the IQAC.
- ix. The Coordinator urged the Principal to impress upon the Department of Higher Education to appoint faculty for vacant positions in various Departments at the earliest for the benefit of the students and teachers alike.
- x. **Funding of research activities of Departments:** With regard to IQAC funding of Departments for research-related activities, it was decided that there would be a uniform system of funding. For funding of events like Inter-Departmental Seminars organised by smaller Departments, the funding system is to be streamlined.
- xi. The IQAC of Unity College wants to collaborate with the IQAC of the College for a future seminar/project. The Principal will liaise with Unity College and present details on this.

- xii. **Weekly Monday assemblies** are to begin at the earliest. The Secretary, IQAC, is to prepare the roster for the same. The assemblies will be conducted by all Departments, Girls' and Boys' Hostels, EU, DGCSC, General Students, and outgoing 6th Semester students, according to the roster prepared.
- xiii. **Use of social media to be modulated** – It has been observed that students have been posting unbridled content on social media platforms such as Youtube, Instagram, Facebook, etc., using the name of DGC. Henceforth, unauthorised use of the DGC name is to be checked and avoided. The Students' Advisory Committee is to look into the same.
- xiv. The next meeting of the IQAC will be held at an early convenient date.

Recorded by:

Dr. Maongkala Longchar

Action taken report:

1. **Reconstitution of the committees:** – A reshuffling of the committee was made and the latest committee was set up and notified by the Principal on 29th April 2022.
2. **Government Primary School, Senjum village:** A slide and a swing were donated for children's park at Govt primary School, Senjum Village by Dimapur Government College and an inaugural program was held on 11th April 2022.
3. **Projects under Corporate Social Responsibility (CSR):** A proposal has been submitted by the Principal to the Directorate of Higher Education Nagaland, and the response is awaited
4. **Infrastructural updates/requirements:** The principal has approached the IDBI bank for funding for the construction of attached washroom for the canteen. The Principal also informed that he is in contact with the contractors for fencing of boundary walls
5. **A seminar/orientation on CBCS for the non-teaching staff:** One Day Seminar on "CBCS and its Implementation (for Teaching and Non-teaching Staff)" was held on 28th March 2022 in Dimapur Govt. College. A.G. Samuel, former controller of examination & Asst Professor Dept of Political science PCC and Philemon Khumba, Asst controller of exam PCC were the resource persons.
6. **Funding of research activities of Departments:** A sum of Rs 5000/- each has been given to departments for organizing inter departmental seminar by the IQAC.
7. A one-day workshop on "Basics of Research Paper Writing", for the faculty members of both the colleges was organized by Research Committee of Unity College, Dimapur in collaboration with the Research Committee of Dimapur Government College, Dimapur on 19th of March 2022 at Unity College campus. Dr Jamedi Longkumer, Assoc Professor Dept of philosophy DGC and Dr Benjongkumba, Assoc Professor Dept of Education, DGC were the Resource person.
8. **Weekly Monday assemblies:** A roster for the weekly morning assemblies have been prepared department wise and has started w.e.f 14th March 2022.

9. **Use of social media to be modulated:** The Principal has apprised the Dimapur Govt. College Students Council and the Students Advisory Committee on the misuse of social media using the name of DGC.

Meeting minutes of IQAC held on 4th April 2022 at 2.30 PM

The following members were present in the meeting.

Dr. M.L. Ngullie (Chairperson IQAC & Principal DGC, Dr Vinyühu Lhoungu (Coordinator IQAC), Dr Hare Krushna Parhi, Dr Maongkala Longchar, Dr Yelhi Vero, Ms Herali Achumi (Secretary, IQAC), Ms Lily Rhino, (Treasurer, IQAC), Ms Pudezono Tase, Ms Bokali Kibami, Ms Maomongla Aier, Mr Supong Jamir, Ms Kewe Vupru, Mr Chonpang Phom.

The Coordinator IQAC warmly welcomed the Principal and the members to the meeting.

Agenda discussed:

1. **Extension service:**

- (i) As part of extension activity the library service will be made feasible for the outsiders aspiring for competitive exams. In this connection the Library Advisory Committee is entrusted to prepare the modalities.
- (ii) As an extension activity, the IQAC will organize workshops/seminars for preparation of NAAC assessment for the mentee colleges.

2 **Workshop on Waste utilization:** A workshop will be organized on waste utilization. Innovation Council is entrusted to initiate the programme at the earliest.

3 **Construction of vermi Compost Pit:** As suggested by Innovation council and RUSA committee, a vermi compost pit will be constructed where the manure can be used for RUSA gardening purpose and also for marketing purpose. The Infrastructure Committee is entrusted to look after it.

4 **Incentives on Research Paper Publication in UGC CARE List Journals:** In order to encourage teachers to emphasis on research paper publication, a sum of Rs. 5000/- will be given to those teachers who publish their papers in UGC CARE list journals. Subject to two papers per teacher in one NAAC cycle. Funding to be done under Research activities.

5 **Working tables for each teacher in teacher's common room:** The members decided to take up this agenda in the next semester.

6 **WIFI facility:** The principal assured that WIFI facility will be provided as soon as Railwire Company takes in.

7 **Coordinator ARIIA:** Dr. Vinyuhu Lhoungu expressed his inability to continue as the coordinator of ARIIA as he is also the Coordinator of IQAC. Therefore Dr. Asangba Tsudir is made the coordinator of ARIIA and he will be relieved from PMC and ICTE committees. However the following committee members will remain as it is – Dr. Vinyuhu Lhoungu, Dr Vitsosie Vupru, Ms Moamongla Aier, Ms. I. Suzzana Yaden, Ms.

Neisenuo Apon Rengma, Mr. John Semy. The committee is requested to update the ARIIA portal at the earliest.

8 College Media Nodal Officer and Social Media Champion, College Bulletin in e-format: An official notification regarding their appointment will be given to college Media Nodal officer and social media champion. In order to disseminate college related activity to the students the social media champion is entrusted to bring out college bulletin in e-format fortnightly.

9 Programme on Talent Hunt: Programme on talent hunt cum parting social program may be organized by Dimapur government Students Council (DGCSC) in consultation with the Students Advisory Committee. For any kind of function/program the DGCSA should consult the Principal with the endorsement from the Students Advisory Committee. Moreover the members stressed that proper coordination should be there between the teachers and students

10 Members in charge for 7 NAAC Criteria:

- | | |
|---|--------------------------|
| 1. Curriculum Aspects | – Ms Bokali Kibami |
| 2. Teaching – Learning & Evaluation | – Dr. Maongkala Longchar |
| 3. Research Innovations and extension | – Dr. Hari Krushna parhi |
| 4. Infrastructure and Learning Resources | - Ms. Keweu Vupru |
| 5. Students support and progression | – Ms. Pudezono Tase Rose |
| 6. Governance, Leadership & Management | – Ms. Maomongla Aier |
| 7. Institutional value and best practices | – Mr. Supong Jamir |

11 Funding for field trip:

- (i) An approval was given to the department of English for the conduct of field trip.
- (ii) A sum of Rs. 5000/- each will be given to those departments going for field trip. Funding will be done under research activities.

12. Permission for Juice Bar in college campus: The members decided to ask the applicant to tie up with the Alumni Association to use the Alumni waiting shed for running their juice bar.

13. Conduct of menstrual health and hygiene session through online for students & Faculty members: Internal committee for protection of women (ICPW) and internal complaint committee (ICC) is entrusted to organize menstrual health and hygiene session through online for students & Faculty members.

14. Motivation Session for final semester students: Each department is entrusted to organize GSIP (Graduating Students Interactive Program) a roadmap after graduation for their respective 6th semester honours students. The department of EVS and Psychology will be in charge for the 6th semester general students

15. IQAC annual plan: Coordinator IQAC has been entrusted to bring out the IQAC annual plan at the earliest.

- 16. Inauguration of waiting shed:** The PTA Committee is entrusted to initiate the programme at the earliest for the inauguration of waiting shed constructed by the DGC Parents Association 2020-2021.
- 17. Project works:** (i) It was also discussed that the Night Chowkidar's residence will be shifted to a better location.
(ii) Lady teachers' washroom to be repaired at the earliest
(iii) As the Air Conditioners in the teachers workroom is not working it should be either repaired or replaced at the earliest.
- 18. Request of NSS to adopt open gym area:** The members agreed to allow the NSS to adopt the open Gym area.
- 19.** The next IQAC meeting will be held as and when required.

Recorded by:

Ms. Herali Achumi
Secretary, IQAC, DGC

Action Taken Report:

- 1. Extension service:** Mentoring Programme on NAAC Assessment and Accreditation" was organised by the IQAC, Dimapur Government College, at Salt Christian College and City College of Arts and Commerce Dimapur on 31st March 2022.
- 2. Workshop on Waste utilization:** Commemorating the earth day a workshop was organised on 22nd April 2022 under the theme "**Up cycle Creation: Transforming Waste to Wealth**" with Dr. Temjensangla Pongen, Associate Professor, department of Geography, Fazl Ali College, Mokokchung as resource person who spoke on the topic "**Exposition on Waste and Waste Management**" as resource person. The second session was a practical session where the attendees of the workshop experienced firsthand how to utilize waste productively.
- 3. Coordinator ARIIA:** Dr Asangba Tsudir, Asst Professor dept of Philosophy is made the Coordinator of ARIIA replacing Dr Vinyuhu Lhoungu coordinator IQAC w.e.f. 12th April 2022.
- 4. College Media Nodal Officer and Social Media Champion :** As per the NAAC requirement Ms. Sentiya shall continue as Nodal officer to IQAC and Convener, publicity and media cell and Dr Asangba Tsudir as media champion w.e.f. 12th April 2022.
- 5. Funding for field trip:** A sum of Rs 5000/- is been given to those departments undertaking field trip for students under research activities for the period 2021-2022.
- 6. Conduct of menstrual health and hygiene session through online for students & Faculty members:** Internal committee for protection of women (ICPW) and internal complaint committee (ICC) organized a sensitization programme on menstrual health and

hygiene session through online for students & Faculty members on 28th April 2022 with Nitya Chaudhary, CSR executive, Unicharm as resource person.

7. **Motivation Session for final semester students:**

- (i) Seminar on “Career Prospects after Graduation” was conducted on 26th April 2022 for the 6th semester students with Dr. A. Srihari Krishna, Registrar, Kaziranga University and Mr. Abhijeet Bharadwaj, Dy.Manager/ Relationship Manager & Admissions, Kaziranga University as resource persons.
- (ii) Seminar on “Career in Civil Services” was conducted by Imperial IAS Academy in collaboration with IQAC, DGC on 2nd May 2022 for the 6th semester students. The speakers of the seminar were Vedezo Nienu and Rahul Sen.
- (iii) GSIP (Graduating Students Interactive Program) a roadmap after graduation was organised on 5th May 2022 by all the departments for their respective 6th semester honours students. The Department of Sociology, Psychology, Environmental Science and Tenyidie were in charge for the 6th Semester general students.

8. **IQAC annual plan:** The coordinator IQAC has prepared the annual plan.

9. **Inauguration of waiting shed:** The waiting shed of Dimapur Government College donated by the Parents Association 2020-2021 was inaugurated on the 29th of April, 2022 by Shri. Temjen Imna Along, Hon'ble Minister, Higher Education and Tribal Affairs, Nagaland

10. **Request of NSS to adopt open gym area:** The NSS of DGC has adopted the open Gym area.

Joint meeting of IQAC with the Head of Department of Political Science and History Dimapur Government College held on 19th April 2022.

A joint meeting of IQAC with the Head of the Department of Political Science and History was held on 19th April 2022 in the IQAC chamber. The meeting was convened to discuss the proposed “Panel Discussion on Women Reservation in Urban Local Bodies” which is tentatively scheduled on 29th of April 2022 to be organized by the department of History & Political Science in collaboration with the IQAC, Dimapur Government College. The meeting was chaired by Dr Vinyuhu Lhoungu, Coordinator IQAC.

The following persons attended the meeting : Dr. M.L. Ngullie (Chairperson IQAC & Principal DGC), Dr. Vinyuhu Lhoungu (Coordinator IQAC), Dr. Hare Krushna Parhi (Member IQAC), Dr. Maongkala Longchar (Member IQAC), Ms. Herali Achumi (Secretary IQAC), Ms Lily Rhino, (Treasurer IQAC), Ms Pudezono Tase (Member IQAC), Ms. Bokali Kibami (Member IQAC), Ms. Kewe Vupru (Member IQAC), Ms. Meripeni Ngully (HOD History), Ms Khrienuo Angami (HOD Political Science)

The members deliberated on the agenda and came up with the following decisions:

1. The concerned departments to come out with the detailed programs, budget, list of panellists and invitees at the earliest.

2. It is also confirmed that the Honorable Minister for Higher Education & Tribal Affairs, Govt of Nagaland, Shri Temjen Imna Along has consented to attend the panel discussion therefore the Principal, Dr. M L Ngullie has proposed to make necessary arrangements for the inauguration of waiting shed constructed by the DGC Parents Association 2020-2021 on the same day i.e. 29th April, 2022 and also the New Library Building provided the contractor is in a position to hand over the building to the college.

Recorded by:

Ms. Herali Achumi
Secretary, IQAC, DGC

Action Taken Report:

A panel discussion on the topic “Women Reservation in Urban Local Bodies: Issues and Challenges in Nagaland” was held in Dimapur Government College on 29.04.2022. It was organised by the department of History and the department of Political Science in collaboration with IQAC, DGC. The keynote address was given by Shri. Temjen Imna Along, the Minister of Higher and Technical Education and Tribal Affairs, Government of Nagaland.

The Panelists for the event were Ms. Kavili Jakhalu, former Principal DGC, Ms. Bano Haralu, Social Activist and Member, Governing Board of the North East Network and Consultant, Wildlife Conservation Society and Mr. W. Rainbow Ngullie, Central Govt. Standing Council Panel Lawyer, Enforcement Directorate.

Meeting minutes of IQAC held on 21st April 2022 at 2.30 PM

Meeting attendance : Dr. Vinyuhu Lhoungu (Coordinator IQAC), Dr. Hare Krushna Parhi, Dr. Maongkala Longchar, Ms Herali Achumi, Ms Lily Rino, Ms Pudezono , Ms Kewe Vupru, Dr. Yelhi Vero.

1. The Coordinator IQAC apprised the members regarding the submission of AQAR annually. He informed that as per the information received from the NAAC office the AQAR of the college has to be uploaded annually irrespective of the delay in NAAC assessment result. However many of the colleges could not submit their AQAR report 2020-2021 on time due to pandemic. Therefore the NAAC office has extended the time to submit their annual report of 2020-2021 by 31st March 2022 which was supposed to be completed by 31st December 2021. However our college could not submit the AQAR on the due date and the NAAC office has given the last date as 15th May 2022. Therefore due to time constraint and as the new IQAC members being not well versed in filling up the AQAR the members decided to take assistance from the previous IQAC members. Therefore a joint meeting with the previous IQAC committee has being convened on the 22nd April 2022 at 2pm.

2. Imperial IAS Academy, Dimapur in collaboration with IQAC, DGC will organize career guidance and counselling program for the 6th Semester students on 2nd May 2022.

3. Annual Plan for IQAC 2022-2023

- (i) **To organize a State/National/International level webinar/seminar/conference/ Debate/ Panel discussion/lecture etc:** The Research committee and the respective departments will initiate programs. Each department is also expected to organize at least one program annually.
 - (ii) **To obtain feedbacks from students, Alumni, parents and teachers:** The PTA committee and Alumni committee is to initiate the activity at the earliest. Feedback for the Teachers and students will be done by the IQAC.
 - (iii) **To organize Faculty Development Program :** Research committee and IQAC to initiate programs
 - (iv) **To conduct Staff Quality Improvement programme:** Senior HA and non teaching staff to organize program in collaboration with IQAC.
 - (v) **To publish Annual Journal and Magazine:** The Research committee and Magazine Committee is carrying out this activity.
 - (vi) **To continue Students welfare Initiative Activities and to increase the number of beneficiaries by enhancing the fixed deposit amount from Rs. 2.00 lakh to Rs. 3.00 lakh.**
 - (vii) **To enhance college green campus project:** The Eco and beautification committee to come out with the annual plan.
 - (viii) **To enhance ICT facilities :** The agenda is kept for the next meeting
 - (ix) **To organize programs as per instructions from higher and relevant authorities and celebration of National and International important days:** The trend will continue. In addition the internal committee for persons with disabilities (ICPD) to initiate programs to organize a program on world disability day i.e. 3rd December.
 - (x) **To enhance community cum extension service:** The Committees and the respective departments to bring out their annual plans in this regard.
 - (xi) **To explore innovative ideas into practice in the college:** Innovation council to initiate programmes in collaboration with the Atal innovation mission and National innovation agency in charge for Nagaland.
 - (xii) **To continue faculty exchange programme as per MOU:** IQAC to initiate at the earliest.
4. Files to be handed to all the IQAC members and to give the meeting minutes in hard copies.

Recorded by

Herali Achumi
Secretary IQAC

Action taken report:

1. A sum of Rs 10,000/- is sanctioned by IQAC under Research related activities to the Department of History and Political Science for the panel discussion program to be held on 29th April.
2. A joint meeting of the new and old IQAC members was held on 22nd April 2022 at 2pm and deliberated on the preparation of AQAR for the year 2020-21.
3. Imperial IAS Academy, Dimapur in collaboration with IQAC, DGC organized career guidance and counselling program for the 6th Semester students on 2nd May 2022 at 10.30AM.
4. A seminar was conducted in Dimapur Government College on "Career in Civil Services" by Imperial IAS Academy in collaboration with the IQAC, DGC for the final semester students of both Arts and Commerce on the 2nd of May 2022 at 10:30 AM, in Room No. 1 (Arts Block).
5. Final Review of AQAR for the year 2020-21 placed before the Faculty on 13th May 2022 and successfully submitted in College NAAC portal on the same day at 9:37 PM.
6. A Two-Day International Seminar on the topic of "Fusion: Intellectual and Cultural Exchanges" was held from the 1st of June - 2nd of June at the Seminar Hall, Dimapur Government College. The seminar was organised by the Department of English and the Research Committee in collaboration with The Highland Institute, Kohima and the IQAC, Dimapur Government College.
7. Treasurer purchased files and handed to all the newly inducted IQAC members for safe keeping of all the relevant documents individually.
8. A sum of Rs.1.00 lakh was deposited in the existing fixed deposit account towards student's welfare fund on 23rd May 2022.

IQAC meeting held on 23rd May 2022 at 5 PM.

Members in attendance: Dr M L Ngullie (Chairperson IQAC & Principal DGC), Dr Vinyuhu Lhoungu (Coordinator IQAC), Dr Hare Krushna Parhi, Dr Maongkala Longchar, Dr Yelhi Vero, Ms Herali Achumi , Ms Lily Rino, Ms Bokali Kibami, Mr Supong Jamir, Ms Kewe Vupru.

Meeting Agenda

The Principal brought the agenda regarding Integrated Teachers Education Programme (ITEP). He apprised the members that under the NEP 2020 the present B.Ed programme which comes under NCTE (National Council for Teachers Education) will be phased out and integrated with the degree course and therefore, he wanted our college to take up the opportunity and apply for the program. The last date to submit the online application form is 30th of May 2022. The members deliberated on the agenda and agreed to apply for the programme. Accordingly a committee comprising of the following members was set up.

1. Ms Bokali Kibami, Asst Professor - Convenor
Dept of Political Science

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|----|--|---|--------|
| 2. | Ms Keweu Vupru , Assoc Professor
Dept of Education | - | Member |
| 3. | Ms Lily Rino, Assoc Professor
Dept. of History | - | Member |
| | Ms Moamongla Aier, Assoc. Professor
Dept Of Political Science | - | Member |
| | Dr Benjongkumba, Assoc. Professor -
Dept. Of education | - | Member |
| 4. | Dr Vitosie Vupru, Assoc Professor -
Dept of Economics | - | Member |
| 5. | Mr P. Supong Jamir, Assoc. Professor
Dept of History | - | Member |

The committee is entrusted to seek relevant information and documents and to submit the online application form within the stipulated time. The ICT committee will assist in filling up the online application form.

Recorded by

Herali Achumi

Action Taken Report

The filling of online Application form for Teachers Education Programme (ITEP) was done by the committee and successfully submitted on the 27th of May 2022.