

DIMAPUR GOVERNMENT COLLEGE
MINUTES OF THE IQAC MEETING HELD ON 17th JANUARY 2017

The following members attended the meeting:

Shri Ngangshikokba Ao Principal, Dr M.L. Ngullie Coordinator, Ms Bendangmongla, Ms Opangmenla, Ms Suzzana Yaden, Mr. T. Zanthungo, Dr. Benjongkumba, Mr. Neiketu Siam, Ms. Sedevino, Mr. Lhipe Naro and Dr. Kashi Nath. Singh.

Shri Ngangshikokba Ao, Principal chaired the meeting. He thanked every member present for making it possible to attend the meeting. He then requested the Coordinator to present the agendas of the day.

At the outset, the Coordinator introduced and welcomed the new member Mr. Lhipe Naro from Sociology department and said one more member shall be joining from Psychology department soon. The Coordinator informed the house that AQAR has been successfully uploaded on the college website on Nov. 16, 2016 which prepared for the period up to 31/10/2016.

The members discussed and resolved the following issues.

1. **Best Practices:** The Coordinator informed the house that the college has indicated two best practices in the AQAR
 - (a) **Students Welfare Fund** – After due deliberation it was decided to ask the Students Welfare Fund Committee to find more resources in course of time so that the number of Scholarship may be increased every year.
 - (b) **Faculty Exchange Programme** – Regarding the Teachers exchange programme it was decided that principal shall officially write to the concerned college for discussion and possible signing of MOU after which a joined meeting of IQAC and HODs may be held. And then Teacher-In-Charge shall coordinate involving the stakeholders.

The meeting selected Shri Lhipe Naro, HOD, department of Sociology, to be the Teacher-In-Charge for Faculty Exchange Programme. He was entrusted to maintain a separate file and record all the activities under taken in faculty exchange programme.
2. **The student feedback format** – The meeting deliberated on the matter relating to the students' feedback and decided to modify the format. The task was assigned to shri. Neiketu Siam. It was also decided that in this semester also the feedback exercise would be undertaken on or before 3rd week of March 2017.

3. **Parents Feedback** – The meeting also discussed the issues of Parents’ feedback. It was decided that the Feedback received from the parents shall be analysed by the principal’s office.
4. **Certificate of appreciation:** The meeting decided to issue a “certificate of appreciation” to those teachers who have contributed/rendered services to the college in the last academic year. For this, the Principal and the IQAC Coordinator to jointly develop a format for collection of information and a certificate of appreciation to be given to each teacher.
5. **Personal diary:** The meeting decided to encourage each teacher to maintain a separate individual diary to record the works and assignments they have been performing throughout the academic session.
6. **API system:** Principal informed the house that an order has been received from the Directorate to implement the API system for Career Advancement Scheme for teacher’s promotion. The meeting discussed the matter and having noted that the format for filling the information not being received, referred the matter to correspond with the Directorate.

Recorded by Dr. Kashi Nath Singh

Action Taken Report:

1. The Teacher-In-Charge for Faculty Exchange Programme, Mr. Lhipe Naro, made preliminary contact with the authority of Unity College and conveyed the willingness of Unity College to start the programme as soon as possible.
2. Mr. Neiketu Siam, as entrusted, submitted a modified/corrected format for students’ feedback to the Co-ordinator on 13th March, 2017.
3. The Parent Teacher Association has been entrusted to collect the parents’ feedback.
4. The proposal for the “Certificate of Appreciation” has been kept in abeyance due to certain practical difficulties.
5. The decision for maintenance of separate diary by each teacher to maintain records was conveyed to the teachers.