

DIMAPUR GOVERNMENT COLLEGE

Dimapur: Nagaland

MINUTES OF HODs/IQAC/DGCTA MEETING

Date: 27th February 2017

Members Present: 15

The Principal Mr. Ngangshikokba Ao chaired the meeting and the following decisions were taken:

1. **Saturday Class:** In order to recover the working days lost due to the bandh and to ensure proper completion of all academic requirements in the current semester it was decided that all the Saturdays in the month of March shall be working days. To this effect the Vice-Principal's Office is entrusted to prepare and notify the appropriate routine.
2. **College Uniform Compliance:** It is mandatory for all students to adhere to the College Uniform guideline given in the Handbook. To ensure this, it was decided that Students coming to the college without proper uniform shall be penalized by marking them absent for the day in the class register. The Vice-Principal is to be assisted by teachers in strictly monitoring the students' compliance.
3. **No Tobacco Campus:** To work towards making the College campus Tobacco-Free it was decided that an Enforcement Committee is needed. This Committee consisting of three (3) members shall be immediately constituted by the Principal. Penalty for offence in this regard shall be as follows:
 - 1st time offenders: 3 days class suspension; Mentors to be informed for follow-up measures.
 - 2nd time offenders: Parents/Guardians to be summoned.
 - 3rd time offenders: Liable for Expulsion.
4. **Teachers Exchange Programme:** The IQAC Coordinator was requested to initiate action for immediate implementation of the programme. HODs to nominate one teacher from their respective department by 1st week of March for this purpose.
5. **Internal Assessment:** Rescheduled the following datelines –
 - Last date for submission of internal Assessment marks: Extended to 04.03.17
 - Declaration of Internal Marks & List of students for filling up Exam Form*: 14.03.17
 - Issue of Exam forms: 15.03.17
 - Exam Form filling-up: 16th – 18th March '17

*Students will be provisionally allowed to fill-up their Form for the semester-end exam if they score the required marks in the Internal Assessment. However, if they fail to attain the minimum attendance cut-off for the current semester by March-end

they will not receive their Admit Card and shall be barred from appearing the exam. Students will have to sign an undertaking to this effect while filling-up the Form. This is to ensure compulsory class attendance of students throughout the month of March.

6. **Faculty Room Sanctity to be maintained:** It was agreed that the Faculty room should not be used for conducting class test, meeting with students etc. All HODs to enlighten the teachers about the need to refrain from such practices which may violate the sanctity of the faculty Room.
7. **Outside party interface with students:** Any outside party desiring to meet the students for workshop/seminar/interaction etc. purposes can do so only with the permission of the College Authority (Office of the Principal/V.P).

The meeting concluded with words of appreciation from the Chair to the members for their attendance and contribution.

Recorded by,

Dr. T. Jamedi Longkumer

Copy to:

1. All concerned.

Action Taken Report:

1. The Vice-Principal's Office notified that all Saturdays of March shall be working days and also prepared the appropriate routine.
2. To ensure that College Uniform guideline as given in the Handbook is strictly adhered to, the Principal constituted a College Uniform Compliance Committee to oversee the matter.
3. A Tobacco Free Zone Committee was constituted by the Principal and necessary signage has been put up at prominent places.
4. With regard to Agenda 5, 6 & 7, necessary information has been given.