

DIMAPUR GOVERNMENT COLLEGE

MINUTES OF THE IQAC MEETING HELD ON 09/05/2017 at 10:00 AM

The following members attended the meeting

Mr. Akok Walling, Principal Chairman IQAC, Ms. Bendangla Vice Principal, Dr. M.L. Ngullie Coordinator, Ms Opangmenla, Ms. Suzzan Yaden, Ms Puli Chishi, Dr. Benjongkumba, Mr. Lhipe Naro, Mr. Neiketu Siam, Dr. Kashi Nath Singh, Ashok Kumar.

Principal chaired the meeting and thanked all members present. Dr. M.L. Ngullie, Coordinator also thanked the members and welcomed the new member Ms Puli Chishi to the Cell. The previous minutes was reviewed in the meeting.

Mr. Lhipe Naro informed the house that regarding Teacher Exchange Programme an MOU has been signed with the Unity College and accordingly he has requested all HODs to submit names of the teachers who are interested to take part in the Programme.

Dr. M.L. Ngullie informed the house that students' and Parents' feedback has been completed by the IQAC and it is submitted to the Principal's office for final analysis.

The following Agendas were deliberated and decisions taken:

1. **Release of College Journal:** The house decided to release the college Journal on 10/05/2017 in the Faculty meeting at 12 noon. Dr. Benjongkumba was entrusted to conduct the programme.
2. **Payment for college Journal:** It was decided that IQAC shall pay Rs. 40,000 (forty thousand only) as grant to the research committee for printing of Journal.
3. **Purchase of Camera for IQAC:** The members decided to grant Rs 30,000 (thirty thousand only) for the purchase of good Camera for use of IQAC.
4. **Purchase of SPSS Software for Research Work:** With an objective to encourage Research activities in the College the meeting after due deliberation decided to purchase SPSS Package.
5. **Payment for Students' Welfare Fund:** The IQAC decided to release a sum of Rs 15,000/- (interest from the Seed Money) contributed by the faculty members, to the Students' Welfare Fund committee.
6. **New treasurer for the student welfare:** In view of Ms. Kavili Jakhalu being promoted and transferred to different location, the house appointed Mrs. C. Dutta as new treasurer of the Students' Welfare Fund Committee with immediate effect.
7. **Receipt for use of College Sports Facilities:** The house decided to have a proper receipt with the counterfoil for all income from the sports facilities. The Principal, Teacher-in-charge of sports and Mr. Ashok Kumar Jain SHA have been entrusted to monitor the same.

8. **Badminton Games in the Auditorium:** The house decided that college shall not allow any unauthorized person to play in the Auditorium. In line with this, the college Chowkidar shall maintain a register and record of every person coming for play. He is asked to maintain the timing of the Auditorium as under.
- i. Morning from 5 am to 7 am
 - ii. Evening from 5 pm to 7 pm
9. **AQAR Preparation:** The IQAC shall issue notification to all HODs and the committees convenor reminding to submit their annual plan and the report of actual work taken up by them on or before 15 June 2017 to the Principal's office positively. In this regard the members of the IQAC were also entrusted to remind the committee convenors indicated as under.
- i. Vice Principal – All HOD'S
 - ii. Mr. Ashok Jain – Grievance Redressal cell, Mentoring cell, and Alumni Association.
 - iii. Dr. Kashi Nath Singh – Information & communication Technology committee, career Guidance cell, and Parent Teacher Association.
 - iv. Ms. Puli Chishi – Research Committee, Library Advisory Committee, Admission Committee and Disaster Management.
 - v. Ms. Suzzana Yaden – Sexual Harassment of Women Employees, Right to information and Curriculum committee.
 - vi. Ms Opanngmenla – Performing and Fine Arts Club, Eco & Beautification club, No Tobacco Zone Committee and Literati club.
 - vii. Dr. Benjongkumba – Physical Development committee, Reception & Hospitality committee, and Sports committee.
 - viii. Mr. Lhipe Naro – Students Welfare fund committee, Award Committee, Election Committee and Anti Ragging Cell.
 - ix. Mr. Neiketu Siam – Common Room in-charges, Tender and Purchase Committee, College uniform Committee and Girls' Hostel Management Committee.
 - x. Mr. Zanthungo Ngullie – Community College, RUSA, Handbook Committee and NCC.
10. New Departments – Hindi, Statistics, and Mathematics – The house resolved to ask the Principal to request the government to start the department of Hindi, Statistics, and Mathematics.
11. Starting of PG Classes – The house decided to entrust the Curriculum committee to study the detail requirements to start the PG and submit its report to the Principal within three months.

The meeting was concluded with coordinator thanking the members.

Recorded by: Dr Kashi Nath Singh

Action Taken Report:

1. Agenda 1: The Dimapur Government College Journal was successfully released on 10/05/2017.
2. Agenda 2 & 3: Rs 40,000 was given to the Research Committee for timely publication of the College Journal and Rs 30,000 used to buy a Canon Camera.
3. Agenda 4: Due to the high financial cost of buying SPSS Software, it has been kept in abeyance.
4. Agenda 5: Interest of the fixed deposit (Seed money) amounting to Rs. 15,000 handed over to Students' Welfare Fund Committee.
5. Agenda 7: Proper receipt books were printed and Ashok Jain, SrHA was entrusted with the task of receiving money.
6. Agenda 11: The Curriculum Committee came out with the necessary UGC criteria to start PG courses and requested the eligible department(s) to apply for PG Course through proper channel.