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

IQAC meeting held on 19/09/18 at 2 p.m.

Members present: Ms. Kavili Jakhalu (Principal and Chairperson, IQAC), Dr. Vitsosie Vupru (Co-ordinator), Ms. Meripeni Ngully, Dr. Benjongkumba, Mr. T. Zanthungo Ngullie, Mr. Lhipe Naro, Mr. Ashok Kumar Jain and Dr. Maongkala Longchar.

The Principal directed the Co-ordinator to put forth the agenda for the meeting. The minutes are as follows:

- The Co-ordinator of the IQAC informed the members that the AQAR (2017-18) has been uploaded successfully; the response from NAAC is awaited.
- The faculty development programme, under the action plan of the IQAC for the current year, has been held successfully on the 14th of September, 2018. The total expenditure stands at Rs. 24,600/- and the income from registration amounted to Rs. 4900/-. The Co-ordinator thanked Ms. Meripeni Ngully for her endeavour. She, in turn, thanked the Principal for the innovative idea.
- A couple of upcoming programmes at ATI, Kohima have been earmarked as part of the staff development programme for the current year. These include Service and Personnel training on 27th and 28th September and training on Accounts in the first week of October. Two members of staff would be sent for each programme with TA and DA. Dr. Benjongkumba has been tasked with doing the needful.
- The format of the Students Satisfaction Survey (SSS) provided by NAAC would be followed in toto. The exercise is scheduled for the first week of October during a General English class for first semester students of both Arts and Commerce streams. The date will be fixed in consultation with the Department of English. IQAC members will initiate the survey and assist students with familiarisation of the questionnaire.
- For the assessment of teachers, all students of BA and B.Com III and V semesters would be involved. the format provided by NAAC would be retained. This exercise will be held the 8th of October during the General English period for III semester students and the EVS period for the V semester students across streams at 9 a.m. and 11:15 a.m. respectively.
- The Vice-Principal to issue a notice for the compulsory attendance of students for both exercises.
- Mr. Ashok Kumar Jain to take charge of printing the requisite number of formats.
- The Co-ordinator has prepared a format for the expression of students' grievances. Henceforth, only this format is to be used by students; forms would be made available at the Vice-Principal's office. Announcements on this decision to be made at the next assembly.
- Further, a small notice-board to be put up at the administrative building with details of the online portal of the UGC for students to have direct access to grievance redressal. The DGC Students' Advisory Committee to facilitate the same at the earliest.
- The database for faculty and students is being maintained by Ashok with limited data, especially of students. Dr. Vupru suggested that the computer lab be used to assist students get access to the internet for official matters such as creation of email addresses. Zanthungo suggested that the computer lab, seminar hall and the IQAC office be equipped with wi-fi facilities. The ICT Committee to explore possibilities in consultation with the college authority.
- The Department of Higher Education had issued directives to all NAAC accredited government colleges to mentor one or more government college to prepare for NAAC assessment. DGC was assigned the task of mentoring Wangkhao Government College, Mon, on the 6th of September, 2018. Being a very busy season for DGC, this has not not materialised. However, the Principal

would consult with the Directorate for this mentoring exercise to be carried out at an early convenient date with proper planning.

- The matter of signing/renewing MoUs and collaboration with various parties was brought up for discussion.
  - The now expired MoU which was signed with Unity College for the Teacher-Exchange programme had been to carry forth the "best practice" of DGC. However, with teachers showing little enthusiasm towards this initiative, the rationale behind tagging this as the best practice was discussed. The renewal of this MoU would be put off for now. Moreover, members would have to mull over what DGC's "best practice" could be and possibly come up with alternatives in the next meeting.
  - *The Naga Republic*, an online media supplement at the nascent stage, has not yet formulated a fixed schedule for publication. Therefore, an MoU with this agency would be shelved for now.
  - The proposal for signing an MoU with EduCoach, an online sub-outlet of *Nagaland Today*was discussed positively. A. Sentiyula would be tasked with exploring the possibilities of an MoU with the media outlet to be presented before the house at the next faculty meeting.
  - The ALS coaching centre has approached the college authority for a collaboration to provide integrated coaching classes at subsidised rates. It would cost a student Rs. 15,000/- per annum; students from outside could also enrol in the programme. This proposal was received positively as it would benefit students. However, DGC would have to set up the classroom and facilities which would amount to Rupees 3 lakhs approximately. All members agreed, in principle, to pursue the MoU, provided funds could be arranged.

- A. Sentiyula to be reimbursed for expenses incurred on stationery, printer ink, etc. when carrying out official responsibilities. Receipts to be collected.
- The Convenor of the Career Counselling and Placement Cell has written to the IQAC requesting funds for organising a programme for students on the 29th of September, 2018, with a projected expenditure of Rs. 12,000/-. The members have accepted the same.
- An inter-college quiz competition on the "Life and Works of Mahatma Gandhi" is scheduled to be held at the college on the 26th of September, 2018, as per directives received from the Governor of Nagaland. Departments of DGC have been delegated with various responsibilities.
- Copies of the SSR manual have been distributed among members by the Co-ordinator so that everyone has access to NAAC guidelines and information for filling up subsequent AQARs.
- The IQAC Annual Plan to be followed up in action for events not yet covered.
- The IQAC to meet with the Alumni Committee and PTA, to encourage the collection of feedback, at a convenient date.
- The Inter-departmental seminars to be research based. To this end, the Principal suggested that the next roster be prepared for seminars to held on a monthly basis so that ample time is given to presenters for original and genuine research worthy of publication in reputed journals.

Recorded by:

(Dr. Maongkala Longchar)
Secretary, IQAC,
Dimapur Government College.

Action Taken Report:

1. 2 (Two) staff from the Establishment Branch attended a two-day training at ATI, Kohima on Service and Personnel Matters during 27th & 28th Sept. 2018.
2. The Students′ Satisfaction Survey (SSS) was conducted on 05/10/2018 with the 1st Semester students of both Arts & Commerce.
3. The Students′ Assessment of Teachers was carried with the 3rd & 5th Semester students (Arts & Commerce) on 08/10/2018.
4. The format for Students′ Grievances was submitted to Vice Principal′s office on 20/09/2018 and accordingly VP made the necessary announcement on 24/09/2018 during morning assembly.
5. The ICT committee has been entrusted to create an online portal in the DGC website for Students′ grievance redressal.
6. The collaboration with EduCoach, an online sub-outlet of *Nagaland Today,* has been done by Ms. A. Sentiyula, Nodal Officer.
7. The Career Counselling and Placement Cell, DGC, in collaboration with Active Learners Academy conducted a Seminar on "The Importance of Soft Skill Training & Awareness on Civil Service Examinations" on 29/09/2018 at 10:30 am in the college Auditorium for the 5th Semester students (B.A. & B. Com.).
8. DGC organized District Inter-Collegiate Quiz Competition commemorating the 150th Birth Anniversary of Mahatma Gandhi on 26/09/2018 at 11:00 am in the college Auditorium. Altogether 11 colleges from across Dimapur participated.