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

IQAC meeting held on 04/12/18 at 1:30 p.m.

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

The Principal initiated the meeting and relayed the following information:

- In a matter of pride for DGC, our students came first in Dramatisation at the COMFIESTA (2018) held at Tetso College.
- The North East Christian University has sent invitations to students and faculty of DGC for a Naga Cultural Symposium to be held on the 10th and 11th at Burma Camp. Eminent resource persons will discourse on Naga folklore, beliefs, customs, attire, etc. to encourage studies in these areas. Faculty members may explore possibilities of attending the same.
- **Important items from Principals' Conference**: Placement of teachers will take place twice a year in the months of April & October; integrity certificates & copies of the last placement to supplement other relevant papers. Documents pertaining to publications, career advancement programmes, etc. to be within the relevant period applied for. To calculate points under API, double entry of a paper for both publication and presentation/seminar is disallowed.
- The college has received faculty profile forms for empanelment of subject experts in private colleges from the College Development Council (CDC), Nagaland University. However, with limited information, enquiries will be made before recommendations are made for the same.
- The latest format of API category I was distributed. Relevant information to be disseminated before the next API assessment is made.

The Principal then directed the Co-ordinator to take the meeting forward. He reviewed the minutes of the last meeting held on October 9, 2018.

- Shifting of the IQAC office to the first floor: the convenience of saving the space to serve as a library for the upcoming science block was discussed. With NAAC assessment due in 2020, the likelihood of having a huge collection of science books at such little time was discounted. Adjustments would have to be made within the space of the current library. Besides, upgradation of library has been planned under RUSA phase II. The comfort of staff being a priority, it was decided to shift the IQAC office and leave more space to accommodate staff downstairs.
- The workshop proposed by the Department of Psychology has been scheduled for January 19, 2018, 1 p.m. Rs. 20,000 has been set aside for incidentals.
- The Department of Economics will present its Seminar on December 7, 2018.

The agenda for the meeting was presented. The minutes are as follows:

- The possibility of maintaining a Green Campus as the best practice was explored. The prospect of beautifying and enriching the campus with ornamentals and medicinal plants was discussed. The RUSA nursery could serve as a potential area to focus on. The members agreed to this proposal in principle and it would be put forward to the house in the next faculty meeting.
- The Principal highlighted how the low-lying areas in the new campus hold the prospect of being transformed into a fishery. The Fishery Department would be consulted for assistance.
- The Research Committee has sought financial assistance for an Orientation on Minor Research Projects slated for Jan 25, 2019, at 2:15 p.m. with a resource person from Unity College. Rs. 10,000/- to be sanctioned to facilitate this programme.

- The format for self-appraisal of teachers prepared by the co-ordinator has been accepted with some changes.
- The Academic and Administrative Audit (AAA) format is to be filled up judiciously. September 2019 has been earmarked for inviting the AAA peer team to assess the college.
- To make it convenient for filling up the respective SSR criteria allotted to seven members of the IQAC, committees/cells under IQAC to be distributed according to relevance to the criteria.
- ICT Committee Convenor Zanthungo Ngullie has presented the plans of the committee to set up facilities in a phase-wise manner. Projectors would be installed in two of the larger classrooms, starting with room 1 by January, 2019. Two classrooms would be equipped with PA system on a bi-monthly basis. Two smart-boards to be set up in Commerce rooms for activation of the smart classroom.
- The IQAC to sponsor ICT facilities (PA system and projector) for one classroom.
- Under Criteria I of the SSR, teachers' feedback about the institution is a key point. The Co-ordinator will draft a format for the same.
- A meeting of the IQAC with the Advisory Board of the college to be convened in the first half of 2019. Advisory Board members to be contacted for a convenient date.
- Call for papers for the 5th edition of the DGC Journal to be sent out with the endorsement of the college authority.
- The National Seminar on urban waste management is tentatively set for March, 2019. Research Committee to do the needful.
- A one-day seminar has been held as training for students opting for competitive exams. The viability of coaching students for the same would be explored.
- 16 underprivileged students have benefitted from the Students' Welfare Fund (SWF). However, the number of beneficiaries remains the same as last year (2017). Possible reasons for this were discussed and it was decided to encourage the SWF Committee to explore avenues to promote an upward trend towards student welfare.
- The question of maintaining the students database remained unanswered with very little computer expertise among the staff. A working solution is yet to be realised.
- Three key cells mandated by NAAC for institutions i.e. the Students Grievances Cell, the Anti-Ragging Cell, the Against Sexual Harassment of Women Cell to be mentioned in the Handbook as operational under the Students' Advisory Council.
- To avoid any ramifications of directly linking students to the UGC site for expression of grievances, it was decided to approach Milestone for routing of these grievances through the college email. Zanthungo Ngullie to initiate this.
- The Vice-Principal has requested for the roster of assembly duties in the even semester. Monday assemblies to start from January, 2019.
- Henceforth, all Departments and Committees of DGC to present proposals for programmes (including incidentals) to the IQAC. The IQAC to plan the activity calendar for smooth conduct of activities/programmes without overlap or clashes.
- The Event Management Committee has been constituted to provide assistance for all events in the college.
- The Convenor of the Sports Committee, Dr. Benjongkumba, apprised the members about the unauthorised use of the football ground by random people for playing cricket. This is unhealthy for the turf.
- The Principal suggested that a visitors' register be maintained to keep records and receive feedback from guests/resource persons/visitors to the college. The Media Cell to maintain this register.
- The next meeting of the IQAC scheduled for Jan 22, 2019, 1:30 p.m.

Recorded by: Dr. Maongkala Longchar

Action Taken Report:

1. The proposal of Green Campus as the second best practice in lieu of Teacher-Exchange programme was presented in the faculty meeting on 15/01/2019 and the house agreed to the proposal. It was agreed that the modalities would be to worked out later.
2. The form regarding Teachers' profile was distributed to all teachers on 15/01/2019.
3. Teachers' feedback about the institution has been prepared.
4. Call for papers for the 5th edition of the DGC Journal has been sent out.