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

IQAC meeting held on 25/01/19 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,, Mr. Lhipe Naro, Mr. Ashok Kumar Jain and Dr. Maongkala Longchar.

The Principal thanked everyone for their presence. She handed over the time to the Co-ordinator to set forth the agenda.

The Coordinator reviewed the last meeting minutes and resolutions as noted below:

1. The proposal for the Green Campus as a best practice was put forth in the faculty meeting on 15th January, 2019, and accepted by the house. With a new faculty joining the RUSA programme in Floriculture (pursuing her Ph.D in landscaping), the Principal expressed hope that she could help in systematic beautification of the college. The plan is to leave out the areas earmarked for future infrastructure upgrades and work on the remaining area. The RUSA nursery cum park would be the first target. Once a formal plan is in place, work can be divided house-wise. Recycling and related work would be taken up simultaneously under the Green Campus initiative.
2. The MRP scheduled for 25th Feb, 2019, is postponed to 2nd March, 2019, at the convenience of a new resource person from Assam University, Diphu Campus.
3. The two-day National Seminar organised by the Research Committee is postponed to14-15 June, 2019, to allow for better planning.
4. According to the Convenor of the ICT Committee, installation of the Public Address (PA) system) would entail a cost of Rs. 22,000/- per classroom. The IQAC will issue this amount for the first classroom. Projectors cost 15,000/- and up; for now, the projectors available in the college would be installed.
5. Format for teachers' feedback on the institution has been prepared by the co-ordinator.
6. Key cells brought under the Students' Advisory Council to be indicated clearly in the Handbook.
7. The proposed Visitors' Register to be customised and kept ready at the earliest.

The agendas discussed are minuted below:

1. Department of Philosophy has approached the IQAC seeking permission to conduct a Mock Drill. This has been approved. All teachers and students to participate in this event. Dates to be finalised after consulting the State Disaster Management authority; refreshments to be prepared for the resource persons.
2. For the proposed launch of Professor T. Ao's latest book on 16th February, 2019, the Literati Club, as the organiser, has proposed a budget of Rs. 15,000. It was decided to sanction Rs. 10,000/- for the same.
3. The Vice Principal, after meetings with some committees, brought up the proposal for conducting weekly assemblies. After some deliberation, it was decided that henceforth, assembly attendance to be recorded separately and submitted every month to the VP's office. The first period attendance to be recorded by respective teachers in class. Assemblies on 2nd & 4th Mondays of every month to continue.
4. Organisers of the National SC/ST Hub Scheme Conclave in Dimapur met with the Principal and some members of IQAC and Students' Advisory Council on 24th January, 2019. DGC has agreed to collaborate with the organisers for the programme slated for the 5th of February, 2019. The venue for the event is the Agri Expo. 100 students from 6th semester to participate;

this is compulsory for Commerce students and some Arts students to join them. Some students of 4th Semester have been selected as volunteers; Dr. Maongsangba will be the Co-ordinator for the event.

5. With internal exams scheduled in the month of February, it was decided to turn down invitations to festivals at ICFAI, Unity College and others to keep students focussed on academics.
6. Teachers' Feedback Form on the college compiled by Dr Vupru was reviewed and accepted by the members. The forms to be distributed in February; HoDs to be in charge of distributing and receiving the same. Forms to be submitted to the VP's office.
7. Forms of teachers' profiles have been distributed. This would be used for the database on faculty.
8. For the students' database, the office has some information but email, Aadhar and valid contact numbers to be included/updated. For those without email ids, members of the ICT Committee to facilitate in the computer lab. **Handbook Committee to include space for Aadhar no, contact no & email in new admission forms.**
9. Members of the Advisory Board, Dimapur Government College, are nominated for five years. With the expiry of this period in early 2019, the house reviewed the names and contributions made by the members. It was decided that members listed in serial no. 8,9,10 would be replaced. Proposed new members include the following: representative from the medical fraternity i.e. the CMO, Dimapur; Social workers: K. Ela of Prodigals' Home; Rakesh Chabbra, Lions Club Community. Experts from the fields of Horticulture and Floriculture would also be included, subject to availability. The Principal would take proposals to the Deputy Commissioner, Dimapur, for addition of new members. A meeting of the new Advisory Board is proposed to be held in March, 2019.
10. The issue of the dumping area along the college boundary was discussed with no concrete solution at hand.
11. The next meeting is scheduled for the last week of February, 2019.

Recorded by:
Dr. Maongkala Longchar

Action Taken Report:

1. The department of Philosophy, Dimapur Govt. College, in collaboration with the Department of Home Guards and Civil Defence, Dimapur conducted a workshop on Disaster Management on 31st January 2019 for the disaster Management students under CBCP course.
2. Rs. 10,000 (Rupees ten thousand) only handed over to the Literati Club for the proposed launch of Professor T. Ao's latest book on 16th February, 2019.
3. Teachers' Feedback Form on the college was submitted to Vice principal's office on 04/02/2019 and feedbacks received on 14/02/2019.
4. Format for obtaining students' email, Aadhar number and mobile phone number distributed to BA 2nd Semester by English Dept. and BCom 2nd Semester by Commerce Dept. Respective departments are to collect back the forms and hand over to Sr.HA for data entry.
5. The new Advisory Board, Dimapur Government College constituted by Deputy Commissioner & Chairman, Advisory Board on 06/03/2019. The meeting of the newly constituted Board held its meeting on 16/03/2019 in IQAC Room, DGC.