

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

Minutes of the IQAC Meeting held on 06/06/2018 at 2:30 PM in the IQAC office.

The IQAC Coordinator, in the absence of the Principal, chaired the meeting. He thanked the members and welcomed them.

The following members attended the meeting:

Mr. Niketu Siam, Ms. Opangmenla, Ms. Khrienuo, Dr. Maongkala Longchar, Ms. Selina Walling, Ms. Puli Chishi, Ms. Neisenuo Apon, Mr. Lhipe Naro, Dr. Benjongkumba, Dr. M.L. Nguillie and Dr. Vitsosie Vupru.

Agenda discussed and Decision taken:

1. The Coordinator reviewed the Minutes of the IQAC meeting held on 18th April, 2018 and highlighted the actions taken.
 - i. The Coordinator impressed upon the members that all activities of the College as well as committees must be uploaded in the website so that it will serve as proofs needed while uploading the AQAR/SSR.
 - ii. He informed the house that Convenor of Remedial & Coaching Committee was apprised and the concerned committee has started taking necessary measures to start coaching class for competitive exams.
 - iii. On enquiry of the status of submission of Annual Plan of various Committees and Departments for the period April 2018 – March 2019, the members present expressed about the weak response so far due to various reasons. The Coordinator once again urged the members to complete the tasks early and place the documents in the appropriate folders being kept in the IQAC office.
 - iv. The Convener IQAC informed that as per the earlier decision an Inverter set has been purchased and has been installed in the IQAC Office.
 - v. Regarding the API form to be made available to all teachers, Dr. Benjongkumba informed that he had entrusted Ashok Kumar Jain to convert the form into PDF format and upload it through WhatsApp.
 - vi. The Convener also informed the house that as per our earlier decision a Gift of Rs. 10,000/- in cash, was given to the retiring Principal on his farewell, from IQAC Fund.
 - vii. Dr. Benjongkumba informed the house that Rs. 19,000/- is still due for publication of the DGC Journal 2018. Accordingly the house decided to pay the amount to Heritage Publishers.
 - viii. As decided in the faculty meeting, a team comprising of some IQAC members and HoDs visited Tezpur University during 4th & 5th May, 2018 to gain more knowledge about NAAC Assessment. Dr. Benjongkumba has been entrusted to write a report on the trip.
2. The faculty meeting held on 10th May, 2018 decided to conduct weekly morning assembly every Monday. Accordingly, IQAC started the first assembly on 21/05/2018

followed by English department on 28/05/2018. A schedule for the conduct of assembly was charted for the following weeks:

- i. 18/06/2018 – by Economics department
- ii. 25/06/2018 – by Philosophy department
- iii. 30/07/2018 – by Commerce department
- iv. 06/08/2018 – by History department
- v. 13/08/2018 – by Sociology department
- vi. 20/08/2018 – by Psychology department
- vii. 27/08/2018 – by MIL & EVS
- viii. 10/09/2018 – by Education department
- ix. 17/09/2018 – by DGCSU
- x. 24/09/2018 – by Ministerial Staff
- xi. 01/09/2018 – by Evangelical Union, DGC.

However, in case a holiday falls on any of the above mentioned days, the schedule shall be shifted to the following week.

3. For MHRD Performa 17 by 17 Action Plan, it was decided to wait for the new Principal to take charge after which he/she may constitute a committee to take up the matter.
4. Regarding the letter from Director, Higher Education, Government of Nagaland directing the college to submit a report of steps undertaken on Recommendation for quality enrichment of the institution before 30/06/2018, the Coordinator apprised the members on the actions taken but the reply has to go through the Principal's office.
5. The house resolved to shift the IQAC Office to New Administrative Block for better coordination with the College authority.
6. It was decided to recommend to Principal for instructing the caterer of the College Canteen to provide more variety of items and to open the Canteen till 4:00 PM on all working days. In case of inability to do that, the contract should be given to a new caterer.
7. The house decided to request the Principal to provide financial assistance to all departments and some relevant Committees for purchase of essential stationeries, Pendrive etc.
8. The members expressed their observations that after shifting the Vice Principal's office, the smooth functioning of classes has been adversely affected. Therefore, it was resolved to propose to the Principal for re-shifting the Office to the previous location for better monitoring and smooth functioning of classes.
9. Finally the house approved the Budget for the Session 2018-19.

Recorded by –
Dr. Vitsosie Vupru
Secretary, IQAC

Action taken report:

1. As discussed in agenda 2 above Morning assembly is held every Monday morning at 8:30 am since June 2018.

2. For MHRD's 17 by 17 Action Plan of the College a committee of 3 members has been formed on 29/06/2018 to prepare a 17 year vision, 7 year strategies and 3 year action steps for the College.
3. Regarding agenda number 6 the Principal has decided to shift the canteen to the present Library for better service.