

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

**IQAC meeting held on 08 July 2020 at 10 a.m.**

Members present: Dr. Moanochet Longchar (Principal, DGC), Dr. Vitsosie Vupru (Co-ordinator), Ms. Meripeni Ngully, Dr. Benjongkumba, Mr. Lhipe Naro, Mr. Neiketu Siam, Ms. Imkongmenla Longkumer, Mr. Ashok Kumar Jain and Dr. Maongkala Longchar (Secretary).

**The Principal welcomed all the members and asked the Co-ordinator to highlight the agendas for the meeting.**

**The minutes are as follows:**

1. The Co-ordinator briefed the Principal on the writing of the Self Study report (SSR) that was being carried out among members of the IQAC. The primary objective of the meeting was to raise queries and clarify doubts about filling up respective criteria.
2. The Co-ordinator has written to NAAC to enquire if the AQAR of the fifth year (2019-2020) is required to be submitted.
3. Ms. Meripeni Ngully has suggested that the AQAR (2019-2020) be kept ready for convenience during compilation.
4. **Changes in NAAC Assessment Format** : The Principal highlighted certain changes in the NAAC assessment format and nomenclature post 2017, as reflected in the table below.

	<b>Earlier Format</b>	<b>Revised Format</b>
1	Letter of Intent (LoI) & Institutional Eligibility of Quality Assessment (IEQA)	Institutional Information for Quality Assessment (IIQA)
2	Criteria 3 & 7	Change in nomenclature
3	32 key aspects	32 key indicators
4	More than 300 questions (Q & A format).	More than 130 questions and metrics, both quantitative and qualitative.
5	Hard copy of SSR had to be submitted.	Online submission of SSR.
6	Evaluative reports of Departments of Colleges had to be submitted.	This is no longer required.
7	Students Feedback to be submitted.	Student Satisfaction Survey (SSS) to be conducted online.

5. **Functions of the IQAC** : In addition to the above, the Principal highlighted the main functions of the IQAC, as the highest decision making body in the institution.
6. The Principal emphasised on the fact that the policy and practices of DGC should be aligned with the recommendations of the NAAC Peer Team from the earlier cycle
7. **IIQA and SSR** : The institute would receive a response from NAAC within 30-45 days of submission of the IIQA. If the institute scores 30% or more in the IIQA, it will receive a positive response. On getting a positive response for assessment, another 30-45 day window would be given for the institution to submit its SSR. Hence, the IQAC is to be prepared accordingly, with proper documentation to substantiate all claims.

8. **Financial Implications:** Further, the approximate financial implications involved in the submission of the IQA and SSR, and also the expenditure for logistic support of the visiting NAAC Peer Team were highlighted by the Principal.
9. **Online System of Admission and induction of members into Admission Committee:** The online system of admission is to be adopted permanently, henceforth. All Heads of Departments may decide on criteria for admission into Honours programmes in respective subjects. The Admission Committee will stand as it is till the current admission process is over. For the next session, the following members will be inducted into the Admission Committee.
- Vice Principal, DGC. - Convenor
  - Dr. T. Jamedi Longkumer - Member
  - Dr. Benjongkumba - Member
  - Mr. E. Lichumthung Kikon - Member
  - Ms. Puli Chishi - Member
10. **Remuneration for IQAC Co-ordinator and Secretary:** The Principal proposed that the Co-ordinator and the Secretary of the IQAC should be remunerated for their services, which was accepted by the house. It was decided to pay sum of Rs. 2000/- and Rs. 1000/-, on a monthly basis, to the Co-ordinator and the Secretary respectively, henceforth.
11. The college is to make a purchase of five signature pads to aid teachers in conducting online classes. Teachers may avail the use of these output devices at the college premises.
12. **Green Audit:** The possibility of carrying out a green audit for DGC should be explored at the earliest. The Co-ordinator of the IQAC to look into this in consultation with the **Eco and Beautification Club**. The faculty of Floriculture may also be roped in to aid in the same.
13. Dr. Benjongkumba apprised the members that returnees to Nagaland, staying in quarantine centres in DGC, have planted around 100 saplings (donated by the Department of Environment, Forest and Climate Change, Nagaland) in and around the campus.
14. **Update and Upkeep of DGC Website:** All events in the calendar year should be highlighted on the DGC website, accompanied by proper reportage and photographs. The website should receive regular updates with the latest relevant information or notification put up on display. Also, **the feedback access for virtual visitors** needs to be made available on the website at the earliest. **The Information and Communication Technology Committee (ICTC)** is to do the needful. The Publicity and Media Cell may be consulted for the records of DGC events.
15. **Setting up of Siren, Signages and Digital Board:** A siren has been ordered to be put up at the college premises, for emergency drills and preparedness. More signages are to be put up around the campus to make DGC a visitor-friendly institution. Further, a digital board is to be procured at an early date, for better display of notifications and relevant information. Mr. Ashok Kumar is to do the needful for all these items. These proposed upgrades are in line with the recommendations of the Academic and Administrative Audit (AAA) Team which visited the college on 12 September 2019.
16. The Principal reminded the gathering that the Indian National Flag is to be kept hoisted during all working hours.
17. The Principal also informed the members that he has written to the engineer of the Education Department requisitioning a ramp for access to the Administrative Block and DGC Library to provide better access for Persons with Disability (PwD).
18. Subsequent meetings of the IQAC will include deliberations on SSR, criteria-wise. The next meeting will focus on criteria 1, 2 and 3. Other members may also pose questions once these are covered.
19. The next meeting of the IQAC is scheduled for 10/07/2020 at 10 a.m.

Recorded by: Dr. Maongkala Longchar

**Action Taken Report:**

1. Writing and collection of documents for IIQA and SSR started simultaneously as decided under Point 7 of the meeting.
2. Online admission for the session 2020-21 carried out successfully. A new Admission Committee under the convenorship of Vice Principal put in place for the next session onwards (#9).
3. Remuneration for IQAC Coordinator and Secretary given with effect from July 2020 and to be continued till the 2<sup>nd</sup> Cycle Accreditation process is completed (#10).
4. For purchase of five signature pads to aid teachers in conducting online classes, the ICTC has been directed to do the needful (#11).
5. In the absence of any authorized auditors to carry out “Green Audit”, the task was given to Eco & Beautification Club and RUSA faculty (#12).
6. The College Website has regular updates with the latest relevant information and events which was managed by the Information and Communication Technology Committee (ICTC) (#14)
7. A siren has been put up at the at the Administrative Block, for emergency drills and preparedness. More signages have also put up around the campus to make DGC a visitor-friendly institution. Further, preparation for putting up a digital board is under process (#15).