

## **DIMAPUR GOVERNMENT COLLEGE**

**Joint meeting of the Principal, DGC, with the Vice Principal, Heads of Department (Admission Committee) & Internal Quality Assurance Cell (IQAC), Student Assessment Committee (SAC) and Information & Communication Technology Committee (ICT).**

**Date: 09/06/2020**

**Time: 10:30 a.m.**

**Venue: Conference Hall**

Ms. Alemla Imsong, Vice Principal, DGC, commenced the meeting with a warm welcome to the new Principal of DGC, Dr. Moanochet Longchar. By way of introduction, she presented a brief profile of his career, particularly, the experience he brings to DGC from a newly NAAC accredited college. The timing could not be more ideal for DGC, with the second cycle of NAAC assessment slated for the latter part of the year. Members present introduced themselves. The Principal expressed pleasure to be at DGC, though at an unprecedented time of lockdown and the impending second cycle of NAAC accreditation. He encouraged the members to work unitedly as a team to overcome all challenges.

**The minutes of the meeting are as follows:**

- 1. The online mode as a viable alternative for admissions and conduct of classes.**  
The former is already underway.
2. The Minister of Higher Education has instructed Principals of government colleges to increase student intake by 30-40%. After discussing the feasibility of implementing the increase in number of seats, the Admission Committee agreed to increase the seats to 400 in Arts and 120 in Commerce.
3. Each Department is to increase the intake of honours students in line with the increase of seats.
4. The Arts stream is to be divided into four sections.
5. The Commerce section would be shifted to the Science Block for the upcoming odd semester, leaving room to accommodate more Arts students in the old Administrative block.

6. For the long term, the increase in number of students would necessitate increase in number of classrooms and upgrade in infrastructure for which the government would need to step in.
7. New sets of desks and benches need to be procured to accommodate the increased number of students. The government is to be approached for the same.
8. The Commerce Department is to write to the government for dedicated faculty in English and Economics for smooth conduct of classes in the Commerce programme.
9. In the present scenario, online classes have become the order of the day. The members deliberated on strategies to make online teaching and assessment possible, in particular for the fresh batch of students.
10. The ICT Committee has been tasked with organising a webinar to familiarise teachers with conducting online classes.
11. The Principal will also arrange for a video to be circulated among faculty to aid them in the online teaching and learning process.
12. The ICT Committee is to explore viable options to make online teaching possible and to liaise with experts in the field to create a common platform for online classes and interactions.
13. The SAC Convenor is to come up with a routine for the online classes.
14. If the lockdown continues, even the internal assessment exercises would be carried out online.
15. Public speaking and assignment writing of 10 marks each will be conducted online while written tests will be shelved for the time being.
16. The SAC is to prepare a workable routine for online internal assessment.
17. All faculty members are expected to go the extra mile to prepare for these unfamiliar times. Study materials are to be kept ready, as already instructed by the Department of Higher Education. HoDs are to see to this.
18. According to directives from Nagaland University, II and IV Semester students are to be promoted based on a 50/50 total of their current semester's internal marks and the previous semester's external marks.
19. The Nagaland University may possibly come up with a common schedule for the odd semester for all affiliated colleges by August/September, 2020. If not, all online strategies, as discussed would be put in place even for older students..
20. DGC's action taken report for strategies to facilitate online learning is to be sent to the Department of Higher Education within this week.

21. **Admission fee structure** - Organisations such as the ANCSU have written to the government to waive some fees in institutions. With no directive on this from the government, the college would go ahead with the prescribed fees as currently stated in the Handbook.
22. **Reservations in Admissions.** It was decided to define and divide the categories for the 10% reservation as follows: CBSE & other boards - 4%, General category - 2%; PwD - 2%; SC - 1%, OBC - 1%.
23. **All students are to submit gmail accounts during admissions to enable access to online learning platforms such as the google classroom.**
24. Deliberations were held on the suggestion made by the Minister of Higher Education to reserve 10 seats for highly underprivileged students and even waive some fees. With a majority of students coming from low income groups and the Students' Welfare Committee extending financial aid to a section of them, it was decided DGC already had a system in place for helping the needy and it would continue in this vein.
25. Another proposal for all government colleges in Nagaland to have the same uniform has been dismissed on impractical grounds.
26. **The IQAC and its functioning:** The Principal relayed a seven point guideline for effective functioning of the IQAC, as underlined by a senior advisor to NAAC, during a NAAC-related orientation programme in Aizawl. All members of the IQAC were encouraged to abide by the same.
27. As instructed by the Minister of Higher Education during his meeting with Principals of Government Colleges, **government college websites need updating.** Also, as with sites of leading institutes/organisations, space for feedback for visitors on the sites should be provided so that they can leave comments. Every Department is to showcase its strengths on the college website. ICT Committee & IQAC to do the needful.
28. Dr. Vitsosie Vupru, the IQAC Co-ordinator, apprised the house on the groundwork being done by the IQAC. NAAC feedback from the previous cycle has been taken into account but some areas such as research output and ICT facilities on campus still need more work. Reports of improvements made based on the recommendations of the NAAC Peer Team from the first cycle has been sent to the Directorate of Higher Education for the past two years. The AAA team has visited and assessed DGC on 12 September 2019. The AQAR for the current year is yet to be submitted as some data will only be available after admission of new students.

29. **Paperwork for NAAC assessment:** All **Convenors of committees/cells** under IQAC are to update their activity reports. All **Heads of Department** are to prepare/update Departmental reports.
30. The college has carried out an internal audit but a Central audit is also to be done with the services of a Chartered Accountant for better credibility.
31. **Other factors to check preparedness for NAAC were discussed:** The Library has to be accessible and new buildings to have ramps for PwD. A siren for the college is to be bought soon; the college is already under CCTV surveillance.
32. **IIQA and SSR :** As the SSR is to be submitted within 45 days of submitting the IIQA, all data, files and write up for SSR is to be kept ready. The Principal has proposed the end of July as a deadline for submission of IIQA. It may possibly be submitted earlier. SSR of other colleges such as Unity College may be reviewed for preparedness.
33. The Principal thanked everyone for their presence and ended the meeting thereof.

Recorded by:

Dr. Maongkala Longchar