

IQAC Meeting held on 04th Feb 2020

- IQAC Co-ordinator welcomed Ms. Tiarenla into IQAC.

Agendas Discussed:

- **SSS:**

- Conduct a mock drill for the students.
- Through college email address, all the templates for SSS to be forwarded to the students for feedbacks.
- Brief the students on how to fill the forms.
- Collect softcopies of students email
- Dr. Abhijit and Mr. Tiatemsu to come up with modalities for the mock drill.

- **Teachers Assessment:**

- Assessment to be done online. Students' feedback for this year to be collected by Dr. Intiwati Jamir so as to maintain confidentiality. For future assessment, modalities to be framed according to situation.
- Teachers' assessment to be submitted to the respective HODs to be taken in the faculty meeting.

- **AAA Report:**

- **Weaknesses**

- 1) Convenor, Library Committee to take note of more reading room space for library. Principal communicated that Er. Senti informed that there is some fund for Library development which will be pursued by Vice Principal and Mr. Tiatemsu.
- 2) Three Zoology faculties are pursuing PhD which needs to be rectified.
- 3) Students to be invited/informed in the next IQAC meeting.
- 4) To seek more clarity
- 5) Library Committee to look into it.
- 6) Research Committee to encourage Teachers to apply for Major projects. Initiating a faculty development fund for research to be taken care of by the Research Committee.
- 7) Look for budget to organise seminars/conferences
- 8) Admission Committee to bring out modalities for PWDs and foreign students.
- 9) All departments have SWOC analysis.
- 10) Student feedback format to be according to NAAC guidelines.
- 11) Not feasible to have a bookstall in the college.
- 12) Put up flex/advertising board in the college campus highlighting the best practises of the college.

- 13) Invite Dr. T. Temjen, Deputy Librarian, NU to conduct a workshop on National Digital Library, Swayamprabha and shodganga online resources. Library Committee to take note of up gradation of books, journals, ejournals, internet and KOHA software. Resolved to have high speed internet connectivity at the earliest.
- 14) Smokeless chullas in the hostel is resolved. Reading room to be taken care of by the wardens.
- 15) College website committee is working on it.
- 16) Philosophy department has 5 faculties. Regarding lack of students, the department is working on it.
- 17) Vehicle parking slot part of the college beautification concept note.
- 18) Authority to earmarked area for botanical garden. Museum and Day Care centre is already under process. Mr. Tiatemsu entrusted for technical assistant for setting up museum.
- 19) Science departments to do the necessary for conducting science exhibition.
- 20) Alumni association registration under process.
- 21) Entrusted to Research Committee to encourage teachers to provide funds from various central govt. agencies.
- 22) Ramp facility to be constructed in the science block.
- 23) Entrusted NSS to adopt a village.
- 24) Principal has written to the Govt. for employment of EVS Teachers.
- 25) College to conduct NAAC sponsored seminar.
- 26) Seminar committee working on conducting IPR seminar.
- 27) Mr. Bendangtemsu entrusted for installing Fire extinguisher.
- 28) Dr. Abhijit working on installing Siren in the college building. Fund raising committee working on getting fund for good approach road to college.
- 29) Fund raising committee working on getting funds for renovation of hostel and college buildings.

Members Present:

Mr. T. Allong Tzudir, Ms. Tiamongla, Dr. Intiwati Jamir, Dr. I Wati Imchen, Dr. Abhijit Borah, Dr. Lanurenla, Dr. Tsukjemchila, Mr. L S. Vinod, Dr. Lendina, Ms. Tiarenla, Dr. Tainla Mar, Ms. Bendangsenla, Mr. P. Tiatemsu Mollier.

Recorder: Kevezai Tureng

IQAC Meeting held on 14th Feb 2020

Agendas Discussed:

1. Composition of IQAC.
 - External members were appointed by the Principal without the knowledge of the IQAC members, for which the members (internal) pointed out that from next time onwards, the internal members should be consulted before doing so.
 - General Secretary, FACSU to be included in IQAC along with the Vice-President as representative of students.
 - Deputy Commissioner instead of ADC should have been included in the IQAC composition
 - Since the order has already been dispatched, members decided to maintain status quo in the composition of IQAC for the present.
 - A corrigendum will be drafted by the College authority specifying Industry/Employers/Stakeholders/Members/representatives, etc., as per NAAC guidelines.
 - Invite all members of IQAC on 7th March at 10 am and enlighten the members as to what IQAC has done so far with regard for the upcoming NAAC assessment 2020.
2. To conduct mock drill at Sao Chang College for their upcoming NAAC Assessment on 24th February 2020:
 - Dr. Intiwati Jamir, Dr. I Wati Imchen and Dr. Lanurenla are deputed for the same.
3. Display college vision statement and two best practises of the college 2019-2020 on a flex for which eco club is entrusted to come up with a proposal:
 - Loan a book initiative and September Melange (two best practises).
4. For the upcoming entrepreneurship workshop to be held on 29th Feb 2020, Vice Principal is entrusted to allocate works to teachers to help the organisers.
5. Fund raising committee
 - To sell lottery tickets for which the committee will meet the DC Mokokchung and ask permission for the same. Seed money to be given by IQAC for printing of lottery tickets.
 - Meet the stakeholders and civil societies of the college, Chuchuyimlang and Mokokchung village councils, Ao Senden, Watsu Mungdang, AKM, Students' Union of Chuchuyimpang and Mokokchung.
 - Meet college alumnus.
 - Hosting of mini hornbill during Moatsu in the college campus along with alumni night for which the committee will meet the Ao Senden for the same. Committee will come up with a proposal for organising the said programme.

- Since one member from Internal Alumni Committee as well as Fundraising Committee has gone on study leave, the committee has requested to appoint another member to replace her.
 - Profit from the sales of students uniform to be incorporated into the fund raising budget for which IQAC agreed to the proposal.
 - Meeting with ministerial staff for contribution towards fund raising account.
6. To create a photo album of the college.
 7. IQAC will work out a budget for the labelling committee.
 8. College Advisory Committee:
 - Prof. Chaturvedi is the university nominee instead of Prof. Deepak and Prof. Lanusashi. Reconstitution to be discussed in the next meeting.
 9. Dr. T. Temjen Jamir, Deputy Librarian, NU will present a talk on Plagiarism and online resources for the teachers on 7th March 2020 in the college conference hall. During his visit college will procure written permission from Nagaland University to utilise plagiarism check software.
 10. The Directorate of Higher Education has allotted two smart boards for the college which will be allocated for classrooms (A7 demarcated)
 11. Hi-speed internet connection is required for running sywam prabha programmes. Mr. P. Tiatemsu is working on procuring internet connection for the college.
 12. Mr. P Tiatemsu on behalf of the wardens highlighted the problems faced by the wardens in running the hostels because of allocation of insufficient hostel funds and at the same time, delay in release of the funds by the college authority. Members agreed that the issues raised need to be addressed at the earliest.

Members Present:

Ms. Tiamongla, Dr. Imtiwati Jamir, Dr. I Wati Imchen, Dr. Lanurenla, Dr. Tsukjemchila, Mr. L S. Vinod, Dr. Lendina, Dr. Tainla Mar, Ms. Bendangsenla, Mr. P. Tiatemsu Mollier.

Recorder: Kevezai Tureng

Meeting Minutes of IQAC, FAC, Consultative Meeting with Ao Kaketshir Mungdang

Date: 18/02/2020

Time: 10:00 AM

Venue: Conference Hall, Fazl Ali College.

1. Dr. Lanurenla, Coordinator IQAC, welcomed the Executives of AKM into the meeting. She thanked the AKM for playing a pro-active role in looking after the welfare of the students, especially students of Fazl Ali College. She also enlightened the gathering about the upcoming NAAC Assessment due this year and the continued cooperation that the college requires from AKM.
2. Mr. P Tiatemsu, Convenor, Fund raising Committee for the 3rd cycle of NAAC Assessment gave a brief outline of what is expected from the college by NAAC peer team and what AKM, being the apex student organisation of Mokochung district can do to help the institute get accredited with good grade. He also presented the proposed budget that has been made by the fund raising committee and how the AKM can help by giving support to the various fund raising projects envisioned by the committee.
3. General Secretary, AKM thanked the college for inviting them and including them in working towards the upcoming NAAC Assessment of the College. AKM assured their continued support and cooperation towards working for the welfare of the college.

Members Present:

1. Ms. Tiamongla, Vice-Principal, FAC
2. Dr. Lanurenla, Coordinator, IQAC, FAC
3. Dr. Imtiwati Jamir, Member, IQAC
4. Dr. Tsukjemchila, Member, IQAC
5. Mr. L. S. Vinod Kumar, Member, IQAC
6. Ms. Tiarenla Aier, Member, IQAC
7. Dr. Tainla Mar, Member, IQAC
8. Dr. Lendina, Member, IQAC
9. Ms. Bendangsenla, Member, IQAC
10. Mr. P. Tiatemsu, Member, IQAC
11. Mr. E. Benrithung, Member, Fund Raising Committee
12. Mr. Chiratho, Member, Fund Raising Committee
13. Mr. Nungdokyangar, President (Designate), AKM
14. Mr. Nekmi Longkumer, Gen. Secy (Designate), AKM
15. Ms. Impoksula Aier, Education Secy (Designate), AKM

Recorder: Mr. Kevezai Tureng

Consultative Meeting of Fazl Ali College IQAC with Mokokchung Village Council Minutes

Date: 19.2.2020

Time 10:30 AM

Venue: Conference Hall, FAC.

1. The meeting was chaired by Dr Lanurenla, IQAC Coordinator. She welcomed the Council members present and thanked them for the support extended to the College by the Council in all times of need. She proceeded with a brief explanation of what is NAAC and invited all members for an open discussion.
2. Mr.Tiatemsu, Convener, College Fundraising Committee, once again welcomed and addressed the Mokokchung Council of the RionsangerPutu Menden and highlighted NAAC assessment procedures and Concept Note with a Powerpoint presentation. He further gave a brief overview of the genesis of the College emphasising upon how the College began with public contributions. He explained what is UGC/NAAC and the Core Values required to be instituted by educational institutions. Based upon these requirements, he gave an outline of the tasks yet to be accomplished, whatever has been achieved till now, the upcoming projects that needed to be undertaken and called for sharing of burdens.
3. During the discussion four members of the Council expressed the following points:
 - a. It would not be possible to take any immediate decisions but the matter will be duly considered and communicated. But assurance was given that step forward would be taken in cooperation.
 - b. They would participate in at least some way and this would be informed to the College after deliberation.
 - c. This College was built on Mokokchung and Chuchuyimpang lands. From the beginning there is an agreement that all the Fourth Grade Posts would be given to the landowners and this landowners' right was reiterated by one of the members.
 - d. Mr.Kiremwati, Former Headmaster of Mokokchung Government High School was cited as an example of a good Science teacher who adopted real life practical teaching methods through which the students achieved academic success; the teachers were exhorted likewise to be effective and build up the future generations . Towards this end they would lend enthusiastic support and spread awareness not only among themselves but to the public at large.
4. Ms.Tiamongla, V Principal, explained further about NAAC procedures and that 70% points would be covered by report submitted and 30% would be for inspection. She expressed hope that the two villages would take a major share in the activities and if any obstacles were to arise, hoped that they would pave the way for smooth execution of developmental works.

5. One of the Council members opined that the major task would fall upon the College, but as land owners, they have certain obligations which it would be their duty to carry out . Since a considerable area of the College is under their jurisdiction, they would do their utmost to help to the most possible extent.
6. Dr Lanurenla, IQAC Coordinator, informed that the College has a vision to start a College Botanical Garden and other developmental projects. She requested all present to share these thoughts and arrive at cooperative understanding. She once more thanked the Council and concluded the meeting with the hope that there will be more meetings in the coming days in order to make progress and that the College is counting on them for continued support during the NAAC peer team visit.

Meeting Minutes of IQAC, FAC, and Fund Raising Committee Meeting with Non Teaching Staff.

Date: 26/02/2020

Time: 10:00 AM

Venue: Conference Hall, Fazl Ali College.

1. Dr. Lanurenla, Coordinator IQAC, chaired the meeting. While welcoming the Non Teaching Staff, she mentioned that such meetings will be conducted time and again since there is much to be done for the 3rd cycle of assessment.
2. Mr. P Tiatemsu, Member, IQAC and Convenor, Fund raising Committee gave a PowerPoint presentation on what the college needs to do to get a good grade. He highlighted some of the following points:
 - What the college as well as the students gain by assessment.
 - The importance of each criterion.
 - The budget proposed by the Fund raising Committee to meet the requirements of NAAC.
 - The activities conducted by the various departments in the last two (2) months.
 - Upcoming activities in the college.

In this regard, constructive suggestions were solicited from all.

3. Ms. Tiamongla, Vice- Principal urged upon the staff to contribute not only in terms of cash but also by actively involving in the corporate life of the college. She stressed the importance of giving back to the college and highlighted the IQAC 3-member team trip (Mock Drill) to Sao Chang College (SCC), Tuensang report on the positive participation of the Non Teaching Staff there.
4. Dr. Lanurenla reiterated the plea of the Vice-Principal for contributions from the staff and took time to-
 - Show picture slides of the trip to SCC, Tuensang.
 - Mention the self evident contributions made by the Non Teaching Staff of SCC.
 - Highlight the community participation.
 - Ask the staff to ponder on what their response to the NAAC team will be to the question of what the Non Teaching Staff has contributed to the college.
 - Request all members present to work together, wholeheartedly, for the college.
5. Mr. Tongzuk, HA spoke on behalf of the staff and stated that they will have a meeting immediately to decide on their course of action and inform the IQAC at the earliest.

Recorder: Ms. Bendangsenla

Meeting minutes of Consultative meeting with Chuchuyimpang Village Council

Date: 02nd March 2020

Time: 9:30 AM

Venue: Conference Hall, FAC

1. Mr. Kevezai chaired the meeting. He welcomed the council members and made the participants know about the purpose of the meeting.
2. Mr. P Tiatemsu took the podium and made his presentation where the following key points were presented:
 - a) Meaning and purpose of NAAC and why it has become mandatory for all colleges under UGC to get accredited.
 - b) The benefits of accreditation
 - c) The seven point criterion of NAAC assessment
 - d) Remarks given for improvement in the last NAAC assessment 2015
 - e) Remarks of AAA team 2019, especially in the areas lacking.
 - f) Community extension services and programmes carried out by the various departments of the college.
 - g) Highlighted on the impending needs and budget required for the upcoming NAAC Assessment 2020.
3. Ms. Tiamongla, Vice Principal, FAC appealed to the Chuchuyimpang Council to extend their fullest co-operation so as to obtain a good grade.
4. Dr. Lanurenla, coordinator, IQAC shared on her experiences on the recent mock drill trip to Sao Chang College, Tuensang and how the particular college is doing so well because of the hard work from the non-teaching staff and the immense support from the community. In this regard she had exhorted the participants to continue to offer their relentless support and co-operation.
5. The council chairman of Chuchuyimpang Rionsganger Putu Menden greeted the august gathering and extended appreciation for organising the meeting.
 - a) He spoke on how the college being the oldest in the state has been neglected for a long time and only saw signs of development starting from the time of former principal Ms. Kuholi Chishi till now.
 - b) He also talked about the sacrifices that the village community has made towards the development of the college in its initial days, especially in regard to road connectivity in and around the college campus.
 - c) He opined that the college needs a strong God fearing Principal and urged the faculties in working towards this line
 - d) He also shared his opinion that the Principal of the college should clearly present the needs of the college in the DPDB meetings. Further that the Principal should be accompanied by some faculties.
 - e) Another important issue that the council is concerned about is the poor road condition. In this regard, he shared on the initiatives the council has taken by meeting the concerned department officials to address the issue. He also challenged the college authority to initiate the same.

6. Another council member thanked the college authority for giving them an insight into the needs and activities of the college. He further extended appreciation for the good works done by the college and challenged the authority to be strong in administration, especially when it comes to controlling the non-teaching staff, majority of them being from their village.
7. Vice- Principal, FAC further appealed to the village council to lend a free hand while carrying out any renovation and development works, since the college had met with certain inconveniences in the past.
8. A council member opined that there is a communication gap between the land owners and the college authority which prevents in the smooth development activities of the college, and how such problems can be easily rectified through open discussion. He, however, further assured the college authority of the council's full support in this matter.
9. A council member opined that it would be good if the college authority come up with a clear cut project for the village council so that they can also worked on trying to fulfil their assigned duties.
10. Chairperson thanked the council for their positive response and support and further assured that the college looks forward for their continued support and will work towards more concrete plans in the future for both sides to play a proactive role towards the development of the college.

Recorder:

Dr. Tainla Mar

Consultative Meeting Minutes of IQAC with Executives of Fazl Ali College Students Union

Date: 03rd March 2020

Time: 13:00

Venue: Conference Hall, FAC

1. Mr. P Tiatemsu gave a power point presentation on the importance of NAAC Accreditation. He highlighted about the seven criterion that the NAAC peer team will be judging the college and reminded the students' leaders that they need to play a pro-active role and encourage their fellow students for their active participation so that the college will get good grades
2. Dr.Lanurenla, Co-ordinator IQAC, FAC encouraged the students for their continued support. She informed the students about Student Satisfaction Survey (SSS) which will be conducted by NAAC via email. She informed that 22 objective questions and 1 subjective question are there for the students to respond. She informed that this is going to be the first exercise for the college and urged the students to be aware of the questionnaire. At the same time, students have to respond within a period of 10 days for which they need to be aware and reply at the earliest. Students' replies should be honest and should not contain outrageous replies. She concluded by challenging the FACSU to contribute their best so that the college will get good grades.

Recorder:

Kevezai

Fazl Ali College IQAC Meeting Minutes

Date: 06.03.2020

Time: 2:15 PM

Place: IQAC office

1. Dr. Lanurenla, Coordinator welcomed the members.
2. Mr. P Tia Mollier presented the proposal of the Uniform Committee:
 - a. New blazer and trousers for both boys and girls. Sweaters, with sleeves and without. The total cost of the uniform will be approximately Rs. 3250.
 - b. A separate account will be opened.The survey conducted among the students was made known to the members and it was mentioned that the colour of the uniform was based on the survey.
3. Dr. Imtiwati suggested that the logo of the college should be prominent since it gives the distinguishing mark. Members agreed to take the proposed uniform to the HoDs meeting for approval.
4. The sample brought by the Labeling committee to label the rooms was approved.
5. Beautification Committee along with Eco Club will work in tandem with the College Development committee. It was agreed that the approach and entrance to the college will be the priority for a facelift.
6. Cultural Committee reported that they will be working together with EBSB since the emphasis of both is on the same activities. The proposal to register under MDACC was agreed.
7. To the query put up by the Alumni Internal Committee as to who will bear the expenses for the alumni meeting on the 28th of March, 2020, it was decided that the IQAC will meet the expenditure.
8. The college fund position was presented though it was an incomplete report from the office. It was decided that the office accounts section should give a full report to the IQAC by 21st March, 2020.
9. Bookkeeping and accounting training will be given to the Accounting Section staff on 7th March, 2020. The training will begin at 2:30 PM and Mr. L S Vinod is assigned to supervise.
10. The following committee budget proposal will be met by IQAC:

Swacch Bharat, Red Ribbon Cell, Career Guidance & Counselling, Disaster management committee (proposal for sirens and fire extinguishers)
11. The college will meet the budget of the Day Care centre committee and the Journal Committee.
12. Cultural Committee will be asked to review the budget proposal.
13. All stationery requirements of various committees will be supplied by the office.
14. Sound system committee budget is kept in abeyance.
15. Coordinator, IQAC entrusted to discuss with the Seminar committee regarding the Workshop on Intellectual Property Rights.
16. Legal Cell and Disaster Management Committee to be asked to coordinate and approach the concern departments for conduct of various programmes. They will be asked to present concept notes and breakup of the budget proposals too.
17. Internal Committee for Students with Disabilities to be asked to draft the provisions to be added in the college handbook.
18. The profiles of the departments and committees to be uploaded in the website to be reviewed by the members.
19. It was decided that Dr. Kika Longkumer will be requested to conduct an independent inspection of the college.

Resolutions of the IQAC Online Meeting

Date: 3rd May 2020

Time 10 AM

Agenda discussed: How to Conduct Online Evaluation

Resolutions:

1. Modes of Evaluation:
 - a. MCQ (multiple Choice Questions)
 - b. Open Book Tests (Applied Questions)
 - c. Oral (Optional for General and Honours students)
2. Audio visual rooms to be set up for online classes. Mr. P. Tiatemsu to take the initiative.

Members Present:

1. Ms. Tiamongla Vice-Principal
2. Dr. Imtiwati Jamir member
3. Dr. Abhijit Borah
4. Dr. Tsukjemchila
5. Mr. P. Tiatemsu
6. Ms. Tiarenla Aier
7. Mr. Kevezai Tureng
8. Dr. Tainla Mar
9. Ms. Bendangsenla
10. Dr. Lanurenla

IQAC Online Meeting Resolutions on LMS

Dated: 28/05/20

Time: 10 AM

Agenda discussed: Modes of Online Classes

Resolutions:

1. It was resolved that the following measures would be adopted by online classes by the faculty of Fazl Ali College
 - a. Video lectures and demonstrations
 - b. Audio lectures
 - c. Pdf with audio embedded study materials
 - d. Live classrooms
2. The above modes of teaching-learning may be uploaded by individual teachers in their Google Classrooms
3. Teachers will be encouraged to undergo online courses in order equip themselves and enhance their online teaching experiences.

Members Present:

1. Ms. Tiamongla Vice-Principal
2. Dr. Intiwati Jamir member
3. Dr. Abhijit Borah
4. Dr. Tsukjemchila
5. Mr. P. Tiatemsu
6. Ms. Tiarenla Aier
7. Mr. Kevezai Tureng
8. Dr. Tainla Mar
9. Ms. Bendangsenla
10. Dr. Lanurenla

Resolutions of the IQAC Online Meeting

Date: 1st June 2020

Time 10 AM

Agenda discussed: Online Admissions Criteria

Resolutions:

1. No cut off marks for application
2. Spot admissions for 60% and above for both Science and Arts streams.
3. Student intake for Science – 100 max
4. Student intake for Arts – 350 max
5. Instructions to be given to students for possession of smart phones, laptops for online classes.
6. Hostel forms to be created online by Dr. Abhijit and Mr. Lanunungsang.
7. Reservation Policy:
 - a. 5% for other Boards
 - b. 3% for PWD (People with Disabilities)/ Differently abled
8. ₹50,000/- (Rupees fifty thousand only) sanctioned for website development from IQAC fund which will be reimbursed by the Office

Members Present:

1. Ms. Helen Jamir Principal
2. Ms. Tiamongla Vice-Principal
3. Dr. Imtiwati Jamir member
4. Dr. Abhijit Borah
5. Dr. Tsukjemchila
6. Mr. P. Tiatemsu
7. Ms. Tiarenla Aier
8. Mr. Kevezai Tureng
9. Dr. Tainla Mar
10. Ms. Bendangsenla
11. Dr. Lanurenla

IQAC Meeting Resolutions

Date: 28th June 2020

Time: 10 am

Mode of Meeting: Google Meet

Agendas discussed:

1. Online teaching - semester wise routine
2. Training/Orientation for students on how to enroll and carry on with online classes
3. Lesson Plans

Resolutions:

1. Routine will be planned out by Dr.Imtiwati Jamir for releasing lectures, materials and such other modes of online teaching.
2. A uniform format will be drafted by Dr.Imtiwati Jamir for teachers to submit teaching modules.
3. End of module test will be notified by the concerned teacher in that particular class's google calendar. Authority will monitor regularly the calendar and see that the end of module test is held without delay after the module is completed.
4. Each teacher will submit lesson plan mentioning division of modules within the specified timetable and also mentioning the per lecture MCQ and end module tests so that exams do not clash. The modules will have to be posted by teachers in their individual Google classrooms.
5. Mock online classes will be under taken by teachers before 6th July 2020 to get themselves acquainted with online teaching. This can be done department wise or inter-department wise.
6. Training/Orientation for students on how to enroll and carry on with online classes will be conducted by teachers. The masterplan of the training will be prepared by Dr.Abhijit Borah.
7. Dr.Abhijit Borah is entrusted to develop G Suite for the College.
8. Regarding end module tests, more chances will be given to students who secure low Mark's until they obtain the minimum.
9. Teachers must provide reading material first before conducting tests (to make up for the inaccessibility of library) keeping in mind copyright and plagiarism laws.
10. Online classes will commence from 6th July 2020.

Members Present:

1. Ms. Helen Jamir (Chairperson, IQAC)
2. Ms.Tiamongla Vice-Principal
3. Dr.Imtiwati Jamir, member
4. Dr.Abhijit Borah, member
5. Dr.Tainla Mar, member
6. Mr.Vinod Kumar, member
7. Mr. P. Tiatemsu, member
8. Ms.Bendangsenla, member
9. Mr.KevezaiTureng, member
10. Dr.Lanurenla, Coordinator IQAC

IQAC Meeting held on 21/08/2020

1. Principal welcomed the members into the meeting.

Agendas discussed:

- 1) Issues related to online classes

- Mr. Tia Mollier presented a draft proposal on the topic “Netiquette and Copyright Guidelines”.
- Netiquette:

Presented a draft on netiquette to the house for discussion and agreed to the draft to be put up in the college website as well as individual teacher’s google classrooms for information to all students.

Along with the draft an e-undertaking to abide by the netiquette guidelines to be given to the students

- Copyright/IPR:

Presented a draft of a copyright for the college for discussion:

Dr. Intiwati Jamir highlighted that copyright issue might not be so relevant to us since most of the study sources that we use are also at the same time easily available in the internet.

After thorough deliberation it was decided to throw the same draft to the faculty at infodesk whatsapp for further discussion and suggestions.

- Mr. Tia Mollier suggested the need and importance of Cyber bullying. In this regard members decided that a link needs to be put up in the college website to address such issues.

- 2) Creative Creation Licence:

- Dr. Abhijit Borah suggested that teachers may claim Creative Creations Licence for their own materials uploaded in the Google classrooms so that students can access and share freely with classmates.

- 3) Students email group to be created which will be specifically used by the Vice-Principal’s Office/designated authority only. For any other use, prior permission will be taken from Vice-Principal’s office.

- 4) Student Satisfaction Survey

- Dr. Lanurenla presented a google form for SSS for discussion to the house. The members decided to go ahead with some slight modifications. In this regard Dr. Lanurenla will do the necessary and send it to the students.
- 5) Principal put forth a letter from the Directorate asking the college to submit reports related to online class to be submitted before 7th of every month:
- Class schedule/ routine
 - ☐ The same routine which we are using to be submitted.
 - Teacher's classes taken report
 - ☐ A uniform format in line with the report submitted by Botany department to be given to all teachers to write their report of classes taken every day and mail it to the HoDs to be forwarded to the authority.
 - ☐ At the same time internal evaluation reports of all departments to be submitted through the HoDs.
 - Student's attendance

The following departments attendance reports to be submitted to the Directorate

 - ☐ BA 1 & 3 sem: English Department
 - ☐ BA 5 sem: Political Science Department attendance to be submitted. For
 - ☐ BSc 1, 3 & 5 sem: Chemistry Department
 - ☐ Inform respective HoDs of the three departments.
 - Percentage of courses covered
 - ☐ All departments report to be submitted via respective HoDs to the Vice Principal's office.
- 6) With regard to reducing the number of online classes, members decided to leave it as it is until the feedback from students are reviewed.
- 7) G-suite:
- ☐ Dr Abhijit Borah emphasized the need for a full time administrator to run the G-suite of the college.
 - ☐ He also suggested whether a request can be made to the Directorate to create a post for the same from the Directorate. Members decided that the college authority will write to the Directorate. And in this regard modalities for outsourcing/running G-suite will be framed by Dr. Abhijit Borah.
- 8) Two New members to be selected in place of two members who left the college.

Members recommended the names of:

- ☐ Dr. Benrithung from Political Science deptt.
 - ☐ While Ms. Noami from Botany deptt, Mr. Bendangtemjen from Geography Deptt, Ms. Talisenla and Dr. Temjennaro from education deptt, in order of preference were recommended by the house to the Principal for necessary action.
- 9) Principal also informed the house regarding a letter from the directorate to give views and suggestions with regard to National Education Policy to be submitted before 10th September 2020.
- ☐ Except for Relaxation of students' intake (3000) for colleges in Nagaland in keeping with the population, members voiced their satisfaction with the NEP.
- 10) Library card for the new students will be worked out by the office. At the same time students can come physically to the library to borrow books. Information to the students regarding the same to be given by the authority.
- 11) Steps to be taken for those:
- ☐ Students who genuinely have poor network connectivity or do not have a smart phone.
 - ☐ Students, who do not attend classes, take tests or submit assignments.
 - ☐ To address such issues precautionary measures needs to be taken at the earliest for which guidelines for the students to be framed by the authority (Vice Principals Office).
- 12) Need for the College to conduct webinars
- ☐ Mr. Tia Mollier suggested collaborating with District Education Department for conducting online classes for the school teachers of Mokokchung.
 - ☐ Dr. Abhijit Borah suggested a webinar to be conducted by physics department
 - ☐ Seminar Committee to be informed of the same.

Members present:

1. Principal
2. Vice-Principal
3. Dr. Intiwati Jamir
4. Dr. Abhijit Borah
5. Dr. Tsukjemchilla
6. Dr. Lanurenla
7. Ms. Bendangsenla
8. Mr. Tia Mollier

Recorded by: Mr. Kevezai Tureng

IQAC Meeting Minutes held on 17 Nov 2020

Agendas discussed:

I. Review of 2020 meeting minutes.

➤ Meeting held on 04/02/20

1) SSS mock Drill

- Coordinator to take care

2) Teachers Assessment

- Dr. Intiwati conducted a survey and reported that the response was very poor from the students' side. However the report will be used for the year 2019-2020.
- A new report to be conducted again for the year 2020-2021.
Coordinator IQAC is entrusted to do the needful

3) AAA Report

- For parking slot, eco club to submit report/proposal at the earliest
- Regarding setting up of museum in the college Tia Mollier contacted the expert for the necessary requirements. IQAC will collaborate with the expert for further course of action.
- With regard to Botanical Garden, Botany dept. is entrusted to write to the Authority for further course of action.
- College Alumni Association is already registered.
- Inform NSS regarding adoption of village.
- Regarding starting of EVS dept. the college has already written to the Directorate. In this regard Principal will inquire about the progress from the directorate.
- Seminar Committee to conduct IPR seminar in Jan 2021.
- To inquire from Geography Dept. regarding college map.

- Meeting held on 14/02/2020

1) Kevezai is entrusted for creating photo album of the college.

II. Annual Action Plan 2020-2021

- 1) Continuation of using LMS as a regular part of teaching learning process.
- 2) Decided to continue with the online process of Admission/Student management system.
- 3) Develop college computer center into a Hi-tech classroom so that it can be used not only for teaching but also for other purpose (like conducting National level exams etc)
- 4) Entrust Career Guidance and Counselling Cell to organize online seminars
- 5) Entrust Eco Club to conduct online Environment awareness programmes
- 6) To organize workshop on IPR
- 7) Seminar committee to continue with online inter-department seminars
- 8) Departments to continue with extension services
- 9) Entrust Red Ribbon Cell to conduct online seminar on HIV AIDS.
- 10) Cultural committee to conduct webinar on cultural issues and work in collaboration with EBSB
- 11) Bar coding of College properties. Laboratory Committee entrusted with the task

- 12) Uniform for Drivers and conductors of the college bus. Uniform committee to take care of it.
- 13) Office phone for Vice-Principal's office.

III. SSR Assignment Report

- 1) Criteria 1: Mr. P. Tiatemsu Mollier
- 2) Criteria 2: Ms. Bendangsenla
- 3) Criteria 3: Ms. Tiarenla
- 4) Criteria 4: Dr. Temjennaro
- 5) Criteria 5: Dr. Benrithung
- 6) Criteria 6: Mr. Kevezai
- 7) Criteria 7: Dr. Lanurenla

IV. Fundraising Committee Report and Concerns:

- 1) Contributions from faculties, ministerial staff are deposited in the bank. However there are still some staff (teaching/non-teaching) who are yet to contribute the money. In this regard a notification will be send to all staff to deposit the money at the earliest.
- 2) Regarding sale of lottery, necessary permissions are taken from various sources. However considering the pandemic, it is not feasible to do so and hence it s kept in abeyance.

V. Library Extension, Report and Concerns:

- 1) Problems are sorted out and the construction work has begun.

VI. Computerization of Office:

- 1) Dr. Abhijit's model to be applied for computerization of office

VII. Setting up Think Tank Committee:

- 1) Purpose of the committee is to consider long vision goals of the institution
- 2) IQAC members to be part of the committee in the initial stage.
- 3) Details to be discussed in the next meeting.

VIII. Preparation for physical mode of classes:

- 1) To follow the SOP as laid down by the govt. Will deliberate more in the next meeting.

IX. Impending NAAC Assessment Infrastructure preparation and Budget estimation of College Fund.

- 1) Budgeting to be done after audit of College funds from November 2019 to date
- 2) The following members appointed for the Audit:
 - Ms. Talisenla, Dept. Of Education: Convener
 - Dr. Bendangtemjen, Dept. Of Geography: Member
 - Mr. Tongzuk, HA: Member

X. Composition of Committees:

- 1) Dr. Lanurenla requested to be relieved of other committees where she is member so that she can specifically focus on IQAC.
- 2) With regard to IQAC composition:
 - ADC to be replaced by DC
 - Vice President FACSU to be replaced by Gen. Secy.
- 3) Remove those teachers who have left the college.
- 4) One member from hostel committee to be included in the Swachh Bharat Abhiyan
- 5) Reduce the number of members in some committees.
- 6) Dr. Lendina to be relieved of her responsibility as IQAC Treasurer. Dr. E. Benrithung Patton to be appointed as new Treasurer.

XI. Next meeting to be held on 30/11/2020. Time: 11:00 AM

Members Present:

- 1) Ms. Helen Jamir, Principal
- 2) Dr. Lanurenla, Co-ordinator
- 3) Dr. Intiwati Jamir
- 4) Ms. Tiarenla Aier
- 5) Dr. Abhijit Borah
- 6) Dr. Temjennaro
- 7) Mr. P Tiatemsu Mollier
- 8) Dr. Benrithung Patton
- 9) Ms. Bendangsenla
- 10) Mr. Kevezai Tureng

**Review Meeting held on 22nd Nov for suggestions made by AAA team
during their visit on 19th and 20th Nov**

Meeting Minutes:

1. IQAC to send Internal Audit Report of every Semester to the Directorate of Higher Education. In this regard, the need for Internal Audit Committee is required, wherein IQAC recommended the following names to the Principal.
 - Mr. L. S. Vinod Kumar, Deptt. Of Mathematics.
 - Ms. Talisenla, Deptt. Of Education.
 - HA, FAC.
2. IQAC to discuss with Library Committee regarding Journal subscription for all Departments.
3. Mr. Tia Mollier to enquire about internet connectivity in the college.
4. Dr. Lanurenla given charge for making a list of publications by faculties under UGC CARE list.
5. Dr. Tainla Mar, Dr. Lendina and Mr. Imsuyanger to work on labelling/Indicators for all relevant points.
6. Dr. Abhijit is entrusted to work on a siren mechanism in times of emergency for the college.
7. Inform Mr. John to change the nomenclature of Primary Health Centre to Sub- Centre in the college website.
8. Enquire from Civil Supplies Department whether there is possibility to supply rice to the college hostels.
9. Mr. Tia Mollier to take charge of designing Students Toppers board.
10. Dr. Intiwati Jamir to work on registration of Alumni association. Mr. Tia to work on rejuvenation of the Alumni Association.
11. Renovate the two outdoor benches, the clock tower and the stone slab near the college gate donated by the alumni.
12. All Committees of the college while submitting semester reports to also submit plan of action report for next semester.
13. Ink MoU with MCCI and MEC for student internship programmes.
14. For SSS, Mentors to collect students Email/Aadhar/College ID card/ Library ID card/Database ID and submit to the mentoring committee.
15. Seminar Committee to be informed to organise workshop on IPR. IQAC recommended Prof. Deepak Sinha and Prof. Lanusashi from Nagaland University as resource persons.
16. For Gender Sensitization programmes, the Deptt. Of English will submit a concept note to the Principal.
17. IQAC to encourage all departments to give extension services during the winter/summer breaks. Format for certificates in recognition of Extension service by the teachers to be made by IQAC.
18. Dr. Imlinichet, Mr. Molunglemba and Mr. Imkongtiba to be members of College Media Cell and their names are recommended to the office of the Principal.

19. Mr. Molunglemba, Mr. Imkongtiba, Mr. Imsuyanger, Mr.Lanu are to be official Photographer/Videographer of the college and their names are recommended to the office of the Principal.
20. Authority to write to the Directorate for EVS teacher or ask for funds for payment of teaching EVS classes per lecture basis.
21. Write to Directorate again for funds to organise one National/International Seminar in the college.
22. Construct Girls common room.
23. Reservation Policy to be mentioned in the prospectus. The ratio is to be (ST) 80:20 (Gen, OBC, SC, PWD, EWS). Also Top 10 Toppers from any Board to be given one time admission fee waiver.
24. Principal to set up Parent Teacher Association.
25. IQAC to have review meeting with the non-teaching staff.

Members present:

Principal, Dr. Imtiwati Jamir, Dr. Lanurenla, Mr. L. S. Vinod Kumar, Dr.Tsukjemchila, Dr. Tainla Mar, Mr. Tia Mollier, Ms. Bendangsenla.

Recorder: Kevezai Tureng

IQAC Meeting Minutes held on 4th Dec, 2020

1. Smti. Helen Jamir, Principal chaired the meeting.
2. The house was informed of the instruction letter from the Directorate of Higher Education to continue with the mentoring of Non- accredited colleges assigned to the college. She also apprised the members of the proceedings of the two Principals' conferences attended and Hand-outs of the papers presented during the conferences on 'Implementation of CBCS' and 'NNEP, 2020' were given for members' perusal.
3. It was decided that the Certificate of Appreciation from the District Administration for services rendered to the Mokokchung District Task Force Covid 19 will be framed and displayed in the IQAC office.
4. The decision on the issue of application for additional fund from LADP for road improvement is left to the committee already in place.
5. The tenure of the present FACSU office bearers being over, it was decided that the Election committee will look into the feasibility of conducting Students' Union elections. Principal to nominate the Committee members.
6. The composition of different committee members was reviewed and approved.
7. Utilization of Higher Education Minister's One month salary to be discussed in the next IQAC meeting.
8. Mr. P. Tiatemsu presented the audit report. It was remarked that all committees having expenditures and all bank accounts of the college should be audited.
9. Tentative Budget for 2021 to be prepared. Budget Committee members: Principal; Coordinator, IQAC; Dr. Intiwati Jamir; Mr. P. Tiatemsu; Dr. R. Bendangtemjen; Mr. K. Nokmarenba.
10. To propose for a new college building, the draft proposal will be prepared by Coordinator, IQAC and presented in the next IQAC meeting.
11. It was reported that additional fund assistance will be required to make Hand wash facility and College map frame structure.
12. Report on setting up Museum was presented by Dr. Lanurenla.
13. A Master plan for the college to be developed by the Construction cum Development committee.
14. Barcoding of college properties to be budgeted by the Laboratory committee.
15. Uniforms to be procured for the drivers and conductors of the 4 college buses.
16. Painting of the roof and wall of the main college building to cost 30 Lakhs approx.
17. Dr. Intiwati Jamir made the following suggestions:
 - i. IQAC itself can be the Think tank and sit at least once a year to come up with long term development goals.

- ii. The handing and taking over of the office of the Principal, as and when a new principal takes over should be done along with the IQAC to maintain continuity of planned, approved and on-going projects.
 - iii. An online diary for different committees to file reports immediately after the event.
18. Mr. Tiatemsu put forward the following suggestions:
- i. To conduct virtual meetings with possible partner institutions to start certificate courses and other programmes.
 - ii. To consider off grid electricity and explore sustainable energy sources.
19. It was decided to offer financial support to teachers interested in pursuing research projects. To undergo selection process.
20. Expenditure records of all committees to be submitted to the Principal by the 10th of December, 2020 for auditing.

Members present:

- 1. Ms. Helen Jamir, Principal
- 2. Ms. Tiamongla, Vice Principal
- 3. Dr. Lanurenla, Coordinator
- 4. Dr. Imtiwati Jamir
- 5. Dr. Abhijit Borah
- 6. Dr. Tsukjemchila Imchen
- 7. Dr. Temjennaro Jamir
- 8. Mr. P Tiatemsu
- 9. Ms. Bendangsenla
- 10. Dr. E Benrithung Patton

IQAC Meeting Minutes

Date: 21st December 2020

Venue: Principal's Residence

1. Chairperson of IQAC, Ms. Helen Jamir presided over the meeting. She welcomed all the members to her home.
2. IQAC coordinator read out the agendas of the day
3. Mr. P. Tiatemsu reported that during the Civic Action Programme 2020-2021 of 173 BN CRPF, Nagaland, 8 numbers of 500ltr water tanks were donated to Fazl Ali College, out of which 2 were handed over to Union Church and the remaining 6 kept for handwash system near the main gate.
4. Principal also mentioned that during the same function, renovation of the College basket ball ground had been promised for which a letter would be drafted.
5. IQAC coordinator reported that Mr. Jemti Mollier had assured that an initial amount of 3 lakh would be granted to Language Translation Cell during the month of January.
6. The Audit Report was presented by Mr. P. Tiatemsu and it was decided that two aspects of the fees would need verification:
 - a. Affiliation fees paid to NU
 - b. Marksheet Fee
7. The Audit Committee brought two suggestions:
 - a. Faculty to forfeit exam remuneration: In this regard, it was decided that the suggestion would be put forward as an agenda during the faculty meeting as well as a meeting with the non-teaching staff.
 - b. Close Axis bank account: In order to streamline accounting, it was decided for the better to close this account for which Principal would do the necessary.
8. Dr. Imtiwati Jamir presented the budget to the house. Due to some inconsistencies with the audit report and the budget proposal, it was decided that Dr. Imtiwati Jamir and Mr. P. Tiatemsu would sit together to iron out the inconsistencies.
9. Dr. Abhijit Borah presented his proposal of the Computerization of Office which was approved by IQAC. It was resolved that funding of this project be made from IQAC Fund.
10. Tentative expenditure of IQAC Fund:
 - a. Computerization of Office: 400000/-
 - b. IIQA submission: $25,000 + 18\% \text{ GST} = 29,500/-$
 - c. SSR Submission: $1,85,000 + 18\% \text{ GST} = 2,18,300/-$
 - d. Peer Team Visit: 400000/-
11. It was resolved that execution of planned expenditure for infrastructure works would be handed over to Development and Construction committee.

12. Before the commencement of development works, it was resolved that a joint meeting of IQAC and Development and Construction Committee would be held in the first week of January.
13. A manual for committees would be drafted for which the following are appointed:
 - a. IQAC Coordinator
 - b. Mr. P. Tiatemsu
 - c. Ms. Bendangsenla
14. A master plan of the College to be developed for which the following are appointed:
 - a. Dr. Tsukjemchila Imchen
 - b. Mr. P. Tiatemsu
 - c. Dr. E. Benrithung Patton
15. A 3D print out of the College to be executed for which Geography department is appointed.

Members Present:

1. Ms. Helen Jamir, Principal
2. Ms. Tiamongla, Vice Principal
3. Dr. Intiwati Jamir
4. Dr. Tsukjemchila Imchen
5. Dr. Abhijit Borah
6. Mr. P. Tiatemsu
7. Dr. Temjennaro
8. Dr. E. Benrithung Patton
9. Dr. Lanurenla, Coordinator