

Resolutions of the Joint Meeting of IQAC and Development & Construction Committee

Date: 6th January 2021

Venue: Conference Hall

1. Meeting commenced with a report from Dr. Abhijit on Solar Panel Project and Computerization of Office. He also suggested rectifying the faulty electrification in the College.
2. The following developmental works will be done with immediate effect:

SL. NO	DETAILS	SANCTIONED	INCHARGE
1	Painting of the College	250000	Dr. Aotemshi I Mr. Watitoshi Ao Mr. Odimar Dr. E. Benrithung Patton
2	Hostel Renovation	100000	Hostel Committee
3	Water	50000	P. Tiatemsu
	Water Reservoir Maintenance & Chemistry Lab drainage	20000	Dr. Imliwati Longkumer Mr. Talimoa
4	Valley View Road	100000	Hostel Committee Mr. Merenwati
5	Seating	120000 (20 numbers for first batch)	Mr. Imkongtiba Mr. Imnawapang
	Maintenance of classrooms	50000	HA
	Corridor Ceilings repair in Arts block	100000	Dr. Temjennaro
	Raised platforms in classrooms	20000	
6	Lectern in the Auditorium	50000	Mr. K. Nokmarenba Ms. Tiarenla Aier
7	ICT Infrastructure	300000	Systems & Information Committee
	a. LCD Projector x 4		
	b. Data	100000	
	c. Website	25000	
	d. New equipment	400000	
	e. Maintenance	25000	
	f. Solar Power Project	600000	
	g. Symbios Connection	15000	
8.	Generator maintenance	50000	Mr. K. Nokmarenba Mr. Alemba Ms. Bendangsenla
9	Master plan of the College		Mr. P Tiatemsu

Consultative Meeting of IQAC with FAC Land Donors Association Chuchuyimpang

Date: 19th January 2021

Venue: IQAC Office

1. Meeting commenced with a welcome note from Principal & IQAC Chairperson, Ms. Helen Jamir.
2. Time was given to Mr. P.Tiatemsu to present the Vision of the College.
3. Discussion hour was opened to the members whereby the FAC Land Donors Association made the following suggestions:
 - a. More consultative meetings with the Village Council and the Association
 - b. To strengthen the relationship between the College and the stakeholders
 - c. Anticipated developmental works to be shared with the Association
 - d. Reservation in the admission policy for the Land Donors
 - e. Seminar to be organised for the non teaching staff along with the Village Council and Association
 - f. A sum of ₹20,000/- was donated by the Association as a symbol of their goodwill and support for the College.
4. Meeting concluding with a note of thanks from the IQAC Coordinator.

IQAC MEETING MINUTES

Date: 24/02/2021

Venue: Conference Hall, FAC

Time: 11:00 AM

- 1) Principal welcomed the newly appointed members into IQAC. She encouraged all members to give their best since the responsibilities as a member of IQAC requires many contributions.
- 2) Dr. Lanurenla, Co-ordinator of IQAC gave a report of the AQAR 2019-2020 for approval of the house. Members deliberated on the report and approved for further submission to NAAC.
- 3) For AQAR 2020-2021, members were allotted various criteria.

Criterion	Working Team	Nature of Work
1	Ms. Arenla Socio	To ensure that we fulfil the key indicators by planning and taking initiatives
	P. Tiatemsu	To collect data from the documentation officers.
	Ms. I. Narola Imchen	To submit the AQAR within the stipulated time
2	Dr. Imcharenla	
	Ms. Bendangsenla	
	Ms. Talisenla	
3	Ms. Tiarenla Aier	
	Dr. Tsukjemchila Imchen	
	Dr. Phyobenthung Odyuo	
4	Ms. Naomi	
	Dr. Temjennaro	
	Dr. Abhijit Borah	

- 5 Mr. Mesutoba Ao
 Ms. Toshisangla
 Mr. KevezaiTureng
- 6 Mr. Limaakum
 DR. Ziuziu Iheilung
 Dr. Imtiwati Jamir
- 7 Dr. E. Benrithung Patton
 Dr. Lendina
 Mr. Vinod Kumar

Documentation Officers

8. Mr. John
 Ms. Yashikala Ao Pol.sc

The Documentation Officers will ensure that all data needed by the 7 teams are ready whenever requested.

- Criterion III: Tiarenla exchanged with Mr. Limaakum to criterion VI
- 4) Mr. P Tiatemsu Mollier presented a concept note on Setting up of an Entrepreneur Development Cell in the college and urged the members to open the cell at the earliest. He pointed out that having such a cell in the institute will:
- Encourage students to explore their skills.
 - Keep a track on students' career progression.
 - Once established, there are funding agencies available for seed money.
 - The college also has Skill development license to start/provide life skills to students from the Govt. of Nagaland since 2016.

The house approved the suggestion brought forward for further course of action.

- HoDs of all departments are to propose at least one add on course/skill development course starting from this current semester.
 - Dr. Lanurenla encouraged the Ao deptt to offer diploma course in language proficiency. Likewise other deptts were also encouraged to offer such courses related to their departments.
 - Dr. Intiwati Jamir suggested that before offering such add on courses , departments are to note that:
 - proper infrastructure should be in place, like labs etc.
 - Add on Courses need not necessarily be free.
 - Not necessarily related to respective subjects.
 - Also have a proper academic calendar for such courses.
 - HoDs were informed to come up with a concept note on skill development/ multidisciplinary courses/add on courses by 9 March 2021.
- 5) Principal pointed out the benefits of having Institutional tie-up with IGNOU or UGC recognized University for setting up of a study center in the college:
- IGNOU will pay for setting up center in the college.
 - Incentives/perks are provided to the institution as well by virtue of being an IGNOU center.
 - Members agreed to pursue for certification for which the Principal is entrusted to write to the Nodal Officer, IGNOU.
- 6) Review of Golden Resolution of setting up a modern library.
- Members agreed to review the resolution and take it up at the earliest with the Library Development Committee.
- 7) Mr. P Tiatemsu presented a concept note on “Performance Assessment of Office Staff of Fazl Ali College,” wherein he,
- Pointed out the problem of absenteeism among the ministerial staff which needs to be addressed at the earliest.
 - Proposed an assessment for the non teaching staff as well. The assessment can be done by HoDs, Wardens etc and grade them accordingly which will then be forwarded to the Principals office for necessary action.
 - Incentives may also be given for best employee based on the grading.

8) WATSAN:

- Principal presented the proposal given by non-teaching staff regarding WATSAN, that Instead of the current non teaching employee looking after WATSAN, the non-teaching staff proposed appointing a new employee and also enhancing the remuneration fee from 3000 to 5000 per month.
- Mr.P Tiatemsu commented that there are two water lines in the college campus. One under WATSAN and the other for college hostels which can be looked after by the college grade 4 staff. He suggested having a meeting with WATSAN before taking the final decision on the agenda brought forward.

9) Dr. Lanurenla gave a report on Workshop on Professional Ethics for non-teaching staff on 5 feb 2021. She mentioned that all together 67 ministerial staff attended the workshop.

10) Contribution from Chuchuyimpang Village Council:

- Principal proposed for construction of a morung above the college canteen wherein the morung can also be used as a skill development center.
- Members agreed to the proposal and entrusted the Ao department to come up with a concept note for the same.

11) Ongoing Projects: Principal gave a brief report of various committees working for college infrastructures and expressed her satisfaction over the works going on.

12) Principal queried whether Chemistry Department can be shifted to the Science Block. In this regard, Mr. P Tiatemsu suggested that proper DPR with regard to various buildings in the college need to be obtained first so that problem/confusion does not arise in the future.

- With regard to the building opposite of science block, since the office don't have any report/record as for what purpose the building was constructed, the house agreed that the College authority shall write to the Directorate for clarification.

13) Report on Master Plan of College:

- Geography department to start work at the earliest.

14) Report on Manual for Committees

- Ms. Bendangsenla informed the house that the she has already shared the manual with the teachers for their comments and feedbacks. Once the responses are collected and incorporated, the final copy will be ready.



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IQAC meeting Minutes

Date: 15th March 2021

Time: 11:00 AM

1. Principal welcomed the members into the meeting.
2. AQAR 2019-2020 approval for Submission: Incorporating all the suggestions which was collected in the last meeting, Dr. Lanurenla informed that it is submitted.
3. Assignment for AQAR 2020-2021 & Queries regarding:

Criterion 1: Mr. P. Tiatemsu Mollier mentioned that if the academic calendars could be given at the beginning of the year then it would be convenient.

- In academic calendar Departments having fieldwork trips may also be included.
- Data collected may be present to the documentation officer (DO) at the earliest. For teachers appointed in different committees their appointment order may be given to the DO at the earliest.
- Only those docs which have been submitted to IQAC may be considered for API recommendation.
- Departments offering add on courses to have meeting minutes and other relevant records to be forwarded to DO.
- Brochure for add on courses to be uploaded in the college website.
- Departments offering internships courses also needs to have meeting minutes of BOs and also records of the students taking internships. To be forwarded to DO

Criterion 2:

1..1.1. With regard to reservation of students, if we follow

- With regard to sanctioned seats for students should we follow the university criteria or the college admission committee.
- Members agreed that students enrolment number should be according to the college admission committee.
- Admission committee to come up with number of sanctioned seats every year
- The house resolved that Individual teachers or departments undergoing any kind of training/project to submit report to the DO within three days.

Criterion 3:

- Collaboration and student/faculty exchange

Criterion 5:

- To create a common spreadsheet where all data related to college (Teachers/Students) to be entered.
- Placement cell, Career guidance and FACSU requested to come up with for framework for collection of students placement.
- Ms. Bendangsenla requested Placement/ Career Guidance Cell to organize some program related with CUCET

Criterion 4,6 & 7 to be discussed in the next meeting.

4. With regard to the commerce building, Principal informed the house that she met the contractor who mentioned that because of non-release of financial matters the building is kept on hold. She mentioned that the contractor asked for satisfaction certificate for which she agreed to if the building is handed over to the college. The house agreed to the agreement and Principal to do the needful.

5. Add on courses

- **Ao:** Teaching of folklore, Folk Dance and songs
- **Economics:** banking and Finance Services
- **Education:** Early Childhood care and education
- **English:** Bamboo Craft
- **FE:** Communicative English
- **Pol. Sc:** 1.Tribal Studies and 2. Conflict Studies
- **Chemistry:** Soap Making
- **Com Sc.** Course on Computer Concept
- **Sociology:** Vermiculture
- **Philosophy:** 1) Art & Value of Life, 2) Naga Tribal Studies 3) Art of Reasoning
- **Maths:** Mental ability skill
- **Physics:** Introduction to Agent Based Modelling
- **Botany:** Plant Tissue Culture
- **Zoology:** Not submitted
- **History:** To collaborate with T.K Skills on Tailoring, Make up artist, Hair cutting
- **Geography:** Eco-Tourism

Whether add on courses will have remuneration for teachers.

- Committee will review the courses submitted by department and select some relevant courses.
- Can be a paid course with nominal fee
- Add on Course to be optional

6) The following members were appointed for filtering/restructuring the Add On Courses to be brought forward to IQAC:

- Dr. Imtiwati Jamir (Convenor)
- Dr. Imcharenla
- Mr. Vinod Kumar

7) Composition of Committee members based on the manual:

- Career guidance to be renamed Career Guidance and Placement Cell.
- Eco Club: Two students to be included as member for which information will be given to Nodal Officer, Eco Club, FAC
- RDC: Write a letter to RDC NU for university nominee
- Uniform Committee: Student representative to be Girls common room secy.
- Magazine Committee: Three teachers from the faculty from next tenure onwards. GS Facsu mentioned that magazine secy. FACSU is yet to be nominated and hence requested the college to do so at the earliest.
- Entrepreneur Development Cell:
Chairman: Principal
Convenor: Mr. P Tiatemsu
Secy: Dr. Adangla
The rest of the member composition, Convenor to take care

8) SoP preparation for opening of physical classes:

- Tiatemsu mentioned that since the UGC guideline is stringent, it is not applicable to our college since courses cannot be completed if we follow the UGC SOP. So can write to CMO for thermal scanner as well as medical workers to help the college.
- Mr. Tiatemsu to come up with a working module for implementation of SOP.
- Students College ID to have barcode in their ID. Office to look into it and issue ID at the earliest. Mr. N John Kuotsu entrusted with arranging ID Scanner at the College gate.

9) College to allocate budget for construction of windows & ventilators for computer center 1st floor for which library committee will hand over the required amount to the College authority.

10) Set up of Language Translation Lab & Resource Centre.

- Proposed setting up in the present office section along with a uniform and resource center, storage room for malis and cleaners, and language translation lab. The house approved the suggestion put forward.

11) Members agreed that DPR of sanctioned projects to be presented to the college development committee before commencement of work.

12) Digital Display Board:

- To take up at the earliest

13) Solar Project:

- Dr. Abhijit Borah proposed the current archived room (A2) for batteries and invertors.
- Museum committee to transfer only some items/docs from the archived room for display.
- Members agreed to shift the archived room.
- Mr. Tiatemsu pointed that that room allocation needs to have a rethink again. He pointed out that once museum room is allocated it becomes difficult to shift, hence proper plan for allocation is required. Members agreed and suggested that Museum and Day Care Center to be set up in the commerce building, ground floor.
- Rooms in Computer center to be allotted specifically for ICT related activities.

15) Smart Boards:

- Need to decide which departments require it since we have only two nos of smart board.

16) IGNOU rejected the NOC from the DC and requested to re-submit again signed by the concerned authority

17) Principal presented reports on the meeting with Chuchuyimpang village Council and the updates on basketball ground and solar lamps. Other reports are deferred to the next meeting.

IQAC MEETING HELD ON 21/04/2021

Time: 11 AM

Venue: IQAC Office

1) Principal welcomed members into the meeting.

2) Agendas:

2.1. Formation of Covid: 19 Task Force and Nodal Officer:

The following suggestions would be appointed as members of the College Covid-19 Task Force by the Principal

- Vice-Principal (Nodal Officer, FAC)
- Convenor of Hostel Committee
- Representative from Staff: Mr. Odimar (he will initiate coordination with the Chuchuyimpang Village Covid Task Force)
- Students' Adviser Representative: Ms. R. Arenla Aier, HoD Sociology Deptt.
- Students Representative

3) Letter from the University regarding staggered exam pattern was discussed wherein Principal pointed out problems of accommodating students in staggered manner would violate the SOP guidelines given by the government. She suggested writing a letter pointing out the problems so that Nagaland University may re-look into the staggered pattern of exams.

4) Dr. Abhijit Borah informed the house that Tata Consultancy Services is interested to conduct JEE NEET exams in the college. For this purpose, TCS wanted to know whether the college is equipped to handle the exam.

- To be able to conduct such exam, good internet connection and uninterrupted power supply is a must for which Dr. Borah informed that a proposed budget of 2.6 lakhs is required for the same.
- Mr. John pointed out that there are 25 nos of existing computers which can accommodate 25 nos of candidates. To make it exam ready, he proposed a budget of 3.5 lakhs for purchase of UPS back-up system and laying down of LAN connection.
- Mr. John further proposed that the college will be equipped to accommodate another 25 nos candidates, totalling to 50 nos of candidates for a budget of 25 lakhs. The cost incurred will be for:
 - re-modelling of the present computer centre.
 - Purchase of Computers
 - Purchase of UPS back up system and LAN connection.
- The house agreed that such a centre would be beneficial for the college and hence decided to give its final approval for accommodating 50 nos candidates after reviewing the current budget position.

5) Solar Project:

- Dr. Borah informed that solar panels have been installed in the college at a cost of 6.5 lakhs which can generate 5 KVA of Power.
 - Dr. Borah proposed that an additional amount of 1.41 lakhs will generate 10 KA power.
- 6) IQAC Coordinator suggested the proposals brought forward to be given in written so that IQAC will decide after looking at the college budget.
- 7) Four new LCDs projectors and 5 laptops were purchased and allotted to the following:
- One projector for Chemistry Classroom
 - One for classroom SB13
 - Two Projectors to C4 and C5 (The smartboards in these two classrooms will be shifted to the Computer Centre)

5 Laptops were distributed to the following departments. The remaining departments will be allotted in the next budget:

Philosophy, History, Chemistry, Mathematics, Education.

8) Implementation of CBCS

8.1.Coordinator IQAC informed that University is gearing up to introduce CBCS and in this regard colleges are given some autonomy to implement the CBCS.

- She also informed that Nagaland University will be uploading the CBCS syllabus along with guidelines for implementation of CBCS. Hence a core committee is required to study the CBCS guidelines and give recommendations for implementation of CBCS in the college. The house agreed to the appointment of the following:
- Mr. Vinod Kumar (Convenor)
- Dr. Lanurenla
- Mr. P Tiatemsu Mollier
- Mr. John Koutsu
- Mr. Lanunungsang

9) Ongoing projects:

- Principal mentioned that she is not satisfied with the pace and quality of the library construction work. However, she mentioned her satisfaction with the other ongoing project works.

10) Add-on course:

- Departments which are yet to submit the revised format of their respective add on courses are instructed to do so at the earliest.

11) Library committee to decide whether to outsource photocopying work in the library.

- 12) All Committees of ongoing projects to submit work report with photographs.
- 13) SBI Collect Account: Coordinator pointed out the need to streamline the Account at the earliest. In this regard the house agreed to the following:
- Institutional head should be the signatory for the account.
 - Finance Committee convenor also to be signatory.
 - Head Assistant to be one of the signatories
 - A dedicated non-teaching employee to be appointed to maintain the SBICollect account/portal.
- 14) Dr. Temjennaro pointed out the problem of teachers not signing in the library register since the register data has to be uploaded in the college SSR report.
- 14.1. Ms. Bendangsenla suggested that Library register may be kept at the VP's office for the teachers to sign.
- 15) Principal informed the house that offline classes will resume from 26 April 2021 for which she requested the College covid-19 Task Force to come up with some guidelines in accordance with the Govt. laid down guidelines.
- 16) Recognising the importance of the campus Health sub-Centre, the house agreed to write to the Govt. of Nagaland through proper channel for up gradation of the same.
- 17) SSR assignees will sit at the IQAC Office from 26/04/21 onwards for preparation of SSR report.
- Documentation Officers also to be invited for the meeting.
 - Timing for such meetings will be notified by the IQAC coordinator

Members Present:

- 1) Principal
- 2) Dr. Lanurenla
- 3) Dr. Abhijit Borah
- 4) Mr. P Tiatemsu Mollier
- 5) Mr. Vinod Kumar
- 6) Dr. Imcharenla
- 7) Ms. Talisenla
- 8) Ms. Bendangsenla
- 9) Ms. R Arenla Aier
- 10) Ms. I Narola Imchen
- 11) Mr. John Koutsu
- 12) Mr. Kevezai Tureng



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Meeting Minutes

Mode: Online

Date: 25-06-2021

Time: 2:00 pm

1. Ms. Helen Jamir, Principal welcomed the members to the meeting and thanked everyone for their prayers and support during her isolation after being tested Covid positive.
2. Agreed on “Ketsangriju” for naming the Morung building donated by Chuchuyimpang village council.
3. Incharge for preparing signboard for *Ketsangriju*- Mr. Mesutoba Ao, HoD History.
4. Invitations for the inauguration of *Ketsangriju*:
 - a. IQAC members
 - b. Two members from Mokokchung Village Council
 - c. Rev. Supong, Pastor, Tsusapang Baptist Church
 - d. Five members from Chuchuyimpang Village Council
5. Inauguration of Language Translation Centre to be arranged by Ao and English Department with the approval of Principal
6. Inauguration of Alumni office to be arranged by Alumni Committee with the approval of Principal
7. Inauguration of Botanical Garden to be arranged by Botany Department with the approval of Principal.
8. Inauguration of Commerce building to be postponed but pursued in earnest as soon as lockdown is eased. Chief Minister of Nagaland is to be considered as the Guest of Honour and AKM and Chuchuyimpang Village Council to be acknowledged for their role in bringing this building to fruition.
9. College authority will direct all committees entrusted with developmental works to submit their completed/paused project report on or before 28th June 2021.
10. Audit committee to submit audit report during the next IQAC meeting to be held on 29th June 2021 at 2.30 pm for finalization of developmental works and finances.
11. Training for exam branch to be conducted on 5th July 2021 by the following trainers:

- a. Dr. Abhijit Borah
 - b. Mr. N John Kuotsu
 - c. Mr. Lanunungsang
12. College will write a letter to Nagaland University concerning the question pattern for offline and online exams for better evaluation of students.
 13. The issue of Environmental Science teacher is deferred to the next IQAC meeting. Members may bring their suggestions. Meanwhile College authority will pursue its representation submitted to Higher Education for appointment of an Environmental Science teacher.
 14. Meeting concluded

Number of members present: 21

Sd/-
(Dr. Lanurenla)
IQAC Coordinator
Fazl Ali College



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Meeting Minutes

Mode: In-house (Conference Hall)

Date: 10-07-2021

Time: 11:00 A.M

1. Meeting was convened by the IQAC coordinator
2. Agendas discussed:
 - a. Admissions 3rd and 5th semester 2021
 - b. Reservation Policy
 - c. AQAR submission
 - d. Inauguration of Commerce building
 - e. Official audit through chartered accountant
 - f. Environmental science teacher
3. Resolutions adopted:
 - Agenda a:
 - i. Admissions (provisional) of 3rd and 5th semesters to take place from 20th July to 24th July 2021.
 - ii. Admission process to be conducted by the college staff.
 - Agenda b:
 - i. Prospectus Committee and Ms. Bendangsenla to work on the College reservation policy.
 - Agenda c:
 - i. Last date for submission of AQAR July 2020 – June 2021 – 1st September 2021
 - Agenda d:
 - i. Authority to set up a committee to prepare for the inauguration of the Commerce building
 - Agenda e:
 - i. Mr. P. Tiatemsu appointed to take up the official audit through chartered accountant
 - Agenda f:
 - i. Budget should be prepared for guest faculty/visiting faculty to take up EVS
 - ii. College authority to write to Higher Education for sanction of honorarium for EVS visiting/guest faculty.

Number of members present: 12

1. Ms. Tiamongla Vice-Principal
2. Dr. Abhijit Borah
3. Mr. P. Tiatemsu
4. Mr. Mesutoba Ao
5. Dr. Aotemshi Ao
6. Ms. Arenla Aier
7. Dr. Imcharenla
8. Ms. Bendangsenla
9. Ms. I. Narola Imchen
10. Ms. Tiarenla Aier
11. Ms. Hanako Jamir
12. Mr. Tsulensa, FACSU representative

Sd/-

(Dr. Lanurenla)
IQAC Coordinator
Fazl Ali College



IQAC Meeting 18th Sept. 2021

Information

1. SSS
2. All departments to be kept ready with proper filing
3. Department SWOT/SWOC to be ready
4. Those with Departmental Libraries to keep stock register, books, etc ready
5. Labs to be kept ready. Make sure that equipments are in working condition
6. Committees with Offices to be ready for inspection
7. All faculty to submit their thesis, publications (2016-2021) in hard copy to IQAC which will be returned after the inspection
8. All mentors to submit their mentoring files (2016-2021) to IQAC which will be returned
9. All Committees to submit their files (2016-2021) to IQAC which will be returned
10. All administrative offices to be ready with the files
11. Health/Sub-centre to be ready
12. Hostels ready for inspection
13. Waste disposal system

Agendas

1. Sirens to be installed
2. Labelling of the College
3. Tally Gold Prime in action
4. Library Construction
5. Front Porch of the administrative building
6. CCTV
7. Offline Classes

Peer Team Visit

► Interaction with Management Committee

1. Translation of Vision and Mission into programmes
2. Filling of vacancy, Grievance redressal mechanism
3. Welfare programmes, Future plans of the college, plans to generate resources
4. Impact of autonomy (If applicable)
5. Problems faced in managing this institute and solutions worked out
6. Interactions with various stakeholders. Change of course as a result of the same.

Interaction with Faculty

- ▶ Initiation of programmes, modifications in curriculum
- ▶ Teaching- learning methods, Students' feedback
- ▶ Faculty evaluation through self-evaluation
- ▶ Faculty development programme, awards / recognition
- ▶ Access to computer center. Level of computer literacy & use
- ▶ Grievance redressal mechanism & Welfare programme
- ▶ Participation in the preparation of the Self-study Report
- ▶ Impact of autonomy (If applicable),
- ▶ Details of any innovative activity.

Interaction with Students

- ▶ Reason for choosing course / institution
- ▶ Match between curriculum and expectations (flexibility, choice, content)
- ▶ Appropriateness of the curricular content to the development of the knowledge and skills
- ▶ Relevance to prospective career / further study, Student timetable and workload
- ▶ Opportunities for practical and vocational experience, where appropriate
- ▶ Range of teaching and learning methods experienced
- ▶ Students' views on quality of teaching
- ▶ Guidance and support for independent study
- ▶ Students' understanding of assessment methods and criteria
- ▶ Feedback on assessed work, Access to computer center
- ▶ Health services & canteen facilities, grievance redressal mechanism
- ▶ Financial aid, academic and personal counseling
- ▶ Three things most appreciated in the institution
- ▶ Three things that need attention to serve the student community even better

Interaction with Staff

- ▶ Staff development programmes
- ▶ Staff view on the value of their contribution to the institution
- ▶ Relationship with faculty, user friendly approach towards students
- ▶ Staff welfare programmes, grievance redressal mechanism
- ▶ Level of computer literacy & use

Interaction with Parents

- ▶ General impression about the institution
- ▶ Any specific reason for selecting the institution for their wards
- ▶ The nature of interaction with the Head / Faculty of the institution and frequency
- ▶ Facilities for overall development of wards
- ▶ Employment / higher education need / plan for their wards
- ▶ Suggestions as to how this institution can help its students even more

Interaction with Alumni

- ▶ Competencies developed at the institution, Alumni prominent positions
- ▶ Alumni meeting – nature and outcome, plans to generate resources
- ▶ Suggestions for active functioning of Alumni Association
- ▶ Suggestions for the improvement of the institution and areas in which they can contribute

Interaction with the Head of the Institution (Principal/Director/Vice Chancellor)

- ▶ Initiation of programmes, Modifications in Curriculum
- ▶ Translation of vision and mission into Programme
- ▶ Mechanism of the institution on initiation of new programmes and modifying existing programmes
- ▶ Policy on the assessment of student performance
- ▶ Appointment of faculty, training technical staff & faculty evaluation
- ▶ Faculty development programme, Facilitating faculty research and consultancy
- ▶ Facilitating extension activities
- ▶ Encouraging student and staff participation in extension
- ▶ Confidential report and work efficiency charts
- ▶ Grievance redressal mechanism & welfare programmes
- ▶ Impact of autonomy (If applicable)
- ▶ Details of SWOT Analysis if any
- ▶ Problems faced in managing this institute and solutions found
- ▶ Interactions with various stakeholders. Change of course as a result of the same.
- ▶ Innovation carried out by the institution during your tenure

Internal Quality Assurance Cell (IQAC)

- ▶ Acting on the first peer team report
- ▶ Feedback from parents, teachers and students
- ▶ Interaction with the potential employers in the concerned region
- ▶ Identifying New Research Area suitable to local and regional needs
- ▶ Surveys for need based and customized programmes
- ▶ Yearly External Academic and Administrative Audit of the Department by the Academic peers
- ▶ Suggestion for augmentation of Infrastructure from parents, teachers, students and alumni, Impact of autonomy (If applicable)
- ▶ Documentation of activities of the college, plans to generate resources
- ▶ Optimum utilization of the institution infrastructure
- ▶ Optimum utilization of UGC plan and outside plan allocations and other funding agencies



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Joint Meeting of IQAC with Library Committee

Venue: Conference Hall

Date: 27th Sept. 2021

1. A tour of the Library was completed and suggestions were collected for further discussion
2. Vice Principal, Ms. R Arenla Aier presented a report on her recent participation during the Principal's conference cum training and relayed information/instruction on the following:
 - a. Monthly attendance reports of faculty and staff to be submitted to HE
 - b. College to submit land acquisition document to HE
 - c. Faculty with Ph.D to submit one copy each of their thesis to HE, IQAC and Library
 - d. Two service books to be maintained for each officer; one by the office and one by the individual officers
 - e. Mentoring colleges to continue with the mentoring of the assigned non-accredited colleges
 - f. Teachers applying for placement will be issued a form which has to be submitted in 8 copies during application
 - g. For all policy matters, Colleges are instructed to obtain administrative approval
 - h. Library, IQAC and Development to be audited every semester and the audit reports to be submitted to HE
 - i. The following amount was sanctioned for NAAC Assessment:
 - (i) Mentoring of non-accredited colleges: ₹ 60,000/-
 - (ii) SSR submission: ₹ 80,000/-
 - (iii) Post assessment: ₹ 120,000/-
 - j. Colleges are to fill up a format for CBCS process
3. Ms. Bendangsenla briefed the Library Staff on the various ways in which they should be ready for the NAAC Peer Team visit. Other members also supplemented.
4. It was discussed that Book banks would be referred to the Departmental libraries.

5. Computer department was entrusted to set up SWAYAM PRABHA in the institution.
6. Library Committee Convenor assured the house that the Committee will draw up a calendar for the mentioned preparation and fulfilment.
7. In supersession of the appointment letter on Property Documentation and Barcoding Committee, Mr. P Tiatemsu is also appointed as a member of the said committee.
8. Regarding the latest Plan General Development Grant release 2016-17 by UGC, it was resolved that the Property documentation and Barcoding Committee, Departments incorporating field trips in their curriculum and Library Committee would assess the sanctions and purchases made during the specific period and present written statements of the status of sanctions/purchases to IQAC on or before 4th October 2021.
9. As a follow up of the written statements from the three bodies, the College will request for proper justification regarding utilization of the fund released by UGC from the incumbent signatories.
10. A work allotment list will be drawn up by IQAC for which Mr P. Tiatemsu is entrusted.
11. A mock Peer Team Visit will be conducted few days ahead of the NAAC PTV. The following are shortlisted:
 - a. Dr. Visakhonu Hibo, Principal, Japfu Christian College
 - b. Dr. Jamedi, Assistant Professor, Dimapur Government College
12. There shall be a Physical faculty meeting on 30th September
13. The Alumni Meet Scheduled on 4th October 2021 has requested for the refreshment expenditure tentatively 7200/- to be sponsored by IQAC for which the house agreed.
14. Dr. E. Benrithung will brief the various committees on how to prepare for the PTV
15. SSR will be presented during the faculty meeting
16. Joint meeting of IQAC with FACSU was preponed to 28th September at 1.30 pm
17. Finance Committee to meet on 29th September
18. A social work in collaboration with stakeholders will be organized one week ahead of the PTV

Recorder



Dr Lanurenla

IQAC Coordinator

Joint Meeting of IQAC with Non-Teaching Staff

Date: 28th September 2021

Venue: Conference Hall

1. Meeting was chaired by Vice Principal, Ms. R Arenla Aier. She thanked all the members present and encouraged the non-teaching staff to work in unity for the impending NAAC Assessment.
2. Mr P Tiatemsu presented a briefing of the staff on how to prepare for the PTV
3. Dr. Lanurenla, IQAC coordinator also briefed the house based on the SSR report
4. Ms. Bendangsenla briefed the house on finance and student enrollment
5. A staff requested printed copies of the information regarding the College
6. A suggestion regarding an incinerator in the science block was received
7. Meeting concluded with a note of thanks and encouragement from Vice Principal. She also informed about the mass social work on 1st October 2021.

Recorder:



Dr. lanurenla
IQAC Coordinator
Fazl Ali College



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Ref. No.....

/Dated, Mokokchung the 17th June 2021

ACTION TAKEN REPORT 2020-2021

Infrastructure:

Painting of College roofs and walls	Completed
Beautification of campus to continue	Done
Hostel renovations to continue	Done
Install more water reservoirs in hostels	Done
Continue with setting up museum cum exhibition centre	In process
Day care centre to be furnished	In process
Purchase new desks and benches in phase wise manner	Done
Obtain interactive smart boards for audio visual rooms	Done
Set up Hi-tech classrooms	In process
Bar coding of College properties	In process

Student support and programme:

To develop LMS as a regular part of teaching learning process.	Done
To set up online process of Admission/Student Management System.	Done
Career Guidance and Counselling Cell to organize online seminars	Done

Eco Club to conduct Environment awareness programmes,	Done
Seminar committee to continue with online inter-department seminars	Yes
Red Ribbon Cell to conduct online seminar on HIV AIDS.	One conducted
Cultural committee to conduct webinar on cultural issues.	Done

Teacher's Progression:

To organize workshop on IPR	Done
Departments to continue with extension services	Halted due to Covid-19 Pandemic
Conduct of online classes	Yes
To continue with research activities & publications	Yes

Non-Teaching Staff Development:


Computerization of Office	In process
Uniform for Drivers and conductors of the college bus.	Yes
Training on accounts maintenance	Yes

IT:

Provide computers/laptops to staff	Done
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)	In process
To enable live streaming of online classroom lectures	In process

Library:

To procure more books	Yes
To procure more books racks	Yes
To provide facilities for online resources	Yes


(Dr. Lanurenla)
IQAC Coordinator
Fazl Ali College