



## Internal Quality Assurance Cell (IQAC)

S.D. Jain Girls' College

Dimapur: 797112: Nagaland

Affiliated to Nagaland University and recognized by the UGC u/s 2.F and 12(B)

NAAC Accredited Grade-C

Ph. 230230 Website: sdjaingirlscollege.com

**No.: IQAC-M/20190504**

**Minutes of the Meeting held on 4<sup>th</sup> May 2019 at 10:00 am**

### Agenda:

1. Reconstitution of IQAC
2. Selection of Head of Department
3. Reconstitution of Various Cells and Committees
4. Restructuring of Salary (creating a Pay-Scale) and revision of pay
5. Admission Procedure
6. Guest faculty in Commerce Department
7. Work assignment for AQAR

### Members Present:

Sl.No.	Name	Signature
1	Mr. K.C.Rout	
2	Mr. N.R.Deka	
3	Dr. Sant Kumar Gupta	
4	Dr. Dalia Bhattacharjee	
5	Dr. Dinesh Sarmah	
6	Mr. Moia Rongpi	
7	Ms. Bendangmongla	
8	Ms. Leena Lotha	
9	Ms. Meribeni	
10	Mr. Farooque A Laskar	
11	Mr. Binay Shankar Singh	



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The following points were discussed and decisions were taken:

### 1. Reconstitution of the internal quality assurance cell (IQAC) as per NAAC and UGC guidelines.

After discussions and valuable inputs from managing committee, Principal and faculty members, IQAC was reconstituted after post accreditation by NAAC for ensuring consistent, timely, quality performance for Higher Education system and resolved as follows:

Constitution of IQAC after Post accreditation 1<sup>st</sup> cycle

Sl.No.	Name	Designation
1	Mr. Kishore Kumar Kashliwal	Secretary, Managing Committee
2	Mr. K.C.Rout	Principal, Chairperson
3	Dr. Dalia Bhattacharya	Member- Representative Teaching Staff
4	Mr. Arun Kumar Mishra	Member- Representative Teaching Staff
5	Mr. Moia Rongpi	Member- Representative Teaching Staff
6	Dr. Dinesh Sarmah	Member- Representative Teaching Staff
7	Ms. Watila	Member- Representative Teaching Staff
8	Ms. Ovungbeni	Member- Representative Teaching Staff
9	Mr. Farooque A Laskar	Member- Representative Teaching Staff
10	Mrs. Meribeni Z Patton	Member- Representative Teaching Staff
11	Mr. Nihar Ranjan Deka	Member-Administrative Official
12	Mr. Binay Shankar Singh	Member-Administrative Official
13	Miss Suipoilie	Member-Alumni Association
14	Miss Likupu Chophimi	Member-Student Representative
15	Mr. Bhagchand Sethi	Member- Local Community
16	Mr. Anil Tongya	Member- Employer Nominee
17	Mr. Sanjay Sethi	Member-Industry Expert
18	Mr. Binod Sethi	Member-Stakeholder
19	Dr. Sant Kumar Gupta	Co-ordinator IQAC

The resolution was passed unanimously.



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### 2. Selection of Head of Department and its criteria

- i. It was unanimously agreed to Select Head of Department on the following basis.
  - a) Term of the service in the college for the faculty member should be minimum 6 years
  - b) Tenure for HOD will be for 2 years at a time.
  - c) After the expiry of the tenure HOD, the selection of New HOD on seniority basis rotation.
- ii. All the faculty members should stay in the college for minimum of 4 hours.
- iii. Routine along with subject and respective teachers name should be given by HOD to Vice Principal in the beginning of each semester.
- iv. IQAC recommended Head of Department for the period of 2 years w.e.f 1<sup>st</sup> May 2019
  - a) Economics-Ms. Imsuienla Imchen
  - b) English-Ms. Lilly Ngullie
  - c) Education-Ms. Ovungbeni Jungio
  - d) History-Ms. Watila
  - e) Commerce-Ms. Reeme Majumder Choudhury
  - f) Political Science- Mr. Moia Rongpi

\* In Political Science Mr. Moia Rongpi will continue with HoD since none of the faculty members in the department fulfils the criteria laid down.

### 3. Reconstitution of Various Cells and Committees and the responsibilities of the members

It was decided to reconstitute various cells and Committees in consultation with the Principal. The Convenors of various Cells and committees should prepare draft constitution and place before the IQAC at the earliest.

### 4. Revision in salary and other allowance

IQAC unanimously agreed to suggest restructuring of the salary and put forward the matter before the managing committee for consideration and necessary urgent action.



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- To fixed basic pay ₹ 15,600 and Grade pay ₹ 6,000 for new comer.
- Since other benefits like DA, HRA, etc., are not given, therefore, it was suggested that the annual increment for teaching faculty may be fixed as under:  
Upto 6 years ₹500; from 6 to 10 years ₹ 750 and more than 10 years ₹ 1,000.
- It was also recommended to pay the revised ~~the~~ Grade pay for teaching faculty who is in service for more than 10 years to ₹ 8000.
- In order to motivate and enhance the quality of the teaching faculty, the persons who have qualified NET should be given ₹ 4,000, For PhD ₹ 5,000 as incentives.
- It was also suggested to increase the HOD allowance from ₹500 to ₹ 1,000.
- Regarding the salary of the Non teaching staff, the matter will be decided by the Managing Committee in consultation with the Principal.
- Salary may be revised with effect from that for the month of May 2019. Additionally, DA may be incorporated in the pay structure.

### 5. Admission criteria for Honours subject

The IQAC decided the following criteria for selection of students seeking admission in the College in 2019 subject to review as per the practical requirement by the Departments concerned.

- English Honours - 55 % Marks
- Commerce – A/F 60% Marks and Mgt 55% Marks
- Economics – 45% Marks
- Political Science- 55% Marks
- History – 45% Marks
- Education -45% Marks

### 6. Regarding Guest faculty for Commerce Department

It was unanimously decided that currently the service of guest faculty in commerce department is not required.



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**7. For AQAR the work assigned to the IQAC member and other faculty members.**

Place: S. D. Jain Girls' College, Dimapur

Dated: 4<sup>th</sup> May 2019

**Dr. Sant Kumar Gupta**  
Co-ordinator  
IQAC

**Coordinator**  
**IQAC**  
**S.D.Jain Girls' College**  
**Dimapur : Nagaland**

**Shri K.C.Rout**  
Principal  
S.D.Jain Girls' College

**PRINCIPAL**  
**S. D. JAIN GIRLS' COLLEGE**  
**DIMAPUR - 797112**