

30th August 2018

**NOTICE FOR FACULTY MEETING
FOR
INTERNAL QUALITY ASSURANCE CELL**

The meeting of all the teaching staff of S.D. Jain Girls' College, Dimapur is convened on 8th September 2018, Saturday at 10:00 a.m. in the faculty room to constitute the Internal Quality Assurance Cell (IQAC) as per UGC/ NAAC guidelines.

AGENDA OF THE MEETING

1. To constitute the internal quality assurance cell (IQAC) as per UGC and NAAC guidelines.
2. To discuss the role, functioning and frequency of meetings of the IQAC.
3. To decide the responsibilities of the members of the IQAC.
4. To discuss core values of NAAC in relation to vision, mission and quality policy.
5. Any other matter with the permission of the cell.

All the faculty members are requested to make it convenient to attend.

(K.C. Rout)
Principal

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A meeting of teaching staff was held on Saturday, 8th September, 2018 at 10.00 am in faculty room to constitute the internal quality assurance cell (IQAC) as per UGC and NAAC guidelines.

Following members were present for the meeting:

1. Mr. Kishore Kumar Kashliwal
2. Mr. K.C.Rout
3. Dr. Dalia Bhattacharya
4. Mr. A.K.Mishra
5. Mr. Moia Rongpi
6. Dr. Dinesh Sarmah
7. Mrs. Leena Lotha
8. Miss Bendangmongla
9. Mr. Farooque A Laskar
10. Mrs. Meribeni Z Patton
11. Mr. Nihar Ranjan Deka
12. Mr. Binay Shankar Singh
13. Miss Thejanuo
14. Miss Likupu Chophimi
15. Mr. Bhagchand Sethi
16. Mr. Anil Tongya
17. Mr. Sanjay Sethi
18. Mr. Binod Sethi
19. Dr. Sant Kumar Gupta

At the outset, Principal welcomed all faculty members and the agenda of the meeting was taken up.

1. To constitute the internal quality assurance cell (IQAC) as per NAAC and UGC guidelines.

After discussions and valuable inputs from managing committee of s.d.jain girls' college and faculty of s.d.jain girls' college, Internal Quality Assurance Cell (IQAC) was

constituted to comply with NAAC guidelines for ensuring consistent, timely, quality performance for Higher Education System and was resolved as follows:

“Resolved that the Internal Quality Assurance Cell (IQAC) with following members be constituted as per the guidelines of UGC/ NAAC”

Constitution of IQAC for Assessment Year 2018-19

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. A.K.Mishra	Member-Representative Teaching Staff
5.	Mr. Moia Rongpi	Member-Representative Teaching Staff
6.	Dr. Dinesh Sarmah	Member-Representative Teaching Staff
7	Mrs. Leena Lotha	Member-Representative Teaching Staff
8	Miss Bendangmongla	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 Thejanuo	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.

2. To discuss the role, functioning and frequency of meetings of the IQAC

Principal outlined the role, strategies and monitoring task of IQAC at length as per NAAC guidelines. It was decided that IQAC will meet once in each quarter of academic year.

The role of IQAC shall be:

- a) To propose various quality initiatives for enhancing academic and administrative excellence.
- b) To participate quality assessment by various bodies like NAAC, Directorate of Higher & Technical Education, etc.
- c) To improve feedback system from students with respect to quality related institutional processes.
- d) to prepare and review the Annual Quality Assurance Report (AQAR) as per guidelines NAAC, to be submitted to NAAC and University in post accreditation period.

“ Resolved that the strategies, responsibilities and functioning of IQAC be in accordance with the NAAC guidelines and the cell shall meet once in every quarter.”

3. To decide the responsibilities of the members of the IQAC:

The responsibilities of all members were elaborated in the meeting. The role of stakeholders in enhancing quality of teaching-learning process, research & extensions activities was discussed. It was also discussed further strengthen relations with alumni is desirable.

"Resolved that the responsibilities of each member be accepted."

The resolution was passed unanimously.

4. To discuss core values of NAAC in relation to vision, mission and quality policy

To ensure external and internal validity and credibility of SKNCOP, it is important to initiate the quality assurance process within a value framework, which is suitable and

appropriate to the National context. The accreditation framework of NAAC is based on five core values detailed below

- a. Contributing to National Development
- b. Fostering Global Competencies among Students
- c. Inculcating a Value System among Students
- d. Promoting the Use of Technology
- e. Quest for Excellence

After having discussed the various aspects of the core values, it was resolved as follows:

“Resolved that the core values specified in NAAC manual are in conformity with the set of goals and mission of the college, the same core values be accepted and approved.”

The resolution was passed unanimously.

5. Any other matter with the permission of the cell.

The meeting was concluded as there was no any matter to be discussed.

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

Dated: 8th September 2018

Dr. Sant Kumar Gupta
Co-ordinator
IQAC

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