



## SALESIAN COLLEGE OF HIGHER EDUCATION

Post Box – 43, Kuda – A, Block – 9, Half Nagarjan,

Dimapur – 797 112, Nagaland

Email: [scheiqac18@gmail.com](mailto:scheiqac18@gmail.com), Phone: 03862291901 / +919678234412

www: <https://schedimapur.edu.in>

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Minutes of the IQAC Meeting held on 18 February 2018 at 3.00 pm

A meeting of the IQAC members of Salesian college of Higher education Dimapur was held on 18 February 2018 in Principal's office under the presidency of principal Dr. Fr. Sabu Joseph to enhance the quality of education

#### Members Present for the Meeting

Sl No	Name	Designation
1.	Fr. V A Thomas	Director
2.	Fr. (Dr.) Sabu Joseph	Principal
3.	Fr. Paul Punii	IQAC Coordinator
4.	Fr. Avay Kumar Baxla	Financial Administrator
5.	Prof. Dorendro Singh	N U Representative
6.	Fr. Maria Joseph Vianney	HoD, Philosophy
7.	Ms. Lophro Mary	HoD, English
8.	Ms. Gloria Kamei	HoD, History
9.	Mr. Dominic K Khanyo	HoD, Political Science
10.	Mr. Avibou Nagi	HoD, Sociology
11.	Ms. Anjana Soy	Librarian
12.	Ms. Hriizii-a Domenica	Office Assistant
13.	Mr. Ignatius Panmei	Student Coordinator
14.	Ms. Kaisa Kaikho	Local Society
15.	Ms. Rita Kikon	Parent Representative
16.	Dr. Jose George	Alumni President

The agenda of the meeting:

- 1) Discipline and attendance
- 2) Internal assessment of students
- 3) Possibility of NAAC accreditation
- 4) Faculty Development programme
- 5) Infrastructure development

The principal of the college welcomed the members present for the first meeting of the academic session 2017-2018 and began the meeting with a prayer invoking God's blessings on all the proceedings of the meeting.

#### Resolution 1

The first agenda in discussion was discipline and attendance of the students to enhance better outcome in teaching – learning. The principal presented the issue of some students being irregular in the class and not regular in submitting the assignments and attending the class tests. So the committee came up with the decision that attendance of the



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students must be taken every hour and those who are absent must submit their leave application to the teacher concerned with the signature of the principal and those students who are irregular must be followed up by the teachers especially with mentoring and follow up

#### **Resolution 2**

The meeting came up with the strong point that the internal assessment of the students must be strictly complying with the university guidelines and the attendance and class tests of the students must be taken seriously whereby not only the internal marks but also the regularity and punctuality of the students will also be raised to a good standard

#### **Resolution 3**

The necessity of working for the accreditation of the College was presented before the committee. All the members felt the need of college being assessed by NAAC and unanimously decided to initiate the process by April 2018.

#### **Resolution 4**

The principal presented the felt need of a Faculty Development and the college was thinking of sending the faculty members for a programme to Siloam Transformational Leadership Resource Centre, Shillong, which is scheduled to take place from 30 April to 5 May 2018 and the expenses would be shared equally by the college and the faculty members.

#### **Resolution 5**

It was a felt need to construct a new building for ensuring quality education, as number of day scholars increased and also the governing body felt the need of separation of the college from residential block for providing the students a better ambience of learning. After much serious discussion and critical thinking the members of the cell unanimously suggested the plot adjacent to Bosco B. Ed College as a good site for the college. The members of the IQAC left it to the administrative department and the governing body to further the planning and implementation. The completion of the building was tentatively fixed for 2019 June.

The meeting ended at 5.30 pm over a cup of tea

**IQAC Coordinator**

**Principal**



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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Minutes of the IQAC Meeting held on 01 June 2018 at 4.00 pm

A meeting of the IQAC members of Salesian college of Higher education Dimapur was held on 1<sup>st</sup> June 2018 in Principal's office under the presidency of Principal Dr. (Fr.) Sabu Joseph.

#### Members Present for the Meeting:

<i>Sl No</i>	<i>Name</i>	<i>Designation</i>
1	Fr. V A Thomas	Director
2	Dr. (Fr.) Sabu Joseph	Principal
3	Fr. Paul Punii	IQAC Coordinator
4	Fr. Avay Kumar Baxla	Financial Administrator
5	Fr. Maria Joseph Vianney	HoD Philosophy
6	Ms. Lophro Mary	HoD English
7	Ms. Gloria Kamei	HoD History
8	Mr. Dominic K Khanyo	HoD Political Science
9	Mr. Avibou Nagi	HoD Sociology
10	Ms. Anjana Soy	Librarian
11	Ms. Hriizii-a Domenica	Office Assistant
12	Mr. Ignatius Panmei	Student Coordinator
13	Ms. Kaisa Kaikho	Local Society
14	Ms. Rita Kikon	Parent Representative
15	Dr. Jose George	Alumni President
16	Ignatius Panmei	Alumni Member

#### Agenda of the meeting:

- 1) Presentation of the previous report and evaluation of the resolutions
- 2) Academics
- 3) Framework of Model Examination
- 4) Academic Performance/Evaluation of the college result
- 5) Annual Plan

The meeting began with the presentation of the report by the secretary and it was approved by the members after minor clarification and corrections.

An overview of the resolutions of the previous meeting was done and it was found that all the resolutions were taken seriously by the staff and the management and the faculty development programme was also organized and attended successfully.



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### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The following resolutions were made during the meeting for enhancing the quality of the college in teaching and learning process

#### **Discussion and Resolution 1**

The committee made the following decisions after constructive discussion on the agenda – **Academics**

- The internal pass marks must be assigned to the students only when they have submitted the assignments and go through the required class tests
- Any student who is absent for three or more consecutive days or three days a week must be reported to the principal
- Implementation of student feedback is necessary for improvement of the quality of teaching learning process and so a systematic feedback is to be conducted every semester, a feedback of students on teachers and feedback of teachers on administration

#### **Discussion and Resolution 2**

The conduct of model examination was necessary for preparation of students for end semester examination. It was decided that it would be conducted in the pattern of university examination in setting the questions and the seat plan, correction etc. The result of the students should also be shown to the parents in the parent teacher meeting for better performance of the students in the university examinations.

#### **Discussion and Resolution 3**

Principal presented to the cell the annual result of university examination 2018. It was noticed that a total of 78 students appeared and 74 passed with good grades. Out of the 4 who failed three were from General Department and one from Sociology department. However the college could not secure any gold medal.

The HoDs resolved to put more effort to motivate the students and to follow them up through mentoring, feedback system and through class tests at least once a month and conduct of well organised model exams following the pattern of university in setting questions and evaluating.

#### **Discussion and Resolution 4**

Some of the plan the IQAC put forward for the following academic session were the following

- To conduct evaluation of curriculum and administration in the new academic session
- To conduct departmental/interdepartmental/ seminar and at least one national seminar in the academic session 2018-2019
- To conduct career counseling



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- To provide student counselor for the benefit of the students
- To conduct PTA Meeting at-least once in a semester
- College week celebration
- Extension programmes such as – blood donation, awareness programme, empowerment of youth in the neighbourhood hostels and villages, cleanliness drive etc.
- To conduct awareness programme on anti-sexual harassment and anti-ragging
- To celebrate International and National days of Importance
- Every department to conduct at-least an extension activity in a semester
- To provide a laptop for each department
- To conduct orientation programme for preparation for NAAC
- Presentation of monthly attendance sheet to the principal to ensure regularity of the students
- To Prepare annual college magazine
- Annual picnic for the third year students
- Teachers participation in National Seminar

Meeting was concluded at 6.00 pm

**IQAC Coordinator**

**Principal**



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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Minutes of the IQAC Meeting held on 18 December 2018 at 10.30 am

A meeting of the IQAC members of Salesian college of Higher education Dimapur was held on 18 December 2018 in Principal's office under the presidency of principal Fr. (Dr.) Sabu Joseph to enhance the quality of education

#### Members Present for the meeting (18 December 2018)

<i>Sl No</i>	<i>Name</i>	<i>Designation</i>
1	Fr. (Dr.) Sabu Joseph	Principal
2	Fr. Paul Punii	IQAC Coordinator
3	Fr. Avay Kumar Baxla	Financial Administrator
4	Fr. Maria Joseph Vianney	HoD –Philosophy
5	Ms. Lophro Mary	HoD, English
6	Ms. Gloria Kamei	HoD, History
7	Mr. Dominic K Khyano	HoD, Political Science
8	Mr. Avibou Nagi	HoD, Sociology
9	Fr. C. D Mathai	Librarian
10	Ms. Hriizii-a Domenica	Office Assistant
11	Ignatius Panmei	Student Coordinator
12	Ms. Kaisa Kaikho	Local Society
13	Prof. Dorendra Singh	N U Representative
14	Ms. Rita Kikon	Parent Representative
15	Dr. Jose George	Alumni President

The agenda of the meeting:

- 1) Presentation of the previous meeting
  - 2) Evaluation of the implementation of the resolutions
  - 3) Infrastructure Development
  - 4) Library Development
  - 5) Varia
1. At the outset the minutes of the previous meeting was read by the secretary and it was passed by the members unanimously
  2. The evaluation of the resolutions were made and it was observed that except the resolution of implementing the feedback all were implemented to a great extent.



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3. Infrastructure Development: The principal brought to the notice of the group that the ground floor classrooms needs more fans and tube lights as each room contained only two fans and two tube lights, to facilitate teaching learning process to a better position. All the members were of the opinion that adequate fans and lights in the rooms are urgently needed and the principal assured that more lights will be added to the class rooms soon and adequate fans will be fixed before the summer sets in.
4. Since only one class room was with LCD projector the principal and the members of the staff expressed that at least one more classroom should have an LCD projector to improve the teaching learning outcome.

#### Resolution

- To add more fans and lights to the ground floor within the span of a month
  - To provide one more LCD projector for the use of the faculty members in the classroom within a period of two months
5. Development of library books as per the university syllabus was a felt need. The members also visited the library within the meeting. Though the library is well equipped with encyclopedia and reference section and other books updating of library with books as per the curriculum of the university was a felt need by all. The committee decided to take it up as a priority to improve academic performance.

#### Resolution

- To add necessary books to the library as per the fund available by 2019 June before the new academic session begins.

#### 6. Varia

The meeting discussed on seminars and various other programmes conducted by the departments. Principal gave a brief explanation that most departments organize departmental seminars and also present PPT and also organize music fest, cultural fest, literary fest etc. though not very often. It was felt that more of such programmes should be developed for the overall development of the students and to boost their morale.

#### Resolution

To organize departmental seminar once in a semester and the college to organize a national seminar at least once a year

IQAC Coordinator

Principal