



## INTERNAL QUALITY ASSURANCE CELL

Pfutsero Government College: Phek, Nagaland

Website: [pfutserocollege.in](http://pfutserocollege.in) email: [pgciqac@gmail.com](mailto:pgciqac@gmail.com)

### Minutes of IQAC meeting held on 12.09.2016 at Pfutsero Govt. College

#### Members present:

1. T.L Singsit, officiating Principal ,
2. D. Chandani Assistant Professor HOD, English Department
3. Medozu, Convenor
4. Keneidei, Assistant Professor HOD, Education Department
5. Zacivelu , Assistant Professor HOD, Tenyidie Department

A meeting of the college IQAC was summoned on 12<sup>th</sup> September 2016 at 12:00 noon in the Principal's Office Chamber to discuss matters relating to NAAC and other academic issues of the college. The Vice Principal (Officiating Principal) laid out the main agendum for the discussion and after a thorough deliberation, the following resolutions were adopted:

1. The urgency for speeding up preparation of SSR (Self Study Report) for NAAC was deliberated. Decided to make a time- bound plan for completion of SSR by the year end or early part of 2017, and that the same be uploaded in the college website during 2017. Accordingly, the NAAC Committee has been asked to take up the matter in right earnest and ensure timely compilation works from the departments concerned.
2. The house decided to maintain all department records under separate heads in 6(six) different files for all the Departments with effect from 2012/13 and records of the last 4/5 years be properly maintained as required by NAAC.
3. In view of the on-going SSR preparation for NAAC assessment, reshuffling of the different committees have been deferred to a later date. Different committees have been asked to maintain update record of all activities under their dispensation since 2012/13 for the purpose of NAAC assessment.
4. All the departments have been reminded once again to submit their departmental profile for uploading in the college website.
5. For career advancement, the house decided to permit one faculty at a time from each Department for attending Refresher Course/Orientation programme during peak academic sessions, and that there will be no restrictions for attending such programmes during vacations.
6. Based on feedbacks received from faculty and students, it has been suggested that the functioning of the college library be substantially improved, and that library be kept open only when the library staffs are on duty. This is to prevent any lose of books from the library since most library lockers are kept open for students use.

(T.L SINGSIT),

Officiating Principal

( MEDOZU MERO)

Coordinator. IQAC  
CO-ORDINATOR  
IQAC  
Pfutsero Government College





## INTERNAL QUALITY ASSURANCE CELL

Pfütsero Government College: Phek, Nagaland

Website: [pfütserocollege.in](http://pfütserocollege.in) email: [pgciqac@gmail.com](mailto:pgciqac@gmail.com)

### Follow up (Action Taken) based on 12.09.2016 meeting

1. The NAAC Committee divided the work for preparation of SSR among different departments to work on different questioner and to collect the necessary data.
2. Files were given to all the departments for maintenance of all departmental records for the last five years.
3. Library rules and regulations were revised and notified in the Notice Board.

Sd/-

**Dr. WATIJUNGSHI JAMIR**

Principal

(T.L SINGSIT)

CO-ORDINATOR  
IQAC  
Pfütsero Government College



## INTERNAL QUALITY ASSURANCE CELL

Pfutsero Government College: Phek, Nagaland

Website: [pfutserocollege.in](http://pfutserocollege.in) email: [pgciqac@gmail.com](mailto:pgciqac@gmail.com)

Attendance Record of IQAC meeting held on.....12/09/2016.....  
at.....12:00 noon / principal's office

### Members present:

Sl.no	Name	Designation	Signature
1	T.L. Singsit	Officiating Principal	
2	D. Chandani	Asst. Prof. / Member IQAC	
3	Medozu	Convener IQAC	
4	Keneidie	Asst. Prof / Member IQAC	
5	Zaivaku	" "	

RECORDED BY: Keneidie