



GOVERNMENT OF NAGALAND
PFUTSERO GOVERNMENT COLLEGE, PFUTSERO
PHEK: NAGALAND – 797107
NAAC Accredited B Grade 1st Cycle

Website: pfutserocollege.in

Email: pfutserocollege.pfutsero@gmail.com

Ref. No.

Date

IQAC MEETING MINUTES

Date: 20th October 2022

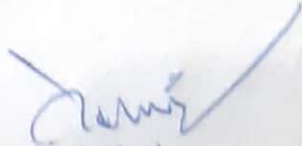
Time: 12 Noon

Venue: Principal's Chamber

The meeting was chaired by Dr. Bweyhunle Khing, Principal Pfutsero Government College. She welcomed the members and also welcomed the new IQAC Co-ordinator, Mr. Wepekhro Wetsah, Asst. Professor, Department of History. The house deliberated and discussed on the following agendas:

1. **Agendas for Advisory Board Meeting scheduled on 21st October was highlighted.**
 - a. Desk and benches for newly constructed classrooms and electrification for ICT.
 - b. Renovate the old wooden infrastructure of the present campus.
 - c. Constructions of hostels in the new campus.
 - d. Language lab for the students of English and Tenyidie as recommended by NAAC Peer Team.
 - e. Setting up of a small Indoor Stadium.
 - f. New Campus, Road black topping and drain construction.
- For construction of hostels in the new campus and setting up of a small Indoor stadium(multi-purpose hall), the members suggested that a written proposal should be written and put up to the government by the Chairman, Advisory Board.
- The Advisory Board members are to pressurize the contractors to complete the construction of New Campus building and hand over the building to the college authority at the earliest before the second cycle of NAAC assessment.
2. **Instituted NAAC Steering Committee for 2nd cycle of NAAC Assessment:** For preparation of AQAR, SSR and second cycle of NAAC assessment, NAAC Steering Committee was instituted comprising of a Convenor and seven members.




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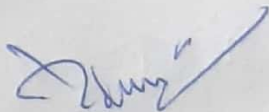
Convenor: Mr. Wepekhro Wetsah, Asst. Professor, Dept. of History

Members:

1. Mr. Isaac Shupao, Asst. Professor, Dept. of History
2. Ms. Nekhotsolu Chuzho, Asst. Professor, Dept. of Political Science
3. Mrs. Meyetsolu Ritse, Asst. Professor, Dept. of Education
4. Ms. Veduvolu Nienu, Asst. Professor, Dept. of English
5. Ms. Mhabeni W, Asst. Professor, Dept. of Sociology
6. Ms. Teithuvina Nukhu, Asst. Professor, Dept. of Economics
7. ~~Mr. Nuveta Khesoh~~ Asst. Professor, Dept. of Tenyidie
Dr. me ~~Phuhie~~

3. **IGNOU STUDY CENTRE:** The progress of IGNOU Study Centre was highlighted by the Principal. The college is waiting for the final order from the Regional Centre. Once the final approval comes, IGNOU will become functional.
4. The need to institute Red Cross Movement and Legal Clinic in the college was highlighted by the Principal.
5. **Submission of action plans and action taken report of committees, clubs and cells:**
All the convenors of various clubs, cells and committees are to submit action taken report for the current academic session and action plan for the next academic session to IQAC by the end of November 2022.
6. **Urgent need to streamline the work ethics of ministerial staff.**
 - a. The chowkidars must ensure that classrooms are open on time and close on time on all working days. A written letter will be sent to them to apprise them about their duties.
 - b. The bell must be rung at 9:00 am and during break time at 12 noon on all working days.
 - c. College properties must be properly taken care of, maintained and ensure cleanliness of staff rooms and classrooms.
 - d. All the ministerial staffs are to perform their duties diligently and report to work regularly.
7. **Library Maintenance:** Intimate the Librarian and Asst. Librarians to maintain the library and ensure that library records, register attendance for both students and teachers' and books shelves are properly maintained.
8. **Allocation of funds/ budget to committees, clubs and Cells:** Fees collected for different committees/ clubs during admission must be allocated to the concerned Convenors. The




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Pfütsero - 797107, Nagaland

convenors will be responsible and accountable for proper utilization of the amount sanctioned by maintaining accounts of expenditure and receipts and submit the report to the Audit Committee.

9. **Digitization of library and Smart Classroom:** In response to one of the starred questions asked at 12th session of the thirteenth Nagaland Legislative Assembly, the Minister-in charge for Tribal Affairs Department stated about the digitization of library and classrooms being carried out in our college. The members highlighted the need to verify the total equipments allocated to the college by the concerned department at the earliest.
10. **Appointment of head of department economics:** With the transfer of Madam Sutoli Sema, HOD Economics, a new HOD needs to be appointed at the earliest. The members requested the authority to look into the matter and appoint the HoD for smooth transfer of departmental works at the earliest.

Members present:

1. Dr. Bweyhunle Khing, Principal
2. Mr. Neichupe Kapfo, Vice-Principal
3. Mr. Wepekhro Wetash, IQAC Co-ordinator
4. Dr. Bhaw Nath Jha, HOD Sociology
5. Dr. Cukhapa, HOD History
6. Mrs. Neipre-ü Mero, HOD English
7. Mrs. Vekhosalü, HOD Political Science
8. Mrs. Keneideü Lerüo, HOD Education
9. Ms. Diezeno Tase, Member

Recorded by-

A. Diezeno Tase
20/10/22
Ms. Diezeno Tase,

Asst. Professor, Department of English



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Ref. No.

Date 10/3/2023

IQAC MEETING MINUTES

IQAC meeting was held on 10th March 2023 at Principal's Chamber. The meeting was chaired by Dr. Bweyhunle Khing, Principal Pfüterero Government College. She welcomed the members and extended her appreciation to the members for the successful submission and approval of AQAR 2021-2022.

Members present:

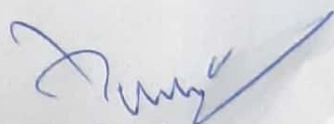
1. Dr. Bweyhunle Khing, Principal
2. Mr. Neichupe Kapfo, Vice-Principal
3. Mr. Wepekhro Wetash, IQAC Co-ordinator
4. Dr. Cukhapa, HOD History
5. Mrs. Neipre-ü Mero, HOD English
6. Mrs. Vekhosalü, HOD Political Science
7. Mrs. Keneideü Lerüo, HOD Education
8. Mr. Neiko Ritse, HOD Economics
9. Mrs. Zacivelu Shijoh, HOD Tenyidie
10. Mrs. Wetso-u Medo, Member
11. Ms. Diezeno Tase, Member
12. Mr. Isaac Shupao, Member

Meeting Proceedings:

IQAC Co-ordinator highlighted the agendas and open the agendas for discussion. The members discussed at length the agendas and after thorough deliberations, the following decisions were taken simultaneously.

- To prepare Self Study Report (SSR) for 2nd cycle of NAAC assessment six months before the date of expiry of 1st cycle of NAAC assessment and accreditation. A copy of all the Criteria's will be printed and timely allocated to the respective departments for compilation of data of the last five years. Under the supervision of the HODs, matters related to their respective department's criteria will further be highlighted and discussed in IQAC meetings.
- To activate all the Committees, Clubs and Cells and monitor the execution of action plan, review of maintenance of files of all the committees at regular intervals.




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- To actively engage the NSS Volunteers and NCC cadets in rendering community service-an hour service by organizing social work twice or thrice in a month within the college premises (both old and new campus) and even beyond the campus.
- To renovate and give a face lift to the current wooden infrastructure of old campus before the 2nd cycle NAAC Peer Team Visit.
- To shift to the New Campus latest before the 2nd Cycle NAAC Peer Team Visit as utmost priority. The authority, in this regard will intimate this urgent requirement to the Directorate and also address the problem for toilets in the New Campus at the earliest.
- As per the recommendations of AAA -Follow up visit, the IQAC requires a proper and a separate room for monitoring and ensuring that quality control measures are effectively put in place and check regularly. Keeping this in mind, it was decided that if the college is shifted to the New Campus, the need for additional classroom for CBCS as well as room for IQAC will be resolved. Otherwise, the authority will have to come up with another alternative to address the matter.
- All teaching faculty should participate and supervise the students during social work.
- To relieve Mr. Wepekhro Wetsah from the following committees and appoint other faculty to fill the said positions: Nodal Officer for Scholarship and Needy Student Welfare Fund as Convenor.
- Review of Best Practice: Landscape Gardening-The Principal will call a meeting with members of Landscape Gardening and discuss on the future course of action to be taken before the 2nd cycle.
- On Skill Development Club, the members have approached an NGO based at Pfütsero to provide a crash course on skill-based activity to the students. The members will have a sitting with the Principal as soon as they receive confirmation on the matter.
- Addressing the departments need for a personal computer for documentation of departmental files, IQAC will allocate one personal computer to all the seven departments through IQAC fund.
- Books from the library are frequently lost owing to poor maintenance of record (borrowing and returning of books). As a result, both students and teachers are facing difficulty in getting the prescribed book from the library. In this regard, the librarians will be intimated and ensure that library code of conduct is properly maintained by them and adhered by all. Library attendance register for both the students and teachers will have to be properly maintain by the librarians from here onwards.
- To inform all the HODs to compile a list of books required for the current semester and submit to the Principal at the earliest.
- To renew college website without further delay.
- To organize a one-day faculty and student exchange programme with Phek Govt. College before the expiry of MOU.
- To inform the students to wear their uniform on all working days and to use NCC/NSS uniform during social work or other activities organize by the respective unit only.



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- Re-constitution of NAAC Steering Committee: For preparation and compilation of Self Study Report (SSR) for second cycle of NAAC assessment, NAAC Steering Committee was re-constituted with omission and addition of new members.

Convenor: Mr. Wepekhro Wetsah, IQAC Co-ordinator

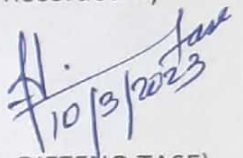
Members:

1. Dr. Metseilhouthie Mor, Asst. Professor, Dept. of Tenyidie
2. Mr. Isaac Shupao, Asst. Professor, Dept. of History
3. Mr. Wedete Kapfo, Asst. Professor, Environmental Studies
4. Mrs. Sesote-u Kapfo, Asst. Professor, Dept. of Education
5. Ms. Veduvolu Nienu, Asst. Professor, Dept. of English
6. Ms. Mhabeni W, Asst. Professor, Dept. of Sociology
7. Ms. Teithuvina Nukhu, Asst. Professor, Dept. of Economics




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Recorded by-


 (MS. DIEZENO TASE)
 Asst. Professor,
 Department of English, PGC

IQAC copy



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Date ..11/05/2023

IQAC MEETING MINUTES

IQAC meeting was convened on 10th May ,2023 Principal's Chamber at 12 noon. The meeting was chaired by Dr. Bweyhunle Khing, Principal Pfüterero Government College. She welcomed the members and extended her appreciation to the Magazine Committee for the successful publication of 11th edition annual college magazine 2022-2023 and appreciated the concerned of IQAC Co-ordinator towards college welfare.

Members Present

1. Dr. Bweyhunle Khing, Principal
2. Mr. Wepekhro Wetash, IQAC Co-ordinator
3. Dr. Cukhapa, HOD History
4. Mrs. Neipre-ü Mero, HOD English
5. Mrs. Vekhosalü, HOD Political Science
6. Mr. Neiko Ritse, HOD Economics
7. Mrs. Zacivelu Shijoh, HOD Tenyidie
8. Mrs. Vevotalu Vero, Represented on behalf of HOD, Education
9. Mrs. Vengosalu, H/A, Member
10. Mrs. Welo-u Khalo, Librarian, Member
11. Ms. Diezeno Tase, Member
12. Mr. Isaac Shupao, NAAC Steering Committee, Member
13. Ms. Teithuvina Nukhu, NAAC Steering Committee, Member
14. Ms. Veduvolu Nienu, NAAC Steering Committee, Member



Vice Principal
Pfüterero Government College
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Meeting Proceedings:The Principal opened the agendas for discussion.

IQAC Co-ordinator highlighted the minutes of last meeting and follow-up action taken report.

ACTION TAKEN REPORT

- As discussed in the last meeting, for preparation of Self Study Report (SSR) for 2nd cycle of NAAC assessment six months before the date of expiry of 1st cycle of NAAC assessment and accreditation, a copy of all the Criteria's (7) is already printed and will be allocated to the respective departments for compilation of data of the last five years.
- Minister Temjen Imna Along has sanctioned an amount of Rs. 10 lakhs for immediate renovation of old campus before the 2nd cycle NAAC Peer Team Visit. In this regard, the house has appealed the Principal to pursue this matter at the earliest. An application has been submitted by the Principal in this regard and matters are under process.
- On the need to shift to the New Campus latest before the 2nd Cycle NAAC Peer Team Visit as utmost priority, the authority, in this regard has intimated this urgent requirement to the Directorate and highlighted the problem for toilets in the New Campus. The concerned authorities have given the assurance to look into the matter positively.
- Addressing the departments need for a personal computer for documentation of departmental files, seven (7) personal computers was allocated to all the seven departments through IQAC fund.
- Successfully organized a one-day faculty exchange program with Phek Govt. College on 5th April, 2023. Nine(9) faculty from Pfütsero Government College participated in the faculty exchange program.
- Students were informed to wear their uniform on all working days and to use NCC/NSS uniform during social work or other activities organize by the respective unit only.
- Successfully re-constituted NAAC Steering Committee for preparation and compilation of Self Study Report (SSR) for second cycle of NAAC assessment.

ACTION TO BE TAKEN FURTHER

- To remind all Committees, Clubs and Cells to submit their action taken report for this academic session, action plan for the next session and proper maintenance of files.
- # To actively engage the NSS Volunteers and NCC cadets in rendering volunteer and community service in and around the college campus.



[Handwritten Signature]

Vice Principal
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- As per the recommendations of AAA -Follow up visit, the need of IQAC for a proper room with a personal laptop and an almirah for monitoring and ensuring that quality control measures are effectively put in place and check regularly was highlighted to the house.
- Review of progress of Best PracticeLandscape Gardening and Skill Development Club was highlighted to the house.
- To renew college website without further delay and renew the MoU with the Web Operators if necessary.

FOLLOWING NEW AGENDAS WERE HIGHLIGHTED AND DECISIONS ARRIVED AT:

- For widening and black topping of college approach road, the Minister concern was intimated during the Inspection Visit.
- Dr. Neisatuo Mero, 16th MLA has given his assurance to render assistance for the 2nd cycle of NAAC assessment.
- Keeping in mind the recommendations of Inspection team from Directorate on the need to constitute a College Development Committee, the house decided to change the nomenclature of Tender, Purchase and Development Committee and re-name it as College Development Committee with addition of new members.

College Development Committee

Chairman: Principal

Convenor: Vice-Principal

Member: Mr. Dichulo Khupfu, Cashier

Member: Mrs. Vengosalu, HA

Member: Mr. Wepekhro Wetsah, IQAC Co-ordinator

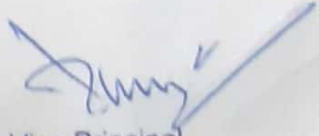
Member: Dr. Chukhapa, RUSA Co-ordinator

- **Renewal of MoUs:** The files for renewal of MoU was misplaced unfortunately. Application will be re-submitted personally through the Principal's office.
- To sign an MoU with Kalos Society, Pfütsero and Fire Service Department, Pfütsero for welfare of the college fraternity and community at large. The members will meet the concerned and seek for their approval at both ends.

On library upgradation:

- To enroll in N-List membership is one of NAAC requirements. Keeping in mind the financial resources required for enrollment, the IQAC will oversee the financial resources after reviewing




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the funds of IQAC and if possible, allocate the amount necessary for enrollment of N-List Membership.

- The recent Library inspection team have highlighted the need to revamp and renovate the library before Triple A Visit. The college authorities will look into this matter further.
- The library is working towards expansion of sitting capacity of students from 20 to 30 seaters.
- Purchased book shelves for library.
- Successfully upgrade SOUL software from 2.0 to 3.0.
- To upgrade server and network system for easy access of library resources to the students.
- To procure more Peer reviewed journals from Sage publications as recommended by NAAC Peer Team First Cycle.

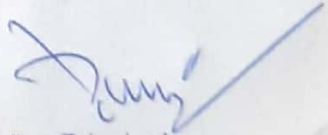
SUGGESTIONS AND ACTION PLAN:

- To organize one national webinar in collaboration with Research Committee, PGC in the month of June tentatively.
- To organize departmental seminar and encourage faculty from each department to present a paper on-going research work, academics, or research-oriented papers for career advancement and NAAC requirements in the month of June.
- To organize seminar or workshop for ministerial staff as per NAAC requirements.
- To conduct an internal awareness seminar on preparation and assessment of Second cycle of NAAC for the teaching faculty.
- To connect solar lighting and water pipeline to ministerial staff room.
- To observe College Foundation Day.
- To review IQAC funds for implementation and execution of action plans.
- To review the members of various clubs, cells and committees and if necessary, relieve some members who are involved in six or more committees.

Recorded by-

(MS. DIEZENO TASE)
Asst. Professor,
Department of English, PGC




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Date 11/05/2023

IQAC MEETING MINUTES

IQAC meeting was convened on 11th May, 2023 by IQAC Co-ordinator at 9:30 AM. The meeting was chaired by IQAC Co-ordinator, Mr. WepekhroWetsah. The meeting was called to discuss the follow up action plan for conduct of national webinar/seminar, inter-departmental seminar and to review the members of various committees, clubs and cells.

Members Present

1. Mr. WepekhroWetash, IQAC Co-ordinator
2. Dr. Chukhapa, HOD History
3. Mrs. Neipre-ü Mero, HOD English
4. Mrs. Vekhosalü, HOD Political Science
5. Mrs. ZaciveluShijoh, HOD Tenyidie
6. Mrs. Vengosalu, H/A, Member
7. Mrs. Wetso-u Medo, Member
8. Ms. Diezeno Tase, Member

Meeting Proceedings:

IQAC Co-ordinator welcomed the members and highlighted the agendas to the members present for deliberations and discussion. Following decisions were taken thereafter:

1. To organize one national seminar in collaboration with Research Committee, PGC in the month of June tentatively. IQAC Co-ordinator will co-ordinate with the resource persons and update the house latest before the end of this month.
2. To organize inter-departmental seminar and encourage faculty from each department to present paper on going research work, academics, or research-oriented papers for career advancement and fulfill NAAC requirements beginning from the month of June. Based on lottery, two




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departments have been paired together for participation in the seminar. Participation of faculty from all departments will be encouraged. However, it will be mandatory for one(1) faculty from each department to present a paper. Certificate of participation will be given to all the paper presenters.

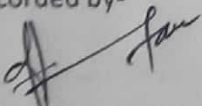
Name of the Departments	Date of Seminar/Paper Presentation	Submission of name of faculty and topic to IQAC
Economics Department & History Department	2 nd June, 2023	Latest by 26 th May, 2023.
English Department & Political Science Department	15 th July, 2023	Latest by 1 st week of July.
Sociology Department & Education Department	22 nd July, 2023	Latest by 2 nd week of July
Tenyidie Department & EVS	29 th July, 2023	Latest by 2 nd week of July

Sequence of Presentation

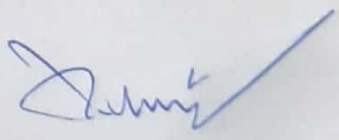
**Time and order of program will be intimated later.*

3. To conduct Library Awareness Program for the students next semester by the Library Staff.
4. To come up with IQAC Photo Album of the last five years from NAAC 1st Cycle Assessment till June, 2023 and released the album officially on Freshers' Day in the month of July tentatively.
5. Partial reshuffle of members of various committees, clubs and cells was carried out with addition of new members. The revised committee list will come into effect from 15th May, 2023 till the second cycle of NAAC Peer Team Visit.

Recorded by-


(MS. DIEZENO TASE)
 Secretary, IQAC
 Asst. Professor,
 Department of English, PGC




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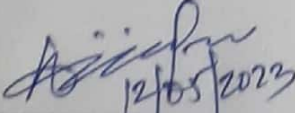
NOTICE

This is to inform all the esteemed faculty that IQAC, PGC will be organizing inter-departmental seminar to encourage the faculty from all departments to present papers on- on going research work, academics, or research-oriented papers for career advancement and fulfill NAAC requirements beginning from the month of June. Based on lottery, two departments have been paired together for participation in the seminar. Participation of faculty from all the departments will be encouraged. However, it is mandatory for one(1) faculty from each department to present a paper. Certificate of participation will be given to all the paper presenters. All HODs are to take note of the sequence of presentation and submit the required data specified below to the undersigned positively.

Name of the Departments	Date of Seminar/Paper Presentation	Submission of name of faculty and topic to IQAC
Economics Department & History Department	2 nd June, 2023	Latest by 26 th May, 2023.
English Department & Political Science Department	15 th July, 2023	Latest by 1 st week of July.
Sociology Department & Education Department	22 nd July, 2023	Latest by 2 nd week of July
Tenyidie Department & EVS	29 th July, 2023	Latest by 2 nd week of July

Sequence of Presentation

*Time and order of program will be intimated later.


12/05/2023
(MR. WEPEKHRO WETASH)

IQAC Co-ordinator



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Date 17/05/2023

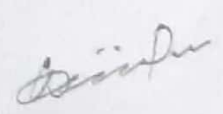
NOTICE

In partial modification to the earlier notice for organizing the inter-departmental seminar by IQAC, PGC, due to the ongoing end semester examination the date of Seminar/Paper presentation and submission of name of the faculty and topic to IQAC has been readjusted to the following dates given below. Other notice stand as it is. Inconvenience regretted.

Sequence of Presentation

Name of the Departments	Date of Seminar/Paper Presentation	Submission of name of faculty and topic to IQAC
Economics Department & History Department	10 th July, 2023	Latest by 6 th July, 2023.

*Time and order of program will be intimated later.


(MR. WEPEKHRO WETASH)
IQAC Co-ordinator