



PFUTSERO GOVERNMENT COLLEGE, PFUTSERO

PHEK: NAGALAND – 797107

NAAC Accredited B Grade 1st Cycle

Website: pfutserocollege.in

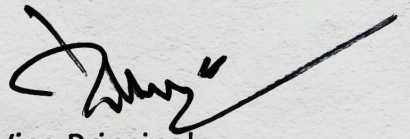
Email: pfutserocollege.pfutsero@gmail.com

Ref. No.

Date. 17/7/23.

NOTICE

The IQAC Committee of the college will convened a meeting on **19th July 2023 at 12:00 Noon in the Principal's office chamber.** Therefore, all the concerned members of the committee were asked to attend the meeting positively.


Vice Principal

Vice Principal
Pfitsero Government College
Pfitsero-797107, Nagaland

Copt to: *Guard File*



GOVERNMENT OF NAGALAND
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Ref. No.

Date 20/07/2023

IQAC MEETING MINUTES

IQAC meeting was convened on 20th July 2023 Principal's Chamber at 12 noon. The meeting was chaired by Mr. Wepekhro Wetsah, IQAC Co-ordinator. He welcomed the members to the first monthly meeting for the new academic session.

Members Present

1. Mr. Neichupe Kapfo, Vice Principal
2. Mr. Wepekhro Wetsah, IQAC Co-ordinator
3. Dr. Chukhapa, HOD History
4. Mr. Khrieneikuo Zumu, HOD Sociology
5. Mrs. Neipre-ü Mero, HOD English
6. Mrs. Vekhosalü, HOD Political Science
7. Mr. Neiko Ritse, HOD Economics
8. Mrs. Zacivelu Shijoh, HOD Tenyidie
9. Mrs. Keneide-u Leruo, HOD, Education
10. Mrs. Vengosalu, H/A, Member
11. Mrs. Welo-u Khalo, Librarian, Member
12. Mr. Dichulo Khupfu, Accountant
13. Ms. Diezeno Tase, Member
14. Mr. Isaac Shupao, NAAC Steering Committee, Member
15. MaWedete Kapfo, EVS

Meeting Proceedings:The following agendas were open for discussion by IQAC Co-ordinator and decisions were taken simultaneously:

1. Renewal and Inclusion of MoU:

- Approval for renewal of MoU has been granted by the Directorate. In this regard, the house decided to renew the existing 19 MoU's signed with different NGO's.
- The house decided to sign an MoU with Fire Department, Pfutsero.
- To renew MoU with Phek Government College.
- To request the SDMO, Pfutsero to depute one nurse during University Examinations. A letter of request will be submitted to the CMO, Pfutsero.
- Red Ribbon Club, PGC will organize an awareness program in collaboration with NSACS, Phek District.
- On AICSM, since the students take class at the instructor's centre, the college computer room can be utilized by both teachers and students enrolled for DCA program for their academic requirements. The Computer Education Committee Supervisors will supervise the students and maintain proper attendance records and certificates of the students.
- Since the college has signed an MoU with Children's Home Rikizu, it was suggested that teachers and staffs can do charitable acts by collecting kinds(goods and groceries) instead of cash or gifts and donate towards the home.

2. Status of College Website:

The college has signed an MoU with Alpine for maintenance of college website. Payments which were due for the last two years were cleared and the website is updated and renewed. After discussing at length about the cost of maintaining the current domain upgradation fee amounting to Rs. 6000/- annually and an alternative to buy a cheaper domain and make necessary changes from scratch, the house decided to maintain the higher domain range keeping in mind the Second Cycle of NAAC assessment. While updates of college curricular and extra-curricular activities will be supervised by Mr. Isaac Shupao, College Website Supervisor, design and layout of the website online will be operated by Mr. Tewu Mero, Print Studio, Pfutsero.

3. Preparation and Submission of SSR 2nd Cycle:

- The college has successfully submitted four-year AQAR. Before the expiration date of First Cycle i.e 17th October 2024, IIQA(Letter of intention) will be submitted by making a payment of Rs. 25000 followed by uploading of SSR fees amounting to Rs. 1.18k.
- For data which were not incorporated in the AQAR, in the extended profile such data can be highlighted with proper documentation for verification.

- It was decided that the all the departments will work on their respective criteria of the last five year by compiling the data and reports. IQAC will prepare the reports of each criteria's and hand over to each department latest by first week of August. The respective departments will submit the five-year report to NAAC Steering Committee for final compilation and further necessary action.

4. Submission of Committee, Club and Cells Report:

- All committee Conveners' to submit their action plan and action taken plan for the last academic session(July 2022- May 2023) and action plan for the academic session July– November 2023.
- To convene a Convenor meeting of all the clubs, cells and committees and review and discuss the action plan and progress of each committee.

5. Submission of departmental Lesson plan, Class routine and Paper allocation:

All the departments will prepare their lesson plan as per the academic calendar and submit a copy to IQAC for documentation. A copy of each department class routine and paper allocation to be submitted to IQAC for documentation.

6. Implementation of Action Plan of last meeting:

- As proposed in the last meeting to organize a national seminar, the IQAC successfully conducted a one-day workshop on Critical Thinking on 7th June 2023 with Dr. Venusa Tinyi, Assistant Professor, Department of Philosophy, University of Hyderabad. A total of 32 teaching faculty participated in the workshop.
- As proposed to conduct inter departmental seminar, so far, the First cycle and Second cycle of inter departmental seminar was successfully held and Third and Fourth cycle of Inter departmental seminar will be held as scheduled. The house decided to take up inter departmental activities every semester and highlight it as one of the best practices of the teaching faculty.
- Successfully constructed 12000 litres of water reservoir in the old campus.

7. Partial modification of members of cells, clubs and committees:

In view of transfer and addition of teachers, committee list was revised again partially. It was decided that the revised list will come into effect from 22nd July and no further changes will be entertained until the second cycle of NAAC Assessment. In the event of any Convenor taking study leave, maternity leave or any long term leave the Secretary will take charge of the Convenorship and supervise functioning of the committee works. In the event of any Secretary taking study leave, maternity leave or any long term leave the Convenor can appoint any member from the committee as deem fit for Secretary.

8. On library upgradation:

- As proposed in the last meeting about the registration of N-LIST membership, it was intimated to the house that with the granting of permanent affiliation the college can now register for N-LIST by paying a fee of Rs. 6000/- approximately annually. The house decided to sanction the said amount through the Library Fund.
- As follow up on the last Advisory Board Meeting, an application was submitted addressed to the DC, Phek for grant of funds for library resources. However, there was no progress till date. So, the house decided to submit another application for grant of funds for library upgradation and college infrastructural developments. A request for PPT Presentation at the Monthly DPDB meeting will also be put forth.

Requirement of library: Purchased four shelves recently to accommodate the books(700)send by the Directorate and is need of more shelves.

9. Review of IQAC Fund:

As directed by the Directorate to maintain 50 % of IQAC Fee for NAAC Assessment, the house decided to review the status of IQAC fund of the last four years and use the remaining 50% fund to carry out IQAC activities and infrastructure development, if need arises.

During the first cycle of NAAC Assessment, a NAAC Account was open with Mr. Wedete Kapfo as the Treasurer. With the transfer of our Principal, there is a need to change the specimen signature and check on the balance. The house decided to deposit the 50% IQAC Fee in the said account for transparent financial transaction in the future.

10. Status of Jio Wifi:

Jio wifi network is successfully installed in the college since 22nd March 2019 with free 4 MB data for each user. Mr. Neiko Ritse and Mr. Isaac Shupao will further look into the status of jio network in the college.

SUGGESTIONS:

- For maintenance of college museum, suggestions were given to construct either a traditional morung or a replica of a priest house using old raw materials.
- Suggestions were given to collect and contribute antique traditional artifacts not only of the Chakhesang Community but from other tribes as well.
- A copy of available list of books both print and e-print to be furnished to each department for reference. *Refunding of security deposit by the students. List of students expenses*
- The need to arrange/construct an IQAC Office and procure IQAC Laptop urgently. Construction of IQAC Office will be executed at the time of renovation of old campus building.

ACTION PLAN FOR THIS ACADEMIC SESSION

- To conduct one day national seminar in collaboration with Research Committee and invite at least two guest paper presenters.
- To organize workshop on library awareness program by Library Staff in collaboration with Library Committee for students. The IQAC will sponsor the banner for the same.
- Focus on infrastructure developments of the college.
- To address the encroachment issue in the old campus: The encroachment of college areas in the old campus is become concerning and alarming and hence needs immediate negotiation with the concerned party. In this regard, the college authority will write a formal letter to the concerned party and state clearly the boundary demarcation of the college area and the need to beautify the college campus for second assessment at the earliest. In case the concerned party does not respond positively, the college authority will write a complaint letter to the office of ADC, Pfulsero and submit a proposal to construct a concrete fence along the college road.

*Parking of cars will not be allowed inside the college quarter premises. The night chowkidar will monitor and inform the concerned, if there is any.

Recorded by-



(DIEZENO TASE)

Asst. Professor,

Department of English, PGC



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Ref. No.

Date

NOTICE

This is to inform all the members of IQAC that there will be a monthly review meeting on 15th September 2023 at 1:00 PM in Principal's Chamber. All the members are therefore requested to attend the meeting without fail.

(Neichupe Kapfo)

Principal In Charge
Pfutsero Government College
Pfutsero - 797107, Nagaland



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Ref. No.

Date 15/09/2023

IQAC MEETING MINUTES

IQAC meeting was convened on 15th September 2023 Principal's Chamber at 2PM. The meeting was chaired by Mr. Wepekhro Wetsah, IQAC Co-ordinator. He welcomed the members to the monthly meeting.

Members Present

1. Mr. Neichupe Kapfo, Vice Principal
2. Mr. Wepekhro Wetsah, IQAC Co-ordinator
3. Mr. Khrieneikuo Zumu, HOD Sociology
4. Mrs. Neipre-ü Mero, HOD English
5. Mrs. Zunyite-u Mero, on behalf of HOD, Political Science
6. Mrs. Welo-u Khalo, Librarian, Member
7. Mrs. Wetso-u Medo, Member
8. Ms. Diezeno Tase, Member
9. Mr. Wedete Kapfo, Teacher In charge EVS

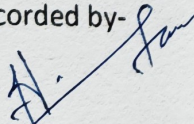
Meeting Proceedings:

The following agendas were highlighted and decisions were arrived at:

- Renewal of MoU with Phek Government college, Children's Home Rikizu under process.
- Signed an MoU with Department of Fire and Emergency Services, Pfuetsero.
- To sign an MoU with People's Channel.
- All HODs were reminded to prepare on their respective criteria for SSR.
- Successful submission of departmental Lesson plan, Class routine and Paper allocation by HOD.
- Action Report of Clubs, Cells and Committees still pending. To remind all the committees to submit their action report.
- Registration of N-LIST membership under process. Besides Permanent Affiliation status, certificate of 12(b) status is required. Registration process will be completed before 2nd cycle of NAAC Peer Team Visit.

- Application for 12(b) status from UGC office is under process. Application is forwarded through Nagaland University. Once the college is granted 12 (b)status, TA/DA for Refresher course and equivalent course can be reimbursed by the teaching faculty.
- On status of grant of Rs. 10 Lakhs by the concerned Minister, preparation of DPR is under process at the Secretariat, Kohima.
- To furnished list of books print and e-print to IQAC by Librarian and staff.
- A workshop on library awareness program by Library Staff in collaboration with Library Committee for students and teachers will be conducted tentatively in the month of September.
- To conduct one day national seminar in collaboration with Research Committee tentatively in the month of March or April 2024. With certification of 12(b) status from UGC, the committee is anticipating for proper funding agency to organize the national seminar.
- Focus on infrastructure developments of the college- library upgradation and renovation, IQAC office.
- A list of defaulter list to be furnished by Library staff to IQAC before the end of each semester for documentation.
- To apply for college journal publication.
- As per the recommendations of NAAC Peer Team First cycle,
- ✓ Some computers will be arranged in the library for students' usage.
- ✓ To introduced Skill enhancement course and Skill Development Club will collaborate with CWWS and organize skill-based program for students- for girls making of reusable sanitary pads, organize youths to form self -help groups and organize trainings.
- On matters relating to casual leave, Career Advancement Leave by teaching faculty can be entertained. Casual leave issues will be highlighted in the staff meeting by the authority.
- To sensitize the ministerial staff on the need to organize and improve the work nature of the staffs. As suggested by the members, a register will be maintain by the HA and inform the ministerial staff for timely execution of duty.
- The Academic Monitoring Cell will continue to function and poor performing students, or students being graced or considered will be referred to the cell.
- All committees and clubs to maintain aims and objectives of their respective committees.

Recorded by-


(DIEZENO TASE)

Secretary, IQAC



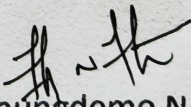
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Notice

This is to inform all the members of IQAC that there will be a meeting on 20th February 2024 at 12:00 noon in the Principal's Chamber. Therefore, all the concerned members are requested to attend the meeting without fail.


18/02/2024
Dr. Thungdemo N Yanthan
IQAC, Co-Ordinator

CO-ORDINATOR
IQAC
Pfütsero Government College



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Meeting Minutes

A meeting was called by the IQAC and the Research Committee PGC, dated 20th February 2024 to discuss on the upcoming activities at the Principal Chamber-

Member Present:

1. Sesote-u Kapfo, Convenor Research Committee
2. K Chukhapa, IQAC Member
3. Dr. Meyetsolo Ritse, Research Committee Member
4. Dr. Metseilhouthie Mor, Research Committee
5. Neizevonuo Suokhrie, Research Committee
6. Chothazo Nienu, IQAC Secretary
7. Dr. Thungdemo N Yanthan, IQAC Co-Ordinator

Meeting Proceedings:

1. To organise One-Day Seminar on *Intellectual Property Rights* on 26th April in collaboration with the Nagaland Science and Technology. This program is to be organised jointly by the IQAC and the Research Committee.
2. To collect bio-data of the faculties (Research Committee to take charge).
3. To start with the monthly Departmental Seminars at the earliest. (Research Committee to take charge).
4. To organise a Seminar in this current academic session on "Interdisciplinary Approach: A new paradigm for Research and Innovation".

Chotha
20/02/24

Chothazo Nienu
IQAC, Secretary

CO-ORDINATOR
IQAC
Pfitsero Government College



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Action Taken Report

The meeting which was held on 20th February 2024 on the four agendas are as follows

1. Intellectual Property Rights, One-day seminar to be postponed in the month of July 2024, due to approaching semester exams of the students.
2. Bio- data of the faculties were all collected by the Research committee.
3. With General election and due the short semester, the Departmental seminars were postponed to the next academic session.
4. Dr. A Wati Walling, Department of Science and Humanities, National Institute of Technology (NIT), Nagaland delivered a lecture on the topic: ***Mixed Methodologies: Paradigms for Interdisciplinary Research and Innovation*** on 03/04/2024 at Seminar Hall PGC.

Chotazo
05/05/2024
Chotazo Nienu
IQAC, Secretary.

CO-ORDINATOR
IQAC
Pfütsero Government College



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Meeting Notice

This is to inform all the IQAC members that a meeting will be held on 12th March 2024 at the IQAC office at 12 noon (during break). Therefore, all the concerned members are requested to attend the meeting positively.

Dr. Thungdemo N Yanthan
12/03/24

Dr. Thungdemo N Yanthan

IQAC Co-Ordinator

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IQAC
Pfütsero Government College



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Meeting Minutes

A short meeting was convened on 14th March 2024 at the IQAC room/office at 12 noon. The meeting was chaired by Dr. Thungdemo N Yanthan, IQAC Co-Ordinator and gave a special appreciation to Dr. Tialia, Pricnipal PGC for allotting a separate room/office for the IQAC.

Meeting Proceedings:

- To collect all documentations and files of the Departments and Committees on or before 20th April 2024 and submit to either IQAC Co-Ordinator or Secretary.
- All the members were also asked to be mentally prepared for the upcoming NAAC assessments (2nd Cycle) in the coming session. (Assessment validity to be expired on October 2024).

Members Present:

1. Dr. Tialila, Principal
2. 3Mrs. Keneide-u Ieruo, Dept. of Education
3. Mrs. Neipre-u Mero, Dept. of English
4. Dr. K. Chukhapa, Dept. of History
5. Mr. Chothazo Neinu
6. Dr. Thungdemo N Yanthan

Chotha
14/3/24

Chothazo Neinu
IQAC Secretary.

CO-ORDINATOR
IQAC
Pfulsero Government College