



Internal Quality Assurance Cell (IQAC)

S.D. Jain Girls' College

Dimapur: 797112: Nagaland

Affiliated to Nagaland University and recognized by the UGC u/s 2.F and 12(B)

NAAC Accredited Grade-B (SECOND CYCLE)

Ph. 230230 Website: www.sdjaingirlscollege.com

No.: IQAC-M1/20240824

Dated: 24th August 2024

Agenda and Minutes of the Meeting held on 24th August 2024 at 10:30 AM

Agenda of the Meeting

1. Discussion on NAAC observations.
2. Formation of Activity Organizing Committee.
3. Activity calendar for the year 2024-25.
4. Decision on faculty exchange.
5. Evaluation of even semester results.
6. Any other issues with the permission of the chairperson.

NAAC TEAM OBSERVATIONS

- a) Placement record of the students is not satisfactory.
- b) Perspective planning is missing.
- c) No teaching staff has been provided with financial support to attend the conferences, workshops.
- d) Need for the faculty to attend FDP. Professional development and administrative training programs.
- e) Academic and administrative audit reports are not available.
- f) Need to strengthen the documentation process.
- g) No evidence of college celebrating national days and birth and death anniversaries of national leaders.
- h) Capacity building workshops for the faculty members and gender sensitized programme for students need to be introduced.
- i) Lack of required networking with other institutes and agencies.
- j) Computer ratio in the college is very poor.
- k) The college has a small library without automation and required number of books.



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The following points were discussed and decisions were taken:

1. Regarding NAAC Observations:

- a) Placement record of the students is not satisfactory. Secretary suggested having a designated cell to take the decision and responsibility to study the authenticity of various proposals comes time to time related to placement of the students. It was decided to rename the 'Career Guidance Cell' as 'Career Guidance and Placement Cell'. Other modalities will be decided by the cell.
- b) Management will decide about the perspective planning of the college.
- c) Financial support to attend the conferences, workshops and FDP shall be provided on demand.
- d) It was decided to do 'Academic and Administrative Audit' in the academic year 2026-27.
- e) Documentation process of the college activities already initiated by coordinator IQAC.
- f) Evidences of national days celebrated by the college are collected in the form of photographs and documents both in hardcopy and soft forms.
- g) Internal Complaint Committee has organized gender sensitizing programmes and decided to organize it time to time for the students.
- h) MoUs to be signed with different agencies/organisations which are providing services for various internship courses to the students.
- i) Regarding Computer ratio in the college, the management will take necessary steps.
- j) Library automation already initiated by installing software. Additional Books are ordered for library.

2. Activity Organising Committee (AOC) is being structured as –

Convenor (selected by IQAC)

Members: Atleast Three (selected by IQAC)

IQAC coordinator as ex-officio member of the committee

Terms: 2 years

Responsibility: To plan and execute programs as per NAAC requirement. Atleast one program in each semester is to be organized for the benefit of the students and college.

IQAC decision regarding AOC:

Convenor: Mr. Yantsomo Kithan

Members: Ms. Lily Nguillie, Mr. Raju Deb and Ms. Senjano Patton

Ex-officio member: Dr. Dinesh Sarmah (IQAC coordinator)

3. IQAC has adopted Activity Calendar for the academic year 2024-25 and decided to implement it.
4. Faculty exchange program shall be chalked out in due course of time.
5. Even semester result of the college has been evaluated and decisions were taken to improve it.

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

Dr. Dinesh Sarmah

Co-ordinator

IQAC

Shri K.C. Rout

Principal

S. D. Jain Girls' College



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Members Present:

I.No.	Name	Designation	Signature
1.	Mr. Kishore Kumar Kashliwal	Secretary, Managing Committee	
2.	Mr. Pankaj Sethi	Joint Secretary Managing Committee	
3.	Mr. K. C. Rout	Principal, Chairperson	
4.	Dr. Dalia Bhattacharya	Representative Teaching Staff	
5.	Dr. Sant Kumar Gupta	Representative Teaching Staff	
6.	Ms. Lilly Ngullie	Representative Teaching Staff	
7.	Mr. Raju Deb	Representative Teaching Staff	
8.	Ms. Imsuinla S Imchen	Representative Teaching Staff	
9.	Mrs. Bendangmongla	Representative Teaching Staff	
10.	Ms. Senjano Patton	Representative Teaching Staff	
11.	Mr. Yantsomo Kithan	Representative Teaching Staff	
12.	Mr. Nihar Ranjan Deka	Member-Administrative Official	
13.	Mr. Binay Shankar Singh	Member-Administrative Official	
14.	Miss Ankita Gupta	Member-Alumni Association	
15.	Miss Livi	Member-Student Representative	
16.	Mr. Bhagchand Sethi	Member- Local Community	
17.	Mr. Anil Tongya	Member- Employer Nominee	
18.	Mr. Sanjay Sethi	Member-Industry Expert	
19.	Mr. Binod Sethi	Member-Stakeholder	
20.	Dr. Dinesh Sarmah	Co-ordinator IQAC	