



INTERNAL QUALITY ASSURANCE CELL (IQAC)

S.D. Jain Girls' College

Dimapur : Nagaland - 797112

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-M3/20250613

Dated: 13th June 2025

AGENDA OF THE MEETING:

- Context to where we stand the possible way forward
- Appraisal of our status of affiliation and condition for compliance
- Tenure of head of departments
- Minimum duration of stay in college is 5 hours of teaching
- Schedule the annual day 2025
- Any other item not included in this list



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RESOLUTION

1. Tenure of Head of Department will remain the same i.e., 2 years but current HoDs will continue till the end of the Odd-Semester 2025 or December 2025 whichever is earlier.
2. In case of retirement / resignation of HoD of any department, interim adjustment will be done for the remaining period only.
3. Reporting time of faculty members is 9.15AM and everyone will have to stay back till 1.15PM irrespective of the class-timing reflected in the routine, and this shall be applicable on all working days excluding Saturdays with immediate effect.
4. Activity calendar will be prepared department-wise for Saturday activities focusing on better utilization of the 1st and 3rd Saturdays.
5. Booklists for library will be collected by HoDs of departments concerned and will be submitted to the librarian to place order and obtain the books within one week from this notification.
6. The 4th year UG classes will be started after the declaration of 6th semester exam.
7. The Alumni Cell shall arrange a meeting with the pass-out students of 2025 and decide about the Graduation Day.
8. Summer break will be from to 21st July to 10th August 2025.

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

Dr. Dinesh Sarmah

Co-ordinator
IQAC

Shri K.C. Rout

Principal
S. D. Jain Girls' College