



Office of the Principal

**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-C

Ph. 230230 Website: sdjaingirlscollege.com

1

Notification NO: ..... (first meeting of the IQAC post NAAC A&A)

Date: 22 April 2019

Dear Sir/Madam

There will be a meeting of the IQAC on 23<sup>rd</sup> April at 10 AM in the college campus. You are requested to attend the meeting positively.

Agenda:

1. Reconstitution of IQAC
2. Post NAAC A&A Review
3. Formation of Cells, etc
4. Any other matter with permission from the chairperson

Thanking You

Copy to:

1. Secretary
2. All existing IQAC Members, *co-ordinator*
3. Other stake holders, *Alumni, student Body.*

Suggested points for discussion:

- ❖ *Organizing programmes as per MHRD/NU/Directorate of Education, Nagaland instructions and for celebration of National and World's important days*
- ❖ *Obtain Students', Alumni's and Parents' feedback*
- ❖ *Organize faculty improvement program – monthly interdepartmental seminar to continue, organize a National Seminar*
- ❖ *Publish articles in the College Annual Journal*
- ❖ *Organize staff quality improvement programme – Training/Motivation for Staff members*
- ❖ *Organize Coaching Classes for competitive examination – Pre-examination training*
- ❖ *Teachers exchange programme – To continue renewal of MOU with other Colleges*
- ❖ *Poor students' scholarship to be standardised.*
- ❖ *Smart Class development – to develop at least one classroom*
- ❖ *Language Lab development – Develop a Language Lab with a government's assistance.*

*[Signature]*  
Chairperson

IQAC

S.D. Jain Girls College

**PRINCIPAL**

**S.D. JAIN GIRLS' COLLEGE**  
DIMAPUR - 797112



Minutes of the IQAC meeting held on 23<sup>rd</sup> April 2019 at 10:00 AM

Members in attendance: Shri Kishore Kashliwal, Shri K.C. Rout, Shri Nihar Ranjan Deka, Shri A.K. Mishra, Dr. S.K. Gupta, Dr. Dalia Bhattacharjee, Dr. Dinesh Sarmah, Shri Moia Rongpi, Miss Bendangmongla, Smti Leena Lotha and Shri Binay Shankar Singh.

Shri K. C. Rout chaired the meeting and asked the Coordinator to discuss the agenda.


The house deliberated on the agenda and other matters duly tabled and unanimously adopted the following resolutions:

1. IQAC shall be reconstituted as per latest UGC / NAAC guidelines.
2. Mr. A. K. Mishra shall pursue with the concerned authorities and try to obtain the minority educational institutional status certificate as soon as possible.
3. Existing members in various bodies in the interim period shall draft the constitution for each cell and lay before the IQAC for further deliberation and consequent approval.
4. Each of the eligible lecturers shall submit the particulars in the format prescribed by the NU to the principal before 30 April for further necessary action towards empanelment as subject experts for the university.
5. Each of the Non-NET-Ph.D lecturers shall sit for every NET Exams till they qualify the said test failing which disciplinary proceeding will be initiated against the erring member and the institution shall reimburse the NET Exam fees on production of the proof of appearing the NET examination.
6. The members shall be given leave for taking part in orientation and refresher programs.
7. Leave with pay shall be given to anyone who undergoes Ph.D course work during the period of service only on signing an agreement to serve this college for a minimum duration on completion of the Ph.D, the amount and other modalities will be worked out later by the Management in consultation with the IQAC.

The house agreed to meet next on 4<sup>th</sup> May 2019 at 10 AM.

Action taken report: None

Recorded by Dr. Dalia Bhattacharjee

  
23/04/19  
Dr. Sant Kumar Gupta  
Co-ordinator  
IQAC  
S.D. Jain Girls' College

**Coordinator**  
**IQAC**  
**S.D.Jain Girls' College**  
**Dimapur : Nagaland**

3

Dated the 24<sup>th</sup> April, 2019

The Principal  
S.D Jain Girl's College  
Dimapur: Nagaland

Subject: Review report of admission Brochure-2018

Sir,

With reference to the assigned responsibilities on 16<sup>th</sup> April 2019, for reviewing the admission Brochure-2018, the committee has reviewed and made some necessary changes in the admission brochure for 2019. It is being suggested to bring out the admission brochure in a standardized booklet form.

Members present

1. Dr. Sant K. Gupta
2. Dr. Dinesh Sarmah
3. Dr. Dalia Bhattacharjee
4. Mr. Arun Kumar Mishra
5. Ms. Bendangmongla

*[Handwritten signatures and dates for members present]*  
24/4/19  
24/4/19  
24/4/19  
24/4/19  
24/4/19

Enclosure:

1. Admission Brochure 2018 with necessary correction made for your perusal.

*Received*  
*24/04/2019*  
*[Signature]*



## 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-C

Ph. 230230 Website: sdjaingirlscollege.com

No.: IQAC-M/20190504

Minutes of the Meeting held on 4<sup>th</sup> May 2019 at 10:00 am

### Agenda:

1. Reconstitution of IQAC
2. Selection of Head of Department
3. Reconstitution of Various Cells and Committees
4. Restructuring of Salary (creating a Pay-Scale) and revision of pay
5. Admission Procedure
6. Guest faculty in Commerce Department
7. Work assignment for AQAR

### Members Present:

Sl.No.	Name	Signature
1	Mr. K.C.Rout	
2	Mr. N.R.Deka	
3	Dr. Sant Kumar Gupta	
4	Dr. Dalia Bhattacharjee	
5	Dr. Dinesh Sarmah	
6	Mr. Moia Rongpie	
7	Ms. Bendangmongla	
8	Ms. Leena Lotha	
9	Ms. Meribeni	
10	Mr. Farooque A Laskar	
11	Mr. Binay Shankar Singh	



## Internal Quality Assurance Cell (IQAC)

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The following points were discussed and decisions were taken:

### 1. Reconstitution of the internal quality assurance cell (IQAC) as per NAAC and UGC guidelines.

After discussions and valuable inputs from managing committee, Principal and faculty members, IQAC was reconstituted after post accreditation by NAAC for ensuring consistent, timely, quality performance for Higher Education system and resolved as follows:

Constitution of IQAC after Post accreditation 1<sup>st</sup> cycle

Sl.No.	Name	Designation
1	Mr. Kishore Kumar Kashliwal	Secretary, Managing Committee
2	Mr. K.C.Rout	Principal, Chairperson
3	Dr. Dalia Bhattacharya	Member- Representative Teaching Staff
4	Mr. Arun Kumar Mishra	Member- Representative Teaching Staff
5	Mr. Moia Rongpi	Member- Representative Teaching Staff
6	Dr. Dinesh Sarmah	Member- Representative Teaching Staff
7	Ms. Watila	Member- Representative Teaching Staff
8	Ms. Ovungbeni	Member- Representative Teaching Staff
9	Mr. Farooque A Laskar	Member- Representative Teaching Staff
10	Mrs. Meribeni Z Patton	Member- Representative Teaching Staff
11	Mr. Nihar Ranjan Deka	Member-Administrative Official
12	Mr. Binay Shankar Singh	Member-Administrative Official
13	Miss Suipoilie	Member-Alumni Association
14	Miss Likupu Chophimi	Member-Student Representative
15	Mr. Bhagchand Sethi	Member- Local Community
16	Mr. Anil Tongya	Member- Employer Nominee
17	Mr. Sanjay Sethi	Member-Industry Expert
18	Mr. Binod Sethi	Member-Stakeholder
19	Dr. Sant Kumar Gupta	Co-ordinator IQAC

The resolution was passed unanimously.



## **Internal Quality Assurance Cell (IQAC)**

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### **2. Selection of Head of Department and its criteria**

- i. It was unanimously agreed to Select Head of Department on the following basis.
  - a) Term of the service in the college for the faculty member should be minimum 6 years
  - b) Tenure for HOD will be for 2 years at a time.
  - c) After the expiry of the tenure HOD, the selection of New HOD on seniority basis rotation.
- ii. All the faculty members should stay in the college for minimum of 4 hours.
- iii. Routine along with subject and respective teachers name should be given by HOD to Vice Principal in the beginning of each semester.
- iv. IQAC recommended Head of Department for the period of 2 years w.e.f 1<sup>st</sup> May 2019
  - a) Economics-Ms. Imsuienla Imchen
  - b) English-Ms. Lilly Ngullie
  - c) Education-Ms. Ovungbeni Jungio
  - d) History-Ms. Watila
  - e) Commerce-Ms. Reeme Majumder Choudhury
  - f) Political Science- Mr. Moia Rongpi

\* In Political Science Mr. Moia Rongpi will continue with HoD since none of the faculty members in the department fulfils the criteria laid down.

### **3. Reconstitution of Various Cells and Committees and the responsibilities of the members**

It was decided to reconstitute various cells and Committees in consultation with the Principal. The Convenors of various Cells and committees should prepare draft constitution and place before the IQAC at the earliest.

### **4. Revision in salary and other allowance**

IQAC unanimously agreed to suggest restructuring of the salary and put forward the matter before the managing committee for consideration and necessary urgent action.





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- To fixed basic pay ₹ 15,600 and Grade pay ₹ 6,000 for new comer.
- Since other benefits like DA, HRA, etc., are not given, therefore, it was suggested that the annual increment for teaching faculty may be fixed as under:  
Upto 6 years ₹500; from 6 to 10 years ₹ 750 and more than 10 years ₹ 1,000.
- It was also recommended to pay the revised ~~the~~ Grade pay for teaching faculty who is in service for more than 10 years to ₹ 8000.
- In order to motivate and enhance the quality of the teaching faculty, the persons who have qualified NET should be given ₹ 4,000, For PhD ₹ 5,000 as incentives.
- It was also suggested to increase the HOD allowance from ₹500 to ₹ 1,000.
- Regarding the salary of the Non teaching staff, the matter will be decided by the Managing Committee in consultation with the Principal.
- Salary may be revised with effect from that for the month of May 2019. Additionally, DA may be incorporated in the pay structure.

#### 5. Admission criteria for Honours subject

The IQAC decided the following criteria for selection of students seeking admission in the College in 2019 subject to review as per the practical requirement by the Departments concerned.

- English Honours - 55 % Marks
- Commerce – A/F 60% Marks and Mgt 55% Marks
- Economics – 45% Marks
- Political Science- 55% Marks
- History – 45% Marks
- Education -45% Marks

#### 6. Regarding Guest faculty for Commerce Department

It was unanimously decided that currently the service of guest faculty in commerce department is not required.



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**7. For AQAR the work assigned to the IQAC member and other faculty members.**

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

Dated: 4<sup>th</sup> May 2019

**Dr. Sant Kumar Gupta**  
Co-ordinator  
IQAC

**Coordinator**  
**IQAC**  
**S.D.Jain Girls' College**  
**Dimapur : Nagaland**

**Shri K.C.Rout**  
Principal  
S.D.Jain Girls' College

**PRINCIPAL**  
**S. D. JAIN GIRLS' COLLEGE**  
**DIMAPUR - 797112**





## Internal Quality Assurance Cell (IQAC)

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**No.: IQAC-M/20190828**

Today 3<sup>rd</sup> meeting of IQAC was held to take revise of the previous recommendation.

### Agenda

1. Review of previous decision taken by IQAC
2. Action Taken Report (ATR)
3. Library issues
4. P.C for use of students and teachers
5. Office of various clerk and committee
6. Service book for each employee
7. Basic minimum salary

### Resolution taken

1. Employee service book and service registered would be prepared by the month of December and should be handed over to each employee a new.
2. Nothing can be changed in the service rule to the disadvantage of the employee but can be modified.
3. Basis minimum wage must be paid to each employee
4. P.C for the use of students and teachers are already installed in the library and library is already operative.
5. Students council room is being allotted along with a sanitary Napkin vending machine and Incinerator. A water filter with storage would also be added.

These are the steps taken within this session of our Annual term thus, work are in steady progress as suggested by the IQAC.

Dr. Sant Kumar Gupta  
Co-ordinator  
IQAC

  
Coordinator  
IQAC

S.D.Jain Girls' College  
Dimapur : Nagaland

Shri K.C.Rout  
Principal  
S.D.Jain Girls' College

  
PRINCIPAL  
S.D. JAIN GIRLS' COLLEGE



## Internal Quality Assurance Cell (IQAC)

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Ph. 230230 Website: sdjaingirlscollege.com

**No.: IQAC-M/20210206**

**Minutes of the Meeting held on 6<sup>th</sup> Feb 2021 at 10:00 am**

### Agenda:

1. Permanent Affiliation of Hons Subject.
2. AQAR 2<sup>nd</sup> Cycle
3. Applying for M.Com Course.
4. Appointment of Assistant Professor in Commerce.
5. Action taken report.
6. Constitution/Bye-law of different committees.
7. Online/ offline teaching

### Members Present:

Sl.No.	Name	Designation	Signature
1	Mr. Kishore Kumar Kashliwal	Secretary, Managing Committee	
2	Mr. K.C.Rout	Principal, Chairperson	
3	Dr. Dalia Bhattacharya	Member- Representative Teaching Staff	
4	Mr. Arun Kumar Mishra	Member- Representative Teaching Staff	
5	Mr. Moia Rongpi	Member- Representative Teaching Staff	
6	Dr. Dinesh Sarmah	Member- Representative Teaching Staff	
7	Ms. Watila	Member- Representative Teaching Staff	
8	Ms. Ovungbeni	Member- Representative Teaching Staff	
9	Mr. Farooque A Laskar	Member- Representative Teaching Staff	
10	Mrs. Meribeni Z Patton	Member- Representative Teaching Staff	



### Internal Quality Assurance Cell (IQAC)


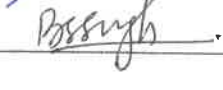





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11	Mr. Nihar Ranjan Deka	Member-Administrative Official	
12	Mr. Binay Shankar Singh	Member-Administrative Official	
13	Miss Suipoilie	Member-Alumni Association	
14	Miss Likupu Chophimi	Member-Student Representative	
15	Mr. Bhagchand Sethi	Member- Local Community	
16	Mr. Anil Tongya	Member- Employer Nominee	
17	Mr. Sanjay Sethi	Member-Industry Expert	
18	Mr. Binod Sethi	Member-Stakeholder	
19	Dr. Sant Kumar Gupta	Co-ordinator IQAC	



**Internal Quality Assurance Cell (IQAC)**

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**No.: IQAC-M/20210206**

The following points were discussed and decisions were taken:

**1. Permanent Affiliation of Hons Subject.**

Due to Pandemic the University unable to send the inspection team to the college. University is likely to send the inspection team for the permanent affiliation of Honours subjects as per the communication received by the Principal.

**2. AQAR 2<sup>nd</sup> Cycle**

For AQAR 2<sup>nd</sup> cycle the work assigned to the IQAC member and other faculty members.

- i. Criteria I = Dr. Dalia
- ii. Criteria II = Ms. Ovungbeni
- iii. Criteria III = Dr. Dinesh Sarmah
- iv. Criteria IV = Mr. A.K. Mishra
- v. Criteria V = Ms. Watila
- vi. Criteria VI = Mr. Moia
- vii. Criteria VII = Mr. N.R.Deka

Based on the suggestion received from NAAC- AQAR 1<sup>st</sup> cycle, it was decided to constitute the committee for diploma and add-on courses and submit report to the undersigned on or before 6<sup>th</sup> March 2021. The following members were selected:

- 1. Dr. Dinesh Sarmah
- 2. Ms. Ovungbeni
- 3. Ms. Watila



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#### 3. Applying for M.Com Course.

It was unanimously decided to apply for the M.Com course this year and all the formalities to be taken up by the Principal.

#### 4. Appointment of Assistant Professor in Commerce

It was decided to appoint Assistant Professor in Commerce on contractual basis for this session for replacement of Late Shri Samir Das, Assistant Professor in commerce due to sudden demise. Besides, it was also decided to appoint one part time teacher for Sociology subject.

#### 5. Action taken report

Action taken report (ATR) to be uploaded in the college website.

#### 6. Constitution/Bye-law of different committees

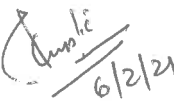
The Convenors of various Cells and committees who have not submitted should prepare draft constitution and place before the IQAC on or before 15<sup>th</sup> March 2021 to the undersigned.

#### 7. Online/ offline teaching

It was unanimously decided to have on-line and off-line classes simultaneously. The Faculty members should be ready to give service other than the stipulated time both for off-line and on-line classes.

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

Dated: 6<sup>th</sup> Feb 2021

  
6/2/21  
Dr. Sant Kumar Gupta  
Co-ordinator  
IQAC

**Coordinator**  
**IQAC**  
**S.D.Jain Girls' College**  
**Dimapur : Nagaland**

  
Shri K.C. Rout  
Principal  
S.D.Jain Girls' College

**PRINCIPAL**  
**S. D. JAIN GIRLS' COLLEGE**  
**DIMAPUR - 797112**

## IQAC cum Faculty Meeting

5

18 Sept 2021 Saturday 9:30 AM

### Agenda: Ensuring implementation of SOP

Keynote from chair: As the college is set to resume offline classes from 21 Sept with maximum 50 per cent occupancy, the following points need to be looked into and resolved with immediate effect.

#### ✓ 1. Formation of S.D. Jain Girls College Covid Task Force

*Suggestion: HOD's body may be made the ex-officio CTF as the supervisory body*

#### ✓ 2. Attendance: It is imperative that all heads and hands must operate in unison for which everyone must remain present during 9:00 AM to 1:30 PM. There will be no special consideration, exception or exemption.

#### ✓ 3. Inspection: All teachers not having class must make themselves available for constant and comprehensive watch over movement of attendees led by one of the HOD for each floor. Moreover, teacher leaving the class must ensure social distancing and use of mask by everyone. A roster for inspection duty is to be prepared and implemented by the Vice Principal.

\* Virtual Meet due to Lockdown.

Coordinator  
IQAC

S.D. Jain Girls' College  
Dimapur, Nagaland

PRINCIPAL

S.D. JAIN GIRLS' COLLEGE



ORDER

/Dated Dimapur the 6<sup>th</sup> Aug' 2021

NO. DCD-33/COVID-19/2021-D/ 9009

following Colleges/Skill Institutes for re-opening of classes, subject to compliance to SOP issued by Home Department vide order NO. GAB-1/COM/GEN-4/2020/149, Kohima dated the 19<sup>th</sup> of July, 2021.

List of Colleges/Skill Institutes:-

- 1) Eastern Christian College
- 2) St. John College
- 3) Samrath Career Institute
- 4) S.D Jain College
- 5) Unity College
- 6) Living Stone Foundation International College

1. All the teachers and non-teaching staff should be fully vaccinated(taken both the doses) against COVID-19, or should have taken the 1<sup>st</sup> (first) dose of vaccine against COVID-19 with at least 15 (fifteen) days having passing since taking the 1<sup>st</sup> (first dose).
2. The maximum allowed percentage of attendance of the students in any class on a particular day shall be 50%.
3. Mandatory observation of COVID-19 appropriate behavior at all times.
4. Permission is given based on SOP for re-opening of Colleges/Skill Institutes for re-opening of classes issued vide NO. GAB-1/COM/GEN-4/2020/149, Kohima dated the 19<sup>th</sup> of July, 2021

Any violation of the provisions of the above SOP will attract action as per legal provisions against the management of the school/institution.

SD/-(RAJESH SOUNDARARAJAN), IAS

Deputy Commissioner, Dimapur

/Dated Dimapur the 6<sup>th</sup> Aug' 2021

No. DCD-33/COVID-19/2021-D/ \_\_\_\_\_  
Copy to:-

1. The Commissioner of Police Dimapur for information.
2. The concerned Executive Magistrate for information & necessary action.
3. All concerned for information & necessary action.
4. Office copy.

True Copy

Coordinator  
IQAC

S.D.Jain Girls' College  
Dimapur : Nagaland

Principal  
S.D. JAIN GIRLS' COLLEGE

(H. ATOKHE AYE)  
Additional Deputy Commissioner  
Dimapur : Nagaland



**Internal Quality Assurance Cell (IQAC)**

**S.D. Jain Girls' College**

**Dimapur: 797112: Nagaland**

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NAAC Accredited Grade-C

Ph. 230230 Website: sdjaingirlscollege.com

**No.: IQAC-M/20220625**

**MEETING-NOTICE**

To,

1	Mr. Kishore Kumar Kashliwal	Secretary, Managing Committee
2	Mr. K.C.Rout	Principal, Chairperson
3	Dr. Dalia Bhattacharya	Member- Representative Teaching Staff
4	Mr. Arun Kumar Mishra	Member- Representative Teaching Staff
5	Mr. Moia Rongpi	Member- Representative Teaching Staff
6	Dr. Dinesh Sarmah	Member- Representative Teaching Staff
7	Ms. Ovungbeni	Member- Representative Teaching Staff
8	Mr. Farooque A Laskar	Member- Representative Teaching Staff
9	Mrs. Meribeni Z Patton	Member- Representative Teaching Staff
10	Mr. Nihar Ranjan Deka	Member-Administrative Official
11	Mr. Binay Shankar Singh	Member-Administrative Official
12	Miss Suipoilie	Member-Alumni Association
13	Mr. Bhagchand Sethi	Member- Local Community
14	Mr. Anil Tongya	Member- Employer Nominee
15	Mr. Sanjay Sethi	Member-Industry Expert
16	Mr. Binod Sethi	Member-Stakeholder
17	Dr. Sant Kumar Gupta	Co-ordinator IQAC

Dear Sir/Madam,

It is my pleasure to inform you that the Meeting of the Internal Quality Assurance Cell of S.D.Jain Girls' College, is scheduled to be held on 25th June 2022, at 10.00 am in the Faculty Room of the College. The brief-agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting. The detail agenda will follow...

Dr. Sant Kumar Gupta

**Coordinator**  
Coordinator, IQAC

**Copy to**

1. Secretary, Managing Committee, S.D.Jain Girls' College for information and necessary action please.
2. Principal, Chairperson, S.D.Jain Girls' College for information and necessary action please.
3. All Members (External & Internal) of IQAC, S.D.Jain Girls' College for information and necessary action please.

**S.D.Jain Girls' College**  
**Dimapur : Nagaland**



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**The Agenda for the Meeting of IQAC**

The following agenda-items shall be discussed in the Meeting of IQAC that has been scheduled to be held on 25th June 2022 at 10.00 am in the Faculty Room of the College.

**Agenda**

1. Selection of New Coordinator IQAC.
2. Implementation of CBCS.
3. Selection of Member- Representative Teaching Staff, Student, Alumni, Employers /Industrialists/Stakeholders.
4. AQAR 4th Cycle.
5. Any other with the permission of the chairperson.

Dated: 24<sup>th</sup> June 2022

**Dr. Sant Kumar Gupta**

Co-ordinator  
IQAC

**Coordinator**  
**IQAC**

**S.D.Jain Girls' College**  
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## Internal Quality Assurance Cell (IQAC)

No.: IQAC-M/20220625

Minutes of the Meeting held on 25th June 2022 at 10:00 am

### Agenda:

1. Selection of New Coordinator IQAC.
2. Implementation of CBCS.
3. Selection of Member - Representative Teaching Staff, Student, Alumni, Employers /Industrialists/Stakeholders.
4. AQAR 4th Cycle.
5. Any other with the permission of the chairperson.

### Members Present:

Name	Signature
1. Kishor Kishor	[Signature]
2. Pomy Seli	[Signature]
2. Dr. Dalia Bhattacharya	[Signature]
3. Meribeni J. Patter	[Signature]
4. Arunbani Jangra	[Signature]
5. Dr. Dinesh Kumar	[Signature]
6. Dr. Sant K. Gupta	[Signature]
7. N R Deka	[Signature]
8. A-K. Mishra	[Signature]
9. Farooque A. Khan	[Signature]
10. Binay Chandra Singh	[Signature]
11. Manoj Prasad	[Signature]
12. Anshuman Raut	[Signature]





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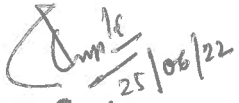
Ph. 230230 Website: sdjaingirlscollege.com


The following points were discussed and decisions were taken:

1. Present Coordinator to continue this term. Suggested candidate may take up after this present term. After submission of the all the AQAR of first cycle Dr. Dinesh Sarmah takes the responsibility.
2. All the committees to submit their required constitution. All the committees are to get their office on the top floor of the institution.
  - Pursued the concept of solar panel installation. Details discussions would be continued in the near future.
  - Green plantation should be carried out to develop the Green corridor.
3. The members can be re-shuffled with consultation with Vice Principal or Secretary.
4. Teachers should be sensitised about some indisciplinary activities of the students. If they are absent for 3 days they should acquire the permission of Vice Principal or Principal to get admittance in the class.
5. Summer vacations are tentatively from 21<sup>st</sup> July 2022 to 3<sup>rd</sup> August 2022.

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

Dated: 25<sup>th</sup> June 2022

  
Dr. Sant Kumar Gupta  
Co-ordinator  
IQAC  
**Coordinator**  
**IQAC**  
**S.D.Jain Girls' College**  
**Dimapur : Nagaland**

  
Shri K.C. Rout  
Principal  
S.D.Jain Girls' College  
**PRINCIPAL**  
**S.D. JAIN GIRLS' COLLEGE**



## 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-C

Ph. 230230 Website: sdjaingirlscollege.com

**No.: IQAC-M/20230221**

**Minutes of the Meeting held on 21st Feb 2023 at 11:00 am**

### Agenda:

1. Constitution of IQAC
2. AQAR

### Members Present:

Sl.No.	Name	Signature
1	Mr. Kishore Kumar Kashliwal	
2	Mr. K.C.Rout	
3	Dr. Dalia Bhattacharya	
4	Ms. Senjano Patton	
5	Mr. Moia Rongpi	
6	Dr. Dinesh Sarmah	
7	Ms. Ovungbeni	
8	Mr. Raju Deb	
9	Mrs. Leena Lotha	
10	Mrs. Meribeni Z Patton	
11	Mr. Nihar Ranjan Deka	
12	Mr. Binay Shankar Singh	
13	Mr. Pankaj Sethi	
14	Dr. Sant Kumar Gupta	





## Internal Quality Assurance Cell (IQAC)

S.D. Jain Girls' College

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Ph. 230230 Website: sdjaingirlscollege.com

**No.: IQAC-M/20230221**

### Internal Quality Assurance Cell (IQAC)

#### 1. Constitution of IQAC

Sl.No.	Name	Designation
1	Mr. Kishore Kumar Kashliwal	Secretary, Managing Committee
2	Mr. K.C.Rout	Principal, Chairperson
3	Dr. Dalia Bhattacharya	Member- Representative Teaching Staff
4	Ms. Senjano Patton	Member- Representative Teaching Staff
5	Mr. Moia Rongpi	Member- Representative Teaching Staff
6	Dr. Dinesh Sarmah	Member- Representative Teaching Staff
7	Ms. Ovungbeni	Member- Representative Teaching Staff
8	Mr. Raju Deb	Member- Representative Teaching Staff
9	Mrs. Leena Lotha	Member- Representative Teaching Staff
10	Mrs. Meribeni Z Patton	Member- Representative Teaching Staff
11	Mr. Nihar Ranjan Deka	Member-Administrative Official
12	Mr. Binay Shankar Singh	Member-Administrative Official
13	Miss Suipoilie	Member-Alumni Association
14	Miss P Vilo Shohe	Member-Student Representative
15	Mr. Bhagchand Sethi	Member- Local Community
16	Mr. Anil Tongya	Member- Employer Nominee
17	Mr. Sanjay Sethi	Member-Industry Expert
18	Mr. Binod Sethi	Member-Stakeholder
19	Dr. Sant Kumar Gupta	Co-ordinator IQAC

#### 2. For AQAR the work assigned to the IQAC and other faculty members.



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Sl.No.	Particular	Work Assigned
1	Dr. Dalia Bhattacharya	Criterion 1 – Curricular Aspects
2	Ms. Senjano Patton	Criterion 2- Teaching- Learning and Evaluation
3	Mr. Moia Rongpi	Criterion 6- Governance, Leadership and Management
4	Dr. Dinesh Sarmah	Criterion3- Research, Innovations and Extension
5	Ms. Ovungbeni	Criterion 2- Teaching- Learning and Evaluation
6	Mr. Raju Deb	Criterion 4 - Infrastructure and Learning Resources
7	Mrs. Leena Latha	Criterion 5- Student Support and Progression
8	Mrs. Meribeni Z Patton	Criterion 5- Student Support and Progression
9	Mr. Nihar Ranjan Deka	Criterion 7 – Institutional Values and Best Practices
10	Mr. K C Rout	Data and updating
11	Dr. Sant Kumar Gupta	Part A; Extended profile of the institution

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

**Dated: 21<sup>st</sup> Feb 2023**

**Dr. Sant Kumar Gupta**

**Co-ordinator**

**IQAC**

**Coordinator**  
**IQAC**

**S.D.Jain Girls' College**  
**Dimapur : Nagaland**

**Shri K.C.Rout**

**Principal**

**S.D.Jain Girls' College**



**Internal Quality Assurance Cell (IQAC)**

**S.D. Jain Girls' College**

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Ph. 230230 Website: sdjaingirlscollege.com

**No.: IQAC-M/20230610**

**Minutes of the Meeting held on 10<sup>th</sup> June 2023 at 11:00 am**

**Agenda:**

1. Reconstitution of IQAC

**Members Present:**

SL.No.	Name	Signature
1	Mr. Kishore Kumar Kashliwal	
2	Mr. K.C.Rout	
3	Dr. Dalia Bhattacharya	
4	Ms. Senjano Patton	
5	Mr. Moia Rongpi	
6	Dr. Dinesh Sarmah	
7	Ms. Ovungbeni	
8	Mr. Raju Deb	
9	Mrs. Leena Lotha	
10	Mrs. Meribeni Z Patton	
11	Mr. Nihar Ranjan Deka	
12	Mr. Binay Shankar Singh	
16	Mr. Pankaj Sethi	
19	Dr. Sant Kumar Gupta	



## Internal Quality Assurance Cell (IQAC)

**S.D. Jain Girls' College**

**Dimapur: 797112: Nagaland**

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NAAC Accredited Grade-C

Ph. 230230 Website: sdjaingirlscollege.com

**No.: IQAC-M/20230610**

The following points were discussed and decisions were taken:

### 1. To reconstitute the internal quality assurance cell (IQAC) as per NAAC

After discussions and valuable inputs from managing committee, Principal and faculty members, IQAC was reconstituted for ensuring consistent, timely, quality performance for Higher Education system and resolved as follows:

SLNo.	Name	Designation
1	Mr. Kishore Kumar Kashliwal	Secretary, Managing Committee
2	Mr. K.C.Rout	Principal, Chairperson
3	Dr. Dalia Bhattacharya	Member- Representative Teaching Staff
4	Ms. Senjano Patton	Member- Representative Teaching Staff
5	Mr. Moia Rongpi	Member- Representative Teaching Staff
6	Dr. Dinesh Sarmah	Member- Representative Teaching Staff
7	Ms. Ovungbeni	Member- Representative Teaching Staff
8	Mr. Raju Deb	Member- Representative Teaching Staff
9	Mrs. Leena Lotha	Member- Representative Teaching Staff
10	Mrs. Meribeni Z Patton	Member- Representative Teaching Staff
11	Mr. Nihar Ranjan Deka	Member-Administrative Official
12	Mr. Binay Shankar Singh	Member-Administrative Official
13	Miss Suipoilie	Member-Alumni Association
14	Miss P Vilo Shohe	Member-Student Representative
15	Mr. Bhagchand Sethi	Member- Local Community
16	Mr. Pankaj Sethi	Member- Employer Nominee
17	Mr. Sanjay Sethi	Member-Industry Expert
18	Mr. Binod Sethi	Member-Stakeholder
19	Dr. Sant Kumar Gupta	Co-ordinator IQAC

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

Dated: 10<sup>th</sup> June 2023

Dr. Sant Kumar Gupta

Co-ordinator

IQAC

Coordinator  
IQAC

S.D.Jain Girls' College  
Dimapur : Nagaland

Shri K.C.Rout

Principal

S.D.Jain Girls' College





## Internal Quality Assurance Cell (IQAC)

### S.D. Jain Girls' College

Pin: 797112: Nagaland

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Ph. 230230 Website: sdjaingirlscollege.com

**No.: IQAC-M/20231110**

**Minutes of the Meeting held on 10<sup>th</sup> November 2023 at 11:00 am**

#### Agenda:

1. Selection of New Coordinator IQAC.
2. Any other with the permission of the chairperson.

#### Members Present:

Sl.No.	Name	Designation	Signature
1	Mr. Kishore Kumar Kashliwal	Secretary, Managing Committee	
2	Mr. K.C.Rout	Principal, Chairperson	
3	Dr. Dalia Bhattacharya	Member- Representative Teaching Staff	
4	Ms. Senjano Patton	Member- Representative Teaching Staff	
5	Mr. Moia Rongpi	Member- Representative Teaching Staff	
6	Dr. Dinesh Sarmah	Member- Representative Teaching Staff	
7	Ms. Ovungbeni	Member- Representative Teaching Staff	
8	Mr. Raju Deb	Member- Representative Teaching Staff	
9	Mrs. Leena Lotha	Member- Representative Teaching Staff	
10	Mrs. Meribeni Z Patton	Member- Representative Teaching Staff	
11	Mr. Nihar Ranjan Deka	Member-Administrative Official	
12	Mr. Binay Shankar Singh	Member-Administrative Official	
13	Miss Suipoilie	Member-Alumni Association	
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15	Mr. Bhagchand Sethi	Member- Local Community	
16	Mr. Pankaj Sethi	Member- Employer Nominee	
17	Mr. Sanjay Sethi	Member-Industry Expert	
18	Mr. Binod Sethi	Member-Stakeholder	
19	Dr. Sant Kumar Gupta	Co-ordinator IQAC	



## Internal Quality Assurance Cell (IQAC)

### S.D. Jain Girls' College

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#### **No.: IQAC-M/20231110**

The following points were discussed and decisions were taken:

#### **1. T-Shirt Uniform:**

- To be wear on Wednesday, Saturday and CCA from new session January 2024.
- Not compulsory to wear T-Shirt. Regular uniform is acceptable any day.
- May wear only with black/blue ankle length long pants/trousers which must not be torn or ripped.
- Available at Binod Fancy Store for ₹ 400/-

#### **2. Appointment of New Teachers:**

New teachers should be appointed in commerce and political science from next session.

#### **3. Appointment of New Coordinator:**

Dr. Dinesh Sarmah will take over from Dr. Sant K. Gupta at an appropriate time which will be decided next Friday.

#### **4. Various cells and committees:**

All the cells and committees valid till the latest communication made by IQAC coordinator shall be revived and shall complete the assignment by Thursday, 16<sup>th</sup> November 2023 and submit the soft copy to him.

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

**Dated:** 10<sup>th</sup> November 2023

**Dr. Sant Kumar Gupta**

Co-ordinator

IQAC

S.D.Jain Girls' College  
Dimapur : Nagaland

**Shri K.C.Rout**

Principal

S.D.Jain Girls' College