

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

A meeting with the internal members of IQAC was held on 04/06/2021 at 11.00 A.M in Online Mode. The following members were present_

Date: 04/06/2021

Time: 11:00 A.M

Mode: Online

Members present:

1. Dr. Santosh Kumar Singh, Coordinator, IQAC
2. Mr Dipak Nath, member, IQAC
3. Ms Tongpangkokla, member, IQAC
4. Ms Limayangla Pongener, member, IQAC
5. Mr Rejuba Pongen, member, IQAC
6. Dr. Imnazenla Longkumer, member, IQAC

Following were the agendas discussed:

1. A new nomenclature for Green Audit was discussed. Green Environment Audit Committee was suggested.
2. Publication of college Journal was discussed.
3. New members who were added in the Journal publication Committee are :
 - a. Dr. Iris Odyuo, Assoc. Prof.
 - b. Dr. Shokip Tumtin, Asstt. Prof.
 - c. Ms. Veduvolu Nienu, Asstt. Prof.
 - d. Ms. Vidila Jing, Asstt. Prof
4. It was discussed that payment of fees by the students should be digitized. The matter shall be further taken up by the Principal with the SBI, Branch, Tuensang.
5. The issue of college audit was discussed which shall be pursued by the Principal-in-charge.
6. With regard to CRITERIA 5 requirement, the members discussed the appointment of an external IQAC member from the alumni.
7. The members once again looked into the upcoming webinar on 5th June:
 - It was brought to the notice of the house that google meet can accommodate only 100 participants. Hence, streamyard or youtube could be kept as a backup.
 - Mr. Rejuba was assigned to record attendance for the webinar participation.

Action taken :

1. National level Webinar conducted on 5th June 2021.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 07/06/2021

Time: 06:00 P.M

Mode : Online

Members present:

- | | |
|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | member, IQAC |
| 3. Ms Tongpangkoka | member, IQAC |
| 4. Ms Limayangla Pongener | member, IQAC |
| 5. Dr. Imnazenla Longkumer | member, IQAC |
| 6. Mr. Rejuba Pongen | member, IQAC |

Following were the agendas discussed:.

1. The newly formed Environment and Energy Audit Committee will prepare the Green Audit Report for AQAR June 2019 – Dec 2020.
2. Committee moved on to discuss the next issue which is the Future Plan of Action submitted by various committees and departments listed as below :
 1. Planning Committee
 - a. To form a project committee under planning committee to build an open recreation hall near the canteen and echo proofing the multipurpose hall.
 - b. To request project committee to conduct seminar/webinars.
 2. Science Faculty Future Plans
 - a. Submit a project proposal, Start college scheme of DBT. DBT support for strengthening of Life Science and Biochemistry and Training at undergraduate level to colleges under start college scheme of DBT.

Action taken :

1. College multipurpose hall renovated.

INTERNAL QUALITY ASSURANCE
SAO CHANG COLLEGE

Date : 06/07/2021

Time : 06 : 00 PM

Mode: Online

Members present:

- | | |
|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr.Dipak Nath | IQAC member |
| 3. Ms. Tongpangkola | IQAC member |
| 4. Ms. Limayangla | IQAC member |
| 5. Dr. Imnazenla | IQAC member |
| 6. Mr. Rejuba Pongen | IQAC member |
| 7. Mr. Mantok Konyak | IQAC member |

Agendas discussed:

1. Some agendas/ things to do list was reviewed. They are as follows:
 - a. Remind principal-in-charge about college audit.
 - b. Appointments of alumni member to IQAC. Dr. Santosh said he will talk to Ex. Principal Chubasangla and Asst. Prof. Chubasangla.
2. It was decided that IQAC meeting will be held every Tuesday at 10:00 A.M.
3. A discussion with regard to workshop on academic writing was held. Dr. Imnazenla took the responsibility to contact resource persons.
4. It was decided that IQAC in collaboration with Research Committee will organize the workshop.
5. The next meeting was scheduled on 13th July 2021.

Action taken :

1. Mr. James Yemlong appointed on 27th Oct. 2021 as external member representing the Alumni.
2. National-level online faculty development program on 'academic writing' from 4th August 2021 -10th August 2021, organized by IQAC and the research committee of Sao Chang College.

INTERNAL QUALITY ASSURANCE
SAO CHANG COLLEGE

Date : 13/07/2021

Time: 10 : 00 A.M

Mode : Online

A meeting of the IQAC was held on 13th July 2021 at 10: 00 A.M during which the following members were present:

- | | |
|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | IQAC member |
| 3. Ms. Tongpangkokla | IQAC member |
| 4. Ms. Limayangla | IQAC member |
| 5. Dr. Imnazenla | IQAC member |
| 6. Mr. Mantok Konyak | IQAC member |

Following were the agendas discussed:

1. Meeting was chaired by Dr. Imnazenla Longkumer.
2. First of all, Mr. Dipak Nath informed that progress is being made in audit work as principal in-charge will be proceeding to Dimapur by July end.
3. With regard to the workshop, Dr. Imnazenla informed that the proposed resource person Dr. Vanthangpui Khobung will be available in the last week of July 2021.
4. It was decided that the workshop should be for a period of 1 week and that resource persons shall be from the college itself - one each from Arts and Science streams.
5. Decided to approach Dr. Shokip Tumtin from science faculty and the following faculty from Arts - Dr. Iris (Assoc. Prof), Dr. Lal Veda Chandra Kumar (Assoc. Prof), Dr. Imnazenla (Asstt. Prof.)
6. Mr. Dipak Nath suggested that since resource persons are from Bhopal and other states, workshop should be on National level. He further explained the processes involved in organizing a 5 days full-fledged workshop on FDP.

Action Taken :

1. National level online Faculty Development Program on '*Effective teaching techniques and skill for career advancement*' from 23rd to 28th June 2021, by the faculties of science stream, SCC.
2. College financial audit submitted by the principal-in-charge for the Academic year 2021-22.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 29/09/2021

Time: 10:00 A.M

Venue: Committee room

Members present:

| | |
|--------------------------|-------------------|
| 7. Dr. Santosh Kr. Singh | Coordinator, IQAC |
| 8. Mr Dipak Nath | member, IQAC |
| 9. Ms Tongpangkokla | member, IQAC |
| 10. Ms Limayangla | member, IQAC |
| 11. Mr Rejuba | member, IQAC |
| 12. Dr. Imnazenla | member, IQAC |
| 13. Mantok Konyak | member, IQAC |

Meeting minutes :

- a. Lesson plan prepared by teachers need to be uniform as per academic calendar.
- b. Departments must be encouraged to conduct regular department meetings.
- c. Enquire about the latest additions and changes in NAAC.
- d. A sum of Rs. 30,000/- allocated to SCC for mentoring Loyem College from the Directorate was handed over to IQAC by Mr. Longtichang Tzudir, principal in-charge.
- e. It was decided that a meeting will be scheduled with the former IQAC members to discuss pressing matter regarding mentoring of Loyem Memorial College.

Action taken :

1. All departments submitted respective lesson plans.
2. Regular department meetings conducted by all departments.
3. Orientation on ' NAAC accreditation' conducted at Loyem Memorial College, Tuensang, on 12th November 2021.

**INTERNAL QUALITY ASSURANCE
SAO CHANG COLLEGE**

Date: 22/10/2021

Time: 01: 00 PM

Venue: IQAC Office.

A meeting with the newly elected office bearers of Sao Chang College student's union was called by the IQAC at 1:00 PM in the IQAC office on 22nd October 2021.

Members present:

| | |
|----------------------------|--------------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | member, IQAC |
| 3. Ms. Tongpangkokla | member, IQAC |
| 4. Ms. Limayangla | member, IQAC |
| 5. Dr. Imnazenla | member, IQAC |
| 6. Mr. Mantok Konyak | member, IQAC |
| 7. Benyemjong | Gen. Secretary, SCCSU |
| 8. Tsarila A Sangtam | Students' union official |
| 9. Changlemba Chang | ” |
| 10. Yongkong Sipong | ” |
| 11. Yongchingsonla K. | ” |
| 12. Naroyemla Chang | ” |

Following were the agendas discussed:

1. Dr. Santosh Kr. Singh, Coordinator, IQAC, chaired the meeting. He welcomed and congratulated the newly elected members.
2. Mr. Yongkong Sipong, student union official, mooted the idea of banning the use of cell phones by students inside the college campus and in this regard decided to make certain restrictions while using cell phones.
3. The student union officials were asked to monitor and supervise their fellow students so that rules are followed and order is maintained.
4. Dr. Santosh informed that henceforth the general secretary of the student's union shall also be a member of IQAC.
5. Dr. Santosh highlighted the fact that girls' and boys' common room is under the supervision of the students themselves and therefore they can take the responsibility in maintaining their respective common rooms.
6. Students' union contribution is another important aspect that was highlighted as it is part of NAAC assessment and therefore suggested that they should draft their plan of action periodically.
7. Mr. Dipak Nath encouraged the student's union to actively contribute and participate in the college activities so that would collectively be involved in the NAAC accreditation process.
8. The students union was asked to submit a copy of students union constitution.
9. Meeting concluded with a vote of thanks by Mr. Dipak Nath, member, IQAC.

Action taken report :

1. Students union rules and regulations (code of conduct) submitted to IQAC.

INTERNAL QUALITY ASSURANCE SAO CHANG COLLEGE

A meeting with the internal members of IQAC was held on 25/10/2021 at 03.15 p.m. in the Conference Hall. The following members were present

Date: 25/10/2021

Time: 3:15 P.M

Venue: Conference Hall

Members present:

- | | |
|-------------------------------|---------------------|
| 1. Dr. Santosh Kr. Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | member, IQAC |
| 3. Ms. Tongpangkoka | member, IQAC |
| 4. Dr. Imnazenla | member, IQAC |
| 5. Ms. Limayangla | member, IQAC |
| 6. Mr. Mantok | member, IQAC |
| 7. Dr Iris Odyou | former member, IQAC |
| 8. Dr. Lal Veda Chandra Kumar | former member, IQAC |
| 9. Mr Akyuba Sangtam | former member, IQAC |
| 10. Mr. Tekameren | former member, IQAC |
| 11. Ms. Temjentula | former member, IQAC |

Following were the agendas discussed:

1. A joint meeting chaired by Dr. Santosh, coordinator, IQAC, was held with the former IQAC members.
2. The agenda of the meeting was to discuss the modalities of mentoring Loyem Memorial College as directed by the Directorate of Higher Education, Nagaland, Kohima.
4. The former IQAC team said that they will finalize after taking required consultations and correspondences from Loyem Memorial College, Tuensang.
3. The following members were assigned to mentor Loyem Memorial College:

- | | |
|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Dr. Imnazenla | member, IQAC |

Action taken :

1. Orientation on 'NAAC accreditation' conducted at Loyem Memorial College, Tuensang, on 12th November 2021.
2. Mentoring on Provisional Accreditation Process (PAC) for colleges conducted at Loyem Memorial College, Tuensang, on 24th March 2022.

**INTERNAL QUALITY ASSURANCE
SAO CHANG COLLEGE**

Meeting minutes of internal Quality Assurance Cell

Date : 28/10/2021

Time : 01: 00 PM

Venue : Committee Room

Members present:

- | | |
|----------------------------|------------------------------------|
| 8. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 9. Mr.Dipak Nath | IQAC member |
| 10. Ms. Tongpangkokla | IQAC member |
| 11. Ms. Limayangla | IQAC member |
| 12. Dr. Imnazenla | IQAC member |
| 13. Mr. Mantok Konyak | IQAC member |
| 14. Mr. Tekameren | Coordinator, Green Audit Committee |

Agendas discussed:

1. Mr. Tekameren, Coordinator, Green Audit Committee, expressed to the house with regard to Waste Manage in the college campus and the members decided to entrust the hostellers as well as the Student's Union to take charge of waste management.
2. Water management committee was advised to supply adequate water in the campus as well as for the Hostellers.
3. LED bulbs to be used as far as feasible for low energy consumption.
4. Use of firewood in both the hostels to be discouraged and instead to be replaced by commercial stove.
5. Dustbins with proper cover shall be provided for convenience during segregation and thereby facilitate efficient waste management system.
6. College Buses shall not be allowed to park randomly and instead a proper parking lot shall be identified for convenient parking.
7. Seminar on E-waste management shall be conducted by the RUSA, SCC.

Action taken :

1. The compound outside the college auditorium reserved as parking lot for college buses.
2. Conventional bulbs replaced with LED bulbs.
3. Webinar on e-waste management conducted by RUSA on 12th July 2021.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 03/11/2021

Time: 02:00 PM

Venue: Committee room

Members present:

- | | |
|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | IQAC member |
| 3. Ms. Tongpangkoka | IQAC member |
| 4. Ms. Limayangla | IQAC member |
| 5. Dr. Imnazenla | IQAC Member |
| 6. Mr. Akyuba Sangtam | Asst. Professor |
| 7. Dr. Lal Veda Chandra | Asst. Professor |
| 8. Dr. L.J. Neken Jamir | Asst. Professor |
| 9. Mr. Tekameren walling | Asst. Professor |

The meeting was held between former IQAC members and present IQAC members.

Agenda: Former IQAC members to be deputed as resource persons to mentor Loyem Memorial College, Tuensang, on NAAC Accreditation process.

1. The former IQAC members assigned for mentorship duty are: Dr. L.J.Neken, Dr. Lal Veda, Mr. Akyuba Sangtam, Mr. Tekameren and Ms. Temjentula.
2. Dr. L.J. Neken, former Coordinator, IQAC, suggested that one(1) member from the new committee should also be included in the team.
3. Timing for the mentoring programme was fixed at 10.00 AM and necessary information shall be conveyed to Loyem Memorial College.
4. Consultancy fee (DA/TA) for mentorship shall not be forced upon the mentee college.
5. The house also decided on the composition of internal audit AAA. The following members were nominated as members:
 - a) Shri Longtichang Tzudir,
 - b) Dr. L.J. Neken
 - c) Dr. Santosh kumar Singh
 - d) Mr. Akyuba Sangtam
 - e) Mr. Along Longchari

Action taken:

1. Orientation on ' NAAC accreditation' conducted at Loyem Memorial College, Tuensang, on 12th November 2021.
2. Mentoring on Provisional Accreditation Process (PAC) for colleges conducted at Loyem Memorial College, Tuensang, on 24th March 2022.
3. Internal audit AAA members appointed.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 11/11/2021

Time: 12:30 PM

Venue : Committee room

A meeting of the IQAC was held on 11th November 2021 at 12:30 PM during which the following members were present:

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|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | IQAC member |
| 3. Ms. Tongpangkoka | IQAC member |
| 4. Ms. Limayangla | IQAC member |
| 5. Dr. Imnazenla | IQAC Member |

Agenda: Mentoring to Loyem Memorial College, Tuensang, and observation of 'Children's Day'.

1. Members deliberated and decided that a sum of rupees 500/- each will be given as DA/TA to the teachers who are deputed as mentors for 'NAAC accreditation' to Loyem Memorial College, Tuensang.
2. The meeting resolved to visit KOHDI Children's Home, Tuensang, on 14th Nov. 2021 to with a view to observe 'Children's Day'.
3. In connection to the proposed visit, it was decided that gifts will be given to the children, spend some quality time over tea, song and games.
4. The IQAC members will be accompanied by members of the Sao Chang College Student Union.

Action Taken:

1. DA/TA of Rs500/- is paid to teachers deputed to Loyem Memorial College.
2. Children's day celebrated at KOHDI Children's Home on 14th November 2021.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 25/11/2021

Time: 03:30 PM

Venue : Committee room

A meeting of the IQAC was held on 25th November 2021 at 03:30 PM during which the following members were present:

- | | |
|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | IQAC member |
| 3. Ms. Tongpangkoka | IQAC member |
| 4. Ms. Limayangla | IQAC member |
| 5. Dr. Imnazenla | IQAC Member |
| 6. Mr. Rejuba | IQAC Member |
| 7. Mr. Mantok | IQAC Member |

Meeting minutes :

1. IQAC decided to submit AQAR 2019-2020 on or before 10th February 2022.
2. It was decided that a workshop for ministerial staff shall be organised in the month of March 2022. The workshop will be organised in collaboration with ICT & IQAC and the proposed theme shall be on 'Microsoft Essentials'.
3. Another important agenda discussed and decided was to place AQAR before the college statutory board by the first week of February 2022.

Action Taken:

1. AQAR 2019 – 2020 placed before the college Advisory Board
2. AQAR 2019 – 2020 submitted/uploaded on 11/03/2022

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 08/02/2022

Time: 02:00 PM

Venue : Committee room

Members present:

- | | |
|----------------------------|--------------------------------|
| 1. Shri Longtichang Tzudir | Principal in Charge |
| 2. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 3. Mr. Dipak Nath | IQAC member |
| 4. Ms. Tongpangkokla | IQAC member |
| 5. Dr. Imnazenla | IQAC member |
| 6. Mr. Mantok (Librarian) | IQAC member |
| 7. Ms. Yanglikumla | Coordinator, Alumni committee. |
| 8. Ms. Bendangla Sangtam | Member, Alumni committee |

Agenda: Review of Alumni committee activities

1. Dr. Santosh, Coordinator, IQAC, chaired the meeting and welcomed all the members present in the meeting.
2. Ms. Yanglikumla Sangtam, Coordinator, Sao Chang Alumni Association, briefly highlighted the latest status of Alumni Committee.
3. Ms. Chubasangla, Asst. Prof.(Education) was given the charge for registration of Sao Chang College Alumni Association.
4. The committee was requested to organise an 'Alumni Day'. It was decided that it will be organised on or before the month of May, 2021.
5. Ms. Bendangla Sangtam, member, Alumni committee, suggested that Alumni can initiate an online registration format. The house decided that the matter can be discussed with ICT for further action.
6. The meeting proposed for selection of Alumni Executive body and entrusted the Alumni committee to take further necessary steps.
7. Dr. Santosh was entrusted to attend a five(5) day national level online workshop on '*NAAC revised accreditation framework (RAF). Its relevance in the present higher education in India*' to be organised from 25th Feb. to 1st March, 2022. Registration fee of Rs. 500/- will be incurred by IQAC, SCC.

Action taken :

1. 'Alumni Day' programme was conducted on 14th April 2022
2. Dr.Santosh Kumar Singh, Coordinator, IQAC, attended five day national level online workshop on '*NAAC revised accreditation framework (RAF). Its relevance in the present higher education in India*' from 25th Feb. 2022 to 1st March, 2022.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 09/02/2022

Time: 02:30 PM

Venue : Committee room

Members present:

- | | |
|----------------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | IQAC member |
| 3. Ms. Tongpangkoka | IQAC member |
| 4. Ms. Limayangla | IQAC member |
| 5. Dr. Imnazenla | IQAC Member |
| 6. Mr. Rejuba | IQAC Member |
| 7. Mr. Mantok Konyak (Librarian) | IQAC Member |

Agenda: Formation/Constitution of AAA and related matters thereof.

1. Following teachers were appointed as AAA members :

2020-21

- | | |
|----------------------------|----------------------------|
| a) Mr. Tekameren Walling | Convenor |
| b) Shri Longtichang Tzudir | Vice – Principal (member) |
| c) Dr. Iris Odyuo | Assoc. Prof.(member) |
| d) Ms. Imnatula | Asstt. Prof.(member) |
| e) Dr. Santosh Kumar Singh | Coordinator, IQAC (member) |

2019-20

- | | |
|----------------------------|----------------------------|
| a) Dr. L.J. Neken | Convenor |
| b) Dr. Longtichang Tzudir | Vice – Principal (member) |
| c) Mr. Akyuba Sangtam | Asstt. Prof. (member) |
| d) Mr. Along Longchari | Asstt. Prof. (member) |
| e) Dr. Santosh Kumar Singh | Coordinator, IQAC (member) |

2. It was decided that IQAC will prepare monthly lesson plan format and forward it to the principal for further necessary action.
3. A projector shall be purchased.
4. Mr. Dipak Nath appraised the members about the need to work sincerely for uploading AQAR at the earliest. Hence, the house proposed to upload it by 11th March, 2022.

Action taken :

1. Projector purchased and installed.
2. AQAR 2019-2020 uploaded on 11th march 2022
3. AAA for 2019 – 2020 conducted.
4. AAA for 2020 – 2021 conducted.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 05/04/2022

Time: 01:00 PM

Venue: Committee room

Agenda : Meeting with student leaders regarding extension service.

Members present :

- | | |
|-----------------------------|---------------------------------|
| 1. Dr. Santosh Kumar Singh, | Coordinator, IQAC |
| 2. Akyuba Sangtam | member, IQAC |
| 3. Dipak Nath | member, IQAC |
| 4. Tongpangkokla | member, IQAC |
| 5. Limayangla | member, IQAC |
| 6. Mudang Khamniungan | member, IQAC |
| 7. Benyemjong | Gen.Secretary, SCCSU |
| 8. Changlemba | Social Service Secretary, SCCSU |
| 9. Yongkong Sipong | Asstt. General Secretary, SCCSU |

Meeting minutes:

1. The meeting was called in order to discuss matters regarding extension service by the Students' Union (SCCSU).
2. IQAC and SCCSU will carry out an extension service to the nearby school and observe "World Health Day 2022"
3. The IQAC in collaboration with Economics department shall organize and observe World Intellectual Property Day 2022. In this regard a meeting will be held on 6th April 2022 with Economics department to finalize the programme.

Action taken :

1. Sao Chang College Student Union in collaboration with IQAC observed "World Health Day" at 3rd NAP Unit School on 7th April, 2022.
2. Seminar on '*Intellectual property rights*' organized by IQAC and Economics department on 26th April 2022.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 14/04/2022

Time: 01:00 PM

Venue : Committee room

Agenda : Meeting with SCC Alumni Association to discuss progress and development of the association along with future plan of action.

Members present:-

| | |
|-----------------------------|--------------------------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | member, IQAC |
| 3. Tongpangkokla Chang | member, IQAC |
| 4. Imnazenla Longkumar | member, IQAC |
| 5. S. Chubasangla Chang | external member (IQAC) |
| 6. Yanglikhumla | Coordinator, Alumni committee |
| 7. Bendangla Sangtam | member, Alumni committee |
| 8. Temjentula | member, Alumni committee |
| 9. S. Yanchang Mongko Chang | member, Alumni committee |
| 10. A Chubasangla Chang | former Coordinator, Alumni committee |
| 11. C. Ebou Chang | Alumni |
| 12. Toking Yimchunger | Alumni |
| 13. S. Tainiu | Alumni |
| 14. L. Shillem | Alumni |
| 15. S. Yemba Ayen | Alumni |
| 16. I. Lima | Alumni |
| 17. N.L Tangsoi | Alumni |
| 18. M. Nungsang Chang | Alumni |
| 19. I. Chubala | Alumni |
| 20. T. Bendang Chang | Alumni |
| 21. T. Lunthsuba | Alumni |
| 22. Lirichum | Alumni |
| 23. Thsanso. M | Alumni |
| 24. Tosangla | Alumni |
| 25. Hannah | Alumni |
| 26. T. Bahadur Limbu | Alumni |
| 27. Pushau Khiamniungan | Alumni |
| 28. Chipen S | Alumni |
| 29. B. Moa Naro | Alumni |
| 30. Ben Longpeng S. Chang | Alumni |
| 31. Philip Somba Chang | Alumni |

Meeting minutes :

1. Alumni association of the college informed during the meeting that the documents/file regarding registration of Sao Chang College Alumni Association has been put up in the Home department, Government of Nagaland.
2. The association informed that they plan to organize skill development programme in the next odd semester 2022.
3. Former Principal & IQAC external member Smt. S. Chubasangla Chang took the opportunity to explain to the Alumni members present about the importance of Alumni Association.
4. Smt. S. Tainiu, Alumni, volunteered to sponsor the Academic Excellence Award (Science Student) for the next 3(three) consecutive academic years 2022, 2023 and 2024. Members gratefully acknowledged her freewill contribution towards the college.

Action taken :

1. Academic Excellence Award (Science student) 2022 was awarded to Ms Trovila Sangtam, B.Sc 6th Semester.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 18/04/2022

Time: 01:00 PM

Venue: Committee room

Meeting agenda : IQAC to seek assistance from the District Administration.

1. In this regard, the committee decided to make a list of things in which the Deputy Commissioner could help.
2. Being the chairman of the College Advisory Board, it was also felt necessary to update him the latest status of the college as well as the IQAC.
3. It was decided eventually that Dr. Santosh, IQAC Coordinator, Mr. Dipak Nath , IQAC member and Ms. Limayangla Pongener, IQAC member will visit the office of the Deputy Commissioner, Tuensang, before the end of the April 2022.

Action taken :

1. IQAC members met the Deputy Commissioner, Tuensang, on 2th April , 2022.
2. The office of the Deputy Commissioner, Tuensang, assisted the college in providing excavator in cutting and levelling the college playground

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 19/04/2022

Time: 11:00 AM

Venue: Committee room

Members Present:

- | | |
|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | member IQAC |
| 3. Ms. Tongpangkokla | member, IQAC |
| 4. Ms. Limayangla Pongener | member, IQAC |
| 5. Dr. Imnazenla | member, IQAC |
| 6. Sanglekhumba | ENCSU official |
| 7. Joseph Leangen Konyak | ENCSU official |

Meeting minutes :

1. Dr. Santosh, Coordinator, IQAC, welcomed the ENCSU officials.
2. Mr. Dipak Nath, IQAC member, shared grievances with regard to shortage of laboratory assistants and shortage of teaching faculty in Maths Dept.
3. The committee also informed the visiting ENCSU officials about the need for internet connectivity in the college campus and appealed them to speak to BSNL for installation of a tower.
4. Dr. Santosh also told them about the need to have a proper playground for the college which needs fencing and levelling.
5. Dr. Imnazenla, IQAC member, requested ENCSU officials to visit our mentee college, Loyem Memorial College, Tuensang, to encourage them for NAAC accreditation.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 21/05/2021

Time : 01 : 00 PM

Venue: Committee room

Members Present :

- | | |
|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Mr. Dipak Nath | member, IQAC |
| 3. Ms. Tongpangkoka | member, IQAC |
| 4. Dr. Imnazenla | member, IQAC |
| 5. Ms. Limayangla | member, IQAC |
| 6. Mr. Rejuba Pongen | member, IQAC |
| 7. Mr. Mantok | member, IQAC |

Meeting minutes :

1. Dr. Santosh Kumar Singh, IQAC Coordinator, chaired the meeting.
2. The meeting proposed for conduct of seminar on academic writing.
3. Chemistry Department submitted a proposal for preparation of hand sanitizers as a part of activity for marking National Science Day.
4. Suggestions were sought from members for imparting basic computer literacy to the students and in this regard District Computer Centre shall be contacted.
5. The budget details of IQAC from 07/05/2021 up to 31/03/2022 was presented to the house by Mr. Dipak Nath, IQAC member & in-charge of financial aspects. Accordingly, a sum of Rs. 2,90,000/- was the total income and the expenditure was Rs. 2,02,664 as per the internal audit conducted. The total remaining balance stood at Rs. 90,000/- only.
6. It was informed to the house that seminars on annual gender sensitization and code of conduct is mandatory.
7. Mr. Dipak Nath explained that it is required of the college to conduct 3(three) mandatory audits:
 1. Financial audit
 2. AAA
 3. Energy audit
8. Tentative plan of action for the month of July 2022:
 1. Place AQAR before faculty – 11th & 12th July.
 2. Final editing/corrections AQAR – 13th & 14th July.
 3. Send an official notice to the Advisory Board Chairman on 1st week of July.
 4. Place before College Advisory Board – 18th or 19th July.
 5. Upload AQAR – 26th or 27th July.
9. The committee decided to set specific days to conduct its meetings:
 - IQAC will conduct meeting on the 2nd and 4th week of every month
 - Invite external members at the beginning of the semester and at the end of the semester

- 3rd week of every month IQAC will conduct a meeting with the faculty
- Conduct meeting with the non-teaching staff twice per semester

Action taken :

1. AQAR 2020 – 2021 placed before the college advisory Board on 18th July 2022
2. AQAR 2020 – 2021 uploaded on 27/07/2022.
3. National-level online faculty development program on ‘academic writing’ from 4th August 2021 -10th August 2021, organized by IQAC and the research committee of Sao Chang College.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 21/07/2022

Time : 01 : PM

Venue : Committee room

Members present :

- | | |
|----------------------------|-------------------|
| 1. Dr. Santosh Kumar Singh | Coordinator, IQAC |
| 2. Dipak Nath | member, IQAC |
| 3. Tongpangkokla | member, IQAC |
| 4. Dr. Imnazenla | member, IQAC |
| 5. Limayangla | member, IQAC |
| 6. Rejuba Pongen | member, IQAC |
| 7. Mantok Konyak | member, IQAC |

Agenda: Final verification and submission of AQAR

1. IQAC along with the chairman verified and submitted AQAR (June 2020- May 2021) on 21/7/2022.
2. In response to the letter received from Directorate of Higher Education dated 5th July 2022, directing the IQAC to submit Quality Enhancement Activities Report, the committee prepared the report accordingly.
3. The committee also proposed to pay an informal visit to the Deputy Commissioner, Tuensang, on 22/07/2022.
4. A decision was made to suggest to the principal-in-charge to make a power-point presentation of Plan of Action from the fund contributed by the HODs of Tuensang on the initiative of the DC based on the application submitted to him by IQAC in the month of April in the next DPDB meeting.
5. The committee also discussed the issue of college e-mail being open and accessible to all teachers which was done for online classes. However, this will be problematic as confidential emails are being send to this e-mail ID. Keeping this in mind, IQAC suggested that ICT committee can discuss this matter with the principal and come up with a solution.

**INTERNAL QUALITY ASSURANCE CELL
SAO CHANG COLLEGE, TUENSANG**

Date: 10/08/2022

Time: 02:00 PM

Venue : Committee room

Agenda: To discuss the recommendations made by the NAAC Peer Team during the 1st cycle.

Dr. Santosh, IQAC Coordinator, welcomed the members and explained that the purpose of the meeting was to explore and discuss the recommendations made by the NAAC Peer Team during the 1st NAAC cycle, March 2020. The following recommendations were discussed:

1. Vacant Teaching positions to be filled

On enquiry from the Head Assistant (H/A) of the college, the following Teaching posts were found to be vacant :

- (i) Economics – 1
- (ii) English – 1
- (iii) History – 1
- (iv) Political Science – 1
- (v) Mathematics – 1

2. Science stream needs to be upgraded to Honours.

For up gradation of science stream to honours courses, official letters were submitted to the Government of Nagaland and Nagaland University on different occasions and awaiting for response from the Government and University.

3. Teachers must be encouraged to take up research and publication

Research committee shall be intimated for continued publication of the college journal annually and shall pursue for the college journal to be peer reviewed.

4. Provide basic computer training to the students and the number of computers must be increased.

- The members agreed that the students should be allowed/encouraged to access/use computers as much as possible.
- Mr. Rejuba Pongen, Coordinator of ICT committee shall check the computers in the computer laboratory at the earliest to ascertain the latest status of the number of working computers.
- The ICT committee shall sit for a meeting to chalk out a system to provide basic computer knowledge to the students.
- It was also agreed that a CCTV must be installed in the computer laboratory if students are to be given maximum access to it.

5. Professional Development Course to be organized.

IQAC and ICT will jointly organize 7 Days Professional Development Programme on Microsoft essentials like MS Word, PPT and Excel for the teaching and non-teaching staff. Resource person from District Computer Centre, Tuensang, to be intimated.

6. Administrative Training

Resource persons from Administrative Training Institute (ATI) shall be invited to provide training on office procedure, establishment matters, file management and maintenance.

7. Introduce more skill development course

RUSA, Sao Chang College shall be advised to introduce more skill based course.

8. More MoUs are required

The IQAC shall visit the Industrial Training Institute (ITI), Tuensang, to discuss modalities for signing MoU with the Institute.

9. College needs WIFI Connection

The college shall discuss agreements for installation of tower within the college campus, if any service providers are willing, in order to access better internet connectivity.

10. Linkages with NGOs for extension activities

Tuensang Flower Club shall be approached for the purpose of conducting necessary training programmes.

11. Library Enhancement is recommended

Librarian, Mr. Mantok will provide a report on the latest status of the college library.

12. Frequency of mentoring must be increased.

Mentoring committee will be notified to take necessary actions.

Action taken :

1. National level online faculty development program on 'academic writing' from 4th August 2021 -10th August 2021, organized by IQAC and the research committee of Sao Chang College.
2. (a) Publications during the period 2020-2021: 3 (Three)
(b) Publications during the period 2021-2022: 5 (Five)
3. (a) Department of English organized crash course on microsoft essentials-word and PPT for 6th semester English Hons' students on 7th March 2022.
(b) Computers added in the college.
4. (a) Online student development program on '*Development of students' skills in learning*' held on 31st July 2021-1st August 2021, organized by the Department of History and Faculty of Physical Sciences, Government Degree College, Tripura, and Department of Physics, SCC.
(b) Preparation of Hand Sanitizers by the Department of Chemistry on 20th -24th September 2021.
(c) Three days workshop (12th -14th August 2021) on 'Digital Tools for Online Classes' conducted by the Carreer guidance committee, SCC
5. Department of Political Science and Department of English jointly conducted basic computer training from 1st march 2022 to 15th march 2022.
6. Agreement for faculty exchange programme signed with Loyem Memorial College.
7. MOU signed with District Computer Centre, Tuensang during the period 2021-2022.