



SAO CHANG COLLEGE
Tuensang-798612, Nagaland
Affiliated to Nagaland University, Lumami



NAAC Accredited

INTERNAL QUALITY ASSURANCE CELL

E-mail: iqacscctsg@gmail.com

website: www.saochangcollege.com

(Minutes of IQAC meeting)

Date : 05-06-2023

Venue : IQAC room

Members present :

1. Dr. Santosh Kumar Singh, Coordinator, IQAC
2. Mr. Akyuba Sangtam, member, IQAC
3. Mr. Dipak Nath, member, IQAC
4. Ms. Tongpangkokla Chang, member, IQAC
5. Mr. Mudang Khamniungan, member, IQAC
6. Mr. Shumong Tikhir, member, IQAC
7. Dr. Aola Supong, member, IQAC
8. Mr. Mantok Konyak, member, IQAC

Meeting agendas :

1. Green Audit and Energy Audit.
2. AAA and Gender Audit.
3. Tentative submission date of AQAR (2023- 2024).
4. Financial report of IQAC (2022-2023).
5. Criterion-wise budget allocation.
6. .MoU with IQAC Cluster and Industrial Training Institute, Tuensang.
7. Conduct of Online Faculty Development
8. Any other.


Meeting minutes:

1. All the required data as per the format provided for Green Audit and Energy Audit shall be collected and submitted on or before 10th June 2023.
2. All departments and committees shall be notified for submission of data required for AQAR (2023-2024) on or before 30th July 2023.
3. The meeting resolved to submit the AQAR (2023-2024) tentatively by the month of October 2023.
4. Criterion-wise details for budget allocation to be forwarded to IQAC on or before 15th July 2023.
5. Financial report was presented by Mr. Dipak Nath, member & finance in-charge, IQAC, to the members with no discrepancies.
6. Dr. Santosh, coordinator, IQAC, was entrusted to correspond with IQAC Cluster, Pune, Maharashtra, for the purpose of signing MoU.
7. Members decided to conduct Online Faculty Development Programme tentatively in the month of July 2023.
8. Further discussion regarding construction of pits for solid waste management, to be sponsored by IQAC, shall be deliberated on 16th June 2023.

Action taken :

1. MoU signed with IQAC cluster, Pune, Maharashtra.
2. Departments and committees have submitted all required data for AQAR (2023-2024).
3. Allocation of budget undertaken as per requirement for conduct of activities.
4. Green Audit and Energy Audit data collected and submitted.

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Date : 23/08/23

Venue : IQAC room

Member Present:

1. Dr. Santosh Kumar Singh
2. Mr. Akyuba Sangtam
3. Mr. Dipak Nath
4. Ms. Tongpangkokla Chang
5. Mr. T.Shumong Tikhir
6. Mr. Mantok Konyak
7. Dr. Aola Supong

Agenda: Criteria Wise Budget Distribution

Resolutions:


1. Budget for demolishing the existing dustbin and construction of new dustbin will be proposed by Green Initiative Committee and submit to IQAC by Monday. i.e 28/08/2023. Maximum budget of Rs.30,000 will be allocated by IQAC for this purpose.
2. As per the meeting minutes of planning committee, a maximum budget of Rs. 30,000 will be sanctioned to planning committee.
3. Budget allocated for Institutional best practice *Sochum* will be Rs. 10,000.
4. Budget Sanctioned for Institutional Distinctiveness i.e Museum will be Rs.10,000.
5. Budget of Rs. 5000 to be allocated to Mentoring Committee since it is Institutional best practice.
6. An amount of Rs. 5000 to be allotted to Students Support Committee for advance learners.
7. An amount of Rs 20,000 to be allocated for conducting a workshop for the students of SCC. The tentative date for the workshop is last week of October 2023.
8. An amount of Rs.10,000 will be sanctioned to research committee to initiate the process of peer-reviewed journal.
9. Budget of Rs. 20,000 to be allocated either for Medical camp or extension service at District Hospital, Tuensang.
10. An amount of Rs.10,000 to be allocated for various committee related activities.
11. Budget allocated for financial support to teachers attending workshop/conferences:
 - a) Financial assistance subject to a maximum of Rs 5000/- for attending conference/workshop(Two teaching Faculty)
 - b) Membership fee Payment for professional bodies subject to a maximum of Rs.3000 (For one Teacher)
12. An amount of Rs. 2000 to be sanctioned for construction of composting pit.

13. Budget allocated for IQAC office maintenance - Rs. 20,000.
14. An amount of Rs 20,000 is allocated for refreshment (Rs.10000 for each semester).
15. Budget allocated for Miscellaneous expenditure-Rs 10000.

Action taken :

1. Waste collection pit completed on 24th May 2024.
2. Planning committee of the college constructed ramp in the Multipurpose Hall.
3. 'Work and earn project' by *Sochumers* (hostellers) initiated through fund assisted by IQAC .
4. Tribal museum activities conducted through financial assistance by IQAC.
5. Essay competition organized on 'World Mental Health Day' by Mentoring committee through financial assistance by IQAC.
6. Financial incentive awarded to advanced learners for securing the highest SGPA secured in the 3rd semester Examination 2023.
7. Publication of peer-reviewed journal initiated through financial assistance by IQAC.
8. Through financial assistance by IQAC, photography and media cell took initiatives in various related activities.
9. Three (3) teachers were given financial assistance to attend Professional Development Programmes.

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IOAC coordination meeting with faculty

Date: 4/09/2023

Venue: SCC Conference Hall

Members Present:

1. Mr.Longtichang Tzudir
2. Dr. Santosh Kumar Singh
3. Mr.Akyuba Sangtam
4. Mr. Dipak Nath
5. Mr. Mudang Khamniungan
6. Ms.Tongpangkoka Chang
7. Mr. Shumong Tikhir
8. Mr.Mantok Konyak
9. Dr. Aola Supong
- 10.Ms. Vidila Jing
- 11.Ms. Rangbenkumla Chang
- 12.Mr. Tekameren Walling
- 13.Mr. S. Yangchang Mongko
- 14.Ms. Y. Toninaro Chongpho
- 15.Ms. K. Chongliu Khamniungan
- 16.Dr. Limamanen Phom
- 17.Dr. Soyimla Akum
- 18.Ms. Bendangla Sangtam
19. Ms. Serila Sangtam
- 20.Ms. Tiamenla
21. Dr. T. Lal Veda Chandra Kumar
- 22.Dr. Neken Jamir
- 23.Ms. Shilumongla T. Sangtam
- 24.Ms. Hotoni Yeptho
- 25.Ms. Imnatula Kechular
- 26.Ms. Nungsangtola
- 27.Ms. A. Chubasangla Chang
- 28.Ms. Yanglikumla Sangtam
- 29.Ms. Dekhingpila Sangtam
- 30.Dr. Kenilo Kath

Review of the previous meeting:

Agenda 1: Fund Mobilization

Resolution: IQAC Fund will be mobilized for NAAC accreditation(2nd Cycle).

Teachers in-charge for fund mobilization will be:

- Ms A. Chubasangla Chang
- Ms. Yanglikhumla
- Ms. Tiamenla
- Ms. Chongliu Khamniungan

Agenda 2: Commemoration of important events and national days

Resolution: IQAC coordinator listed the various important commemorative dates for the academic year June 2023- July 2023 and also assigned different departments and committees for commemorating the various events.

Agenda 3: Alumni Tracking

Resolution: The whatsapp group of the outgoing batch (Honours) every year will be converted to alumni group by all the departments (Honours) for proper tracking of the alumni. EVS department has been given the responsibility for maintaining the whatsapp group of the outgoing batch (general).

The alumni committee was requested to make a proper format of all the requirements for alumni data collection and circulate to all the departments. It was requested that the reports and data be submitted to the IQAC office latest by last week of September.

Agenda 4: FDP with IQAC cluster

Resolution: The IQAC coordinator requested all faculty to register for the FDP to be organized by IQAC, SCC, in collaboration with IQAC cluster from September 11 to September 15, 2023.

Agenda 5: Data collection

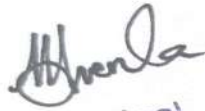
Resolution: It was requested to all the criteria in-charges and members to submit all the necessary data for AQAR (2023-2024).

Action taken :

1. IQAC prepared a list of important commemorative days to be observed by concerned departments and committees.
2. FDP on CO/PO conducted from 11th to 15th September 2023 with IQAC cluster.
3. All criteria in-charges have submitted necessary data for AQAR 2023-2024.

4. For the purpose of alumni tracking, the alumni committee has been entrusted for proper maintenance of WhatsApp groups for 6th semester students.

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(IQAC meeting minutes)

Date : 02-02-2024

Venue : IQAC room

Members present :

1. Dr. Santosh Kumar Singh
2. Mr. Akyuba Sangtam
3. Mr. Dipak Nath
4. Ms. Tongpangkokla Chang
5. Ms. K. Vidila Jing
6. Dr. Aola Supong
7. Mr. Lemkhaba
8. Mr. Mantok Konyak

Meeting Agendas :

1. Conduct of Commemorative and important National Days
2. Signing of MoU with Institutions and NGOs
3. Conduct of Faculty Exchange Programmes with Educational Institutions
4. Infrastructure Upgradation
5. Committee related activities
6. Conduct of NAAC sponsored seminars

Meeting resolutions :

1. All departments and committees shall be reminded for observing commemorative and important national days as per the schedule provided by the IQAC.

2. MoU shall be made with Better Life Foundation (BLF) at the earliest possible. Mr. Akyuba Sangtam, member, IQAC, shall be tasked to draft the MoU.

3. Department of Physics, Chemistry and Botany will take the initiative for linkages with Educational Institutes for conduct of Faculty Exchange Programmes. HoDs of the mentioned Departments shall coordinate and take necessary steps for conducting the Exchange programmes before the end of the ensuing semester.

4. Installation of water tank at District Tuberculosis Office, Tuensang, and cleanliness drive to be conducted in the District Civil Hospital as part of community extension service.

5. Meeting to be convened on 7th February 2024 with hostel committee, mentoring committee and student welfare committee for conducting student related activities.

Action taken :

1. Sanctioned an amount of Rs.5000/- for conducting mentoring sessions to the mentoring committee of the college.

2. An amount of Rs.5000/- has been sanctioned to Student Support Committee to be awarded to advance learners.

3. Nomenclature of Hostel committee has been changed to *Sochum* committee.


4. Departments and committees have observed commemorative days respectively as per schedule provided by the IQAC.

5. MoU made with Better Life Foundation (BLF), a local NGO based at Angangba village under Tuensang District.

6. IQAC donated water reservoir to the District Tuberculosis Office, Tuensang, on 16th May 2024.

7. As part of community extension service, cleanliness drive at the District Hospital, Tuensang, was carried out by IQAC along with students of the college on 7th April 2024.

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(IQAC meeting minutes)

Date : 02-04-2024

Venue : IQAC room

Members present :

1. Dr. Lanurenla
2. Dr. Santosh Kumar Singh
3. Mr. Akyuba Sangtam
4. Mr. Dipak Nath
5. Ms. Tongpangkokla Chang
6. Ms. K. Vidila Jing
7. Mr. Lemkhaba
8. Mr. Mantok Konyak

Agendas discussed :

1. Framing of policy for college Canteen and Research committee
2. Conduct of Students' community extension service
3. Observation of Earth Day
4. NAAC new guidelines
5. IKS Seminar/Webinar
6. Seminar on Mental Health
7. Seminar on IPR
8. Submission of monthly lesson Plans

Meeting resolutions :


1. Canteen policy to be framed for strict compliance and to be under the supervision of the college Refreshment committee.
2. Feedback on college canteen to be regularly assessed for quality service and shall be regulated by the IQAC.
3. Research committee policy to be formulated and it was decided that financial incentives shall be provided to teachers presenting papers at National and International levels.
4. Teachers publishing papers under UGC carelist shall be given financial assistance by the IQAC.
5. Research committee shall frame standard guidelines for publication of papers in line with UGC guidelines.
6. IQAC shall advise the college student body to conduct community extension programmes.

Action taken :

1. College canteen committee and Research committee have framed respective policies which shall be strictly followed for quality enhancement.

2. Teachers have been given financial assistance by the IQAC initiated by the Research committee of the college.
3. 'Earth Day ' was observed with active involvement of the students.
4. Meeting with all the faculty was conducted on 27th April 2024 in order to brief them on the latest assessment policy (NAAC).
5. Chemistry department and Political Department jointly conducted seminar on Intellectual Property Rights (IPR).
6. Monthly targeted lesson plans by all teachers have been submitted and necessary action taken by the college authority.

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(IQAC consultative meeting with teaching faculty)

Date : **26-04-2024**

Venue : **College conference hall**

Members present :

1. Dr. Lanurenla
2. Mr. Longtichang Tzudir
3. Dr. Iris Odyuo
4. Dr. T. Lal Veda Chandra Kumar
5. Ms. Bendangla Sangtam
6. Mr. Akyuba Sangtam
7. Mr. Dipak Nath
8. Ms. Tiamenla
9. Ms. Yanglikumla Sangtam
10. Ms. A. Chubasangla Chang
11. Mr. Mudang Khamniungan
12. Mr. Tekameren Walling
13. Ms. Nungsangtola
14. Ms. Bachu Yhoshu
15. Ms. Imnatula Kechular
16. Ms. Serila. L. Sangtam
17. Ms. K. Vidila Jing
18. Mr. Aghato Sumi
19. Mr. Ciekrovoto Theluo
20. Mr. Lemkhaba
21. Mr. Takumpuba Lomou
22. Dr. Limamanen Phom
23. Dr. Soyimla Akum
24. Dr. Aola Supong
25. Ms. Rangbenkumla Chang
26. Ms. K. Chongliu Khamniungan
27. Ms. Alitoli. V. Sumi
28. Mr. Mantok Konyak

Agendas to be discussed :

1. Draft proposal of Sao Chang College Administrative Manual
2. Binary accreditation (NAAC)
3. Review of SCCSU constitution
4. Commemoration of important National Days listed by IQAC
5. Financial assistance towards ICT committee
6. Utilization of Annual College Magazine fee collection
7. Conduct of Internal Audit

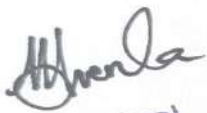
Resolutions discussed and adopted:

1. Principal of the college Dr. Lanurenla placed before the members the draft proposal of Administrative manual containing guidelines to be followed by all committees.
2. It was also resolved and adopted that all activities conducted by committees and departments shall be properly documented and submitted timely to the IQAC.
3. All commemorative programmes and observation of important National Days must be conducted only after 02 : 30 PM so that normal classes are not interrupted.
4. Nomenclature for 'Student Grievances and Internal Compliance Committee' shall henceforth be changed to 'Grievance Redressal and Internal Complaints Committee'.
5. Sao Chang College Students' Union Constitution amendment committee shall be assigned the task to review the Constitution and place before the college authority at the earliest possible. 'Student Advisory Committee/Board' shall also be incorporated in the new constitution.
6. All committees handling funds incurring financial expenditures shall be mandatory to conduct annual Internal Audit .
7. Hostel Warden shall be paid honorarium annually.
8. College magazine fee collected during each semester shall also be utilized for conducting literary activities.
9. Water fee collected each semester shall also be utilized for ICT related expenses.

Action Taken :

1. Administrative manual of the college containing guidelines to be followed by all committees has been formulated and followed accordingly.
2. Binary Accreditation to be adopted in accordance to NAAC guidelines.
3. All extension activities strictly to be conducted after 2: 30 PM .
4. Sao Chang College Students Union Constitution has been reviewed/amended and adopted.
5. Internal audits are regularly conducted by concerned committees.

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