



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



INTERNAL QUALITY ASSURANCE CELL

E-mail: iqacsctsg@gmail.com

website: www.saochangcollege.com

(Minutes of IQAC meeting)

Dated: 6th June 2024

Venue: IQAC room

Members present:

1. Ms Chubasangla (Co-ordinator)
2. Ms K Chongliu Khamniungan (Secretary)
3. Mr Lemkhaba (treasurer)
4. Ms Nungsangtola (Documentation)
5. Dr Aola Supong (Member)
6. Ms Toninaro(member)
7. Ms Tiamenla(member)
8. Mr Takumpukba(member)
9. Mr Mantok (member by default)

Meeting agendas:

1. Nomination of new committee members.
2. Approval of the administrative manual.
3. Nedal officer for Land Patta.
4. Site for cricket practice Pitch.
5. Storehouse site for power grid substation.
5. Submission of agendas for Advisory Board Meeting.
6. Fencing offer from the forest department.
7. MOU with Lemsachentok society.

Meeting minutes:


1. Administrative manual approved, which will come into effect from the next academic year (i.e., 2024-2025).
2. Mr Akyuba Sangtam was appointed as the Nadal Officer for the land Patta.
3. The site for the cricket practice pitch will be allocated below the college ground. Mr Depak Nath will prepare the final MOU.

4. The site for the power grid substation's storehouse will be located below Boys Sochum. A rent of Rs 5000/month will be paid by the Lessor. Compensation will be paid for the destruction of their gardening space.
5. Procurement of Land Patta, Construction of a proper road from the town to the college, Review the status of providing the bus, and Ground levelling. Funding for ITC by the administration.
6. Fencing of the botanical garden & coffee plantation.
7. Mr Lima Manen Phom will be the RUSA coordinator.

Action taken:

1. MOU with the Lemsachentok society signed.
2. MoU signed with the Cricket Association of Tuensang cluster on 22nd June 2024.
3. A rent of Rs. 5000/month paid by the Lessor.

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IQAC MEETING

Dated: 12/08/24

Venue: IQAC Room

Members present:

1. Ms. A Chubasangla
2. Mr. Depak nath
3. Mr Akyuba Sanglan
4. Dr. Santosh
5. Mr Mantok Konyak
6. Mr Lemkhaba
7. Ms. Nungsangtola
8. Ms Toninero Chongpho
9. Ms. K Chongliu Khamniungan
10. Dr. Aola supong
11. Ms. Tongpangkokla

Meeting Agendas:

1. Discussion of Action Plans.
2. To participate in NIRF.
3. Selection of a new member to replace outgoing members, Depak, Aola and Nungsangtola.
4. To discuss the Internship Program.
5. To Plan out the Faculty Induction Programme.
6. To conduct a one-day training on Mental Health and disorders.

Meeting Minutes:


1. The committee for framing a certificate course on the Indian knowledge system will consist of the following:
 - a. Dr Santosh
 - b. Mr Lemkhaba
 - c. Ms K Chongliu Khamniungan

2. Mr Lemkhaba, Mr Mantok Konyak, and Mr Mudang. will take the responsibility for installing signage.
3. Sir. Lemkhaba will draft an application for approval of Internship courses to NU.
4. Sir Tekameren will take charge of the NIRF.
5. To conduct an event on International Women's Day on the empowerment of women.
6. Selection of a new member to replace outgoing members, Depak, Aola and Nungsangtula.
7. IQAC will dispatch information to the NEP committee to work on internship and the Indian knowledge system.
8. Faculty Development Programme (FDP): The following teachers will be in charge—
 - Vidila Zing
 - Tongpang Kokla
 - Mantok Konyak
 - Lekhaba
9. The Mentoring Committee will take up the responsibility of organising a one-day seminar on mental health.

Action taken:

1. It was decided that Alitoli will take charge of the member secretary role, Ceikrovoto will take charge of the Finance secretary role, and Dr Soyimla Akum will be the member.
2. Sao Chang College participated in the NIRF for the period 2024 to 2025.
3. According to Action Plan 6, the committee organise the Faculty Development program on the topic “Teaching and Learning” from 11th to 15th November 2024.
4. One-day training on mental health and disorders was organised on 21st August 2024.
5. IQAC, in collaboration with Sochumer, celebrated International Women's Day on 8th March 2025.

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IQAC MEETING

Dated: 4th Oct 2024

Time: 12:00 noon

Location: Principal's office

Members present:

1. Dr. Lanurenla Ao
2. Ms Chubasangla Chang
3. Ms Toni Naro Chongpho
4. Ms. K Chongliu Khiamniungan
5. Mr Mantok Konyak
6. Mr Lemkhaba
7. Mr. Takumpuba
8. Mr. Moungtula
9. Mr. Ciekrovoto

Meeting Agendas:

1. Criteria Distribution among new members
2. Future Plan of Action for the period June 2024-May 2025.
3. To organise a workshop on college museums.

Meeting Minutes:

1. New members to be given proper guidance on the various criteria, such as:
 - a. Curricular Aspects.
 - b. Teaching-Learning and Evaluation.
 - c. Research, Innovations, and Extension.
 - d. Infrastructure and Learning Resources.

- e. Student Support and Progression.
 - f. Governance, Leadership, and Management.
 - g. Institutional Values and Best Practices.
2. Members decided on the plan of action for the period 2024 to 2025.
 3. The Department of History was entrusted to organise museum-related activity.
 4. The Sociology Department will be organising a field trip to Changtongya on the 19th of Oct 2024, tying up with the expertise of that industry, which will also fulfil Criteria 5.7

Action Taken:

1. Orientation for the new IQAC member was conducted on July 10th 2024.
2. The Department of History, in collaboration with the IQAC, organised a museum activity focused on ethnomusicology on October 18, 2024.
3. A field Trip to Changtongya by the Sociology Department was organised on 19th October 2024.

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IQAC MEETING

Dated: 16/11/2024

Venue: IQAC Hall

Attendees:

- 1) Dr. Lanurenla Ao
- 2) Ms. K Chongliu Khamniungan
- 3) Dr Soyimla Akum
- 4) Ms Alitoli
- 5) Mr Mantok Konyak
- 6) Mr. Takumpuba
- 7) Mr Lemkhaba
- 8) Mr. Ciekrovoto

Meeting Agendas:

1. Criteria-Wise Budget Distribution Resolutions.

Meeting minutes:


1. Budget Sanctioned for Institutional Distinctiveness, i.e., Museum will be Rs. 10,000.
2. A budget of Rs. 5000 to be allocated to the Mentoring Committee since it is an institutional best practice.
3. An amount of Rs. 5000 to be allotted to the Students' Support Committee for advanced learners.
4. An amount of Rs 10,000 to be allocated for conducting a workshop for the students of SCC. The tentative date for the workshop is the last week of October 2023.
5. An amount of Rs. 10,000 to be allocated for various committee-related activities.
6. Budget allocated for Miscellaneous expenditure-Rs 10000.

Action taken:

1. Tribal museum activities conducted through financial assistance by IQAC.
2. One-day training on 'World Mental Health Day' organised by the Mentoring committee through financial assistance from IQAC.

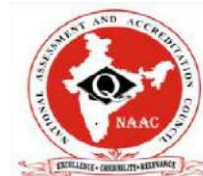
3. Financial incentive awarded to advanced learners for securing the highest SGPA in the 3rd semester Examination 2024.
4. Through financial assistance by IQAC, the photography and media cell took initiatives in various related activities.

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ONLINE IQAC MEETING

Date: 30th may 2025

Time: 6:30 PM

Attendees:

1. Dr. Lanurenla Ao
2. Ms. Chubasangla
3. Dr Soyimla Akum
4. Ms. K Chongliu Khiamniungan
5. Ms Alitoli v Sumi
6. Mr Mantok Konyak
7. Mr Lemkhaba
8. Mr. Takumpuba
9. Dr. Mhasirikho ziekhru
10. Mr. Ciekrovoto

Meeting Agendas:

1. To install signage across the campus for better navigation and information dissemination.
2. To develop survey questions on student/alumni learning experience (8.9).
3. Publication of the mentorship Manual
4. Publication of the internship Manual
5. Publication of Administrative Manual
6. Future Plan of Action (June 2025-May 2026)

Meeting Minutes:

1. To introduce certificate courses on the Indian Knowledge System.
2. To Promote Student Projects and Research on Indian Knowledge Systems by informing and encouraging faculty to support and promote student projects and research in this area.
3. (Mr Lemkhaba will update regarding serials 1 and 2.)
4. To collaborate with the student support committee for the successful execution of criteria 5.5 (regarding this, the IQAC will convene a meeting with the student support committee on 10th July 2025)
5. To invite an Industry Expert for a Lecture to strengthen ties between academia and industry.
6. To organise a Program focused on the empowerment of Women.
7. To Participate in NIRF
8. To initiate consultative meetings with all relevant stakeholders in Tuensang Town, including Tribal Unions, Gazetted Officers, Student Unions of all tribes, Parents, Ward Unions, C-Khel


the Pastors Union, the Campus Community and Churches, and the Advisory Board. (Which is scheduled for 19th July 2025)

9. To encourage faculty members to engage in collaborative research.
10. To purchase Benches and desks.
11. To install 17 ICT-enabled classrooms.
12. To set up an ICT-enabled conference room.
13. To take the assessment on Teaching and Learning feedback from students.
14. To collaborate with PTA to organise one activity every 2 semesters with the parents.

Action Taken:

1. The Internship Manual has been published.
2. The Mentoring Manual has been published.
3. The Administrative Manual has been published.
4. The survey regarding students and alumni was successfully completed.
5. Benches and a desk were installed.
6. Install the ICT-enabled classroom successfully.
7. Set up an ITC-enabled conference room.
8. Assessment on teaching and learning feedback was completed successfully.
9. The planning committee visited Chongpho Khel, Tunsang, one of the stakeholders of the college, as well as the land donor

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IQAC MEETING

Date: May 23, 2025

Time: 6:00 PM

Venue: IQAC Hall

Attendees:

1. Dr. Lanurenla Ao
2. Ms A. Chubasangla Chang
3. Ms. K Chongliu Khamniungan
4. Ms Toninaro Chongpho
5. Dr Soyimla Akum
6. Ms Alitoli
7. Mr Mantok Konyak
8. Mr. Takumpuba
9. Mr Lemkhaba
10. Dr. Mhasirikho ziekhru
11. Mr. Ciekrovoto

Meeting Agendas:

2. To acquire a mini truck load of desks and benches.
3. To conduct an orientation programme.
4. Conduct of Commemorative and important National Days.


Meeting resolutions:

- 1 The members unanimously consented to buy one mini truck load of desks and benches for the upcoming academic session.
- 2 The members discuss the upcoming orientation program, during which the newly admitted students will be informed about the college's academic structure, rules and regulations, and examination processes by Vice Principal Dr Lal Veda Chandra Kumar. Mr Mantok will cover the library Topic, while Mr Tekameren will address the NEP and FYUGP. Student grievances and the Internal Complaints Cell will be managed by the committee. Ms Toninaro will serve as the chairperson for the orientation program.
- 3 The Green Initiative committee will organise an event to celebrate World Environment Day on June 5, 2025.
- 4 The member entrusted Sir Mantok with the task of creating a list of commemorative days for the session from June 2025 to May 2026.

Action Taken:

1. A mini truck load of desk and benches were purchased.
2. Orientation programme organised for the newly admitted students on 7th July 2025.
3. Departments and committees have observed commemorative days according to the IQAC schedule, engaging in meaningful activities to recognise these important dates.
4. The Green Initiative committee celebrated World Environment Day on May 5, 2025.

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