

IQAC Meeting Report		
<b>Dated: 1 August, 2023</b>	<b>Time: 10.30 am - 12:30 pm</b>	<b>Important Dates</b>
Present members	<ol style="list-style-type: none"> <li>1. Rev. Dr. Fr. C.P. Anto</li> <li>2. Mr. Liangamang Robert</li> <li>3. Dr. R.K. Behera</li> <li>4. Ms. Elizabeth Pojar</li> <li>5. Ms. Martina Khate</li> <li>6. Mr. Zephery Lugun</li> <li>7. Sr. Resmy</li> <li>8. Ms. Livino</li> <li>9. Mr. Alem Longkumer</li> </ol>	
<b>Chairperson</b>  Dr. Fr. C.P Anto, Principal	<b>Opening prayer</b>	<b>Closing prayers</b>
<b>Agenda Points</b>	<ol style="list-style-type: none"> <li>1. Website</li> <li>2. Policies</li> <li>3. Library Committee</li> <li>4. Administrative and Academic Audit (AAA)</li> <li>5. Work Allotment</li> </ol>	
<b>Points:</b>	<b>Discussion</b>	<b>Resolutions</b>
<b>Website</b>	Dr. Behera pointed rectifications to be made in the website.	
<b>Policies</b>	Policies to be reworked, signed and uploaded in the website	
<b>Library Committee</b>	The present members to be revamped and new members inducted.	
<b>AAA</b>	Follow up communication made with Directorate of Higher Education and the inspection was fixed for any day after 10 August. The College has to fill the required performa and mail it to the Directorate	
<b>Work Allotment for AAA</b>	Different work allotments were given to different individuals in preparation for AAA. Mr. Zephery and Martina to follow up the performa send by the	

	Directorate in collaboration with MR. Liangamang Robert	
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IQAC Meeting Report		
Dated: 5 August, 2023	Time: 10.30 am - 12:30 pm	Important Dates
Present members	<ol style="list-style-type: none"> <li>1. Dr. Fr. C.P. Anto, Principal</li> <li>2. Sr. Resmy, Academic Coordinator</li> <li>3. Dr. Toli H. Kiba, Assistant Professor</li> <li>4. Dr. Abel Ariina, Assistant Professor</li> <li>5. Dr. Lily Sangpui, Assistant Professor</li> <li>6. Ms. Wannyei Konyak</li> <li>7. Mr. Zephery Lugun, Administrative Office Assistant</li> </ol>	
<b>Chairperson</b>  Dr. Fr. C.P Anto, Principal	<b>Opening prayer</b>	<b>Closing prayers</b>
<b>Agenda Points</b>	<ol style="list-style-type: none"> <li>1. Gate Keeper/Guard</li> <li>2. Program Evaluation</li> <li>3. Reminder Register</li> <li>4. Field work</li> <li>5. Annual Plan</li> <li>6. Semester Plan and Daily Lesson Plan</li> <li>7. Faculty Requirement</li> <li>8. Responsibility</li> </ol>	
<b>Points:</b>	<b>Discussion</b>	<b>Resolutions</b>
Gate Keeper/Guard	Mr. Nathaniel Gurria is appointed as a Gate Keeper/Guard of the institute. He will be in uniform of a guard during the duty hour at the institute gate. During the discussion it was proposed mark the punctuality - the gate will be kept closed after 9.00 am. The students are expected to come to the institute with their student's ID card. The Guard will be maintaining the register and late comers will have to	

	enter with the proper reason for late. The register will be maintained to keep the track of visitors' entry and exit. In this regard the students will be informed on 7 <sup>th</sup> August 2023 during the Sarvodaya.	
<b>Programme Evaluation</b>	Ms. Elizabeth Pojar, Assistant professor was asked to prepare the Google form and share it in the WhatsApp group for evaluation of the Students' Fresher's Meet. It was decided to have the sharing of evaluation on 7 <sup>th</sup> August 2023 during the Sarvodaya	
<b>Reminder Register</b>	During the discussion it was decided to maintain the Reminder Register which would be placed at Principal's office. The faculty members and the Management will be referring the register for reminding the students in the assembly.	
<b>Fieldwork</b>	It was observed that good number of students were absent during the orientation program. It was due to late admission for some cases. Since the students are expected to submit their reports (as per of field work) from the first day of orientation some are not able to do so as they were absent. To resolve the issue, it was proposed to assign the students submit the write on Street Play within a week/the faculty members would train those students who were absent and perform the same.	
<b>Annual Plan</b>	Dr. Toli H. Kiba was request to complete the Annual Plan at the earliest. In the plan she was asked to highlight the Forum meeting and Interaction with the professionals on 1 <sup>st</sup> Saturdays	
<b>Semester Plan and Daily Lesson Plan</b>	The principal expressed the requirement and importance of Semester Plan and Daily Lesson Plan to be prepared and submitted to office. The faculty members are expected to share the same to the student at the beginning of the semester. In this regard Sr. Resmy, Academic Coordinator was requested to follow and 8 <sup>th</sup> August 2023 was proposed as the last date for submission. The faculty members have to submit the plan in soft copy at <a href="mailto:contact.neissr@gmail.com">contact.neissr@gmail.com</a> . During the discussion some the new faculty members expressed that they do not have the format. In this regard Mr. Zephery was asked to share the format to the respective faculty.	

<b>Responsibilities</b>	<p>The principal made clear about the responsibilities of some of the faculty members as follow:</p> <ul style="list-style-type: none"> <li>• Sr. Resmy will be the Academic Coordinator</li> <li>• Dr. Toli H Kiba as Coordinator of Student Council</li> </ul> <p>At the end the principal thanked all for their presence and sharing ideas for the institution's betterment. Finally the meeting was concluded.</p>	
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IQAC Meeting Report		
Dated: 8 August, 2023	Time: 09.20 am - 10:30 am	Important Dates
Present members	<ol style="list-style-type: none"> <li>1. Dr. Fr. C.P. Anto, Principal</li> <li>2. Sr. Resmy</li> <li>3. Ms. Elizabeth Pojar</li> <li>4. Mr. Alemtemjen Longkumer</li> <li>5. Mr. N Francis</li> <li>6. Ms. Hravine</li> <li>7. Mr. Zephery Lugun</li> <li>8. Sr. Renjitha</li> <li>9. Ms. Nenchuli Jemu</li> <li>10. Ms. Kelevino Sirie</li> <li>11. Ms. Linoka Yeptho</li> <li>12. Ms. Livino S. Zhimo</li> <li>13. Ms. Ashela Teresa</li> <li>14. Fr. Robin Thomas</li> <li>15. Mr. Pfokho John</li> <li>16. Zevisanuo Khate</li> </ol>	
Chairperson: Dr. Fr. C. P. Anto, Principal	Opening prayer	Closing prayers: Sr. Resmy
Agenda Points	<ol style="list-style-type: none"> <li>1. Prayer</li> <li>2. Regular Meeting</li> <li>3. Work Coordinator</li> <li>4. Work Allotment</li> </ol>	
Points:	Discussion	Resolutions
Prayer	The principal reminded the staff that the day should begin with a prayer at 8.45 am. All the staffs are requested to reach the office on time.	
Regular Meeting	It was discussed that coming few days there will regular meetings both in the morning and evening to check the progress of the work.	
Work Coordinator	Since Sr. Robert will not able to come due to his ill health Ms. Elizabeth was asked to coordinate the IQAC related work. It was decided that remuneration would be increase for the extra work.	<b>Sr. Resmy</b> <ul style="list-style-type: none"> <li>• SDG report of last 5 years</li> <li>• Appointment Letters <ul style="list-style-type: none"> <li>○ Faculty</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Non-Teaching staff</li> <li>○ IQAC committee members</li> </ul> <p><b>Ms. Elizabeth Pojar:</b></p> <ul style="list-style-type: none"> <li>● To coordinate the IQAC related works</li> <li>● To coordinate the meeting</li> <li>● Preparation of IQAC PPT</li> </ul> <p><b>Ms. Linoka Yeptho</b></p> <ul style="list-style-type: none"> <li>● Forums and Club meetings reports of last 5 years with Students Council</li> </ul> <p><b>Mr. Alemtemjen Longkumer and Ms. Ashela Teresa:</b></p> <ul style="list-style-type: none"> <li>● MoU to be prepared and signed</li> <li>● Green audit</li> </ul> <p><b>Ms. Ashela Teresa and Ms. Livino S Zhimo</b></p> <ul style="list-style-type: none"> <li>● Reports of all the webinars and Workshops for last 5 years ( Collaborative programs of Peace Channel and NEISSR)</li> </ul> <p><b>Mr. N Francis Maringmei and Mr. Alemtemjen Longkumer</b></p> <ul style="list-style-type: none"> <li>● Uploading in the institute website</li> </ul>
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		<p>all IQAC related documents</p> <ul style="list-style-type: none"> <li>• Modules</li> <li>• Bio Matrix Online students attendance</li> </ul> <p><b>Ms. Zevisanuo Khate</b></p> <ul style="list-style-type: none"> <li>• Academic Administrative Audit</li> </ul> <p><b>Mr. Zephery lugun</b></p> <ul style="list-style-type: none"> <li>• Checklist for AAA</li> <li>• MOU Original documents</li> <li>• File Index</li> <li>• 5 years' report <ul style="list-style-type: none"> <li>○ Governing Board Meeting Minutes</li> <li>○ Staff Meeting Minutes</li> <li>○ Committee Meeting Minutes</li> </ul> </li> <li>• UPVC report from Mr. Thusar Jain</li> </ul>
<b>Concluding Remarks</b>	The principal at the reminded all the staff to be punctual and ready to work extra till the tasks are accomplished. The meeting was concluded with a short prayer by Sr. Resmy.	

IQAC Meeting Report		
Dated: 8 August, 2023	Time: 05.00 pm - 06:30 pm	Important Dates
Present members	<ol style="list-style-type: none"> <li>1. Dr. Fr. C.P. Anto, Principal</li> <li>2. Sr. Resmy</li> <li>3. Ms. Elizabeth Pojar</li> <li>4. Ms. Zavisano Khathe</li> <li>5. Mr. Alemtemjem Longkumer</li> <li>6. Ms. Linoka Yephtho</li> <li>7. Mr. Zephery Lugun</li> <li>8. Ms. Ashela Teresa</li> <li>9. Ms. Livino S. Zhimo</li> <li>10. Ms. Nenchuli Jemu</li> <li>11. Ms. Kelevino Sirie</li> <li>12. Ms. Hravine</li> </ol>	
<b>Chairperson</b>  Dr. Fr. C.P Anto, Principal	<b>Opening prayer</b>	<b>Closing prayers</b>
<b>Agenda Points</b>	<ol style="list-style-type: none"> <li>1. Notice Board &amp; Labels</li> <li>2. Staff Biometric device</li> <li>3. Registers for leaves for faculty member</li> <li>4. Library</li> <li>5. Canteen Committee</li> <li>6. Dustbins</li> <li>7. Hostels</li> <li>8. Display of Uniforms</li> <li>9. Green Audit Report</li> </ol>	
<b>Points:</b>	<b>Discussion</b>	<b>Resolutions</b>
Notice Board & Labels	<ul style="list-style-type: none"> <li>• Notice boards need to be purchased for forums and club activities.</li> <li>• Rooms need to be labelled and sign boards are to be placed in the campus. This task will be done tomorrow by Ms. Martina and Fr. Lawrence Khing and the list will be given to Fr. C.P. Anto before fixing them.</li> </ul>	



<b>Biometrics for staff</b>	<ul style="list-style-type: none"> <li>Regarding staff biometrics Mr. Francis should inform Mr. Tinku and get it done soon.</li> </ul>	
<b>Library</b>	<ul style="list-style-type: none"> <li>A swiping machine to be purchased for library</li> <li>Book donation drive to be launched</li> </ul>	
<b>Canteen Committee</b>	<ul style="list-style-type: none"> <li>Canteen Committee has been formed, with the following members: Mr. Biju, Fr. C.P. Anto, Fr. Lawrence Khing, Mr. Medhi Hussian, and Sr. Renjitha</li> </ul>	
<b>Dustbins</b>	<ul style="list-style-type: none"> <li>Wet waste and dry waste dustbins are to be kept in the canteen &amp; campus</li> </ul>	
<b>Boys Hostels</b>	<ul style="list-style-type: none"> <li>All details regarding the boys' hostel will be discussed with Fr. Khing. The hostel report will be prepared by Fr. Jinto, assisted by Sr. Resmy</li> </ul>	
<b>Display of Students Uniform</b>	<ul style="list-style-type: none"> <li>Students Uniform will be displayed in the parlour in a glass cupboard.</li> </ul>	
<b>MOUs and Green Audit</b>	<ul style="list-style-type: none"> <li>Mr. Alemtmjien, Ms. Ashela Teresa, Mr. John, Mr. Francis, and Mr. Medhi will visit different organizations to get the MOUs signed and to get the Green Audit Report tomorrow.</li> </ul>	

<b>*Date:</b> 21 October 2021		<b>Time:</b> 4.30 pm		<b>Important Dates&amp; Venues</b>	
Present members		Dr. CP Anto, Fr. John Poji, Dr Toli, Ms. Sungjemtola, Mr. Stephen Gangmei, Fr. Joseph, Mr. Abel Ariina, Mr. Zephery and Ms. Temsuyala,		<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> October 2021:</b> Submission or Research Proposal</li> <li>• <b>13<sup>th</sup> November 2021:</b> Submission of Lesson Plan</li> </ul>	
Absent members					
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer		Closing prayers	Dr. Fr. C.P. Anto, Principal
<b>Agenda Points</b>	1. Research Proposal 2. Lesson Plan				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Research Proposal	<p>The principal reminded that students have to submit the Research proposal on 25<sup>th</sup> October 2021 as scheduled and the defaulters should be followed up and to be reported to Principal and Vince-Principal,</p> <p>During the discussion there was a suggestion that information with regard to examination or any information to the students' community regarding management should be through one faculty to avoid confusions.</p>			<p>It was decided during the meeting that information to the students should be given by single faculty to avoid confusions among the students.</p>	
Lesson Plan	<p>With regard to the lesson plan the principal requested to all the teaching faculties to submit them on or before 13<sup>th</sup> November 2021 without fail, since it is an academic requirement.</p>				

<b>Date:</b> 9 November 2021		<b>Time:</b> 3.50 pm		<b>Important Dates&amp; Venues</b>	
Present members		Dr. CP Anto, Fr. Kokto Kurian, Dr Toli, Ms. Sungjemtola, Mr. Stephen Gangmei, Fr. Joseph, Mr. Abel Ariina, Mr. Zephery, Mr Meddhi Hussain and Ms. Temsuyala,			

Absent members					
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer		Closing prayers	Dr. Fr. C.P. Anto, Principal
<b>Agenda Points</b>	1. Research Proposal 2. Lesson Plan				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Research Proposal	<p>The principal reminded that students have to submit the Research proposal on 25<sup>th</sup> October 2021 as scheduled and the defaulters should be followed up and to be reported to Principal and Vince-Principal,</p> <p>During the discussion there was a suggestion that information with regard to examination or any information to the students' community regarding management should be through one faculty to avoid confusions.</p>			Research topics to be collected and filed	
Lesson Plan	<p>With regard to the lesson plan the principal requested to all the teaching faculties to submit them on or before 13<sup>th</sup> November 2021 without fail, since it is an academic requirement.</p>				

<b>Date: 31 January 2022</b>		<b>Time: 10:00 am - 11:45 am</b>		<b>Important Dates &amp; Venues</b>	
Present members		<ol style="list-style-type: none"> <li>1. Rev.Dr. Fr. C.P. Anto</li> <li>2. Rev. Fr. Kokto Kurian</li> <li>3. Dr Toli H. Kiba</li> <li>4. Ms. Imnayangla Jamir</li> <li>5. Mr. Brijesh Kumar Verma</li> <li>6. Mr. Sam</li> <li>7. Ms. Temsuyala</li> </ol>		<ul style="list-style-type: none"> <li>● <b>5th January 2022:</b> Completion of website works</li> <li>● <b>8th January 2022:</b> Examination orientation</li> </ul>	
Absent members		Mr. Zephery & Mr. Abel			
Chairperson	Rev. Dr. Fr. C.P. Anto, Principal	Opening prayer	Rev. Fr. Kokto Kurian, Vice-principal cum Administrator	Closing prayers	Dr. Toli H. Kiba, Assistant Professor
<b>Agenda Points</b>	<ol style="list-style-type: none"> <li>1. Introduction of newly appointed librarian.</li> <li>2. Library</li> </ol>		<ol style="list-style-type: none"> <li>3. Administrative work process</li> <li>4. Academic Courses</li> </ol>		
<b>Points:</b>	<b>Discussions</b>				<b>Resolutions</b>
Library	<ol style="list-style-type: none"> <li>1. In this regard the Principal asked Mr. Brijesh Kumar Verma, the new Librarian to submit one year action plan by 1st February 2022 and blend together with an appointment letter. Divide segments of work responsibilities as per the need based for good process and outcome.</li> <li>2. To undergo physical verification of books and all library documents.</li> <li>3. Miss. Temsuyala will handover all the research and documentation works (both soft &amp; hard copy) in collaboration with Sir. Jeffrey to Librarian.</li> <li>4. Mr. Brijesh to work together with Fr. Kokto, Administrator cum Vice- principal.</li> </ol>				

Administrative work process	<ol style="list-style-type: none"> <li>1. Files location to be cleared with the support of Miss. Temsuyala.</li> <li>2. Mr. Sam and Miss. Imnayangla will settle with the website for NEISSR and Peace Channel by 5th February 2022, with the support of Miss. Temsuyala.</li> <li>3. Social media accounts to be handed over to Mr. Sam and he should update with activities daily.</li> <li>4. Miss. Temsuyala will teach Mr. Sam &amp; Miss. Imnayangla on how to work on Google forms.</li> <li>5. Categorize curriculum and non-curriculum files properly.</li> <li>6. Journal and Publication files to be handed over to Fr. Kokto by Miss. Temsuyala.</li> <li>7. Miss. Temsuyala to collect NAAC files from Dr. Deben.</li> </ol>	
Academic	<ol style="list-style-type: none"> <li>1. Miss. Temsuyala to download MSC in Psychology and Counseling, triple BA(two subjects), BSW, BA in Psychology, PHD in Social work for course work syllabus from Kristu Jayanti College Bangalore and referring to MHRD model from website.</li> <li>2. Classes to start with teach back sessions, rural camp and study tour presentations.</li> <li>3. Viva for 1st and 3rd semester to be conducted on 10th and 11th February.</li> <li>4. Process circular again for clearance of fees before exams.</li> <li>5. Rework on annual plan by Dr. Toli H. Kiba.</li> </ol>	
Conclusion	At the end of the meeting Miss. Imnayangla highlighted the important discussions. Finally the meeting was concluded with a short prayer by Dr. Toli H. Kiba.	

<b>Date: 8 February 2022</b>		<b>Time start - 11: 38 am</b> <b>End-3 : 00 p m</b>		<b>Important Dates &amp; Venues</b>	
<b>Present members</b>		Rev. Dr. Fr. C.P. Anto, Rev. Fr. Kokto Kurian, Rev. Fr. Joseph, Dr. Toli H. Kiba, Ms. Imnayangla Jamir, Mr. Brijesh Kumar Verma, Mr. Sam, Ma'am Sungjemtula Jamir, Mr. Stephen and Mr. Abel.		<ul style="list-style-type: none"> <li>● <b>Before 15<sup>th</sup> March, 2022: Visit Don Bosco Maram college for observational visit (Faculties).</b></li> </ul>	
<b>Absent members</b>		Mr. Zephery			
<b>Chairperson</b>	Rev. Dr. Fr. C.P. Anto, Principal	<b>Opening prayer</b>	Rev. Fr. Kokto Kurian, Vice-principal cum Administrator	<b>Closing prayers</b>	Rev. Fr. Joseph
<b>Agenda Points</b>	<ol style="list-style-type: none"> <li>1. Submission of lesson plan</li> <li>2. Files on IQAC</li> <li>3. Specialization – CD, YD &amp; PCTS</li> <li>4. Job placement brochure</li> <li>5. New courses</li> <li>6. Fundraising</li> <li>7. Action plans</li> </ol>				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Examination	<ol style="list-style-type: none"> <li>1. Discussed work assignments for exams.</li> <li>2. Three panels for Viva Voce - 10 minutes for each student.</li> <li>3. Consolidated attendance reports should be submitted to Management and faculties by Miss. Imnayangla &amp; Mr. Sam.</li> </ol>			<ol style="list-style-type: none"> <li>1. Call for external panels only from 4rd Semester for viva voce.</li> </ol>	

Submission of lesson plan	<ol style="list-style-type: none"> <li>1. Limit to one page for existing subjects (Just the outline and need not attach the materials).</li> <li>2. For new subjects, attach materials.</li> <li>3. Review lesson plan format by Mr. Abel &amp; Dr. Toli H. Kiba and submit by 15th February</li> </ol>	<p>From the first semester onwards no notes / materials to be provided to students. Files to be introduced to students for class notes.</p> <p>A container / basket to be issued in all the classes to collect Phones before the start of classes to maintain discipline and ensure students for reasoning and brainstorming.</p>
Files on IQAC	<ol style="list-style-type: none"> <li>1. Dr. Toli H. Kiba to form a committee and prepare the requirements.</li> <li>2. Externals will be from Don Bosco, Maram - Rev. Fr. Sabastian, Principal</li> <li>3. Living stone International College, Dimapur.</li> <li>4. Internals will be from NIIT, Industry College, NEISSR faculties and Sacred heart for technical mentoring.</li> </ol>	
Specialization – CD, YD & PCTS	<ol style="list-style-type: none"> <li>1. The website will be designed to load / update e separately.</li> <li>2. Funds will be provided for organizing programs.</li> <li>3. On need based, fundraise can also be carried out for programs.</li> <li>4. 3rd Saturday seminar / workshops / debates to be carried out coordinated by M<sup>Iss</sup>. Imnayangla Jamir.</li> <li>5. Mr. Sam will update the activities on daily basis to website.</li> </ol>	
Job placement brochure	<ol style="list-style-type: none"> <li>1. responsibilities assigned to each faculty and Miss. Imnayangla Jamir will coordinate for placement and brochure</li> </ol>	
New courses	<ol style="list-style-type: none"> <li>1. Any courses available in the university will be approved easily. Any courses not available in the university will take time in the process.</li> <li>2. Triple BA was rejected by CTC but requested for it.</li> </ol>	Will stand for social sciences subject only.
Fundraising	<ol style="list-style-type: none"> <li>1. Fundraising for college building to get into process.</li> </ol>	

Action plans	<ol style="list-style-type: none"> <li>1. Forum wise</li> <li>2. IQAC</li> <li>3. Students' Union</li> <li>4. Faculties individual Plan</li> <li>5. All should submit action plans by March.</li> </ol>	
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<b>Date: 3 March 2022</b>		<b>Time start - 10: 50 am - 12.15: 00 p m</b>		<b>Important Dates &amp; Venues</b>	
<b>Present members</b>		1. Rev. Dr. Fr. C.P. Anto 2. Rev. Fr. Kokto Kurian 3. Dr Toli H. Kiba 4. Mr. Zephery.		<b>7<sup>th</sup> of March 2022:</b> Application for Internship opportunity.  <b>31<sup>st</sup> March 2022:</b> Documentation on Teaching materials.	
<b>Chairperson</b>	Rev. Dr. Fr. C.P. Anto, Principal	<b>Opening prayer</b>		<b>Closing prayers</b>	
<b>Agenda Points</b>	1. Academic Development Committee 2. Research and Publication Unit a. Research and Ethical Committee b. Peace Journal 3. Admission Committee 4. Scholarship Committee 5. Annual Magazine and News Letters 6. All Policies			7. Student Ambassadors 8. PPC 9. Fundraise Committee & Online Fundraise 10. Volunteers	
<b>Points:</b>	<b>Discussions</b>				<b>Resolutions</b>
Academic Development Committee	The report to be prepared for the formation of Academic Development Committee – mentioning the names of the committee members and year of formation. (April 2015 and renewed in 2017).  Purpose: <ul style="list-style-type: none"> <li>• Syllabus preparation</li> <li>• IQAC</li> <li>• Triple A (AAA)</li> </ul> Some of the proposed names were: <ul style="list-style-type: none"> <li>• Principal</li> <li>• Vive-Principal</li> <li>• Mr. Liangamang Robert</li> <li>• Ms. Toli H kiba</li> <li>• Mr. Anil Danthy</li> </ul>				
	<b>Renewal in 2017:</b> To be inducted – Fr. Sebastin SDB, Maram and Dr. Tainla Mar, Asst. Prof. and HOD of Education, Living Stone Foundation International College, Dimapur  Function, roles and responsibility of Academic Development Committee to be drafted.				It was resolved to meet quarterly to discuss about academic events.

Research and Publication Unit	<p>The report to be prepared for the formation of Research, Publication unit and Ethical Committee – mentioning the names of the contributors on research and year of formation. (2015).</p> <p>Some of the proposed names were:</p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Vice Principal</li> <li>• Mr. Liangamang Robert</li> <li>• Ms. Toli H kiba</li> <li>• Mr. Kishor Das</li> <li>• Mr. Vikhuli</li> </ul> <p><b>Peace Journal:</b> Rev. Fr. Kokto, Vice Principal will be coordinator of Peace Journal. In this regard details have to be submitted to him – contact details of contact persons.</p>	
Admission and Scholarship Committee	<p>Admission Committee will be headed by Rev. Fr. Kokto Kurian, Vice Principal.</p> <p>The report to be prepared for the formation of Research and Ethical Committee – mentioning the names of the committee members and year of formation. (2015).</p>	
	<p>The report to be prepared for the formation of Scholarship Committee – mentioning the names of the committee members and year of formation. (2015).</p> <p>Committee members:</p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Vice Principal</li> <li>• Ms. Toli H kiba</li> </ul> <p>Some the points to be included:</p> <ul style="list-style-type: none"> <li>• Types of Scholarships</li> <li>• Scholarship providers <ul style="list-style-type: none"> <li>○ Institution</li> <li>○ Networking Institution</li> <li>○ Church Sponsorship</li> <li>○ Philanthropists/Individuals sponsorship</li> </ul> </li> </ul>	
Annual Magazine and News Letters	<p>The report to be prepared for the formation of Annual Magazine and News Letters Committee – mentioning the names of the committee members and year of formation. (2015).</p>	

IQAC Meeting Report: NEISSR, Dimapur					
<b>Dated: 28<sup>th</sup> April,2022</b>		<b>Time: 10 AM -12:40 PM</b>		<b>Important Dates &amp; Venues</b>	
<b>Present members</b>		1. Rev. Dr. Fr. C.P. Anto 2. Rev. Fr. Kokto Kurian 3. Rev. Fr. Joseph 4. Ms. Martina 5. Dr Toli H. Kiba 6. Ms.Elizabeth Pojar 7. Mr. Brijesh Kumar Verma 8. Mr. Stephen 9. Mr. Abel 10. Ms. Loyibeni 11. Ms. Sukiuchi 12. Mr. Alem 13. Mr, Anthony 14. Mr Keneisevor.			
<b>Absent members</b>					
<b>Chairperson</b>	Rev. Dr. Fr. C.P. Anto, Principal	<b>Opening prayer</b>		<b>Closing prayers</b>	
<b>Introductory message:</b> Rev. Dr. Fr. C.P. Anto, Principal					
<b>Agenda Points</b>	1. Draft model of 7 Criteria 2. Self-study Report 3. Data Validation and Verification 4. Orientation of students, Alumni and Parentts				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Draft model of 7 Criteria	1. Each staff has to be in charge of each IQAC criteria. 2. Documentation is one of the most important components. Hence, the IQAC coordinator needs to go an extra mile in checking all the documents.				
Self-Study Report	1. Institution bio-data of at least 2 pages. 2. 45 days is given to upload all the documents and also attach the institution website link. 3. Always refer the updated SSR. 4. Always check the updated version of SSR as the manual of SSR changes from time to time. 5. Check as many SSR of other institutions as possible.				

Data Validation and Verification	<ol style="list-style-type: none"> <li>1. 70 percent of the assessment is done in DVV and it includes the quantitative part.</li> <li>2. Provide what is required and not what the institution have.</li> <li>3. Always refer the updated DVV.</li> <li>4. 1<sup>st</sup> enrollment of the students has to be sent.</li> <li>5. Cross check the data</li> </ol>	
Orientation of students, Alumni and Parents	<ol style="list-style-type: none"> <li>1. Orientation of students, Alumni and parents should be done before the NAAC team visits the institution.</li> <li>2. Mock drills should be conducted.</li> <li>3. Parents should be oriented that the NAAC team has not come there to fulfill their grievances.</li> <li>4. The students have to be well oriented about what is NAAC.</li> <li>5. Students' satisfaction survey.</li> <li>6. Make sure the contact number and email of the students are working.</li> </ol>	
NAAC team Visit	<ol style="list-style-type: none"> <li>1. The NAAC team consists of three members</li> <li>2. The profile of the NAAC team members has to be known thoroughly which will be disclosed only 2-3 days prior as they tend to ask questions in regard to their interest.</li> <li>3. The UGC pays the hotel bills of all the NAAC team. However, the institution has to pick and drop the team.</li> <li>4. Separate cars for each member were required due to the Corona</li> <li>5. One teaching staff for each member with good general knowledge of Nagaland has to accompany the team.</li> <li>6. The Principal and the IQAC coordinator have to wait for the team outside the hotel to welcome the team.</li> <li>7. One staff has to accompany the NAAC team in the hotel in order to fulfill the requirements of the team.</li> <li>8. On reaching the hotel each member has to be given an SSR so that they can have a look on it. [can be given in a Naga Bag]</li> <li>9. The Team usually stays for three days.</li> <li>10. The team has to be welcomed with the national anthem.</li> <li>11. The principal has to first introduce himself, and then introduce the IQAC coordinator, the IQAC coordinator then introduce the HODs and then the staffs and so on.</li> <li>12. The NAAC team will be taken directly to the Principal Chamber where snacks will be provided</li> </ol>	

	<p>and then straight to the conference hall for presentation. The first presentation will be done by the principal [extended profile] and then the next presentation is done by the IQAC coordinator about the 7 criteria. Each HOD will also present about their respective department.</p> <p>13. Cultural programme should be conducted by the students.</p> <p>14. The NAAC team visit carries 30 percent weightage and it includes only the quality part.</p> <p>15. Political talks should be avoided to be on safer side.</p>	
Policy	<ol style="list-style-type: none"> <li>1. Admission Policy</li> <li>2. HR Policy.</li> <li>3. Student's Welfare Policy.</li> <li>4. Green Campus Policy</li> <li>5. HOD Policy</li> <li>6. Research Policy</li> <li>7. Maintenance Policy</li> <li>8. Infrastructure Policy.</li> <li>9. Disability Policy.</li> <li>10. Internal Complain Cell.</li> </ol>	
Library	<ol style="list-style-type: none"> <li>1. The librarian has to be well versed with every book, e-books, journals and sections in the library.</li> <li>2. Update the latest book.</li> <li>3. Articles and journals should be uploaded in the website.</li> <li>4. Foot falls</li> </ol>	
Important Points	<ol style="list-style-type: none"> <li>1. Single window- everything should come from the IQAC coordinator.</li> <li>2. In every bill the name of the institution has to be written on it.</li> <li>3. The jio tag should be there in every photo taken.</li> <li>4. Participant lists for all the seminars and webinars.</li> <li>5. Poster should be pasted in the institution such as anti-ragging, green campus, etc.</li> <li>6. UGC anti- ragging Affidavit for students and parents during admission.</li> <li>7. Internal and external team.</li> <li>8. Uniqueness of the institution.</li> <li>9. Every document should be signed by the principal</li> <li>10. E- waste, solar system, water harvesting, etc. in the institution.</li> </ol>	

IQAC Meeting Report: NEISSR, Dimapur					
<b>Dated: 23 May 2022</b>	<b>Time start: 2.43 PM - 4:35 PM</b>		<b>Important Dates &amp; Venues</b>		
<b>Present members</b>	Dr. Fr. C.P. Anto, Rev. Fr. Kokto Kurian, Rev. Fr. Joseph, Fr. Robin Thomas, Dr Toli H. Kiba, , Mr. Stephen, Mr. Abel Ariina Ms. Elizabeth Pojar and Mr. Zephery.		<b>30<sup>th</sup> May 2022:</b> Submission of API <b>5<sup>th</sup> June 2022:</b> Google Feedback form has to be ready <b>5<sup>th</sup> June 2022:</b> <b>15<sup>th</sup> June 2022:</b> Submission of Articles for publication. 24 <sup>th</sup> /25 <sup>th</sup> June 2022: 45 days of Block Placement begins <b>30<sup>th</sup> June 2022:</b> P Submission of Semester Plan		
<b>Absent members</b>	Mr. Brijesh Kumar Verma				
<b>Chairperson</b>	Dr. Fr. C.P. Anto, Principal	<b>Opening prayer</b>	Fr. Joseph VJ	<b>Closing prayers</b>	Fr. Robin Thomas
<b>Agenda Points</b>	1. Revamping of prospectus 2. Syllabus Review 3. Publication 4. Feedback form 5. Work Allotment 6. Roles and Responsibilities 7. IQAC /DVV 8. Networking. 9. Journal 10. Book Publication				
<b>Points:</b>	<b>Discussions</b>		<b>Resolutions</b>		
<b>Revamping of Prospectus</b>	During the discussion it proposed and decided that on the topic – Skills for Social Work Practitioner should be added in the 3 <sup>rd</sup> Semester of MSW course.		1. It decided while revamping the prospectus that on the topic – Skills for Social Work Practitioner should be added in the 3 <sup>rd</sup> Semester of MSW course.		
<b>Syllabus Review</b>	While discussing on review syllabus three member team was formed: 1. Mr. Gangmei Gaiphunpou Stephen 2. Dr. Toli H. Kiba 3. Mr. Abel Ariina		2. During the meeting it was decided that review syllabus three member team was formed namely		

	<p>The principal requested them to do the syllabus review.</p> <p>There was also discussion about process of selecting the specialization. In this regard Dr. Toli shared that it is clearly mentioned in the Students' Handbook - The specialization subjects are to be opted for at the end of the second semester and will be confirmed depending on the availability of seats. Minimum seat for each specialization is 10.</p> <p>There were three suggestions with regard to selection of specialization:</p> <ul style="list-style-type: none"> <li>• It should reflect in the Students' Handbook</li> <li>• There could be exam/screening for selection of specialization</li> <li>• Option should be provided for selecting the specialization</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Gangmei Gaiphungou Stephen</li> <li>• Dr. Toli H. Kika</li> <li>• Mr. Abel Ariina</li> </ul>
<b>Publication</b>	The Principal requested all the faculty members to contribute one each article for publication by the end of June 2022.	
<b>Feedback form</b>	<p>It was discussed and decided that Google form should be created for feedback and the contents should be as per UGC guideline/format.</p> <p>In this regard Mr. Alemtemjen, Ms. Elizabeth and Mr. Zephery were asked to prepare on or before 5<sup>th</sup> June 2022</p>	3. It was discussed and decided that Google form should be created for feedback and the contents should be as per UGC guideline/format.
<b>Work Allotment/ Roles and Responsibilities</b>	Google form should be created for staff and faculty Work Allotment/ Roles and Responsibilities	4. It was discussed and decided that Google form should be created for staff and faculty work allotment/ Roles and Responsibilities.
<b>IQAC /DVV</b>	During the discussion with regard IQAC /DVV Fr. Robin Thomas and Dr. Toli H Kiba were proposed to coordinate.	
<b>Networking</b>	The principal reminded list of Network institution should retained in the file for future reference.	
<b>Journal</b>	For the Journal publication the principal requested the faculty members to contribute articles.	
<b>Book Publication</b>	While discussion the principal encouraged all to work on book publication	

IQAC Meeting Report: NEISSR, Dimapur					
<b>Dated: 21 April,2022</b>		<b>Time start – 10.30 am - 12.30 pm</b>		<b>Important Dates &amp; Venues</b>	
<b>Present members</b>		1. Rev. Dr. Fr. C.P. Anto 2. Rev. Fr. Kokto Kurian 3. Rev. Fr. Joseph 4. Dr Toli H. Kiba 5. Ms. Elizabeth Pojar 6. Mr. Brijesh Kumar Verma 7. Mr. Stephen 8. Mr. Abel 9. Mr Zephery.			
<b>Absent members</b>					
<b>Chairperson</b>	Rev. Dr. Fr. C.P. Anto, Principal	<b>Opening prayer</b>		<b>Closing prayers</b>	
<b>Agenda Points</b>	5. IQAC 6. Research 7. Webinars, Seminars, workshop and Exposure				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
IQAC	1. IQAC coordinator, Ma'am Toli will be assisted by sub coordinators, faculty, students and Alumni.				
Research	7. Best 10 research will be published. 8. The research will be judged based on the different criteria set up by the institution.				
Webinars, Seminars, Workshops, debates and exposure	16. Every Saturday, each specialization will conduct seminars, webinars, exposure, workshop, debate etc. 17. It will be purely student centric programme.				
Miscellaneous	1. Prepare all the forum and club activities flyer. 2. Final Exam date – 14 <sup>th</sup> June 2022. 3. Internal exam- 15 <sup>th</sup> May 6, 2022 4. The intake capacity of BSW students will be 100.				



Staff Meeting Report: NEISSR, Dimapur					
<b>Dated: 28<sup>th</sup> April,2022</b>		<b>Time start – 10 AM</b>  <b>End-12:40 PM</b>		<b>Important Dates &amp; Venues</b>	
<b>Present members</b>		Rev. Dr. Fr. C.P. Anto, Rev. Fr. Kokto Kurian, Rev. Fr. Joseph, Ms. Martina, Dr Toli H. Kiba, Ms.Elizabeth Pojar, Mr. Brijesh Kumar Verma,Mr. Stephen, Mr. Abel, Ms. Loyibeni, Ms. Sukiuchi, Mr. Alem, Mr, Anthony and Mr Keneisevor.			
<b>Absent members</b>					
<b>Chairperson</b>	Rev. Dr. Fr. C.P. Anto, Principal	<b>Opening prayer</b>		<b>Closing prayers</b>	
<b>Introductory message:</b> Rev. Dr. Fr. C.P. Anto, Principal					
<b>Agenda Points</b>	8. Draft model of 7 Criteria 9. Self-study Report 10. Data Validation and Verification 11. Orientation of students, Alumni and Parents 12.				
<b>Report presentation</b>	There was no presentation.				
<b>Introduction</b>	The principal in his introductory words welcomed all the staffs and volunteers for an interactive session with Martina from Don Bosco College Kohima. He also welcomed Martina and asked her to address the staffs and the volunteers about the process they went through during the NAAC assessment and accreditation.				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Draft model of 7 Criteria	3. Each staff has to be in charge of each IQAC criteria. 4. Documentation is one of the most important components. Hence, the IQAC coordinator needs to go an extra mile in checking all the documents.				
Self-Study Report	6. Institution bio-data of at least 2 pages. 7. 45 days is given to upload all the documents and also attach the institution website link.				

	<ul style="list-style-type: none"> <li>8. Always refer the updated SSR.</li> <li>9. Always check the updated version of SSR as the manual of SSR changes from time to time.</li> <li>10. Check as many SSR of other institutions as possible.</li> </ul>	
Data Validation and Verification	<ul style="list-style-type: none"> <li>6. 70 percent of the assessment is done in DVV and it includes the quantitative part.</li> <li>7. Provide what is required and not what the institution have.</li> <li>8. Always refer the updated DVV.</li> <li>9. 1<sup>st</sup> enrollment of the students has to be sent.</li> <li>10. Cross check the data</li> </ul>	
Orientation of students, Alumni and Parents	<ul style="list-style-type: none"> <li>9. Orientation of students, Alumni and parents should be done before the NAAC team visits the institution.</li> <li>10. Mock drills should be conducted.</li> <li>11. Parents should be oriented that the NAAC team has not come there to fulfill their grievances.</li> <li>12. The students have to be well oriented about what is NAAC.</li> <li>13. Students' satisfaction survey.</li> <li>14. Make sure the contact number and email of the students are working.</li> </ul>	
NAAC team Visit	<ul style="list-style-type: none"> <li>18. The NAAC team consists of three members</li> <li>19. The profile of the NAAC team members has to be known thoroughly which will be disclosed only 2-3 days prior as they tend to ask questions in regard to their interest.</li> <li>20. The UGC pays the hotel bills of all the NAAC team. However, the institution has to pick and drop the team.</li> <li>21. Separate cars for each member were required due to the Corona</li> <li>22. One teaching staff for each member with good general knowledge of Nagaland has to accompany the team.</li> <li>23. The Principal and the IQAC coordinator have to wait for the team outside the hotel to welcome the team.</li> <li>24. One staff has to accompany the NAAC team in the hotel in order to fulfill the requirements of the team.</li> <li>25. On reaching the hotel each member has to be given an SSR so that they can have a look on it. [can be given in a Naga Bag]</li> <li>26. The Team usually stays for three days.</li> </ul>	

	<p>27. The team has to be welcomed with the national anthem.</p> <p>28. The principal has to first introduce himself, and then introduce the IQAC coordinator, the IQAC coordinator then introduce the HODs and then the staffs and so on.</p> <p>29. The NAAC team will be taken directly to the Principal Chamber where snacks will be provided and then straight to the conference hall for presentation. The first presentation will be done by the principal [extended profile] and then the next presentation is done by the IQAC coordinator about the 7 criteria. Each HOD will also present about their respective department.</p> <p>30. Cultural programme should be conducted by the students.</p> <p>31. The NAAC team visit carries 30 percent weightage and it includes only the quality part.</p> <p>32. Political talks should be avoided to be on safer side.</p>	
Policy	<p>11. Admission Policy</p> <p>12. HR Policy.</p> <p>13. Student's Welfare Policy.</p> <p>14. Green Campus Policy</p> <p>15. HOD Policy</p> <p>16. Research Policy</p> <p>17. Maintenance Policy</p> <p>18. Infrastructure Policy.</p> <p>19. Disability Policy.</p> <p>20. Internal Complain Cell.</p>	
Library	<p>5. The librarian has to be well versed with every book, e-books, journals and sections in the library.</p> <p>6. Update the latest book.</p> <p>7. Articles and journals should be uploaded in the website.</p> <p>8. Foot falls</p>	
Important Points	<p>11. Single window- everything should come from the IQAC coordinator.</p> <p>12. In every bill the name of the institution has to be written on it.</p> <p>13. The jio tag should be there in every photo taken.</p> <p>14. Participant lists for all the seminars and webinars.</p> <p>15. Poster should be pasted in the institution such as anti-ragging, green campus, etc.</p> <p>16. UGC anti- ragging Affidavit for students and parents during admission.</p> <p>17. Internal and external team.</p> <p>18. Uniqueness of the institution.</p>	

	19. Every document should be signed by the principal 20. E- waste, solar system, water harvesting, etc. in the institution.	
Action plans		
Conclusion	Fr. Anto thanked Martina for precisely explaining the detailed process of NAAC assessment and also for enlightening the staffs with her broad knowledge.	

Staff Meeting Report: NEISSR, Dimapur					
<b>Dated: 21<sup>th</sup> April,2022</b>		<b>Time start – 10.30 am</b>  <b>End- 12.30 pm</b>		<b>Important Dates &amp; Venues</b>	
<b>Present members</b>		Rev. Dr. Fr. C.P. Anto, Rev. Fr. Kokto Kurian, Rev. Fr. Joseph,Dr Toli H. Kiba, Ms. Elizabeth Pojar, Mr. Brijesh Kumar Verma, Mr. Stephen, Mr. Abel, Mr Zephery.		Final Exam date – 14 <sup>th</sup> June 2022. Internal exam- 15 <sup>th</sup> May 6, 2022	
<b>Absent members</b>					
<b>Chairperson</b>	Rev. Dr. Fr. C.P. Anto, Principal	<b>Opening prayer</b>		<b>Closing prayers</b>	
<b>Introductory message:</b> Rev. Dr. Fr. C.P. Anto, Principal					
<b>Agenda Points</b>	13. Staff 14. Fieldwork 15. IQAC 16. Research 17. Webinars,Seminars, workshop and Exposure				
<b>Report presentation</b>	There was no presentation.				
<b>Introduction</b>	The principal in his introductory words welcomed all the staffs.				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
<b>Staff</b>	5. Ma’am Sungjemtola resigned from her position as Assistant Professor in NEISSR. 6. Fr. Robin will be inducted as a new staff and will be joining with effect from the 1 <sup>st</sup> week of May.				
Fieldwork	11. Follow up calls with the concerned fieldwork agency director\supervisor to thank them. 12. CD specialization students will be taken care by Ma’am Toli and Sir Stephen. 13. YD specialization students will be taken care by Sir Abel.				
IQAC	2. IQAC coordinator, Ma’am Toli will be assisted by sub coordinators, faculty, students and Alumni.				
Research	15. Best 10 research will be published. 16. The research will be judged based on the different criteria set up by the institution.				

Webinars, Seminars, Workshops, debates and exposure	33. Every Saturday, each specialization will conduct seminars, webinars, exposure, workshop, debate etc. 34. It will be purely student centric programme.	
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Action plans		
Conclusion	Fr. Anto thanked Martina for precisely explaining the detailed process of NAAC assessment and also for enlightening the staffs with her broad knowledge.	

Student Ambassadors	It was constituted in 2015 – under Student Council. Student Ambassadors would selected for all the districts of Nagaland to visits the college at their respective districts to promote new admission for the institution.	
PPC	The report to be prepared for the formation of PPC Committee – mentioning the names of the committee members and year of formation. (2015).	
Fundraise Committee & Online Fundraise	<p>The report to be prepared for the formation of Fundraise Committee – mentioning the names of the committee members and year of formation. (2015).</p> <p>Some of the proposed names were:</p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Vice Principal</li> <li>• Student welfare officers</li> <li>• Student council</li> <li>• Alumni Association</li> <li>• Student representative of each batch (Current)</li> </ul>	
Volunteers	<p>Internship opportunity for NEISSR Alumni</p> <ul style="list-style-type: none"> <li>• Required number = 4</li> <li>• Duration 6 months</li> <li>• Interns will be paid Rs. 4000/- per month</li> <li>• Certificate will be issued on completion on 6 month internship.</li> <li>• Required skills:- Communication skill, writing skill and basic computer knowledge.</li> <li>• <b>Application Process:</b> Application letter along with resume should be submitted to the Email ID – <a href="mailto:contact.neissr@gmail.com">contact.neissr@gmail.com</a> on or before 7<sup>th</sup> of March 2022.</li> </ul>	

Staff Meeting Report: NEISSR, Dimapur					
<b>Dated: 21<sup>th</sup> April,2022</b>		<b>Time start – 10.30 am</b>  <b>End- 12.30 pm</b>		<b>Important Dates &amp; Venues</b>	
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<b>Chairperson</b>	Rev. Dr. Fr. C.P. Anto, Principal	<b>Opening prayer</b>		<b>Closing prayers</b>	
<b>Introductory message:</b> Rev. Dr. Fr. C.P. Anto, Principal					
<b>Agenda Points</b>	23. Staff 24. Fieldwork 25. IQAC 26. Research 27. Webinars,Seminars, workshop and Exposure				
<b>Report presentation</b>	There was no presentation.				
<b>Introduction</b>	The principal in his introductory words welcomed all the staffs.				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
<b>Staff</b>	9. Ma’am Sungjemtola resigned from her position as Assistant Professor in NEISSR. 10. Fr. Robin will be inducted as a new staff and will be joining with effect from the 1 <sup>st</sup> week of May.				
Fieldwork	19. Follow up calls with the concerned fieldwork agency director\supervisor to thank them. 20. CD specialization students will be taken care by Ma’am Toli and Sir Stephen. 21. YD specialization students will be taken care by Sir Abel.				
IQAC	3. IQAC coordinator, Ma’am Toli will be assisted by sub coordinators, faculty, students and Alumni.				
Research	23. Best 10 research will be published. 24. The research will be judged based on the different criteria set up by the institution.				



Webinars, Seminars, Workshops, debates and exposure	50. Every Saturday, each specialization will conduct seminars, webinars, exposure, workshop, debate etc. 51. It will be purely student centric programme.	
Miscellaneous	1.Prepare all the forum and club activities flyer. 2. Final Exam date – 14 <sup>th</sup> June 2022. 3. Internal exam- 15 <sup>th</sup> May 6, 2022 4. The intake capacity of BSW students will be 100.	
Action plans		
Conclusion		

IQAC Consultative Meeting		
Date: 12 September, 2022	Time: 09: 30 am	Venue: Newman Pastoral Centre, Chumukedima
Members Present	<div>1. Rev. Dr. Francis Cheerangal, Principal, St. Xavier College Jalukie</div> <div>2. Rev. Dr. Gigi Thomas, Dean of Accreditation Ambassador, HOD &amp; Associate Professor Mar Ivanios College (autonomous)</div> <div>3. Mr. Minto John Mathew, Coordinator, MICPSIL, Mar Ivanios College (autonomous).</div> <div>4. Dr. Toli H Kiba, Asst. Professor cum IQAC Coordinator, NEISSR</div> <div>5. Dr. Abel Ariina, Asst. Professor cum Exam Coordinator, NEISSR</div> <div>6. Mr. Zephery Lugun, Administrative Office Asst., NEISSR</div> <div>7. Mr. Alem Longkumer, Office Assistant, NEISSR</div>	
Points / Discussions/ Resolutions		
<p>North East Institute of Social Sciences &amp; Research (NEISSR) had IQAC Consultative Meeting on 12th September, 2022 at Pastoral Centre, 7th Mile, Chümoukedima.</p> <p>Rev. Dr. Francis Cheerangal, Principal, St. Xavier College Jalukie introduced the resource persons- Rev. Dr. Gigi Thomas, Dean of Accreditation Ambassador, HOD &amp; Associate Professor Mar Ivanios College (autonomous) and Mr. Minto John Mathew, Coordinator, MICPSIL, Mar Ivanios College (autonomous). During the meeting Dr. Toli H Kiba, Asst. Professor cum IQAC Coordinator, NEISSR, Dr. Abel Ariina, Asst. Professor cum Exam Coordinator, NEISSR, Mr. Zephery Lugun, Administrative Office Asst., NEISSR and Mr. Alem Longkumer, Office asst., NEISSR were present.</p> <p>The following points were discussed during the meeting:</p> <div><div>1. Rev. Dr. Gigi Thomas suggested that IQAC committee should be functional and given importance. IQAC meetings both internal and external have to be conducted at-least once a week with proper documentation including geo tag photos.</div><div>2. Conduct at least one meeting inclusive of the IQAC external committee members.</div><div>3. Website has to be functional and up-to date. Each committee reports/policies to be uploaded.</div><div>4. Feedbacks and assessment from students, alumni, institutions, teaching faculty, and the employers to be done semester wise.</div><div>5. The Institute has to go paperless as much as possible and promote digitalization.</div></div>		

6. Due to time constrain, Dr. Gigi suggested to schedule an online IQAC meeting within two weeks with all the staff and administrators of NEISSR present.
7. He also suggested updating the progress and discussing further if there is a possibility of NAAC accreditation this cycle during the virtual meeting.
8. All the criteria will be discussed during the online meeting and Dr. Gigi will facilitate on it.
9. Rev. Dr. Gigi Thomas mentioned that he will be able to connect NEISSR to Loyala College Trivandrum if subject experts are required.

The IQAC coordinator of NEISSR, Dr. Toli H Kiba felicitated the resource persons with a welcome shawl. Mr. Zephery Lugun, Administrative office asst. ended the meeting with a vote of thanks.

IOAC Consultative Meeting  
12<sup>th</sup> September 2022

<u>Sl. No</u>	<u>Name</u>	<u>Designation</u>	<u>Contact No.</u>	<u>Signature</u>
①	Rev Dr Gigi Thomas	Dean & Accreditation Ambassador. HoD & Associate Professor Mar Ivanios College (Autonomous)	9496376066 gigi.thomas@ mic.ac.in	
②	Minto John Mathew	Coordinator, MICPSIL Mar Ivanios College (Autonomous)	9496369311 minto.mathew @mic.ac.in	
③	Dr. Toli Kute	IOAC Coordinator NEISSA	8837275405 Toli	
④	Dr. Abel Amun	Exam Coordinator Asst. prof NEISSA	8605867021 Abel	
⑤	Alemtsegn Dargkumer	Office Assistant NEISSA	9366748585 Alemtsegn	
⑥	Mr. Zephory Lugan	Administrative Office Assistant- NEISSA	9862156553 Lugan	





From L to R: Mr. Zephery, Rev. Dr. Francis, Mr. Minto John, Rev. Dr. Gigi, Dr. Toli H Kiba & Dr. Abel



Dr. Toli H Kiba felicitating Dr. Gigi



IQAC Consultative meeting at Pastoral Centre, 7<sup>th</sup> Mile,  
Chümoukedima

<b>Date:</b> 23 September 2022, Conference Hall, Peace Centre	<b>Time:</b> 2: 30 pm - 4:30 pm	<b>Important Dates</b>
Present members	<ol style="list-style-type: none"> <li>1. Rev. Dr. Fr. C.P. Anto</li> <li>2. Fr. Khing</li> <li>3. Dr. Toli H Kiba,</li> <li>4. Dr. Abel Ariina</li> <li>5. Dr. Lily Sangpui</li> <li>6. Mr. Stephen</li> <li>7. Mr. Robert,</li> <li>8. Miss Elizabeth</li> <li>9. Mr. Zephery</li> <li>10. Mr. Alem</li> <li>11. Ms. Zevisanuo</li> </ol>	<ul style="list-style-type: none"> <li>• NAAC Accreditation/Assessment to be done in the next cycle i.e., on the month of June, 2023.</li> <li>• The criteria presentation will be done on Thursdays and Fridays. The time will be 1 Hour.</li> <li>• Graduation day to be held on October, 2022 in between 4<sup>th</sup> to 15<sup>th</sup> .</li> </ul>
<b>Chairperson</b>  Dr. Toli H Kiba, Asst. Prof  IQAC Coordinator	<b>Opening prayer</b>	<b>Closing prayers</b>  Fr. Khing, Vice Principal
<b>Agenda Points</b>	<ol style="list-style-type: none"> <li>1. Make appointment with IQAC external members for the next IQAC meeting.</li> <li>2. IQAC Members and Composition of IQAC</li> <li>3. IQAC work allotment</li> <li>4. Action Plan</li> <li>5. Process for Documentation</li> <li>6. Suggestions</li> </ol>	
<b>Points:</b>	<b>Discussion</b>	<b>Resolutions</b>
	<ol style="list-style-type: none"> <li>1. It was discussed during the meeting that the IQAC external members will be informed earlier with 10 to 15 days prior to the meeting date.</li> <li>2. Dr. Toli H Kiba read out the IQAC members and its composition. There were</li> </ol>	<ol style="list-style-type: none"> <li>1. To fix a date for the next IQAC meeting and inform ten days earlier to those external members especially Fr.Sunny and Fr. Sabo, SDB.</li> <li>2. Toshinaro will be replaced by Christy, Referral hospital for the school setting. Mr. Vincent was proposed and was nominated for</li> </ol>

	<p>some suggestions to replace members and appoint experience person for the particular criteria settings.</p> <p>3. The next discussion was with regard to IQAC work allotment. The members were allotted in each criterion and also were given responsibility to work on it and present it on next IQAC meet.</p>	<p>industry setting. Fr Sebastian And Fr. Francis was suggested for management and Fr. Mathwew , nominee for employeeer.</p> <p>3. The responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>• Criteria 1 : Dr. Toli H Kiba, Asst. Prof. IQAC Coordinator</li> <li>• Criteria 2 : Dr. Abel Ariina, Asst. Prof. Exam Coordinator</li> <li>• Criteria 3 : Dr. Lily Sangpui, Asst. Prof.</li> <li>• Criteria 4 : Mr. Medhi Hussain, Accountant, Dr. Brijesh Verma, Librarian and Mr. Alem, Admin Office Asst.</li> <li>• Criteria 5 : Ms. Elizabeth, Asst. Prof.</li> <li>• Criteria 6 : Fr. Khing, Vice Principal and Mr. Zephery Admin Office Asst.</li> <li>• Criteria 7 : Mr. Robert</li> </ul> <p>4. Following are the action plans discussed:</p> <ul style="list-style-type: none"> <li>• Minimum One target should be achieved before December of this year, 2022.</li> <li>• Second target should be achieved by the month of march, 2023 and another 3 Months for the next target and so on.</li> <li>• Each criteria should have separate criteria wise meeting.</li> </ul>
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	<p>4. Taking note of the responsibilities and roles assigned, the need for action plan was discussed in order to keep a check and smooth running of the work flow for each criterion.</p>	<ul style="list-style-type: none"> <li>• Student should be given responsible to write reports for any program and corrected by concern faculty organizing the program or event.</li> <li>• All Programmes should be organized from IQAC in collaboration from different department.</li> <li>• Miss Zavisano, IQAC assistant to sit and work out with each criteria faculty.</li> <li>• Work on the Guidelines/SSR</li> <li>• All the files have to be substantiated.</li> <li>• All criteria have to be gone through by IQAC Asst. and assign task or conduct programmes with faculties involved.</li> <li>• The most important criteria to be given priority and be given importance to.</li> <li>• Every Thursdays and Fridays to be allotted an hour for IQAC criteria presentation.</li> </ul> <p>5. The process includes submission of reports to IQAC where the members can submit report to particular email. The Email ID will be <a href="mailto:neissrreport@gmail.com">neissrreport@gmail.com</a>. The reports should include, Flyer of the programme, report writing or in soft copy, geo-tag pictures, attendance list and certificates if given. The Principal shall sign and approve the report. Miss Zavisano will be the IQAC consultant and Mr. Zephery will</p>
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	<p>5. The process for documentation was also discussed.</p> <p>7. Suggestions were also given during the meeting by some the faculty members.</p> <p>Following are some of the suggestions</p> <ul style="list-style-type: none"> <li>• One Staff has to be in the IQAC Office only taking care of the IQAC section.</li> <li>• Appointment or recruiting should be avoided from the fresh outgoing students.</li> </ul>	assist the IQAC Coordinator and IQAC Asst.
<b>Conclusion</b>	<p>Dr. Fr. C.P. Anto thanked the staff for working hard and having sense of belongingness for the Institute. He also encouraged the staff to have the consistency and keep on contributing for the smooth running and growth of the Institute</p>	

IQAC Meeting Minutes		
Date: January 18 <sup>th</sup> , 2023	Time start - 1: 30 pm End- 5:35 pm	Important Dates & Venues
Present members	<ol style="list-style-type: none"> <li>1. Rev. Dr. Fr. C.P. Anto</li> <li>2. Fr. Khing,</li> <li>3. Dr. Toli H Kiba,</li> <li>4. Dr. Abel Ariina,</li> <li>5. Dr. Lily Sangpui,</li> <li>6. Ms Elizabeth,</li> <li>7. Fr. Robin Thomas,</li> <li>8. Mr. Zephery,</li> <li>9. Ms. Nechuli Jemu,</li> <li>10. Ms. Sedila Sangtam and</li> <li>11. Mr. Medhi</li> </ol>	<ul style="list-style-type: none"> <li>• 19<sup>th</sup> January 2023 – Faculty Orientation</li> <li>• 20<sup>th</sup> – 21<sup>st</sup> January 2023 – Peace Retreat</li> <li>• 1<sup>st</sup> February 2023 - Study Tour for 4<sup>th</sup> semester.</li> <li>• 31<sup>st</sup> January 2023 – submission of DLP &amp; API.</li> </ul>
<p><b>Introductory message:</b> Welcomed and acknowledged the Staff for joining in after the winter break. He appreciated the faculty for great effort and smooth conclusion of academic session. There was silent prayer for the departed soul of Dr. Abel's sister and speedy recovery of Mr. Liangamang Robert. He also spoke about the National Faculty Association Meeting where Sanjoy Path spoke about people Centric God Centric and value Centric. Then he highlighted the aspects of why social work started - it was a historical development and later it has become professional to inspire the students to be professional. In a Research, problem and issues should be addressed and it should be published.</p> <p>Resolution during the meeting was that at least 5 issues which is something new should be addressed annually.</p> <p>He also spoke about Environment – to work towards Green Campus. He also spoke about Skill development such as study on problem solving skills, documentation, communication both verbal and written, assessment skills.</p> <p>Some of the other points that he shared were:</p> <ul style="list-style-type: none"> <li>• Professionalism – in this regard regulatory body will certify</li> <li>• Regular meeting of professional workers</li> <li>• Need based Assessment</li> <li>• Faculty Competency</li> </ul>		

<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. IQAC Criteria</li> <li>2. Semester Activity Plan</li> <li>3. Study Tour</li> <li>4. Seminar and Workshop</li> <li>5. Life Skill Training Program</li> <li>6. Job Placement Cell</li> <li>7. Daily and Semester Lesson Plan</li> <li>8. API Format</li> <li>9. Mentorship</li> </ol>	
<b>Points</b>	<b>Discussion</b>	<b>Resolutions</b>
<b>IQAC Criteria</b>	<p>The principal shared that there is change in the NAAC accreditation process – now no more grading system but it is accredited and non-accredited.</p> <p>He then encouraged the faculty members to work as team.</p> <p>He also reminded the IQAC team and the faculty members to work on the seven criteria which are already drafted and presented to Sacred Heart College, Tirupattur, mentor institute.</p> <p>IQAC coordinator was requested to plan and assign the criteria to complete them within the stipulated time.</p>	
<b>Semester Activity Plan</b>	<p>He initiated and shared about the upcoming events – 19<sup>th</sup> January 2023 would be Faculty Orientation and 20<sup>th</sup> &amp; 21<sup>st</sup> would be the Peace Retreat/students' orientation program. He also encouraged the faculty to work as a team and proposed the program coordinators – Fr. Robin Thomas, Asst. professor, Ms. Elizabeth Asst. professor, and Fr. Khing, Vice Principal &amp; Administrator respectively.</p>	<p>It was decided to organize Talk Show, National and International level seminars and workshop. These programs would be organised on 3<sup>rd</sup> Saturdays and coordinated with NEISSR IQAC coordinator.</p>
	<p>Further he shared about the faculty responsibilities:</p> <ul style="list-style-type: none"> <li>• Fr. Robin Thomas, Assistant Professor – Social Entrepreneurship specialization, Projects &amp; Programs and placement.</li> </ul>	<p>It was also proposed and finalized that 2<sup>nd</sup> semester students would given assignment of book review to improve their writing skills and Mini Research.</p>

<p><b>Semester Activity Plan</b></p>	<ul style="list-style-type: none"> <li>• Dr. Toli H Kiba, Assistant Professor – coordinator for Research, Alumni and student Welfare Officer.</li> <li>• Dr. Lily Sangpui, Assistant Professor – Schemes &amp; Projects and Skilling programs.</li> <li>• Dr. Abel Ariina, Assistant professor – coordinator of Outreach programs.</li> </ul> <p>There was also discussion on organizing Talk Show, National and International level seminars and workshop. These programs could be organised on 3<sup>rd</sup> Saturdays and coordinated with NEISSR IQAC coordinator.</p> <p>It was also proposed and finalized that 2<sup>nd</sup> semester students would given assignment of book review to improve their writing skills and Mini Research.</p> <p>While discussing on mentoring the students, it proposed to select 10 students and mentor them on skills in communication with community, project writing, computer knowledge. The mentoring could focus on the students specifically as per their interest.</p> <p>The mentoring could be stressed on skilling the students, personal mentoring and self study. The healthy competitions could be conducted based on specialization.</p> <p>The principal strongly mentioned that the institution should be identified as Peace institute.</p>	
<p><b>Study Tour</b></p>	<p>While discussing on study tour specialization coordinators updated on the study tour plan;</p> <ul style="list-style-type: none"> <li>• Community Development – not finalised</li> <li>• Youth Development – would going to Shillong and Guwahati.</li> <li>• Peace and Conflict Transformation Studies – would be going to Imphal and Kolkata.</li> </ul>	



<b>Seminars and Workshops</b>	It was decided Seminars and Workshops would organised on 3 <sup>rd</sup> Saturdays and in a semester one of the programs could be organised outside institution.	It was decided Seminars and Workshops would organised on 3 <sup>rd</sup> Saturdays and in a semester one of the programs could be organised outside institution.
<b>Life skill Training Program</b>	It was proposed that Life skill Training Programs could be conducted for the students.	
<b>Work Allotment</b>	The principal mentioned that the work allotment is being prepared and the same will shared with the faculty members.	
<b>Job Placement</b>	It was discussed that 3 – 5 students could involved helping the job placement coordinator. The students' selection would from the areas like research, field work and project writing.	It was discussed and decided that 3 – 5 students could involved helping the job placement coordinator. The students' selection would from the areas like research, field work and project writing.
<b>Daily lesson Plan</b>	There was reminder for the faculty members to submit the Daily Lesson Plan and Semester Plan at the earliest.	
<b>API Format</b>	The format had shared in the NEISSR faculty whatsapp group and faculty members are requested to fill up and submit to the office.	
<b>Mentorship</b>	The practice of mentoring the slow learners exists and there is a need to revive the spirit of mentoring.	

<b>Varia</b>	<p>Here the principal highlighted the areas of development as follow:</p> <ul style="list-style-type: none"> <li>• Publication of articles – at least one in each semester.</li> <li>• Organizing orientation programs</li> <li>• Up grading programs</li> <li>• Seminars/programs</li> <li>• Project proposal to NABARD</li> </ul> <p><b>Library:</b></p> <ul style="list-style-type: none"> <li>• Librarian would be given the slot for orientation program with regard to library.</li> <li>• Help the students to cultivate the spirit of reading</li> <li>• Follow up on library visit by the students</li> </ul> <p><b>Account:</b></p> <ul style="list-style-type: none"> <li>• Weekly settlement and update on account</li> <li>• Bank related work in the bank could be done on Fridays</li> </ul> <p><b>Computer:</b></p> <ul style="list-style-type: none"> <li>• The faculty members proposed for set of computer system with printer for the faculty.</li> <li>• LCD projector for the classrooms and one common laptop for the institution.</li> </ul>	
<b>Conclusion</b>	<p>Fr. Khing in his concluding words mentioned with the intention of students proficiency certificate could awarded and this could be certified by principal and placement committee. He also encouraged everyone to portrait the institution name wherever we go. With regard to mentorship we should not limit ourselves to the institution campus. The students writing skills could be improved by giving feedback and follow in report writing, letter writing and reading whole thing while evaluation the examination papers. At the he concluded the meeting with short prayer.</p>	

<b>IQAC Meeting Minutes</b>					
<b>Date: 15<sup>th</sup> February 2023</b>		Time: 3:25 pm - 6.10 pm		<b>Important Dates</b>	
<b>Present members</b>		Rev. Dr. Fr. C.P. Anto Fr. Khing Fr. Robin Thoma Dr. Toli H Kiba Dr. Lily Sangpui Dr. Abel Ariina Mr. Vinish Scaria Mr. Zephery Ms. Nechuli		<b>24<sup>th</sup> to 28<sup>th</sup> February 2023:</b> Election Holidays <b>13<sup>th</sup> March 2023:</b> Faculty Interview <b>14<sup>th</sup> – 24<sup>th</sup> March 2023:</b> Rural Camp <b>1<sup>st</sup> Week of April:</b> Academic Administrative Audit <b>1<sup>st</sup> – 5<sup>th</sup> May 2023:</b> College Week <b>30<sup>th</sup> June 2023:</b> Completion of NEISSR SSR	
<b>Chairperson</b>	Rev. Dr. Fr. C.P. Anto	<b>Opening prayer</b>	Fr. Robin Thomas	Closing Prayer	Fr. Khing
<b>Agenda points</b>		1. Online Management System 2. Semester Plan 3. Faculty Work Allotment 4. Sports Day 5. Cultural Day 6. Youth Knit 7. We Knit 8. Peace Knit 9. NEISSR Knit 10. Rural Camp 11. Daily Lesson Plan and API 12. Faculty Evaluation 13. Village Adoption 14. NEISR Program 15. IQAC 16. Study Tour Evaluation			
<b>Introduction</b>		The Chairperson Dr. Fr. C.P. Anto welcomed all the faculty and staff to the meeting. He in his introductory words highlighted following points: <ul style="list-style-type: none"> <li>• To create innovations and confidence in the students</li> <li>• To create job opportunities for the youth</li> <li>• To scientific enhancement</li> </ul>			

	<ul style="list-style-type: none"> <li>• Skills to meet the challenges</li> <li>• To engage students for new information that will them to level of confidence and fearlessness</li> </ul> <p>Then he introduced Mr. Vinish and welcomed him to take the session on Learning Management System (LMS)</p>	
<b>Points:</b>	<b>Discussion</b>	<b>Resolutions</b>
<b>Learning Management System (LMS)</b>	<p>Mr. Vinish explained briefly about the Learning Management System (LMS) – blended learning system. The purpose of this system is to encourage and enhance the students learning.</p> <p>Then he went on to explain how to handle/manage the system:</p> <ul style="list-style-type: none"> <li>• How to Login</li> <li>• How to track the students' attendance, assignments, research etc.</li> <li>• How to take classes using LMS</li> <li>• Online test paper</li> <li>• How to upload study materials and access for the students</li> </ul>	
<b>Work Allotment</b>	<p>The principal shared about his and Vice principal's primary roles requested the all to go through and identify the own main responsibilities and activities should be updated twice in a month.</p> <p>He reminded the librarian to take classes for the students on use library, to have creativity to attract the students into the library, to</p>	<ol style="list-style-type: none"> <li>1. The ticker could be provided for the door glasses and where required to avoid the unfortunate incidents. In this regard Mr. Medhi requested to follow up with the concerned person.</li> <li>2. It was proposed and decided to have staff meetings twice per month for half a day in planning for the development and smooth functioning of the institution.</li> <li>3. It was decided that any programs or activities plan related to the institution would be in consultation with the Principal and Vice Principal. The decision would be</li> </ol>

	<p>upload the books and to install Koha software.</p> <p>With regard to account asked Mr. Medhi to update weekly basis regularly.</p> <p>As Mr. Robert is coordinator of IQAC, he would be exempted from the responsibility of Field Work Coordinator.</p> <p>It was finalized that Dr Abel Ariina, Assistant Professor would be coordinator for 2<sup>nd</sup> year MSW students and Dr. Toli H Kiba, Assistant Professor would coordinate the 1<sup>st</sup> year MSW students.</p>	<p>participatory decision to avoid maximum inconveniences for other.</p> <p>4. It was finalized that Dr Abel Ariina, Assistant Professor would be coordinator for 2<sup>nd</sup> year MSW students and Dr. Toli H Kiba, Assistant Professor would coordinate the 1<sup>st</sup> year MSW students.</p>
<b>Research &amp; Field Work</b>	<p>It was shared that, based on the observation and experience that some of the students' Research topics were not researchable. Hence it was finalized to collect the research topic and to be submitted to the office.</p> <p>It was discussed to engage the students in the activities during the election holidays which would be part of their field work. The proposed activities could be assignment on Study on Society, preparation of drama in social issue, Multimedia presentation on social issues and critical assessment on election</p>	<p>5. Based on the observation and experience that some of the students' Research topics were not researchable. Hence it was finalized to collect the research topic and to be submitted to the office.</p> <p>6. It was decided to engage the students in the activities during the election holidays which would be part of their field work. The proposed activities could be assignment on Study on Society, preparation of drama in social issue, Multimedia presentation on social issues and critical assessment on election campaign &amp; voting process. In this regard 1<sup>st</sup> years both MSW &amp; BSW would be given the Google forms for survey and 2<sup>nd</sup> year would be engaged in their research.</p>

	<p>campaign &amp; voting process. In this regard 1<sup>st</sup> years both MSW &amp; BSW would be given the Google forms for survey and 2<sup>nd</sup> year would be engaged in their research.</p> <p>It was tentatively decided that election holidays could be from 24<sup>th</sup> to 28<sup>th</sup> March 2023.</p>	
<b>Alumni Association</b>	<p>It was decided to issue the Google form to keep the alumni members associated with the institution. Some of the contents in the form could be as follow: Do you like to support the students with scholarship? Do you like to support the students in placing them for job and field work? Would you like to join the Annual Conference and interface with students?</p> <p>It was decided to provide office for the Alumni and Student Welfare.</p>	<p>7. It was decided to issue the Google form to keep the alumni members associated with the institution. Some of the contents in the form could be as follow: Do you like to support the students with scholarship? Do you like to support the students in placing them for job and field work? Would you like to join the Annual Conference and interface with students?</p> <p>8. It was decided to provide office for the Alumni and Student Welfare.</p>
<b>Rural Camp</b>	<p>For the upcoming Rural Camp faculty coordinators were finalized as follow: for the group-1, Fr. Robin Thomas &amp; Ms Elizabeth and for the group-2, Dr. Lily Sangpui and Mr. Liangamang Robert/ Ms. Linoka respectively.</p>	<p>9. It was decided that for the upcoming Rural Camp faculty coordinators were finalized as follow: for the group-1, Fr. Robin Thomas &amp; Ms Elizabeth and for the group-2, Dr. Lily Sangpui and Mr. Liangamang Robert/Ms. Linoka respectively.</p>

	It will from 14 <sup>th</sup> – 24 <sup>th</sup> March 2023.	
<b>College Week</b>	<p>During meeting the tentative date for the college week was fixed – 1<sup>st</sup> – 5<sup>th</sup> May 2023.</p> <p>It was resolved that NEISSR Annual College Day would be coordinated by Fr. Khing, Vice Principal and Ms Elizabeth Pojar. The event would have different activities such as Sports events, Cultural events, inter college competitions like Extempore Speech, Debate, Motivational Speech, Documentary YouTube, painting on social issue etc.</p>	10. It was resolved that NEISSR Annual College Day would be coordinated by Fr. Khing, Vice Principal and Ms Elizabeth Pojar. The event would have different activities such as Sports events, Cultural events, inter college competitions like Extempore Speech, Debate, Motivational Speech, Documentary YouTube, painting on social issue etc.
<b>DLP &amp; API</b>	The principal reminded all the faculty to submit their DLP and API format at the earliest.	<p>11. It was decided that students could be engaged with different activities during lunch break – 12.30 to 1.30 pm.</p> <p>12. The first week of March 2023 was fixed for the faculty interview by the university officials.</p>
<b>IQAC</b>	<p>It was discussed and decided that there would be weekly regular IQAC meeting and expert on IQAC could be invited.</p> <p>During the discussion the tentative date was fixed – 1<sup>st</sup> week of April 2023 for Academic Administrative Audit by Directorate of Higher Education, Government of Nagaland, Kohima</p>	<p>13. It was discussed and decided that there would be weekly regular IQAC meeting and expert on IQAC could be invited.</p> <p>14. The tentative date 1<sup>st</sup> week of April 2023 was fixed for Academic Administrative Audit by Directorate of Higher Education, Government of Nagaland, Kohima</p>

<b>Classroom Management</b>	<p>While discussing on classroom management the principal shared about method of taking classes - 40 minutes of lecture and 10 minute of discussion.</p> <p>He also suggested for the faculty member to use the micro phone for the first year MSW student to be more audible during the class.</p> <p>Classroom chair arrangements could be:</p> <p>BSW Sem-I with 24, MSW Sem-II with 98 and MSW Sem-IV with 47 chair to check the absentees.</p>	
<b>Examination</b>	For the students need to have 75% attendance to write their examinations.	
<b>Vaira</b>	<ul style="list-style-type: none"> <li>• Guest faculty could be invited by the faculty members in consultation with the management.</li> <li>• Conference on Entrepreneurship could be conducted.</li> <li>• Students' participation in Inter College Tournaments could be encouraged.</li> </ul>	
<b>Conclusion</b>	The Vice Principal thanked all for their availability and concluded the meeting with a prayer.	



IQAC Meeting Minutes		
<b>Date &amp; Venue:</b> 24 February, 2023, Principal's Office, NEISSR	<b>Time:</b> 2.30 pm – 4.30 pm	<b>Important Dates</b>
<b>Members Present</b>	<ol style="list-style-type: none"> <li>1. Dr. Fr. C.P. Anto, Principal, NEISSR</li> <li>2. Dr. Toli H Kiba, Assistant Professor</li> <li>3. Mr. Zephery Lugun, Administrative Office Assistant</li> </ol>	<p>1<sup>st</sup> March: SSR Presentation by faculty members</p> <p>4<sup>th</sup> March: SSR Presentation by faculty members</p> <p>10<sup>th</sup> March: Staff meeting</p> <p>13<sup>th</sup> March: Faculty Interview by NU officials and Staff meeting on IQAC – Update of &amp; NEISSR SSR presentation</p>
<b>Points</b>	<b>Discussion</b>	<b>Resolution</b>
<b>Presentation of SSR of different institution</b>	<p>Mr. Zephery was asked to download the SSR of Kristu Joyoti College, Bangalore, Sacred Heart College, Tirupatur, Rajagiri MSW College, Kerala, Loyola College, Chennai and St. Joseph University Bangalore and share with the faculty to go through and the present in the upcoming meeting. The presentation would observed by Fr. Khing and Ms Martina.</p> <p>Allocation of SSR for the presentation:</p> <ol style="list-style-type: none"> <li>1. Kristu Joyoti College, Bangalore: Dr. Abel Ariina</li> <li>2. Sacred Heart College, Tirupatur: Dr. Lily Sangpui</li> <li>3. Rajagiri MSW College, Kerala: Fr. Robin Thomas</li> <li>4. Loyola College, Chennai: Ms. Elizabeth Pojar</li> <li>5. St. Joseph University Bangalore: Dr. Toli H Kiba</li> <li>6. NEISSR: Mr. Liangamang Robert</li> </ol>	
<b>Semester Plan &amp; Daily Lesson Plan for the</b>	It was discussed to share the Google Form for the submission of Semester Plan &	

<b>academic session 2022-23 &amp; 2023-24</b>	<p>Daily Lesson Plan for the academic session 2022-23 &amp; 2023-24.</p> <p>The Lesson plan and class notes could be in the format:</p> <ol style="list-style-type: none"> <li>a) Word</li> <li>b) PPT</li> <li>c) Inclusive of Articles/Books and references</li> </ol> <p>The principal also asked to remind Sir Stephen to submit the above mentioned plans for the last academic session.</p> <p><b>Time line to be obtained for the concerned faculty:</b></p> <ol style="list-style-type: none"> <li>1. Research: Dr. Toli H Kiba</li> <li>2. Field Work: Dr. Lily Sangpui</li> <li>3. Workshops &amp; Seminars and other programs: Ms. Elizabeth Pojar</li> </ol>	
<b>MOU</b>	<ul style="list-style-type: none"> <li>• MOU to be draft for Peace Revolution Centre to collaborate in areas of students and faculty exchange programs</li> <li>• Information to be shared with the student with regard to upcoming program which is scheduled to be held at Peace Revolution Centre from 9<sup>th</sup> – 22<sup>nd</sup> August 2023</li> </ul>	

IQAC Meeting Minutes		
<b>Date: March 28<sup>th</sup>, 2023</b>	<b>Time start - 3: 30 pm</b> <b>End- 4:35 pm</b>	<b>Important Dates &amp; Venues</b>
<b>Present members</b>	<ol style="list-style-type: none"> <li>1. Rev. Dr. Fr. C.P. Anto</li> <li>2. Fr. Khing,</li> <li>3. Dr. Abel Ariina,</li> <li>4. Mr. Liangamang Robert</li> <li>5. Mr. Zephery,</li> <li>6. Ms. Vinish</li> <li>7. Alemtemjen Longkumer</li> </ol>	
<b>Points</b>	<b>Discussion</b>	<b>Resolutions</b>
<b>IQAC</b>	<p>The proposal were made for the completion IQAC related work, as follow</p> <ul style="list-style-type: none"> <li>• There will be regular meeting on IQAC on Tuesdays, Thursdays and Fridays.</li> <li>• Formation of core team to accomplish the IQAC task</li> <li>• Regular uploading of the document in the website</li> <li>• NEISSR Best Practices – some of the suggestion were reaching out to the community through Peace Channel, Sarvodaya, PPC,</li> <li>• Videos on thematic presentation</li> <li>• Relationship of NEISSR wit Peace Channel</li> </ul>	
	<ul style="list-style-type: none"> <li>• Extension activities – NSS, Forums and club activities</li> <li>• Social work</li> <li>• Interface with professionals</li> <li>• Various infrastructure required as per IQAC</li> <li>• Auditing or testing of water and soil</li> <li>• Taking up gardening</li> <li>• Afternoon programs on Students engagements</li> </ul>	.

IQAC Meeting Minutes		
<b>Dated: 24<sup>th</sup> April 2023</b>	<b>Time: 3: 40 - 5:30 pm</b>	<b>Important Dates</b>
Present members	<ol style="list-style-type: none"> <li>1. Rev. Dr. Fr. C.P. Anto</li> <li>2. Fr. Khing</li> <li>3. Dr. Lily Sangpui</li> <li>4. Mr. Zephery</li> <li>5. Mr. Liangamang Robert</li> <li>6. Ms. Linoka</li> <li>7. Ms. Nenchuli</li> </ol>	<p><b>26<sup>th</sup> – 28<sup>th</sup> April 2023:</b> Social Work Fest at Maram.</p> <p><b>28<sup>th</sup> April 2023:</b> Last date for the submission of Semester Plan, DLP &amp; API.</p> <p><b>1<sup>st</sup> May 2023:</b> First round of Admission Test for MSW.</p> <p><b>1<sup>st</sup> – 5<sup>th</sup> May 2023:</b> NEISR Fest</p> <p><b>15<sup>th</sup> April 2023:</b> Launching of Certificate Course (PCTS)</p>
<b>Chairperson</b>  Dr. Fr. C.P Anto, Principal	<b>Opening prayer</b>  Fr. Robin Thomas, Asst. Professor	<b>Closing prayers</b>  Fr. Khing, Vice Principal
<b>Agenda Points</b>	<ul style="list-style-type: none"> <li>• IQAC Work Allotment</li> <li>• NEISSR App</li> <li>• NEISSR Fest</li> <li>• Research</li> <li>• Admission Process</li> <li>• Student regularity &amp; participation</li> <li>• Social Work Fest</li> </ul>	<ul style="list-style-type: none"> <li>• Library</li> <li>• NEISSR APP</li> <li>• IQAC Work allotment</li> <li>• Submission of Assignment</li> </ul>
<b>Points:</b>	<b>Discussion</b>	<b>Resolutions</b>
<b>IQAC work allotment</b>	<p>After the discussion considering the work load and in the light of type of responsibility assigned,</p> <p>the IQAC related works were distributed as follow:</p> <p><b>Criteria I:</b> Mr. Liangamang Robert</p> <p><b>Criteria II:</b> Ms. Elizabeth Pojar</p> <p><b>Criteria III:</b> Dr. Toli H Kiba</p>	

	<p><b>Criteria IV:</b> Dr. Abel Ariina</p> <p><b>Criteria V:</b> Fr. Robin Thomas</p> <p><b>Criteria VI:</b> Fr. Khing</p> <p><b>Criteria VII:</b> Dr. Lily Sangpui</p> <p>Mr. Vinish Scaria as IT person given the responsibility of handling the institute website and uploading the documents in the website.</p>	
<b>NEISSR APP</b>	Mr. Vinish Scaria have been working on designing the App. He presented moodles on how to track the students' class attendance, submission of report & assignments. He also give assurance to help the faculty members on how to handle the App	
<b>NEISSR Fest</b>	The tentative days for NEISSR Fest are 1 <sup>st</sup> to 5 <sup>th</sup> May 2023. During the discussion Ms. Elizabeth shared about the points that were discussed in the Students Council meeting – various forums will be taking up the different events.	
<b>Admission process</b>	It was confirmed during the meeting that the 1 <sup>st</sup> round of Admission test will be held on 1 <sup>st</sup> May 2023. The principal reminded all to take initiative in promoting the candidates for both MSW and BSW courses.	
<b>Computer Classes</b>	The Computer Certificate Course for the students will be conducted in collaboration with NITI (NIIT), Dimapur. To facilitate the computer classes NEISSR bus service departure time will be 4.30 pm from Monday to Friday and 12.30 pm on Saturdays.	

<b>Certificate Course on Peace and Conflict Transformation Studies</b>	The Certificate Course on Peace and Conflict Transformation Studies will be implemented in collaboration.	The Certificate Course on Peace and Conflict Transformation Studies will be implemented in collaboration. It will be launched on 15 <sup>th</sup> May 2023.
<b>Research</b>	The faculty member shared that all the research students are on the process of completing the 3 <sup>rd</sup> chapter of their research.	
<b>Students regularity &amp; participation</b>	The principal requested the faculty members to follow it up. In this regard it was decided that the students will be restricted use the mobile phone during the class hours. Two baskets will be arranged one on the left and the other on the right side to keep the mobile phone. The principal reminded that the students should be directed to take rest in the infirmary/restroom in case of sick and not in the classroom.	It was decided that the students will be restricted use the mobile phone during the class hours. Two baskets will be arranged one on the left and the other on the right side to keep the mobile phone.
<b>Social Work Fest</b>	The students along with faculty members Dr. Lily Sangpui/Dr. Abel Ariina would be participating in the Social Work Fest at Maram from 26 <sup>th</sup> – 28 <sup>th</sup> April 2023.	
<b>Semester Plan</b>	Since some of the faculties were yet submit their semester plan, the principal requested them to complete them by April 28, 2023.	
<b>Facilitation Skill</b>	The principal briefly shared about the facilitation skills – learning through knowledge and knowledge through reflection. To enhance the students participation and involvement facilitator should have activity based session rather than	

	lecture methods. The dual faculty system could be followed for better facilitation.	
<b>Conclusion</b>	At the end the Vice Principal proposed the vote thanks. He thanked all for the ideas and suggestion. He also encouraged the Staff to carry out their assigned responsibilities with best possible means and put sincere effort.	

IQAC Meeting Report		
<b>Dated: 31 May, 2023</b>	<b>Time start -2: 40 pm</b> <b>End- 3:30 pm</b>	<b>Important Dates</b>
Present members	<ol style="list-style-type: none"> <li>1. Rev. Dr. Fr. C.P. Anto</li> <li>2. Fr. Khing</li> <li>3. Dr. Toli H Kiba</li> <li>4. Dr. Lily Sangpui</li> <li>5. Mr. Liangamang Robert</li> <li>6. Dr. Abel Ariina</li> <li>7. Mr. Zephery</li> <li>8. Ms. Linoka and</li> <li>9. Ms. Nenchuli</li> </ol>	
<b>Chairperson</b>  Dr. Fr. C.P Anto, Principal	<b>Opening prayer</b>  Fr. Robin Thomas, Asst. Professor	<b>Closing prayers</b>  Fr. Khing, Vice Principal
<b>Agenda Points</b>		
<b>Introduction</b>	The principal welcomed all the faculty and staff to short staff meeting. He thanked them all for their hard work and cooperation.	
<b>Points:</b>	<b>Discussion</b>	<b>Resolutions</b>
<b>Appointments</b>	<p>During the discussion the principal shared that Mr. Alemtemjen Longkumer will be appointed as Manager cum Office Assistant and Ms. Martina as IQAC Consultant from June 2023 onwards.</p> <p>Ms. Linoka Yeptomi and Livino S Zhimo will be continuing with the admission process</p> <p>He also mentioned about sister's coming to the institute to help documentation from 12<sup>th</sup> June 2023 onwards.</p>	



<b>IQAC</b>	The criteria coordinator and the IQAC team members were requested to complete assigned criteria at the earliest	
<b>Salary &amp; PF</b>	There would be increment of salary (Rs. 1000 as PF/staff security and Rs. 500 as salary increment)	It was decided that there would be increment of salary (Rs. 1000 as PF/staff security and Rs. 500 as salary increment)
<b>Insurance</b>	There was discussion on students' insurance and was decided to present the matter to the Governing Board.	
<b>Students' Suggestions &amp; Observations</b>	<p>Some of the suggestions and observation shared by students were as follow:</p> <ul style="list-style-type: none"> <li>• Long break (Lunch break) could be shortened to 30 – 40 minutes.</li> <li>• It is better to have wall clocks in all the classrooms.</li> <li>• Computer class could be integrated with BSW and MSW.</li> <li>• Letter could be issued with regard to Transportation.</li> <li>• Time management could be taken care of little more better way.</li> <li>• All should be given chance for the preparation of Sarvodaya Roster.</li> <li>• Students should get involved in organizing seminars and workshop except arrangement of special guests.</li> <li>• Students also shared their observation on Favoritism and Groupism.</li> <li>• Faculty should punctual for the class.</li> <li>• Basketball and Volleyball court could be provided.</li> <li>• Computer class for BSW could be integrated in the class timetable.</li> </ul>	

<b>Conclusion</b>	At the end the Vice Principal proposed the vote thanks. He thanked all for the ideas and suggestion. He also encouraged the Staff to carry out their assigned responsibilities with best possible means and put sincere effort.	
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IQAC Meeting Report		
<b>Dated: 17<sup>th</sup> July 2023</b>	<b>Time: 9: 10 am - 12:30 pm</b>	<b>Important Dates</b>
Present members	<ol style="list-style-type: none"> <li>1. Rev. Dr. Fr. C.P. Anto</li> <li>2. Fr. Khing</li> <li>3. Dr. Toli H Kiba</li> <li>4. Dr. Lily Sangpui</li> <li>5. Mr. Liangamang Robert</li> <li>6. Dr. Abel Ariina</li> <li>7. Ms. Bokatoli</li> <li>8. Ms Wannyei</li> <li>9. Mr. Zephery</li> <li>10. Mr. Medhi</li> <li>11. Ms. Linoka</li> <li>12. Ms. Kelevino Sirie and</li> <li>13. Ms. Nenchuli</li> </ol>	
<b>Chairperson</b>  Dr. Fr. C.P Anto, Principal	<b>Opening prayer</b>  Fr. Khing, Vice Principal	<b>Closing prayers</b>
<b>Agenda Points</b>	<ol style="list-style-type: none"> <li>1. Lesson Plan</li> <li>2. Semester Plan</li> <li>3. Time Table\</li> <li>4. Annual calendar</li> <li>5. Responsibilities of Class Teachers</li> <li>6. Examination</li> <li>7. Outreach Program</li> <li>8. Research and Publication</li> <li>9. Field work</li> <li>10. Advertisement and Promotion</li> <li>11. Clubs and Forums</li> </ol>	<ol style="list-style-type: none"> <li>12. Academic Programs</li> <li>13. Life Skill programs</li> <li>14. Students Absenteeism</li> <li>15. Online system and functions</li> <li>16. Major Activities of the year</li> <li>17. Coaching on Communicative English</li> <li>18. SSR &amp; NAAC Accreditation</li> </ol>
<b>Points:</b>	<b>Discussion</b>	<b>Resolutions</b>
<b>Students Orientation</b>	The principal highlighted on upcoming students' orientation scheduled to be held from 18 <sup>th</sup> July 2023 – focus of the orientation could be Students Centric Environment, Holistic Development, inculcating the sense of belonging and role as a facilitator.	

	<p>Rev. Fr. Sabu, Bosco College of Teacher Education, Dimapur could be one of resource person for the orientation program, who would speaking about the students centric aspect and coordinating the education program of the institution, constructive discussion for students development, community engagement.</p> <p>Some other topics for orientation could be:</p> <ul style="list-style-type: none"> <li>• Supporting staff culture – Team work</li> <li>• Unique identity – further enhancement</li> <li>• Appreciate, accept and celebrate</li> <li>• Blended learning – integrating the online and offline learning</li> <li>• Content learning (Skills) – course outcome learning – journey towards accomplishment.</li> <li>• Field work orientation – what the students competent for...language, interaction</li> <li>• Use of AI</li> <li>• Skill development programs</li> <li>• Multi disciplinary approach</li> <li>• NEP as university practices</li> <li>• Research and innovations</li> <li>• Entrepreneurship</li> <li>• Sustainability</li> <li>• Punctuality</li> </ul>	
<b>Semester and Lesson Plan</b>	The faculty members were reminded about the timely submission of Semester and Lesson to the office through mail including copy to Principal and Vice principal.	
<b>Staff meeting</b>	The staff meeting will be held once in a month on 4 <sup>th</sup> Saturdays and as per the	It was decided that the staff meeting will be held once in a month and as per the need.

	need. Other meetings would be committee wise.	
<b>Academic Development Committee</b>	The committee members for the Academic Development Committee would be IQAC members.	
<b>Responsibilities</b>	<p>During the discussion responsibilities shared as follow:</p> <p><b>Sr. Resmy</b></p> <ol style="list-style-type: none"> <li>1. Academic Coordinator</li> <li>2. Out Reach Program Coordinator</li> <li>3. Advertisement and promotion</li> <li>4. Life skill programs</li> <li>5. Press Release</li> <li>6. Students Attendance/Absenteeism</li> </ol> <p><b>Dr. Abel Ariina</b></p> <ol style="list-style-type: none"> <li>1. Examination Coordinator</li> <li>2. Time Table</li> <li>3. Coordinator of Youth Development Specialization</li> <li>4. Class Coordinator of MSW Semester – I</li> </ol> <p><b>Dr. Toli H kiba</b></p> <ol style="list-style-type: none"> <li>1. Coordinator of Research and Publication</li> <li>2. Coordinator of Community Development Specialization</li> <li>3. Annual Plan</li> <li>4. Class Time Table</li> <li>5. Alumni Association</li> <li>6. Class Coordinator of MSW Semester – III</li> <li>7. Parents Teachers Association</li> </ol> <p><b>Dr. Lily Sangpui</b></p> <ol style="list-style-type: none"> <li>1. Field work Coordinator</li> <li>2. Class Coordinator of BSW -II</li> <li>3. Coordinator of Community Development Specialization</li> </ol>	

	<p><b>Mr. Liangamang Robert</b></p> <ul style="list-style-type: none"> <li>• IQAC Coordinator</li> <li>• Coordinator of Peace and Conflict Transformation Specialization</li> </ul> <p><b>Fr. Robin Thomas</b></p> <ol style="list-style-type: none"> <li>1. Coordinator of Job Placement</li> <li>2. Life skill programs</li> <li>3. Coordinator of Youth Development Specialization</li> </ol> <p><b>Ms. Elizabeth Pojar</b></p> <ol style="list-style-type: none"> <li>1. IQAC Assistant Coordinator</li> <li>2. Coordinator of Peace and Conflict Transformation Specialization</li> <li>3. Coordinator of Clubs and Forums</li> <li>4. Coordinator of NSS</li> </ol> <p><b>Ms. Wannyei Konyak</b></p> <ol style="list-style-type: none"> <li>1. Class Coordinator of BSW - I</li> <li>2. Subject teacher</li> </ol> <p><b>Ms. Bokatoli</b></p> <ol style="list-style-type: none"> <li>1. Subject teacher</li> </ol> <p><b>Sr. Renjitha, Program Coordinator</b></p> <ol style="list-style-type: none"> <li>1. Coordination of work in Peace Channel</li> <li>2. Purchasing of things for NEISSR</li> <li>3. Coordination of Blue Collar workers</li> </ol>	
<b>Socializations</b>	<p><b>Specialization Coordinators:</b></p> <ol style="list-style-type: none"> <li>1. <b>Social Entrepreneur</b> – Fr. Robin Thomas</li> <li>2. <b>Youth Development</b> – Dr. Abel Ariina</li> <li>3. <b>Community Development</b> – Dr. Toli H. Kiba</li> </ol>	

	<b>4. Peace and Conflict Transformation Studies – Mr. Liangamang Robert</b>	
<b>Annual Calendar</b>	<p>The annual calendar should include following points:</p> <ul style="list-style-type: none"> <li>• Parent Teachers Association Meet</li> <li>• Staff meeting on 4<sup>th</sup> Saturdays</li> <li>• Faculty Meeting</li> <li>• Students Council Meeting</li> <li>• Clubs and Forum Meetings</li> <li>• Committee Cell Meetings</li> <li>• Important Days</li> <li>• Coordinators Meeting</li> </ul> <p>It was proposed that the Annual Calendar should be completed by 5<sup>th</sup> August 2023.</p>	
<b>Clubs and Forums</b>	Ms. Elizabeth will coordinate the clubs and forums respectively.	
<b>Out Reach Programs</b>	The program in-charge will be Fr. Robin Thomas. One of the outreach program could be Awareness program for Auto Drivers.	
<b>Research and Publication</b>	<p>In-charge for Research and Publication will be Dr. Toli H. Kiba.</p> <ul style="list-style-type: none"> <li>• Plan for publication</li> <li>• 5 research paper could be published from students research.</li> </ul>	
<b>Field work</b>	<p>Coordinators for Field work:</p> <ul style="list-style-type: none"> <li>• MSW – Dr. Lily Sangpui</li> <li>• BSW – Ms Wannyei Konyank</li> <li>• I &amp; II Semester– Block field work</li> <li>• III &amp; IV Semester – Concurrent Field work</li> </ul>	
<b>Memos</b>	Coordinator will be Mr. Zephery	

	<ul style="list-style-type: none"> <li>• Required Class Attendance – 75%</li> <li>• Memo book could be printed</li> </ul>	
<b>Online systems and functions</b>	Online systems and functions will be coordinated by Mr. Francis	
<b>Vote of thanks</b>	The vote of thanks was proposed by Vice principal saying let us fully engage ourselves in what we are doing. The meeting was concluded with a prayer by Sr. Resmy.	



<b>Date:10 August 2020</b>		<b>Time:</b>		<b>Important Dates&amp; Venues</b>	
Present members		Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Ms. Sungjemtola, Dr. Amit Das, Mr. Zephery, Ms. Meriakthule & Ms. Susan			
Absent members					
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Fr. John Poji	Closing prayers	Ms. Sungjemtola
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Webinar</li> <li>2. Research</li> <li>3. Evaluation</li> <li>4. Engaging students on daily basis</li> <li>5. Journal</li> <li>6. New admission process/ interview</li> <li>7. Zoom/ Webex</li> </ol>				
<b>Points:</b>	<b>Discussions</b>		<b>Resolutions</b>		
Webinar	<p>Management will purchase a site for zoom meetings and be used till September in order to keep in touch with the staff and students.</p> <p>Each faculty can use it for classes or motivation program or creative any creative programs for the students.</p> <p>Routine for the classes will be prepared by Dr. Toli H. Kiba.</p>				
Research	<p>In order to enhance the students' research, last date of submission has been extended and fixed on 20th August 2020.</p>				

Journal	Responsibility of NEISSR Journal which was handled by Mr. Stephen Gangmei has been shifted to Dr. Amit Das considering the work allotment of Mr. Stephen gangmei. Which will be preferably released on Gandhi Jayanti day 2 <sup>nd</sup> October 2020.	

Date: 5 September 2020		Time: 3.30 pm		Important Dates& Venues	
Present members		Dr. CP Anto, Fr. John Poji Ms. Atu, Dr. Deben, Dr Toli, Dr. Amit, Ms Susan, Mr. Zephery, Ms. Temsuyala and Mr. Stephen			
Absent members					
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Fr. John Poji	Closing prayers	Ms. Sungjemtola
Agenda	1. Webinar 2. Research 3. Journal 4. Zoom/ Webex				
Points:	Discussions			Resolutions	
Webinar	Management will purchase a site for zoom meetings and be used till September in order to keep in touch with the staff and students.  Each faculty can use it for classes or motivation program or creative any creative programs for the students.				

	Routine for the classes will be prepared by Dr. Toli H. Kiba.	
Research	In order to enhance the students' research, last date of submission has been extended and fixed on 20th August 2020.	
Journal	Responsibility of NEISSR Journal which was handled by Mr. Stephen Gangmei has been shifted to Dr. Amit Das considering the work allotment of Mr. Stephen Gangmei, which will be preferably released on Gandhi Jayanti day 2 <sup>nd</sup> October 2020.	

Date: 7 October 2020		Time: 03.10 pm		Important Dates& Venues		
Present members		Dr. CP Anto, Fr. John Poji Ms. Sungjemtola, Dr. Deben, Dr Toli, Mr. Zephery, Ms. Temsuyala, Dr, Amit Das and Mr. Stephen		• 14 <sup>th</sup> October 2020 – presentation of criteria 3 of IQAC		
Absent members						
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Mr. Stephen Gangmei	Closing prayers	Dr. Toli H Kiba	
Agenda Points	1. Information IQAC					
Points:	Discussions			Resolutions		
IQAC	The discussion started with the information from mentor institute on presenting criteria 3 of IQAC.			After discussion, it was finalised that Dr. Amit Das will be taking up the criteria 3 to be prepared and presented the draft copy tentatively on		

	<p>While discussing the matter, the concerned faculty expressed their ideas on how to contributing towards IQAC. In this regard Dr. Deben expressed his concerned that date could be fixed first and then the task of preparation.</p> <p>After discussion, it was finalised that Dr. Amit Das will be taking up the criteria 3 to be prepared and presented the draft copy on tentatively on 13<sup>th</sup> October 2020 and final presentation could be on 14<sup>th</sup> October 2020.</p> <p>Dr. Deben suggested that to avoid unnecessary hazard it would be better that we need to know the reason for being rushing with preparation and presentation of the criteria related to IQAC</p>	13 <sup>th</sup> October 2020 and final presentation could be on 14 <sup>th</sup> October 2020.
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<b>Date: 17 November 2020</b>		<b>Time: 03.10 pm</b>		<b>Important Dates&amp; Venues</b>	
Present members		Dr. CP Anto, Fr. John Poji Ms. Sungjemtola, Dr. Deben, Dr Toli, Mr. Zephery, Ms. Temsuyala, Dr, Amit Das		<ul style="list-style-type: none"> <li>• Presentation all the IQAC criteria should be done by end of December 2020</li> <li>• IQAC assessment will be from 2015-2020.</li> <li>• 21<sup>st</sup> November 2020 – National Webinar.</li> </ul>	
Absent members		Mr. Stephen			
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer		Closing prayers	Dr. Toli H Kiba
<b>Agenda Points</b>	1. IQAC 2. Challenges 3. Research Methodology				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
IQAC	After detailed discussions on issues relating to all the above agenda with the principal the following decisions are arrived;			It was finalized during the NEISSR will enter NAAC accreditation processes in the next cycle starting January and ending December, 2021.	

	<ol style="list-style-type: none"> <li>1. NEISSR will enter NAAC accreditation processes in the next cycle starting January and ending December, 2021</li> <li>2. It was discussed that on the process of NAAC accreditation uploading of data is very important as a reference documents.</li> </ol>	It was proposed to upload the institution SSR from 2015 to 2020.
Challenges	<p>During the meeting the principal shared some of the challenges faced by the institution:</p> <ul style="list-style-type: none"> <li>• Internal and External Examinations</li> <li>• Launching of Research</li> <li>• Shifting college to the new site</li> </ul>	
Research Methodology	<p>The concerned of Research Methodology was shared by the faculty members and management as it contributes marks to the NAAC accreditation processes.</p> <p>It was also discussed that the documentation has to be taken utmost care and should be intensified.</p>	It was proposed during the meeting that the institution will be collaborating with St. Joseph's College Jakhama and St. Xavier's College Jalukie.

Date: 28 November 2020		Time: 03.10 pm		Important Dates& Venues		
Present members		Dr. CP Anto, Fr. John Poji Ms. Sungjemtola, Dr. Deben, Dr Toli, Mr. Zephery, Ms. Meriakthule, Ms. Temsuyala and Dr. Amit Das		<ul style="list-style-type: none"><li>• 4<sup>th</sup> December 2020 – Students Council handing over of responsibilities, Skill Development program and IQAC criteria presentation</li><li>• Annual Calendar draft copy should be ready by 5<sup>th</sup> December 2020.</li><li>• Job Placement Broucher should be ready by 5<sup>th</sup> December 2020.</li><li>• 8<sup>th</sup> December 2020 – Graduation Day</li></ul>		
Absent members		Mr. Stephen				
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Mr. Zephery Lugun	Closing prayers	Ms Meriakthule	
Agenda Points	<ol style="list-style-type: none"><li>1. Information sharing on IQAC</li><li>2. Academic Session</li><li>3. Students Council</li><li>4. Guest Faculty</li><li>5. Annual Calendar</li></ol>					
Points:	Discussions			Resolutions		

IQAC	<p>During the meeting Dr. Deben, IQAC Coordinator up dated and shared about the status of NAAC accreditation process. Some of the documents that need to be taken into consideration:</p> <ul style="list-style-type: none"> <li>• Appointment Letters of the IQAC Committee members</li> <li>• Institution Affiliation Certificate</li> <li>• 12AA Registration Certificate</li> <li>• Institution PAN Card</li> <li>• Report of Establishment of IQAC in the institution</li> <li>• AISHE Certificate and other documents related to IQAC</li> <li>• All the Committee and Forum reports</li> <li>• Annual Academic Calendar</li> <li>• Reference document with regard to NET and Research Methodology</li> </ul>	<p>All the concerned faculty have to prepare and submit the committee and forum activity report to the office.</p> <p>Annual Calendar should incorporate all the academic events and activities.</p>
Academic Session	The academic session will remain as it is – starting from August and ends in July. The present semester has some changes due to the existing COVID-19 pandemic.	
Systems and Documentation	<p>While discussing the topic it was shared that the planning of academic and co-curricular activities should be incorporated in the academic calendar.</p> <p>In this regard Dr. Deben suggested that there should be planning, coordination, mechanism and referencing the coordination so as to set the trend for the institution.</p> <p>He also shared that the institution should develop a data base reference of experts for programs like national/state level programs. He too appreciated the fellow faculty for the help and support during the national webinar.</p>	<p>The planning of academic and co-curricular activities should be incorporated in the academic calendar.</p> <p>The institution should develop a data base reference of experts for programs like national/state level programs.</p>
Students Council	Dr. Deben, Students welfare officer shared that due to the pandemic it would not be possible to have General Body meeting. Hence the formality of handing over of the responsibilities of the students council will done during assembly hour on 4 <sup>th</sup> December 2020.	The formality of handing over of the responsibilities of the students' council will be done during assembly hour on 4 <sup>th</sup> December 2020.

Forthcoming Program	<p>Information was passed on during the meeting about the forthcoming programs:</p> <ul style="list-style-type: none"> <li>• Skill development program</li> <li>• IQAC Criteria presentation</li> </ul> <p>On 4<sup>th</sup> December 2020.</p>	
Guest Faculty	<p>While discussing on guest faculty the principal shared that he will be always present and institution related issues can be addressed through phone or physically present.</p> <p>In case of any guest faculty need to be introduced it should be brought to the management notice to avoid unnecessary confusion</p>	

<b>Dated: 19<sup>th</sup> December 2020</b>		<b>Time: start-02.25 pm/End-03.30 pm</b>		<b>Important Dates&amp; Venues</b>		
Present members		Dr. CP Anto, Dr. Deben, Dr Toli, Mr. Zephery, Ms. Temsuyala and Dr. Amit Das		<b>12<sup>th</sup> January 2021:</b> Reopening of the college. <b>12<sup>th</sup> January 2021:</b> Students orientation <b>16<sup>th</sup> January 2021:</b> Staff retreat/orientation at Healing Garden, Medziphema		
Absent members		Mr. Stephen, Fr. John Poji and Ms. Sungjemtola Jamir				
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Ms. Temsuyala	Closing prayers	Dr. Toli	
<b>Agenda Points</b>	IQAC IFLIBNET Apprentice Action Research					
<b>Points:</b>	<b>Discussions</b>				<b>Resolutions</b>	
IQAC	The principal appreciated Dr. Deben, IQAC Coordinator and the team for effort and hard work on preparing and presenting IQAC criteria. While sharing Dr. Deben mention about some of concerns:					

	<ul style="list-style-type: none"> <li>Though the seven criteria has been prepared and presented to the mentor institute still lot of works are to be accomplished in the days to come.</li> <li>To study about the new site and plan as per the requirement and the list should be submitted to the administration.</li> <li>With regard to E-waste management person concerned to be contacted.</li> </ul>	
IT	Ms Temsuyala was asked to take care of technical aspects of the institution.	
Annual Calendar	The principal reminded Dr. Toli to complete the Annual Calendar for academic session 2021-22 at the earliest. He requested her to add faculty and students code of conduct	It was decided to incorporate the faculty and students code of conduct in the annual calendar.
INFLIBNET	The principal reminded to keep the subscription up to date as it is one of the requirements for the institution under IQAC.	
	<p>Some of the information shared during the meeting were as follow:</p> <ul style="list-style-type: none"> <li>Apprentice to be selected by the faculty</li> <li>To take up action research</li> <li>Clearance of students' semester fee</li> <li>Terms and condition of students' corpus fund</li> <li>Follow up of passed out students through orientation, guidance and preparing them for PPC even after their graduation.</li> </ul>	It was proposed to have apprentice in the institution from 2021 onwards. Few students will be selected by faculty who will be helping them to carry out the assigned responsibilities.

Date: 29 January 2021	Time: start-03.10 pm/End-04.10 pm	Important Dates& Venues
Present members	Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Mr. Zephery, Ms. Temsuyala and Ms. Sungjemtola Jamir	<ul style="list-style-type: none"> <li><b>3<sup>rd</sup> February 2021:</b> Regular physical classes.</li> <li><b>March 2021:</b> Study Tour and Rural Camp</li> <li><b>End of March 2021:</b> Submission of Lesson Plan</li> </ul>
Absent members	Mr. Stephen and Dr. Amit Das	



Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Mr. Zephery	Closing prayers	Fr. John Poji
<b>Agenda Points</b>	1. Annual Calendar 2. Study tour and Rural Camp 3. Field work 4. Introduction of Diploma Courses 5. Out Reach Programs				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Annual Calendar	It was discussed that the aspects of institution's seven pillars need to be included in its Annual Calendar from 2021 onwards.				
Study Tour and Rural Camp	<p>With regard to Study Tour and Rural Camp, it was tentatively decided that the event will be held in the month March 2021. When the 2<sup>nd</sup> year students have study tour and the 1<sup>st</sup> students will have block field work. The next when the 1st year students have Rural Camp and the 2<sup>nd</sup> students would be having block field work.</p> <p>There was a short discussion to fix the venue for Rural Camp and it was proposed to have in Noklak District. In this regard the principal remind the faculty members to brief the concerned students.</p>			<p>During the meeting it was tentatively decided that Study Tour and Rural Camp would be held in the month March 2021. When the 2<sup>nd</sup> year students have study tour and the 1<sup>st</sup> students will have block field work. The next when the 1st year students have Rural Camp and the 2<sup>nd</sup> students would be having block field work.</p>	
Field work	Since the Covid pandemic regular IC/GC/JGC was not feasible, therefore in the coming days it needs to be taken care.			<p>During the meeting it was discussed that there will be internal arrangement to have Seminars and Workshops on Saturdays. It was also proposed to have computer classes in the first hour for students to enhance their skills. The events will be organized by the students themselves.</p>	
Extension of courses	During the meeting it was proposed to introduce some of the new courses like:				

	<b>MA:</b> on Psychology in Counselling  <b>MBA:</b> in Tourism, Social Entrepreneurship and Education Leadership.	
Outreach programs	While discussing on this subject the principal highlighted that the outreach programs will be carried out in five villages under Chumukedima block and five schools in Dimapur district.	It was decided that the outreach programs will be carried out in five villages under Chumukedima block and five schools in Dimapur district.

<b>Date: 25<sup>th</sup> February 2021</b>		<b>Time: start-03.10 pm/End-04.00 pm</b>		<b>Important Dates&amp; Venues</b>	
Present members		Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Dr. Amit Das, Mr. Stephen Gangmei, Mr. Zephery, Ms. Temsuyala and Ms. Judith Huidina		<ul style="list-style-type: none"> <li>• <b>27<sup>th</sup> February 2021:</b> Program on NEP</li> <li>• <b>26<sup>th</sup> February 2021:</b> Joining in of Librarian</li> <li>• <b>15<sup>th</sup> April 2021:</b> Closure of VHAI project</li> </ul>	
Absent members					
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Fr. John Poji	Closing prayers	
<b>Agenda Points</b>	1. Seminar 2. PPDM 3. Rural Camp and Study Tour 4. Forum 5. Debate and Seminar				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Seminar	The seminar on National Education Policy will be held on 27 <sup>th</sup> February 2021 at NEISSR Conference hall. The program will be coordinated by Dr. Deben together with the other faculty members. The proposed speaker for the program will be Fr. Sunny SJ.				

	<p>In this regard Dr. Deben briefly highlighted Some of the segments of the program as follow: to create awareness on NEP</p> <ul style="list-style-type: none"> <li>✓ Gallery walk</li> <li>✓ Input session</li> <li>✓ Sharing of learning</li> <li>✓ Panel discussion etc.</li> </ul> <p>During the meeting the principal also shared the expectation of the university – whether our institution could initiate as the awareness program for the other educational institutions in Nagaland</p>	
PPDM	<p>The Principal shared that instead of Professional Progressive Circle (PPC) it would be better to have Professional Progressive Development Model (PPDM).</p> <p>After the discussion it was proposed and finalized as Young Professional Development Model (YPDM).</p> <p>During the discussion the faculty members Dr. Amit and Mr. Stephen shared about including the aspects of trainings, seminars and handholding.</p> <p>The principal also reminded all that to be mindful of using certain terms – stakeholders instead of clients.</p>	<p>After much discussion it was proposed and finalized as Young Professional Development Model (YPDM) instead of Professional Progressive Circle (PPC).</p>
Project	<p>VHAI project will be closed by 15<sup>th</sup> April 2021 and the principal requested Mr. Zephery along with Dr. Deben and Mr. Stephen looking to the matter as they were part of the project as coordinators.</p>	
Debate and Seminar	<p>The principal reminded the faculty that each committee need to conduct Debates and Seminars before the closure of the semester.</p>	

<b>Date: 26 March 2021</b>		<b>Time: 2.05 pm</b>		<b>Important Dates&amp; Venues</b>	
Present members		Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Dr. Amit Das, Mr. Stephen Gangmei, Mr. Zephery, Ms. Temsuyala and Mr. Binoy		<ul style="list-style-type: none"> <li><b>12<sup>th</sup> April 2021:</b> Submission of IQAC requirement.</li> </ul>	
Absent members					
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Rev. Fr. John Poji, Vice-Principal	Closing prayers	
<b>Agenda Points</b>	<ol style="list-style-type: none"> <li>1. IQAC</li> <li>2. Calendar</li> <li>3. Integration of Morung</li> <li>4. Increment Strategy</li> <li>5. Library</li> <li>6. Staff welfare</li> </ol>				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Staff welfare	<p>This has been discussed again and again to resolve. After discussed on the matter, it was decided that food expensed will be taken care 50% by the institution and other 50% will be by the staffs and faculty members.</p> <p>It was discussed that whether the institution has any other staff benefits apart from refreshment. In this regard the principal mentioned that the institution is looking into the matter – Insurance policy and Gratuity Fund for the staff and faculty members.</p> <p>During the discussion it was informed by the principal that TDS payment will be compulsory for the staff and faculty members with effect from March 2021 onwards.</p>			<p>After discussed on the matter, it was decided that food expensed will be taken care 50% by the institution and other 50% will be by the staffs and faculty members.</p> <p>The management will have further discussion on staff benefits – Insurance policy and Gratuity Provident Fund for the staff and faculty members.</p> <p>During the discussion it was informed by the principal that TDS payment will be compulsory for the staff and faculty members with effect from March 2021 onwards.</p>	

Increment Strategies	<p>While discussing one of the observation shared was that as per the service rules of the institution the Annual Increment should be 3% on Running Basic and AGP (compounded), which not followed.</p> <p>There was also brief discussion on leaves – casual leave, sick leave earned leave etc. In this regard the principal mentioned that it will be made more clearer in the next meeting.</p>	<p>In the matter relating to annual increment it was an agreement that the anomalies in increment will be rectified in retrospective (that is from the first year in which increment was made till date in compounded rate of 3%). It was also assured that as per the service rule of the institution Annual Increment of 3% on Running Basic and AGP (compounded) will be followed.</p>
Integration aspects and Calendar	<p>During the meeting the days were finalized for various activities as follow:</p> <ul style="list-style-type: none"> <li>• Mondays and Tuesdays: IC and GC</li> <li>• Wednesdays: Forum activities</li> <li>• Thursdays: Students got talent/NEISSR got talents.</li> <li>• Fridays: Computer classes</li> <li>• Saturdays and Sundays: Training on Civil Service</li> </ul> <p>While discussing this it was also decided that attendance sheet for the students should be for 7 days instead of single day, which will be more practical in following up the students' attendance.</p> <p>At this point the principal encouraged the faculty members to be more creative to develop the skills of the students.</p> <p>Some of the integrating aspects as discussed were:</p> <ul style="list-style-type: none"> <li>• Building confidence in the students</li> <li>• Activities related to students got talents</li> <li>• Indigenous Field work</li> </ul>	<p>During the meeting the days were finalized for various activities as follow:</p> <ul style="list-style-type: none"> <li>• Mondays and Tuesdays: IC and GC</li> <li>• Wednesdays: Forum activities</li> <li>• Thursdays: Students got talent/NEISSR got talents.</li> <li>• Fridays: Computer classes</li> <li>• Saturdays and Sundays: Training on Civil Service</li> </ul> <p>While discussing this it was also decided that attendance sheet for the students should be for 7 days instead of single day, which will be more practical in following up the students' attendance.</p>

	<ul style="list-style-type: none"> <li>• Morung</li> <li>• Training on Civil Service</li> </ul> <p>This has been summarized as CREATIVE CARE – Creative Aptitude &amp; Resource Enabler/empowerment. These are aspect of classroom performance.</p>	<p>Some of the integrating aspects as discussed and decided upon were:</p> <ul style="list-style-type: none"> <li>• Building confidence in the students</li> <li>• Activities related to students got talents</li> <li>• Indigenous Field work</li> <li>• Morung</li> <li>• Training on Civil Service</li> </ul> <p>This has been summarized as CREATIVE CARE – Creative Aptitude &amp; Resource Enabler/empowerment</p>
Library	<p>The principal reminded the Librarian to inter link our institution with the international libraries to access more resources. He also shared that the networking institutions will be sharing with our institution around 100000 e-books for our library.</p> <p>While discussing on library the principal proposed Dr. Salam Binoy and Dr. Deben to initiate the processes to obtain the ISSN number for the institution.</p>	
IQAC	In this regard it was informed that all the concerned faculty need to submit the IQAC requirement by 12 <sup>th</sup> April 2021.	In this regard it was informed that all the concerned faculty need to submit the IQAC requirement by 12 <sup>th</sup> April 2021.

Date: 30 April 2021	Time: 3.30 pm	Important Dates& Venues
Present members	Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Dr. Amit Das, Mrs. Sungjemtola, Mr. Stephen Gangmei, Mr. Zephery, Ms. Temsuyala and Mr. Binoy	<ul style="list-style-type: none"> <li>• <b>31<sup>st</sup> May 2021:</b> Submission of Lesson plan</li> </ul>

Absent members					
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Rev. Fr. John Poji, Vice-Principal	Closing prayers	Dr. Toli H Kiba, Asst. Professor
<b>Agenda Points</b>	1. Staff Salary 2. IQAC/NAAC Accreditation 3. Lesson Plan 4. Guest Faculty 5. Programs and Policies				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Staff Salary	<p>While discussing on the staff salary, the principal distributed the printed staff salary structure to each staff and explained in detail for clarity. He also mentioned that as per the decision made during one of the staff meeting there was no increment in the salary during the financial year 2020-21.</p> <p>The discrepancy in the increment was rectified and explained during the meeting – Annual increment of 3% increment in the salary on Running Basic and AGP (compounded) with w.e.f. FY-2021-22.</p>				
IQAC/NAAC Accreditation	<p>The Principal with regard to IQAC/NAAC accreditation gave a briefing on what it is and its process. Further he went on to say that NEISSR has started the process in 2016 and would like to prepare and present the same before the department of NAAC in 2022. In this regard he encouraged and requested the staff and faculty to work as a team to accomplish the mission of NAAC accreditation of the institution.</p>			<p>It was resolved that draft copy of the criteria will be prepared by the concerned faculty members and submit the same to IQAC Coordinator within stipulated time. All the criteria will be finalised together with the Principal and will be presented to the department of NAAC in 2022.</p>	
Lesson Plan	<p>While discussing on Lesson Plan the principal made it clear that it is an important aspect of the academic requirements. Therefore the teaching faculty must consider the matter seriously.</p> <p>After the discussion, it was resolved that the Lesson Plan should be prepared and submitted to the institution by the end of May 2021. In case of</p>			<p>It was resolved that the Lesson Plan should be prepared and submitted to the institution by the end of May 2021. In case of failing to comply the salary for the</p>	

	<p>failing to comply the salary for the concerned faculty will not be released.</p>	<p>concerned faculty will not be released.</p>
Guest Faculty	<p>During the discussion on Guest faculty Dr. Deben shared the observation that the policies are not in place – what are the rules and regulation to be follow, who will be responsible to find the guest faculty, who will be preparing the lesson plan when guest faculty is involved etc.</p> <p>At the end of the discussion, it was resolved that it is the responsibility of the subject coordination to find the guest faculty, rules and regulations to be explained and lesson plan to be get prepared and obtained in consultation with the management.</p>	<p>It was resolved that it is the responsibility of the subject coordination to find the guest faculty, rules and regulations to be explained and lesson plan to be get prepared and obtained in consultation with the management.</p>
Programs and Policies	<p>The principal shared about the resolution made during the meeting held on July 2018 - Sharing of income by ways of professional services such as project and programmes, consultancy and facilitation of training/workshops outside the institution during the academic year will be in the proportion of 3:2 (60%: 40%). The same is revoked in one of the staff meeting that after the implementation of the particular project and program saving balance will be shared with the institution and the staff in the proportion of 70% (for the staff) and 30% (for the institution).</p> <p>After much discussion and clarification, it was finalized that faculty will be encouraged to write project and program proposals and their implementation and at the end of the project and program implementation 70% of the saving will be shared among the staff and 30% will be for the institution. The responsibility of disbursement of the saving will be of the project coordinator (concerned faculty who initiated the proposal and it implementation).</p>	<p>It was finalized that, faculty will be encouraged to write project and program proposals and their implementation and at the end of the project and program implementation 70% of the saving will be shared among the staff and 30% will be for the institution. The responsibility of disbursement of the saving will be of the project coordinator (concerned faculty who initiated the proposal and it implementation).</p>



<b>Dated: 28 June 2021</b>		<b>Time: start-2.00 pm</b>		<b>Important Dates&amp; Venues</b>	
Present members		Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Dr. Amit Das, Mrs. Sungjemtola, Mr. Stephen Gangmei, Mr. Zephery and Ms. Temsuyala		<ul style="list-style-type: none"><li>• <b>1<sup>st</sup> week of July 2021:</b> submission of IQAC Criteria.</li><li>• <b>5<sup>th</sup> – 7<sup>th</sup> July 2021:</b> 2<sup>nd</sup> Internal</li><li>• <b>8<sup>th</sup> – 17 July 2021:</b> Block Field work for 2<sup>nd</sup> years.</li><li>• <b>15<sup>th</sup> July 2021:</b> Submission of Internal Marks.</li><li>• <b>15 July 2021:</b> Submission of all the assignments, first final draft – Research and Field work reports.</li><li>• <b>20<sup>th</sup> July 2021 onward:</b> University Exams.</li></ul>	
Absent members		Mr. Binoy			
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Rev. Fr. John Poji, Vice-Principal	Closing prayers	Mr. Stephen Gangmei, Asst. Professor
<b>Agenda Points</b>	<ol style="list-style-type: none"><li>1. IQAC and submission of criteria</li><li>2. Scholarships</li><li>3. Admission</li></ol>				
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>	
Field work and Research	After much discussion it was resolved that the below mentioned activities/components will be considered as the part of Field work: <ul style="list-style-type: none"><li>• All the webinar/seminar organized and attended</li><li>• Preparation of You Tube videos on social issues</li><li>• Writing articles on social issues</li><li>• Action research</li><li>• Movie/video clippings on social issues/on research topics</li><li>• Preparation of webinar modules.</li></ul> <b>Engagement of students during field work:</b> <ul style="list-style-type: none"><li>• Regular online classes to be summed up by 1 – 1.30 pm for the field work.</li><li>• For 2<sup>nd</sup> years 5 days will set apart for the research related activities</li><li>• 8<sup>th</sup> – 17<sup>th</sup> July 2<sup>nd</sup> years students given time to study about communitization and Village Development Program as part of their field work.</li><li>• 45 days of block placement will remain as it is for the final year students.</li></ul> Suggestion: it was suggested that students could be assigned to prepare video clippings based on their			It was resolved that the circular will be issued to the students with regard to the activities/components and common minimum program which will be considered as the part of their Field work. In this regard Dr. Amit Das, Field Work Coordinator was asked to draft the circular.	

	<p>research topics/area of interest to enhance their interest and skills.</p> <p><b>Common minimum program for the field work:</b></p> <ul style="list-style-type: none"> <li>• All the webinar organized and attended</li> <li>• You Tube on social issues</li> <li>• Book or Article review</li> </ul> <p><b>Important dates:</b></p> <p>By 15<sup>th</sup> July 2021:</p> <ul style="list-style-type: none"> <li>• Submission of all the assignments</li> <li>• Submission of first final draft – Research</li> <li>• Submission of Field work reports</li> </ul>	
IQAC and submission of criteria	The principal reminded all the faculty members with regard to IQAC and submission of criteria by 1 <sup>st</sup> week of July 2021.	
Scholarships	<p>Proposed Scholarships for the students:</p> <ol style="list-style-type: none"> <li>1. Scholarship for the best student of the year.</li> <li>2. Scholarship for women who is widow and wants to study at NEISSR</li> <li>3. Scholarship for the differently abled or physically challenged.</li> <li>4. Scholarship for two students who are financially poor or who have lost his or her parents</li> </ol>	
Admission	<p>Ms. Temsuyala asked to take care of the admission process:</p> <p>Various ways of promoting admission:</p> <ol style="list-style-type: none"> <li>1. Press release</li> <li>2. Banners and Posters</li> <li>3. Advertising in the Local TV Channel</li> <li>4. LinkedIn</li> <li>5. Whatsapp</li> <li>6. Facebook</li> <li>7. Instagram</li> <li>8. Other social medias</li> <li>9. Students' Ambassadors</li> <li>10. Promotion by Faculty members</li> <li>11. College visits</li> <li>12. Words of mouth</li> <li>13. Alumni Testimony</li> <li>14. Flyers and Brochures</li> <li>15. Phone calls</li> <li>16. Various competitions</li> <li>17. Dynamic institution's website</li> </ol>	



IQAC Meeting Report					
Dated:16 August 2019		Time: start-1.43 to 4.30 pm		Important Dates& Venues	
Present members		Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Ms. Sungjemtola, Ms. Imnuksungla Pongen, Dr. Amit Das, Mr. Zephery, Ms. Meriakthule & Ms. Susan		<ul style="list-style-type: none"><li>• Submission of Lesson Plan: 2<sup>nd</sup> Fridays of the month.</li><li>• Format for semester plan: 31<sup>st</sup> August 2019.</li><li>•</li></ul>	
Absent members					
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Ms. Susan Kulnu	Closing prayers	Fr. John Poji
Agenda	1. Annual Plan/Semester Plan 2. Dual Faculty System 3. Seminar and Workshops		4. Placement Brochure 5. MoU/Affiliation of NEISSR 6. API Score 7. Committee for Students with disability 8. Digital Payment 9. Committees		
Points:	Discussions			Resolutions	
Lesson Plan	The principal mentioned that the lesson plan has to be posted in the mail and every second Fridays it should be (file) to be submitted to the principal's office.			It was decided that the faculty lesson plan has to be post in the mail and the hard copy of the same has to be submitted to the principal's office on every 2 <sup>nd</sup> Fridays of the month.	
Dual faculty	Each subject should be taken in a semester 5 classes following the dual faculty system. Topic/subject has to be shared in advance.			Each subject should be taken in a semester 5 classes following the dual faculty system. Topic/subject has to be shared in advance.	
Work Allotment	The principal read out explained the work allotment of each faculty and the staff.			During the discussion it decided that the information regarding the leave should be given to the principal, vice principal and Dr. Toli	

	With regard to the leave it was shared that one of the good/effective practice is sharing the reason for absence by the student absentees in the classroom.	There will be changes in field work supervisors, class teachers and students welfare.
Annual report	<p>In this regard to coordinate the preparation of Annual Report will be Ms Imnuksnagla, Ms Sungjemtola and Mr. Zephery.</p> <p>It was decided that to manage the expenditure for annual magazine 25% each form seniors and juniors.</p>	It was decided that to manage the expenditure for annual magazine 25% each form seniors and juniors.
PPC	It was discussed and finalized that PPC will be on first Tuesdays of the month.	
Graduation Day	Forth coming Graduation Day will be held on 28 <sup>th</sup> September 2019.	It was decided that the forth coming Graduation Day will be held on 28 <sup>th</sup> September 2019.
NEISSR Foundation Day	The principal reminded that NEISSR Foundation Day should be commemorated on 2 <sup>nd</sup> October 2019.	NEISSR Foundation Day should be commemorated on 2 <sup>nd</sup> October 2019.
NEISSR FEST	NEISSR FEST will be held on 28 <sup>th</sup> October 2019 and will be coordinated by Ms. Imnuksangla.	
IQAC	The principal mentioned that with regard to IQAC Dr. Deben will be the coordinator.	
Affiliation	It was discussed that being a education institution it is not possible for affiliation to any other organizations rather there can be advisory board.	It was decided that being a education institution it is not possible for affiliation to any other organizations rather there can be advisory board.
API	While discussing about API the principal mentioned that format will be developed and the same will be provided.	It was decided that the format for API will be developed and provided by the principal.

Outreach Program	It was discussed that any program attended by the faculty their learning experienced should be shared in common during the staff meeting for 15 minutes.	It was discussed and decided that any program attended by the faculty their learning experienced should be shared in common during the staff meeting for 15 minutes.
Committee for students with disability	For the formation of Committee for students with disability will be coordinated by Dr. Deben and Dr. Toli respectively.	It was decided that for the formation of Committee for students with disability will be coordinated by Dr. Deben and Dr. Toli respectively and the report has to be presented whenever required.
Digital payment	In this regard it was mentioned that the branch manager of South Indian Bank will be orienting the students on 19 <sup>th</sup> August 2019	

<b>Dated:1 October 2019</b>		<b>Time: 3.50 pm</b>		<b>Important Dates&amp; Venues</b>		
Present members		Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Ms. Sungjemtola, Ms. Imnuksungla Pongen, Dr. Amit Das, Mr. Zephery, Ms. Meriakthule & Ms. Susan				
Absent members						
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Ms. Imnuksungla	Closing prayers	Fr. John Poji	
<b>Agenda</b>		1. Lesson Plan				
<b>Points:</b>		<b>Discussions</b>			<b>Resolutions</b>	
Lesson Plan		The principal shared the need and importance of lesson plan during the meeting. He also reminded the faculty			It was decided that the faculty need to submit the daily lesson	

	to it has to be posted through mail before getting into the class.	plan through mail before the class.
Conclusion	At the end the vice principal expressed the words of gratitude and concluded the meeting with a short prayer.	

<b>Dated:1 November 2019</b>		<b>Time: 10.20 am</b>		<b>Important Dates&amp; Venues</b>	
Present members		Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Ms. Sungjemtola, Ms. Imnuksungla Pongen, Dr. Amit Das, Mr. Zephery, Ms. Meriakthule & Ms. Susan			
Absent members					
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Dr. Toli H Kiba	Closing prayers	Fr. John Poji
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Syllabus &amp; Credit system</li> <li>2. Attendance</li> <li>3. Fieldwork</li> <li>4. Examination (internal/external)</li> </ol>				
<b>Points:</b>	<b>Discussions</b>		<b>Resolutions</b>		
Syllabus and Credit system.	During the discussion it was mentioned that students are not able to write answers proportionately during the examination. Some of the aspects to be taken care are – quality writing, time allotment, application, quoting authors etc. Finally the principal reminded about final assessment that it will be done together before sending it to the university.		It was resolved that individually or collectively the students will be show the answer script and will be put out in the notice board (Roll No. And Marks).		
Examination	For the internal examination students have to obtain 18 (45%) for the promotion. The marks will be considered form internal exam,		It was decided that for the internal examination students have to obtain 18 (45%) for the promotion. The marks will be considered form		

	<p>assignment, attendance etc. For the assessment there should be hard copy.</p> <p>Internal exams will be conducted on Monday and Tuesday duration of one and half hours three exams.</p>	<p>internal exam, assignment, attendance etc. For the assessment there should be hard copy.</p> <p>Internal exams will be conducted on Monday and Tuesday duration of one and half hours three exams par day.</p>
Field work	<p>Field work report should be submitted on Monday 9.00 am and in case of non-submission memo will be issued. The status of report submission should be put out on the notice board.</p> <p>IC and GC will be times in a month.</p> <p>In I and II semester case work, group work and community group work is compulsory and III and IV semester it is not mandatory.</p>	<p>With regard to the Field work report it was resolved that it should be submitted on Monday 9.00 am and in case of non-submission memo will be issued by Vice Principal. The status of report submission should be put out on the notice board once in a month.</p> <p>It was decided that IC and GC will be two times in a month and it should be reported to the concerned supervisor.</p> <p>In I and II semester case work, group work and community group work is compulsory and III and IV semester it is not mandatory.</p>
Attendance	Attendance should be put out on the notice board duration of 15 days.	It was also decided that the attendance should be put out on the notice board duration of 15 days.
Workshops and Seminars/project	<p>For any program taken up by the faculty the % distribution will be as follow:</p> <p>60% for self and 40% for the institutions.</p>	
Conclusion	At the end the vice principal expressed the words of gratitude	



	and concluded the meeting with a short prayer.	
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<b>Date:</b> 5 December 2019	<b>Time: start-10.20 am</b>			<b>Important Dates&amp; Venues</b>		
Present members	Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Ms. Sungjemtola, Dr. Amit Das, Mr. Zephery, & Ms. Susan			21 <sup>st</sup> – 25 <sup>th</sup> Jan.2020: Students' Orientation Program		
Absent members						
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Ms Susan Kulnu	Closing prayers	Fr. John Poji	
<b>Agenda</b>	1. Examination and Holidays 2. Lesson Plan 3. Orientation program 4. Subject allotment for faculty 5. Winter placement 6. Research					
<b>Points:</b>	<b>Discussions</b>			<b>Resolutions</b>		
Examination	The principal reminded all that we should follow the University guidelines – in the examination during the exam faculty should not get involve in reading books, no using mobile, communication should be documented, invigilation should be such that no students should be able to malpractices.					
Lesson Plan	There was a request from the principal that the entire teaching faculty should submit the lesson plan in hard copy latest by 15 <sup>th</sup> December 2019.					
Orientation	It was discussed that the orientation program for the students will be from 21 <sup>st</sup> – 25 <sup>th</sup> January 2020.					

	<ul style="list-style-type: none"> <li>• 21<sup>st</sup>Jan: Peace Retreat and the contents of the program will be honour and respect for each other, life should be celebrated and encouragement.</li> <li>• 22<sup>nd</sup> Jan: on integrity and personality development for both the batches.</li> <li>• 23<sup>rd</sup> and 24<sup>th</sup> orientation would be managed by the faculty. <ul style="list-style-type: none"> <li>○ Integrity by Rev. Fr. C.P. Anto</li> <li>○ Mission &amp; Vision by Dr. Deben and Ms Susan</li> </ul> </li> <li>• 25<sup>th</sup> Jan: Whole day orientation on Study Tour and Rural Camp</li> <li>• Project Cycle Management would be for two full days by Dr. Lukose, Don Bosco University, Guwahati and all the faculty are requested to be present for the same.</li> </ul>	
Subject Allotment	<p>During the discussion the principal shared the subject allotment that was prepared with the consultation with the concerned faculty and the principal by Dr. Toli H Kiba.</p> <p>Further he spoke about Policies and program to be taught.</p> <ul style="list-style-type: none"> <li>• Youth Programs of the Government</li> <li>• Women &amp; children Livelihood programs</li> <li>• Peace related organizations</li> <li>• Survey of youth related organizations</li> <li>• Community related organizations</li> </ul> <p>During the meeting the principal also shared about ABC plan-</p> <p>A: Preparing the students</p> <p>B: Trained and Motivated</p> <p>C: Take up job</p>	<ol style="list-style-type: none"> <li>1. To have a data bank the faculty (specialization wise) should prepare the list of the follow: <ul style="list-style-type: none"> <li>• Youth Programs of the Government</li> <li>• Women &amp; children Livelihood programs</li> <li>• Peace related organizations</li> <li>• Survey of youth related organizations</li> </ul> Community related organizations </li> <li>2. Since one of the major concerns of the institution is students' employment, hence the faculty should train and motivate the students to take up PPC.</li> <li>3. It was resolve during the meeting that specialization wise at least three initiatives to bring about model PPC.</li> <li>4. During the meeting it was also resolve that NGO Management will be taken in III Semester and</li> </ol>

	<p>PPC: Let the PPC be centre for Research, Reading, Assignment, Field work etc.</p> <p>Youth Development should cover the following:</p> <ul style="list-style-type: none"> <li>• Carrier Guidance</li> <li>• Adult &amp; Sex Education</li> <li>• Life Skills</li> <li>• Leadership &amp; Public Speaking</li> <li>• English speaking</li> </ul> <p>Peace &amp; Conflict Transformation Studies:</p> <ul style="list-style-type: none"> <li>• Peer Mediation</li> <li>• Dialogue</li> <li>• Conflict Management</li> <li>• Advocacy</li> </ul> <p>Community Development:</p> <ul style="list-style-type: none"> <li>• Rural Tourism</li> <li>• Women &amp; Children welfare</li> </ul> <p>Data collection based on the research:</p> <ul style="list-style-type: none"> <li>• I year: on Child Abuse &amp; Women's Role.</li> <li>• II year: Palliative Care Centre, door to door deliver.</li> </ul> <p>It was also discussed the in charge of Student Welfare will be Dr. Deben Sharma and having assessed the case of Ma'am Sungjemtola it was principally agreed that name will be retained in the student welfare but she will not be taking the active participation. She would replace by Ms Susan if needed.</p> <p>During the meeting it was proposed that the responsibilities of Ms Susan to</p>	<p>Human Rights will be in IV Semester for enhancement and betterment of PPC from next batches onwards.</p> <ol style="list-style-type: none"> <li>5. During the meeting it was decided to take up five research themes for students to work on and bring out final book for publication.</li> <li>6. It was also decided to initiate Self Financing Project of the institution where students get involved (on children, women, youth and employability skills).</li> <li>7. To initiate and develop four thesis themes based on specialization and to collect data.</li> <li>8. To launch Palliative Care Centre by January 2020, headed by Dr. Amit with 5-6 students within Dimapur. For this project there will appointments of volunteers with the remuneration of Rs. 5000/- and the office vehicle will be made available.</li> </ol>
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	<p>manage two subjects and office related work seems to be heavy.</p> <p>In this regard the management assured that matter will be taken care but it will need some time to make the adjustment.</p>	
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Date: 6 June 2020	Time: start-10.20 am			Important Dates& Venues		
Present members	Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Ms. Sungjemtola, Mr. Stephen, Mr. Zephery, Ms. Susan Kulnu			21 <sup>st</sup> – 25 <sup>th</sup> Jan.2020: Students’ Orientation Program		
Absent members						
Chairperson	Dr. Fr. C.P. Anto, Principal	Opening prayer	Fr. John Poji	Closing prayers	Dr. Toli H. Kiba	
Agenda	1. Status of Syllabus 2. Examination 3. Research/ Dissertation 4. Lesson Plan 5. Fieldwork 6. Admission Process					
Points:	Discussions			Resolutions		
Status of Syllabus	It is expected that every faculty complete all these units as per the syllabus latest by 15 <sup>th</sup> of June 2020.					
Examination/Assignments	Receiving updates on the first internal examination, it has made known that the semester II students were not able to write two papers during the first internal					

	<p>examinations pertaining to lockdown.</p> <p>Taking into consideration that some students are unable to get connected to internet facilities in their respective homes, it was decided that the 2<sup>nd</sup> Internal exams will be during this month while asking the students to submit soft copy of unit-wise assignments through internet and the hard copies of the same as the classes resume by 20<sup>th</sup> of June 2020.</p> <p>2<sup>nd</sup> Internal examination will be starting from 20<sup>th</sup> June 2020, routine to be prepared by Examination department Dr. Toli H. Kiba following the examination question paper pattern. The question paper will be forwarded to the students through whatsapp/email/phone contact and the answers will be handwritten and have to be submitted online on the stipulated day or the next day latest (hardcopy to be submitted after the institution opens).</p>	
Research Guidance	Faculties expressed their dissatisfaction due to their inability	

	<p>to provide personal supervisions due to lockdown.</p> <p>Students to submit the final thesis (soft copy) on or before 20<sup>th</sup> of June 2020 to the college email. And the hardcopy to be submitted once the lockdown is lifted and institution resumes.</p>	
Fieldwork	<p>Faculty reported that all the students have completed the minimum 15days of fieldwork and reports have been kept ready. Hardcopy to be submitted once the classes resume.</p>	

<b>Date: 21 February 2018</b>		<b>Time: 2.20 pm</b>		<b>Important Dates&amp; Venues</b>	
Present members		1. Principal 2. Vice-Principal 3. Dr. Toli H Kiba 4. Dr. Deben 5. Mr. Amit Das 6. Mr. Barnic Gangmei 7. Ms. Sungjemtola Jamir 8. Mr. Zephery Lugun 9. Ms. Meriakthule			
Absent members					
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Dr. Toli H Kiba	Closing prayers	Ms. Meriakthule
<b>Agenda</b>	1. Placement Cell 2. Research Cell 3. Fieldwork				
<b>Introduction</b>	The principal shared that the meeting about fixing the date for the various activities which need to be accomplished on time and to pass on some information.				
<b>Points:</b>	<b>Discussions</b>		<b>Resolutions</b>		
Placement Cell			During the meeting it was discussed that by the end April mail should be sent to different organizations. Placement broacher should be ready latest by end of March. All the faculty will be heading as per the specialization for the placement of the students is concerned.		
Research Cell			Dr. Toli and Dr. Amit will be taking care of the Action Research.		
Field work			For the field work in the school setting at least 10 schools will be taken as model. It was also discussed and finalized that First and Second semester students' field work supervisors will be appointed by the field work coordinator for one year.		
IC/GC/common conference			IC/GC should be held on Saturdays and common conference once in a year.		

Date: 23 March, 2018		Time: 3.30 pm		Important Dates& Venues	
Present members		1. Principal 2. Vice-Principal 3. Dr. Toli H Kiba 4. Dr. Deben 5. Mr. Amit Das 6. Mr. Barnic Gangmei 7. Ms. Sungjemtola Jamir 8. Mr. Zephery Lugun 9. Ms. Meriakthule			
Absent members					
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Dr. Toli H Kiba	Closing prayers	Ms. Meriakthule
Agenda		1. Interface with experts 2. Admission 3. Library 4. Publication			
Points:		Discussions		Resolutions	
Interface with Experts		It was proposed that there will be a seminar on “Peace & Conflict” at the end of May/June 2018. In this regard the project proposal needs to be submitted and for the proposal Dr. Deben and Dr. Amit were given in charge respectively.		It was also discussed that interface with experts for twenty minutes that will be taken care of by the Students Council. About the Sarvodaya, it was discussed that, there should be theme for the month, there should not only news reading but news review/analysis of the news, students sharing their experiences etc.	
Admission		During the meeting there was discussion about how to promote admission.		It was mentioned that, we have to speak about our institution and students are the best ambassadors. Other ways to promote admission could be through Alumnae, Advertisement and social media.	
Library and Publication				With regard to library, Rawat Publication with their initiative would be displaying the course related books on 4 <sup>th</sup> of April 2018. Then there was update on Peace Journal which is in process.	



<b>Date: 05 June, 2018</b>		<b>Time: 3.30 pm</b>		<b>Important Dates &amp; Venues</b>	
<b>Members Present</b>		1. Principal 2. Fr. Mathew 3. Vice-Principal 4. Dr. Toli H Kiba 5. Dr. Deben 6. Mr. Amit Das 7. Mr. Barnic Gangmei 8. Ms. Sungjemtola Jamir 9. Mr. Zephery Lugun 10. Ms. Meriakthule			
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Dr. Toli H Kiba	Closing prayers	Ms. Meriakthule
<b>Agenda</b>		<b>SWOT ANALYSIS</b>			
<b>Agendas</b>		<b>Discussions / Resolutions</b>			
<b>STRENGTHS</b>		1. Academic freedom: Ability to introduce new courses/ friendly learning environment 2. Pioneering in adopting offering Specializations in Youth & PCTS through interdisciplinary approach 3. Practices in experiential learning /Role modeling/ learning by doing 4. Qualified, experienced, trained & committed faculties to guide future careers of students 5. Faculty promotion: Training/Refresher course, etc. 6. 100% Pass results & 90% Job placement 7. Individual grooming & mentoring support service 8. Platforms (PPC) for individual professional development plans 9. Ability to network at national and international levels for collaborative/supportive activities 10. Ability to organize national and int'l programs (seminars, workshops/conclave/exchange) with its networking strengths 11. Taking lead roles in organizing NGOs networks and Social Work Professionals forums (NPSWA/NNP) at state level 12. Financially self-sustaining institution 13. Teamwork: Collective decision making and shared academic responsibilities 14. Ability to manage crisis situation 15. Multi-stakeholders/level academic performance assessment mechanism in place			

Date: 26 April, 2018		Time: 3.30 pm		Important Dates& Venues		
Present members		1. Principal 2. Vice-Principal 3. Dr. Toli H Kiba 4. Dr. Deben 5. Mr. Amit Das 6. Mr. Barnic Gangmei 7. Ms. Sungjemtola Jamir 8. Mr. Zephery Lugun 9. Ms. Meriakthule				
Absent members						
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Dr. Toli H Kiba	Closing prayers	Ms. Meriakthule	
Agenda	1. Syllabus 2. Research 3. Field work 4. IC/GC 5. Admission					
Introduction	The principal shared that the meeting about fixing the date for the various activities which need to be accomplished on time and to pass on some information.					
Points:	Discussions			Resolutions		
Syllabus	Admission: till date 6 forms are issued. The informations are given to the colleges, banners and flex have been put out in various place. The contact details are also obtained and retained for the follow up.			30 <sup>th</sup> April 2018 briefing on subject by responsible faculty		
Research				30 <sup>th</sup> April 2018 update research completion and 5 <sup>th</sup> May 2018 submission of first draft of whole research.		
Field work				There should be weekly follow up on field work.		
IC/GC/common conference				IC/GC should be held on Saturdays and common conference once in a year.		

	16. Committed priests as head of the institute in academic and management services 17. Computer lab, website & database management 18. Realtime responsive grievance redressal in practice
<b>WEAKNESSES</b>	1. Overladen limited academic and admin staff strengths 2. Too many activities, on the spot-decisions often disrupt planned academic activities 3. <i>Syllabus cumbersome and lack clarity</i> 4. Inadequate infrastructural; facilities & maintenance; Limited room space for faculty; lack of regular maintenance of ACs in classrooms; sound system & LCD Projector 5. Lack of women grievance cell/ separate washroom 6. <i>Lack of clarity on staff welfare policy/ PF</i> 7. Cutting salary for absence is discouraging 8. Inability to mobilize students from other religious communities.
<b>OPPORTUNITIES</b>	1. Central NU providing academic freedom to the institution 2. International Universities (4) supporting human resources development 3. Cooperative and supportive of institutional and academic improvements at local, regional, national & Int'l levels 4. Collaborative NGOs/ GovtDepts/CBOs/ FBOs/VOs 5. Int'l donors and Govt institution interested to extend supports in campus development
<b>THREATS</b>	1. Other institutions (new) in the same academic field coming into the region and state may compete or outpace us

Date: 20 July 2018	Time: 1.15 pm	Important Dates& Venues
Present members	1. Principal 2. Vice-Principal 3. Dr. Toli H Kiba 4. Dr. Deben 5. Mr. Amit Das 6. Ms. Sungjemtola Jamir 7. Mr. Zephery Lugun 8. Ms. Meriakthule	
Absent members		

Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Dr. Toli H Kiba	Closing prayers	Ms. Meriakthule
<b>Agenda</b>	Staff Welfare Staff Orientation CHAI Project Evaluation of block placement Project proposal Institution Quarterly News Letter				
<b>Points:</b>	<b>Discussions</b>	<b>Resolutions</b>			
Staff Welfare		In this regard the principal informed that, certain amount will be added to the individual's salary and they have to manage.			
Staff Orientation	The faculties were encouraged to go for refresher course.				
CHAI Project	Principal briefed the faculty members on CHAI PROJECT				
Project Proposal	In this regard Dr. Deben brief about the project and possibilities of taking up the project.				
Institution Quarterly News Letter	The principal requested the faculties to take initiative in bringing out the quarterly magazine of the institution.				

<b>Date: 9 August, 2018</b>		<b>Time: 2.30 pm</b>		<b>Important Dates&amp; Venues</b>	
Present members		Dr CP Anto; Fr. Poji; Ms Ato; Dr Deben &Dr Amit Das &Mr Jeffrey, Ms. Meriakthule. Dr. Toli H. Kiba			
Absent members					
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Dr. Toli H Kiba	Closing prayers	Ms. Meriakthule

<b>Agenda</b>	Streamlining specialization area studies, research and practicums Lesson plans Block Placement Orientation Programme for Faculty				
<b>Points:</b>	<b>Discussions</b>	<b>Resolutions</b>			
Streamlining specialization area studies, research and practicums /assignments/ supervision, etc in Sem 3 & 4	Following threadbare discussions on the agenda 1 based on the office order in regard to the <b>equal allocation/distribution</b> of the 2 <sup>nd</sup> year students specializing in youth, community, and peace and conflict transformation subjects to all faculty members and considering the necessities of streamlining all academic and praxis in each specialisation fields, the faculty members reviewed the earlier order without compromising the principles of equal distribution and streamlining.	<p>‘Whereas equal distribution of 2<sup>nd</sup>Year students to all the faculty members has its own merit, students belonging to a particular subject specialization but are allotted to Faculty member other than his/her own specialization field may have to his/her subject concerned HoD at all stages of research works, assignments and practicum to ensure academic and praxis streamlining for professional development during the course.</p> <p>Any Students who may like to take up research in inter-disciplinary areas may have more than one Research Guide as may be decided jointly by HoDs and Faculty members.</p>			
Lesson plan	Present members after having discussed merits and necessities of maintaining lesson plan as mandatory in academic institutions agreed to put in place annual plan, semester plan and daily lesson plan	<p>It was resolved that all faculty members will put in place two copies of (a) Annual Plan for the current, (b) Weekly Semester Plan and (c) Daily Lesson Plan at the earliest.</p> <p>Further, it was resolved that Daily Lesson plan will be an on-going daily pedagogic exercise for each faculty for continuous improvement in the profession.</p> <p>Daily lesson will be submitted on daily basis and electronic copies of the same may be shared to all students in the class.</p>			

Block placement and field works	Present members reviewed the successes and challenges of Block placement for the IV Semester students with one Coordinator and resolved to make some changes for better placement and coordination	It was resolved that each HoD of Specialization Subjects will be responsible for appropriate/ suitable Block placement for students  HoD in his/her efforts to organize best placements may also seek help of other faculty members and support of one /two students belonging to the subject specialization field.
Orientation Program for Faculty	During the meeting it was informed that there will orientation program for the faculty on 17 <sup>th</sup> August 2018 in the morning and IQAC in the afternoon.	

Dated: 8 Oct, 2018		Time: 10.00 pm		Important Dates& Venues	
Present members		Dr. CP Anto, Fr. John Poji, Ms. Atu, Dr. Deben & Dr. Amit Das, Dr Toli, Mr. Jeffrey & Ms. Meriakthule		1. College inspection on 14 <sup>th</sup> November 2018.	
Absent members		Ms. Imnuksungla Pongen			
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Ms. Sungjemtola Jamir	Closing prayers	Ms. Meriakthule
Agenda list	1. Inspection 2. Seminars and workshop 3. Study tour & Rural Camp 4. Field work & examination 5. Academic audit & forum activities				
<b>Agenda:</b>		<b>Discussions</b>		<b>Resolutions</b>	
Study tour and Rural Camp		The study tour for IV semester will be to Delhi from 25 <sup>th</sup> Jan to 5 <sup>th</sup> February 2018 and the rural camp for the II semester to Peren district from 25 <sup>th</sup> onwards.		During the meeting it was resolved that Dr. Deben, Dr. Toli and Ms. Sungjemtola for study tour and Dr. Amit, Rev.	

		Fr. John Poji and Ms. Imnuksungla will be accompany the students respectively.
National Seminar	On April 11 <sup>th</sup> 12 <sup>th</sup> there will be two days of seminar. In this regard it was discussed that Dr. Toli and Dr. Deben were put in charge of writing the project proposal to ISSR and IPS by 28 <sup>th</sup> November 2018.	4. It was decided that Dr. Toli and Dr. Deben were put in charge of writing the project proposal to ISSR and IPS by 28 <sup>th</sup> November 2018.
NU Inspection	In this regard the principal reminded the faculty to get ready with all the files. In this process faculty need to work as a team.	

<b>Dated: 11 Nov, 2018</b>		<b>Time: 09.30 am</b>		<b>Important Dates &amp; Venues</b>	
Present members		Dr. CP Anto, Fr. John Poji, Ms. Atu, Dr. Deben & Dr. Amit Das, Dr Toli, Mr. Jeffrey & Ms. Meriakthule		College inspection on 14 <sup>th</sup> November 2018.	
Absent members		Ms. Imnuksungla Pongen			
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Ms. Dr. Amit Das	Closing prayers	Ms. Meriakthule
Agenda list	1. Syllabus completion 2. Attendance			3. Field work 4. Research 5. Future plan	
<b>Agenda:</b>		<b>Discussions</b>		<b>Resolutions</b>	
1. Examination		During the meeting it was discussed that the viva will be on 29 <sup>th</sup> and 30 <sup>th</sup> of November 2018 with three panel as per the schedule. The written examination will be held at NEISSR conference hall with two siffts- morning and afternoon.		1. It was resolved during the meeting that those students who have not cleared their internal exam should reappear before the semester examination.	

2. NAAC	The principal shared about the NAAC accreditation by 2020.	
3. Seminars & workshops	There should be national and international seminars and workshops in each semester.  At least 3 books to be published every year.	2. There should be national and international seminars and workshops in each semester.
4. Attendance	Regular attendance should be consolidated and careful cross checked semester and subject wise.	
5. Field work	The faculty were reminded about the follow up on completion of field work.	
6. Research	In this regard the principal reminded about the time line to be kept up.	
7. Future plan	After discussing on seminars and workshops the outcome was common minimum program for each semester they are as follow:  1. One seminar 2. One debate 3. One You Tube 4. One Publication	

<b>Dated: 6 Dec 2018</b>		<b>Time: 10:25 am</b>		<b>Important Dates&amp; Venues</b>	
Present members		Dr. CP Anto, Fr. John Poji, Ms. Atu, Dr. Deben & Dr. Amit Das, Dr Toli & Ms. Meriakthule			
Absent members		Mr. Zephery Lugun & Ms. Imnuksungla Pongen			
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Ms.Meriakthule N Chewang	Closing prayers	Ms. Atu
<b>Discussion Points</b>	<b>1. Indigenous perspective of social work</b> <b>2. Campaign for the institution</b> <b>3. Library work</b>				



	<b>4. Fieldwork Coordinator</b> <b>5. Lesson Plans</b> <b>6. Common Minimum Program in Class room Teaching methods</b> <b>7. Internal Assessment</b>	
Points:	Discussions	Resolutions
1. Indigenous perspective of social work	<p>The principal encouraged to develop classical thought of social work.</p> <p>Cut and copy method should not be practiced.</p> <p>He challenged and encouraged to ponder on “what we can adopt into after three years”.</p> <p>In this regard, he informed Dr Toli H Kiba to study her thesis paper and share her findings and outcomes.</p>	
2. Campaign for the institution	<p>The principal informed the members to think and share their ideas on campaign that would flag off the institution.</p> <p>He reminded about the Food Expiry Campaign that the institute took up on 2<sup>nd</sup> Dec 2017</p> <p>He stated that without reading, new ideas and thoughts cannot be shared.</p>	
3. Library Work	<ul style="list-style-type: none"> <li>• Dr. Amit shared that a system has to be developed for the students to spent time in the library.</li> <li>• Time allotment need to be given for reading</li> <li>• Dr. Toli also mentioned that there is no time and space for the students to spent time in the library.</li> <li>• It was discussed that training to use in flipped net will be given.</li> </ul>	After discussing the matter, the members resolve to fixed time for library hours once a week according to specializations.
4. Fieldwork Coordinator	It was discussed that the term “fieldwork coordinator” will be replaced into mentors.	

	<p>Dr.Amit shared his ideas and model of Fieldwork to the members.</p> <p><b>Area of discussion:</b></p> <ol style="list-style-type: none"> <li>1. Common Minimum Program in Fieldwork</li> <li>2. Feedback in fieldwork file of the student</li> <li>3. Welfare based program (Govt. Schools, Rural Camp, Study Tour)</li> <li>4. Continuous mentoring to the students</li> <li>5. Semester IV Fieldwork Parts <ol style="list-style-type: none"> <li>a) Part I: Regular class including fieldwork days</li> <li>b) Part II: Block level study 10-15 days (minimum 10 days)</li> <li>c) Part III: Research studies as well as regular classes if needed.</li> </ol> </li> </ol>	
5. Lesson Plans	<p>In this regard Dr. Deben suggested that workshop on Lesson Plans has to be given to the faculty so as to have a standard format and logically carry out the task in a smooth manner.</p> <p>Lesson plans and class noted has to be segregated.</p>	
6. Common Minimum Program in Classroom Teaching methods	<p>The principal asked the faculty to share their teaching methods in the class and shared the following points to remember:</p> <ol style="list-style-type: none"> <li>5. Identify Multi-dimensional level of intelligent students.</li> <li>6. <b>First Part (7-10 minutes):</b> Revisit the learning of the previous class and ask questions to sharp students.</li> <li>7. <b>Second Part:</b> Discuss the topics to be taken in the present class and ask questions to weak students.</li> </ol>	

	<p>8. <b>Third Part:</b> Inform and introduce the topics of the next class to the students and ask them to come prepared.</p> <p>9. Monitor the students to note the explanation given in the classroom. Observe and pin those students who are not writing in the class.</p> <p>10. Have full confidence and be well prepared for the class</p> <p>11. Repeat and discuss the matter in the class with the students again that were informed by the management in the assembly.</p> <p>12. Be aware of the students who plan to disturb the learning environment and manage and handle them wittily.</p>	
7. Internal Assessment		Internal Assessment method has to be submitted to PRO by the faculty

Dated: 15 <sup>th</sup> March 2019		Time: 11. 15 am		Important Dates& Venues	
Present members		Dr. CP Anto, Fr. John Poji, Ms. Atu, Dr. Deben, Dr Toli, Mr. Zephery, Ms. Imnuksungla Pongen &Ms. Meriakthule			
Absent members		Dr. Amit Das			
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer	Ms. Imnuksungla Pongen	Closing prayers	
Discussion Points	1. IQAC incharges 2. Common Minimum Program 3. Promotion of Outreach program 4. Library				
Points:	Discussions			Resolutions	
IQAC	The principal while speaking on IQAC, he mentioned that there are eight				

	segments and 35 units. For better understanding the materials will sent through mail for feedback within a week. He also mentioned that, IQAC will be headed by Dr. Amit and Ms. Imnuk including some of the students. In preparation towards NAAC, the agenda are discussed	
Outreach program	<p>During the meeting it was reminded that, no outreach program in academic hour. If at all the communication has to be made to the authority/management in this regard.</p> <p>Some of the outreach programs could be:</p> <ul style="list-style-type: none"> <li>• Peace Chair in Nagaland and outside through connective network building</li> <li>• Youth Development in youth organizations and colleges</li> <li>• Group dynamics for forums</li> </ul> <p>These would be coordinated by Ms Meriakthule.</p>	It was resolved during the meeting that any outreach program during the academic hour communication has to be made to the concerned authority/management.
Orientation Program	<p>During the meeting the topics for orientation program were proposed and they are:</p> <ol style="list-style-type: none"> <li>1. Personality Development</li> <li>2. Peer Mediation</li> <li>3. Modules preparation</li> </ol>	
Library Hour	It was discussed during the meeting that, there will be two library hours in a month.	It was discussed and decided during the meeting that, there will be two library hours in a month.

<b>Dated: 22 June 2019</b>	<b>Time: 10.40 am</b>	<b>Important Dates&amp; Venues</b>
Present members	Dr. CP Anto, Fr. John Poji, Dr. Deben, Dr Toli, Mr. Zephery, Ms. Imnuksungla	<p>22<sup>nd</sup> staff reporting day.</p> <p>23<sup>rd</sup> – 24<sup>th</sup> July: Staff orientation</p>

	Pongen, Ms. Meriakthule & Dr. Amit Das	25 <sup>th</sup> July – 2 <sup>nd</sup> August: Students orientation  10 <sup>th</sup> and 12 <sup>th</sup> August 2019 session on Social Analysis			
Absent members	Ms. Atu,				
Chairperson	Dr. Fr. C.P. Anto Principal	Opening prayer		Closing prayers	Ms. Meriakthule
<b>Discussion Points</b>	1. Dual faculty 2. IQAC Incharge 3. Journal 4. Future plan 5. Forums				
<b>Points:</b>	<b>Discussions</b>		<b>Resolutions</b>		
Dual Faculty system	The institution would be following the dual faculty system from this academic session onwards. In this regard the format has to be developed and documented.				
IQAC	Dr. Deben will be coordinating IQAC and he also will be taking care of networking institution and documentation.		Dr. Deben will be coordinating IQAC and he also will be taking care of networking institution and documentation.		
Journal	Ms. Imnuksangla will be the in charge of Journal.		Ms. Imnuksangla will be the in charge of Journal.		
Future plan	At this point the principal reminded that all the programs will be planned and evaluated by the students themselves.  Upcoming programs: <ul style="list-style-type: none"> <li>• NEISSR Knit yet to be fixed</li> <li>• Graduation Day on 29<sup>th</sup> September 2019</li> <li>• Workshop on Social Analysis 10<sup>th</sup> and 12<sup>th</sup> August 2019</li> </ul>		At this point the principal reminded that all the programs will be planned and evaluated by the students themselves.		

Forums	<p>This academic session onwards the institution will have following forums:</p> <ol style="list-style-type: none"> <li>1. Literary Forum headed by Ms. Imunksangla</li> <li>2. Peace Forum headed by Dr. Deben</li> <li>3. Youth Forum headed by Dr. Amit</li> <li>4. Community Forum headed by Dr. Toli</li> <li>5. Cultural Forum headed by Fr. John Poji</li> <li>6. Social Forum headed by Ms. Sungjemtola Jamir</li> <li>7. Music Forum headed by Ms. Susan Khulnu</li> </ol>	
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