



## **CRITERIA 3- RESEARCH, INNOVATIONS AND EXTENSION**

### **3.5 COLLABORATION**

**3.5.1: Number of functional MoUs\linkages with institutions \industries in India and abroad for internship, on-the -job training, project work, student/faculty exchange and collaborative research during the last five years**

**Excel In Knowledge & Service**

**List of activities and exchange**

**(2020-21)**

## ACADEMIC YEAR 2020-21

### CONTENTS

Sl. No	Names of	Programs
1	Sacred Heart College	1. IQAC Meeting with Faculty and Staff Members 2. Mentor-Mentee Online Meeting
2	Trinity School	Program on “Capacity building on Life Skill”.



PRINCIPAL  
NEISSR  
Dimapur P.B. No.03  
Nagaland - 797112

**NORTH EAST INSTITUTE OF SOCIAL SCIENCES AND RESEARCH (NEISSR)  
AFFILIATED TO NAGALAND UNIVERSITY  
DIMAPUR, NAGALAND**

**Minutes of IQAC Meeting with Faculty & Staff Members**

<b>I. SCHEDULE</b>		
<b>Date:</b> 8 <sup>th</sup> July, 2020	<b>Time:</b> 10.00 – 11.30 am	<b>Place:</b> Online meeting
<b>Members</b>		<b>Signatures</b>
Principal: Dr. C. P. Anto	10.00 am	Signed
Vice Principal: Fr John Poji	10.00 am	
IQAC Coordinator: Dr. Deben B	10.00 am	
IQAC Assistant Coordinator: Ms Susan	10.00 am	
<b>Members</b>		
Dr. Toli H Kiba	10.00 am	
Dr. Amit Das	10.00 am	
Ms, Sungjemtola Jamir	10.00 am	
Mr. Stephen Gangmei	Absent	
<b>Office Representative:</b> Zephery Lugun	10.00 am	
<b>Project Officer</b>		
<b>Student Representative:</b>		
<b>IQAC Secretary:</b>		
<b>Mentor Institute: Sacred Heart College</b>		
Dr. Sagayaraj, Director, IQAC Dept	10.00 am	
Dr. Ravi Lourduswamy, Advisor	10.00 am	
<b>II. AGENDA</b>		
1. Progress update on NAAC accreditation process		
2. Follow-up plans		
3.		
<b>DISCUSSION OF THE MEETING</b>		
<p>Meeting was organized by Dr. Sagayaraj, Director, IQAC Department and Professor Ravi Lourduswamy. Advisor, IQAC, SHC, Tirupattur. Dr. Fr. C. P. Anto extended welcome and offered prayer for all while expressing his gratitude to SHC for resuming the mentoring processes after long break due to National Lockdown. Dr. Deben, IQAC Coordinator, NEISSR presented a progress update on preparation for NAAC accreditation following the first training at SHC on 27 Feb-1<sup>st</sup> Mar, 2020. It was followed by Faculty members presenting action taken reports on specific criteria responsibilities. Check lists of gaps between existing systems and practices and standard NAAC requirements were presented for feedback. Dr. Amit presented check list of Criterion-3, Dr. Toli, Criterion-5, Ms Sungjemtola, Criterion-6, Ms Susan Criterion-7, Dr. Deben Criterion-2 and Dr Anto on Criterion-4. Criterion-1 was not presented due to absence of Mr Stephen Gangmei.</p> <p>After each presentation Dr. Sagayaraj and Prof. Ravi provided valued appreciations, suggestions and comments and they also encouraged faculty members to ask for clarifications if there were confusion in any areas of Criterion responsibilities. Clarifications were also sought from faculty members where there were not clear. One and half hour online meeting was educative and empowering to faculty members gearing up for NAAC accreditation under mentorship of Sacred Heart College.</p> <p>Some appreciations</p> <ul style="list-style-type: none"> <li>• IQAC action taken report showed good progress despite the lockdown</li> <li>• Efforts to create systems like experiential learning cycle in the college</li> <li>• DLP (revised) was good enough</li> </ul>		



#### Some comments on the IQAC presentation

- DLP as micro-plan must be taken together with Semester Course Plan (SCP) as macro plan to form the first system of evaluation and application of experiential learning
- Faculty Annual Plan (FAP) and Student's Career Roadmap (SCR) must taken as the second system of learning and evaluation separate from the first system of experiential learning

#### Some suggestions

- Integrate Kolb's Experiential 4-step learning cycle (a. Concrete experience, b. Reflective observance, c. Abstract Conceptualization and d. Active Experimentation) into the new experiential learning cycles of the Institute
- Keep a watch at the NAAC website for revised versions of Criterion and other formalities
- Under Criterion-5. maintain proper documentation for scholarships and freeships being availed and offered in the institute.
- Proper documentation for students' capacity building programs including attempts /success of competitive exams such as NET, JAM/SLET, and national and international level achievements, etc. job placements/employments and any other co-curricular activities such as sports/fitness/ cultural program
  - Annual Convocation, Alumni Meeting, and College Foundation day must be used to obtaining proper documents of appearing/passing competitive exams and job placements form past students
  - Alumni Association must be registered and/or affiliated to larger Alumni bodies such Jesuit College Alumni
  - Show Alumni Financial contributions to the Institute annually
  - 5.3: Students participation: Create space for students' participation in both curricular and co-curricular forum in the college such as IQAC and Exams, etc.
  - Maintain documentation for students participation at inter-institutional program activities
- Create College Website and upload these documents
- Need to start soft skilling program and language capability program
- College must have essentially three statutory committees and mechanisms for effective functioning including;
  - Grievance Redressal
  - Sexual harassment
  - Anti-Ragging
- For each of the above statutory bodies there must be well-laid out policies and mechanisms of functioning; receiving complaints and response system and practices, effectively by putting complaint box or sharing of designated Email ID.
- Criterion-6: Have two Vice-principals; one for administration and another for academics. One must non-priest vice-principal
  - 6.2: Post Perspective plan and Strategic plans of the college in the college website
  - Set up infrastructure and facilities for e-governance and practices
  - Set up Biogas plants, segregated disposal systems (biodegradable and non-degradable)
  - Water conservation systems and practices
  - Necessary structure and facilities for barrier free access for differently able persons
- Criterion-7: Gender equity
  - Create separate common rooms for boys and girls
  - Organize sensitization programs for students on rights and duties as the Constitutional obligations as part of co-curricular activities
  - Set up a set of in-campus Code of Conduct
- Documentation of BEST PRACTICES and Institutional Distinctiveness
  - Have academic-non academic blend (NEISSR-Peace Channel) as Institutional Distinctiveness

- Have PPC and Sarvodaya as best practices
- Use NAAC prescribed FORMATS/PERFORMA for documentation of IQAC activities

#### Some Clarifications

- Prof Ravi clarified that NAAC has revised (4<sup>th</sup> Feb 2020) weightage for Criterion-3 at 110 from the earlier 120 points as detailed below;
  - Resource mobilization for research (15 Marks)
  - Research publications (15 Marks)
  - Extension activities (60 Marks)
  - Collaboration (20 Marks)
- New NAAC Templates for filing in Criterion has also removed Ph. D. programs as essential consideration for HEI under Criterion-3: Research & Innovations

#### Information:

1. Paramarsh Scheme of the UGC/NAAC likely to be extended due to Covid-19 Lockdown

#### Challenges

- Need form IQAC Steering Committee over and above the IQAC Committee while due to small staff team of 7 only the same members will also be in the Steering committee
- Limited Faculty/staff strengths, limited rooms, infrastructure and facilities and absence campus space and lack of e-governance systems in the existing building limit work progress and proper documentation
- Critical information could not be shared due to pre-engagements of both Principal and Vice-principal

#### Follow up plans

1. Follow-up online IQAC workshop in the week of 13 July and another meeting in the following week of 20 July.
2. IQAC Dept, SHC will fix the dates and share with NEISSR
3. Email ID of NEISSR IQAC Coordinator to be shared with IQAC Dept of SHC
4. NEISSR plans to move in its independent new campus and building by the turn of 2021 to ease out much of present constraints on faculty/staff/ infrastructure and facilities

#### DECISIONS OF THE MEETING

1. Faculty/staff members welcome series of capacity building online meetings/ workshops from IQAC Dept, SHC
2. Principal will share email ID of IQAC Coordinator to Dr Sagayaraj, IQAC Director, SHC for follow up communication
5. IQAC Dept, SHC will fix the dates for the follow-up online workshop after 13<sup>th</sup> July and share the same with IQAC Coordinator, NEISSR
3. Faculty members will take up all necessary actions for proper documentation in the specific responsible IQAC Criterion and report in the next meeting.
4. Each faculty members will make PPT presentation of their findings with checklists of (1) the existing systems and practices, (2) identified gaps to be addressed which may include infrastructure, facilities and absence of documentation systems and mechanisms and (3) challenges in the respective assigned Criterion
5. IQAC Coordinator will take actions to incorporate suggestions offered by Mentors and report in the next meeting
6. Principal and vice-principal will be fully present meeting to provide financial related information and on all the 7 criteria
7. IQAC Coordinator will used NAAC prescribed formats for all documentation and regularly update changes in the existing systems and formats/templates at NAAC website
8. IQAC Coordinator will also ensure the documentation and presentation on all the 7 Criteria is done on the latest/revised formats and systems by constantly updating faculty members.
9. Best practices documentation will be discussed in the IQAC Committee meeting by



organizing separate meeting for necessary follow-up actions and responsibility fixing at the earliest

10. IQAC Committee will also review the existing College Calendar and Prospectus to include some of the important recommendations (renaming and reconstitution of statutory bodies such as Anti-ragging, Prevention of sexual harassment and Grievance redressal, setting up policy frameworks and mechanisms for effective functioning)
11. IQAC Coordinator will incorporate Kolb's learning cycle in the existing Experiential learning cycle model and review to include the two suggested systems
12. College Authority will take make efforts to appoint a second non-priest Vice-principal in the college and also include students representatives in the statutory bodies to enhance participation

THANK YOU

IQAC Coordinator

**NORTH EAST INSTITUTE OF SOCIAL SCIENCES AND RESEARCH (NEISSR)  
AFFILIATED TO NAGALAND UNIVERSITY  
DIMAPUR, NAGALAND**

**(Mentor-Mentee Online Meeting)**

<b>I. SCHEDULE</b>		
<b>Date: 4<sup>th</sup> December, 2020</b>	<b>Time: 11.00 am</b>	<b>Place: Online meeting</b>
<b>Members</b>		<b>Signatures</b>
IQAC Coordinator: Dr. Deben B	11.00 am	
<b>Members</b>		
<b>Office Representative:</b>		
<b>Project Officer</b>		
<b>Student Representative:</b>		
<b>IQAC Secretary:</b>		
<b>Mentor Institute: Sacred Heart College</b>		
Prof. Sagayaraj, Director, IQAC Dept	11.00 am	
Prof. Ravi, Advisor, IQAC, SHC		
<b>II. AGENDA</b>		
1. Presentation of Criterion-5&6		
2. Follow-up plan		
<b>DISCUSSION OF THE MEETING</b>		
Dr. Sagayaraj, Director, IQAC Department and Prof Ravi, Advisor, IQAC, SHC, Tirupattur, and other five members of Mentee institutes / colleges were present for presentation of Criteria 5 & 6 as scheduled earlier. Members present included Dr Toli, Dr Amit, Ms Sungjemtola, Mr Stephen Gangmei, etc.		
Dr Deben, IQAC Coordinator, made presentations of Criteria 5 & 6 one after the other as prepared by Mr Zephery and Ms. Meriakthule. The presentation on Criterion 5 was appreciated while much data had to be collected and put in place substantiate the claims made in the qualitative matrix. Having listened to the presentation Prof Ravi provided several areas for improvement which were well taken.		
Presentation on Criterion 7 was incomplete as none could get enough time out their own pre-occupations. Prof Sagayaraj and Prof Ravi provided guided the on how best Criterion 6 may be prepared by giving specific examples. This was very helpful in better preparation of the criterion		
<b>Follow up plans</b>		
1. Next and the last Criterion 7 presentation within a week time		
THANK YOU Dr. Deben IQAC Coordinator		

## 2021 EVENT REPORT

Topic:	Capacity building on Life Skill
Date:	19/4/21
Venue:	Trinity School Dimapur
Resource person:	Ms. Ashela Teresa
Facilitator:	Ms. Toviholi Y Yephthomi
No. participants:	13M: 5F: 18
Methodology:	Lecture and Sharing

### Objective:

- To share with the participants the concept of the life skill.
- To enhance the capacity and skill of the students.

### Summary:

NEISSR conducted a capacity Building program with the peace club members of Assisi School. The facilitator of the program was Ms. Ashela Teresa and the resource person was Mr. Benceno. The session begins with the peace prayer led by the peace club members.

The session begins with an ice breaking lead by the facilitator. The facilitator divided the participants into pair and asks them to introduce each other first and make friends and then introduce each other their new friend to the rest of the participants. Through this game the facilitator conveyed the message to

the participants to make new friends every day and to be friendly with everyone in the school as well as outside. Through this game it was found that through the Peace club members are from the same class but they were not friendly

with each other as they were nervous and shy to introduce themselves to one another. They





come to the class every day, sit with the same group of friends every day and don't even talk with other classmates. So through this game the facilitator told every Peace club members to be friend with everyone.

The resource person begins his session on the topic "Life skills". He said, the term life skills refer to the skills that we need to make the most out of our life. Life skills are usually associated with managing and living a better quality of life. They help us to accomplish our ambition and live up to our full potential. Any skills that are useful in our life can be considered a life skill.

The resource person further speaks on the essential life skills. He said there is no definitive list of life skills. Certain skills may be more or less relevant to us depending on our life circumstances, our culture, beliefs, age, geographic location, etc. different life skills will be more or less relevant at different times of our life, for example when at school or university, we'll need study skills, when buying a house, negotiation skills may be needed and when we have a job, leadership and presentation skills may be useful, along with a whole host of other skills. Thus, every skill is important in our life to lead a better life.

He also spoke about different life skills such as self-awareness, managing emotions, problem solving, interpersonal relationship, effective communication, decision making, creative thinking and critical thinking. These are some of the important life skills. He ended the session by encouraging the participants to have the most important life skill that is to have the ability and willingness to learn. By learning new skills, we increase our understanding of the world around us and equip ourselves with the tools we need to live more productive and fulfilling life, finding ways to cope with the challenges life gives.

**Evaluation/Feedback:**

70% of the participants understood the importance of life skills and the participants shared that they will start to explore skills to develop self.

Reported by

Toviholi Y Yephomi