

# **PRANABANANDA WOMEN'S COLLEGE**

**Lhomithi Colony**

**Dimapur Nagaland**



**IQAC Meetings**

**Academic Session 2023 – 2024**

Date 17/11/2023

Time: 11:00 am.

Venue: Principal's Chamber



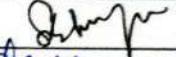

**Purpose of the Meeting:**

To constitute the new IQAC members for the 3<sup>rd</sup> Cycle of NAAC Accreditation 2024-2029

**Meeting Agenda:-**

1. Formation of IQAC Committee for 2024-2029.
2. Assignment of Roles and responsibilities.
3. Preparation for 3rd Cycle NAAC Accreditation.

**Members present:**

Sl No	Name	Designation	Sign
1	Dr. S. Kumar	Principal & Chairman	
2	Mr. Nayan Basu	HOD, Education & IQAC Advisor	
3	Dr. Sanjukta Bhattacharjee	HOD, English & IQAC Coordinator	
4	Dr. Alomi Cynthia Shikhu	Asst. Prof, Sociology & Joint IQAC Coordinator	

**Meeting Minutes:-**

1. Dr. S. Kumar, Principal emphasized the importance of forming a strong IQAC team to ensure a successful 3<sup>rd</sup> cycle NAAC accreditation.
2. Advisor, IQAC shared about the need for a diverse and competent team comprising representatives from Administration, faculty, students, alumni and other stakeholders.
3. Proposed structure:-
  - Chairman: Principal of the college
  - Coordinator
  - Joint Coordinator
  - Advisor
  - Senior faculty members from major department
  - Administrative staff representative
  - Student Representative
  - Alumni Representative
  - Other Stakeholders.

Principal

Pranabananda Women's College

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IQAC Coordinator

Pranabananda Women's College

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# NOTICE

Date: 20<sup>th</sup> January 2024

This is for general information that the Internal Quality Assurance Cell (IQAC) of Pranab College, Dimapur, Nagaland is constituted with the following undernoted persons for a period of five years (2024-2029) with immediate effect.

1. *Chairperson* - Principal of the College
2. *Members from Management:-*
  - a) Swami Chinmayanandaji Maharaj - Joint Secretary
  - b) Mr. Monoj Bhattacharjee - Member  
Principal, PVHSS, Dimapur
  - c) Mr. Dulal Majumder - Member  
Redt. Asst. Prof., Public College
3. *Members from the Faculty:-*
  - a) Dr. Sanjukta Bhattacharjee - Coordinator, IQAC
  - b) Dr. Cynthia Alomi Shikhu - Asst. Coordinator, IQAC
  - c) Ms. C. Narola Ao, Vice Principal - Member
  - d) Mr. Saurav Dowarah - Member
  - e) Mr. Nayan Basu - Member
  - f) Mrs. Majakhon Kamei - Member
  - g) Mrs. N. Tainla Jamir - Member
  - h) Mr. Anil Kr. Das - Member
  - i) Mr. Suraj Chhinal - Member
  - j) Mr. I. Imkongakum - Member
  - k) Ms. Meysisangla Jamir - Member
4. *Member from Pranab College Student Union:-*  
President, Pranab College Student Union - Member (Ex-officio)
5. *Member from Library:-*  
Mr. Pintu Chakraborty, Information Scientist - Member
6. *Member from Office staff:-*  
Mr. Moloy Chowdhury - Member  
Administrative cum Finance Officer
7. *Member from State University:-*  
Dr. Salomi Kinny, Asst. Prof., NECU - Member
8. *Member from Local Administration:-*  
Mrs. Mhalo Humtsoe - Member  
ADC, Dimapur District
9. *Member from Alumni Association:-*  
President, PWC Alumni Association - Member (Ex-officio)

Principal  
Pranab College  
Dimapur, Nagaland  
PRANAB COLLEGE  
Dimapur, Nagaland

Date 07/02/2024

Time: 11:00 am.

Venue: IQAC Room

**Action Taken Report (Meeting held on 17/11/23)**

1. A detailed framework for selecting IQAC members was created.
2. IQAC Coordinator, Dr. S. Bhattacharjee prepared a tentative list of potential members.
3. The proposal list was reviewed by the Principal Dr. S. Kumar to ensure alignment with institutional requirements and NAAC guidelines.
4. The new IQAC team was finalized.
5. The letter of appointment were delivered to the newly appointed IQAC Members and duly accepted.

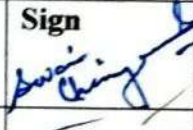
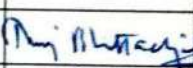
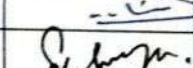
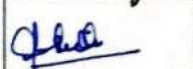
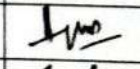
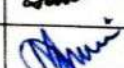

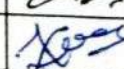

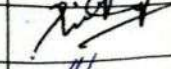



**Purpose of the Meeting:**

To introduce the newly constructed IQAC members, familiarize them with IQAC's roles and responsibilities, and discuss plans for enhancing institutional quality, particularly in preparation for the 3<sup>rd</sup> Cycle NAAC accreditation (2024-2029)

**Meeting Agenda:**

1. Introduction of the new IQAC members.
2. Overview of IQAC Functions
3. Discussion on Institutional Goals and Quality enhancement
4. Future Plans

**Members present:**

Sl No	Name	Designation	Sign
1	Swami Chinmayananda	Joint Secretary	
2	Mr. Manoj Bhattacharjee	Principal, PVHSS	
3	Dr. Santosh Kumar	Principal & Chairperson IQAC	
4	Dr. Sanjukta Bhattacharjee	HOD, English & IQAC Coordinator	
5	Dr. Alomi Cynthia Shikhu	Asst. Prof, Sociology & Joint IQAC Coordinator	
6	Mr. Nayan Basu	HOD, Education & IQAC Advisor	
7	Mrs. N Tainla Jamir	HOD, History & IQAC Member	
8	Mrs. Majakhon Kamei	HOD, Sociology, IQAC Member	
9	Mr. Anil Kr. Das	HOD, Political Science & IQAC Member	
10	Mr. Suraj Chinnal	HOD, Commerce, IQAC Member	
11	Mr. I Imkongakum Ao	Asst. Prof, History & IQAC Member	
12	Ms. Meyisangla Jamir	Asst. Prof, English & IQAC Member	
13	Ms. Imjungwatila Longkumer	President, PCSU	
14	Mr. Pintu Chakraborty	Information Scientist	
15	Mr. Moloy Chowdhury	Administrative cum Finance Officer	
16	Ms. Moainla Jamir	President Alumni Association	



**Members in Absentia:**

1. Mr. Dulal Majumder, Retd. Asst. Prof.
2. Dr. Salomi Kinny, Asst. Prof., NECU
3. Mrs. Mhalo Humtsoe, ADC, Dimapur District



**Meeting Minutes:-**

1. All newly constructed IQAC members were introduced.
2. Members were briefed on the importance of the 3rd cycle NAAC accreditation and its role in institutional quality enhancement.
3. A tentative timeline for AQAR preparation and submission was outlined.
4. Members proposed ideas for workshops, seminars, and quality enhancement initiatives.

  
Principal

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Principal  
Pranabananda Women's College  
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IQAC Coordinator  
Pranabananda Women's College  
Dimapur, Nagaland  


Date 21/02/2024

Time: 10:00 am.

Venue: IQAC Room

**Action Taken Report (Meeting held on 07/02/24)**

1. Members were assigned specific roles based on their expertise.
2. Members agreed to conduct periodic reviews to track progress and maintain accountability.
3. Existing feedback mechanisms were reviewed, and the need for improvements was identified.
4. Discussed and analyzed challenges and recommendations from the previous accreditation cycle.

**Purpose of the Meeting:**

Deciding Criteria In-charges for AQAR Completion (3<sup>rd</sup> Cycle NAAC Accreditation 2024-29)

**Meeting Agenda:**

1. Discussion on Allocation of NAAC Criteria In-Charges
2. Identifying qualified and experienced members for each NAAC criterion (I-VII).
3. Ensuring representation from various departments for effective collaboration.
4. Clarification of Roles and Responsibilities
5. Defining the responsibilities of criteria in-charges in data collection, documentation, and compliance.

**Members present:**

Sl No	Name	Designation	Sign
1	Dr. S. Kumar	Principal & Chairman	
2	Ms. C Narola Ao	Vice Principal	
3	Mr. Nayan Basu	HOD, Education & IQAC Advisor	
4	Mr. Saurav Dowarah	Asst. Prof Political Science & IQAC Advisor	
5	Dr. Sanjukta Bhattacharjee	HOD, English & IQAC Coordinator	
6	Dr. Alomi Cynthia Shikhu	Asst. Prof, Sociology & Joint IQAC Coordinator	
7	Mrs. N Tainla Jamir	HOD, History & IQAC Member	
8	Mr. Anil Kr. Das	HOD, Political Science & IQAC Member	
9	Mrs. Majakhon Kamei	HOD, Sociology, IQAC Member	
10	Mr. Dhruba Kr. Dhar	HOD, Economics, IQAC Member	
11	Mr. Suraj Chinnal	HOD, Commerce, IQAC Member	
12	Mr. I Imkongakum Ao	Asst. Prof, History & IQAC Member	
13	Ms. Meyisangla Jamir	Asst. Prof, English & IQAC Member	
14	Mrs. Purnima Das	Asst. Prof, EVS	
15	Mrs. Imtjungla Longchar	Asst. Prof, History	
16	Mrs. Rina Anal	Asst. Prof, Education	
17	Mr. Tongpok	Asst. Prof, Sociology	
18	Mrs Tekamongla Jamir	Asst. Prof, Economics	




19	Ms Rupa Dutta	Asst. Prof, English	
20	Mrs. Anju Rai	Asst. Prof, English	
21	Ms Shaheen	Computer Teacher	
22	Mrs Promila Paul	Asst. Prof, Bengali	
21	Ms. Bendangmongla	Asst. Prof, Commerce	
22	Mr. Moasunep	Asst. Prof, Commerce	

**Members in Absentia:**

1. Gracia Jimo
2. Rupam Dasgupta
3. Olivia Kikon

**Meeting Minutes:-**

1. Dr. S. Bhattacharjee outlined the agenda to assign in-charge for timely completion and preparation of AQAR.
2. Dr. S. Kumar emphasized on the need for accountability and collaboration among the assigned faculty members.
3. Members deliberated on assigning for the seven criteria outlined by NAAC.
4. It is decided that the senior faculty members with relevant experience would be designated as in-charges for each criterion.
5. The IQAC Coordinator was tasked with finalizing the names of in-charges.
6. Formats for each criterion would be prepared and distributed to ensure uniformity in reporting.

  
Principal

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IQAC Coordinator

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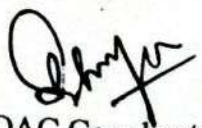
# NOTICE

This is to notify from the office of IQAC Coordinator that the following members are assigned the responsibilities as Criteria In-charge for the preparation of AQAR for a period of five years (2024-29):

- 1. Criterion I: Curricular Aspects**
  - Mrs. Gracia K Jimo - In-Charge
  - Mrs. Rina Anal - Member
  - Mr. Moasunep - Member
  - Mrs. Anju Rai - Member
- 2. Criterion II: Teaching- Learning and Evaluation**
  - Mr. Nayan Basu - In-Charge
  - Mr. Anil Kr. Das - Member
  - Ms. Bendangmongla Lemdur - Member
  - Mr. Tongpok - Member
- 3. Criterion III: Research, Innovations and Extension**
  - Dr. Cynthia Alomi Shikhu - In-Charge
  - Mrs. Purnima Das - Member
  - Mr. Seiboy Khongsai - Member
  - Ms. Olivia J Kikon - Member
- 4. Criterion IV: Infrastructure and Learning Resources**
  - Mr. I. Imkongakum - In-Charge
  - Mr. Suvankar Dasgupta - Member
  - Mr. Pintu Chakraborty - Member
  - Ms. Shaheen - Member
- 5. Criterion V: Student Support and Progression**
  - Mrs. Ulla Laureen Fernandez - In-Charge
  - Mr. Dhruva Kr. Dhar - Member
  - Mr. Suraj Chhinal - Member
  - Mr. Rupam Dasgupta - Member
  - Mrs. Imtjungla Longchar - Member
- 6. Criterion VI: Governance, Leadership and Management**
  - Authority & IQAC Coordinator - In-Charge
  - Mr. Saurav Dowarah - Member
  - Mr. Moloy Chowdhury - Member
- 7. Criterion VII: Institutional Values and Best Practices**
  - Ms. Meyisangla Jamir - In-Charge
  - Mrs. Majakhon Kamei - Member
  - Mrs. Tekamongla Jamir - Member
  - Mrs. N. Tainla Jamir - Member

Principal

Pranab College  
Dimapur, Nagaland

  
IQAC Coordinator  
Pranab College  
Dimapur, Nagaland  
Pranab College  
Dimapur, Nagaland



Date 15/04/2024

Time: 11:00 am.

Venue: IQAC Room

**Action Taken Report (Meeting held on 21/02/24)**

1. In-charge for each of the 7 NAAC criteria were identified and finalized.
2. The assigned faculty members were officially informed of their responsibilities.
3. The in charges initiated collaboration with the relevant departments and administrative units to gather necessary data.
4. Data collection and documentation for each criterion began under the supervision of the in charges with regular updates provided to the IQAC coordinator.


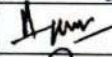
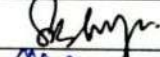







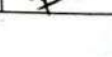
**Purpose of the Meeting:**

To update the HoDs and Convenor of the committees about the guidelines of NAAC (updated ones)

**Meeting Agenda:**

1. Presentation on updated NAAC guidelines and their implications for the institution.
2. Discussing the roles of departments and committees in meeting the new guidelines.
3. Discussing documentation requirements for each criterion.
4. Setting timelines for compliance and reporting.
5. Scheduling Capacity Building Workshops for departments.

**Members present:**

Sl No	Name	Designation	Sign
✓ 1	Dr. S. Kumar	Principal & Chairman	
✓ 2	Mr. Nayan Basu	HOD, Education & IQAC Advisor	
✓ 3	Dr. Sanjukta Bhattacharjee	HOD, English & IQAC Coordinator	
✓ 4	Dr. Alomi Cynthia Shikhu	Asst. Prof, Sociology & Joint IQAC Coordinator	
✓ 5	Mrs. N Tainla Jamir	HOD, History & IQAC Member	
✓ 6	Mr. Anil Kr. Das	HOD, Political Science & IQAC Member	
✓ 7	Mrs. Majakhon Kamei	HOD, Sociology, IQAC Member	
✓ 8	Mr. Dhruva Kr. Dhar	HOD, Economics, IQAC Member	
✓ 9	Mr. Suraj Chinnal	HOD, Commerce, IQAC Member	
✓ 10	Mr. I Imkongakum Ao	Asst. Prof, History & IQAC Member	
✓ 11	Ms. Meyisangla Jamir	Asst. Prof, English & IQAC Member	

**Meeting Minutes:-**

1. IQAC Coordinator provided the information to all the HoDs and Committee Heads that the activities must focus on academics, skill development and community engagement.
2. Indian value and education system, culture and ethical values fostering holistic student development.
3. Departments are encouraged to practice environment friendly and energy conservation methods.

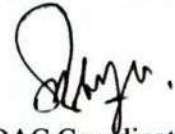
4. The Conveners were encouraged to adopt virtual meeting and digital recording etc.
5. Departments and Committees were asked to submit a tentative plan of action/activities for the academic year.
6. A review meeting will be conducted.



Principal

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Principal  
Pranabananda Women's College  
Dimapur : Nagaland



IQAC Coordinator  
Pranabananda Women's College  
Dimapur : Nagaland

Coordinator  
IQAC  
Pranabananda Women's College  
Dimapur, Nagaland



**Date 22/05/2024**

**Time: 11:30 am.**

**Venue: Principal's Chamber**

**Action Taken Report (Meeting held on 12/06/24)**

1. All departments and committees were instructed to draft activity plans that incorporate.
2. Departments were encouraged to initiate environment friendly activities.
3. Training session was planned for faculty members on using technology for teaching learning.
4. A timeline was set for departments and committees to submit their updated activity plans and reports.


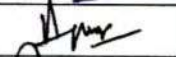
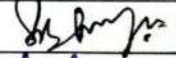

**Purpose of the Meeting**

The meeting was conducted among the IQAC Coordinator, Joint Coordinator, and Principal of Pranab College to discuss and evaluate the proposal from the Principal of MGM College regarding collaboration between the two institutions.

**Meeting Agenda:**

1. Analyze the objectives and scope of the proposed collaboration with MGM College.
2. Explore Collaborative Opportunities
3. Evaluate the feasibility of jointly applying to the Indian Council of Social Science Research (ICSSR) for sponsorship.
4. Strengthen Institutional Networks

**Members present:**

Sl No	Name	Designation	Sign
1	Dr. S. Kumar	Principal & Chairman	
2	Mr. Nayan Basu	HOD, Education & IQAC Advisor	
3	Dr. Sanjukta Bhattacharjee	HOD, English & IQAC Coordinator	
4	Dr. Alomi Cynthia Shikhu	Asst. Prof, Sociology & Joint IQAC Coordinator	

**Meeting minutes**

1. The Principal presented the key points of the proposal received from MGM College.
2. The proposal emphasized academic and research collaboration, joint seminars, and resource sharing between the two institutions.
3. The members deliberated on potential areas of collaboration, including:
  - Organizing joint workshops and seminars.
  - Presentation of research papers and publications.
  - The need to align collaboration goals with the institutional missions of both colleges was emphasized.
4. Application to ICSSR for Sponsorship
  - Members discussed the feasibility of applying for ICSSR sponsorship to support the collaborative initiatives.
  - It was agreed that both institutions would jointly prepare a comprehensive project proposal highlighting the relevance and impact of the collaboration.

5. Decision and Next Steps

- It was unanimously decided to move forward with the collaboration, pending final approval from MGM College.



Principal

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Principal

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IQAC Coordinator

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