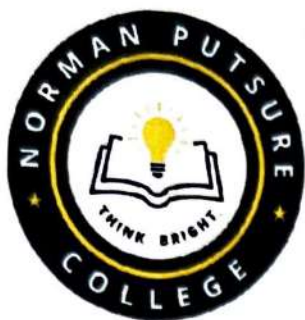


NORMAN PUTSURE COLLEGE

CHUMOUKEDIMA : NAGALAND

Internal Quality Assurance Cell (IQAC)

2023-2025 Report



Chümoukedima, 7 mile, 797103, Nagaland, India

Contact No.: 91986392606

Email: npcccontact22@gmail.com

Website: <https://normanputsurecollege.org>

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Meeting Name	INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING	
Date: 21 st September 2023	Time: 12:00 pm	Venue: Conference Room
Meeting Facilitator: Dr. K. Timothy Hau, IQAC Chairman	Minute Taker: Ms. Orichenla, IQAC Coordinator	
Invitees: Student representatives, Faculties and Management		

The meeting participants are given below:

- I. IQAC Members:
 1. Ms Saneinuo Putsure, Managing Director, Management Representative
 2. Dr. K. Timothy Hau, Principal, Chairman IQAC
 3. Ms. Orichenla, IQAC Coordinator, Assistant Professor, Department of English
 4. Dr. Neikhrolo-u Wetsah, Assistant Coordinator IQAC, Assistant Professor, Department of Education
- II. Teaching Faculties
 5. Mr. Kenivi Yhoshu, Assistant Professor, Department of English
 6. Mr. Ratan Chandra Das, Assistant Professor, Department of English
 7. Ms. Avani Ngullie, Assistant Professor, Department of Political Science
 8. Ms. Vanlalenkawli, Assistant Professor, Department of Political Science
 9. Ms. Nungsangmongla Ozukum, Assistant Professor, Department of History
 10. Mr. Kaikho Loli, Assistant Professor, Department of History
 11. Ms. Esther Hau, Assistant Professor, Department of Education
 12. Ms. Fuchumlo T Tsanglao, Assistant Professor, Department of Sociology
 13. Ms. Vilbonu Kulnu, Assistant Professor, Department of Sociology
- III. Non – teaching Faculty Representatives
 14. Mr. Kelhouvituo Kense, Assistant Librarian
 15. Suikachangbe Newme, Librarian

16. Bendangtoshi, Office Assistant
17. Salhouvino, Accountant
- IV. Student Representatives
18. Yahtimiu
19. Toka
20. Setsu
21. Thrunsokhiung
22. Shoseta Sapu
23. Benjamin Yekato Awomi
24. Bumang
25. Sanendong
26. Pulotoli
27. Awe Kapfo
28. Khumseba
29. Alibo Ayemi
30. Murisulu Sapu
31. Litentkokla
32. Shetsala
33. Ivino
34. Velu D. Vadeo
35. Megovino Kapfo
36. Sorila C. Yim
37. Visekhono
38. Lutalu Rhakho
39. Orenvungi Tsanglao
40. Tshetelolu Wezah
41. Kevisekhono Whiso
42. Lalolle Medo
43. Livino Chishi
44. Kimugha M. Zhimo
45. Weri-ü Kapfo
46. Rokosano Krose

ATTENDANCE

Sl. No.	NAME	DESIGNATION	SIGNATURE
1.	MS. SANENUD AUBURE	Management Representative MANAGING DIRECTOR	
2.	DR K. TIMOTHY HAU	PRINCIPAL, Chairman IWC	
3.	Keniri Yashi	Asst. Prof.	
4.	Ratan Chandra Das	Asstt. prof.	
5.	Avani Ngullie	"	
6.	Mungyangmaja Ozukum	"	
7.	FUCHUMLO T ISANGLAO	"	
8.	Krikke Loli	"	
9.	Vanlalenkawli	"	
10.	Esther Hau.	"	
11.	Mibonu Kuluu	"	
12.	Kulhouviteo Kereu	Asst. Librarian	
13.	Yakimiu	House Leader	
14.	TOKA	House Representative	
15.	Setee	Class Representative	
16.	Pheunsoxhieng	class representative	
17.	Shoseta Sepu	Representative of Students	
18.	Benjamin Yekato Awomi	Class representative	
19.	Bumang	Club leader	
20.	Samendang	Class Representative	
21.	Suikachanghe Newome	Librarian	
22.	Bendanglotui	office. Asst.	
23.	Pulokoli	class rep.	
24.	Awo kopfo	House leader	
25.	KHUMSEBA	Class Representative	
26.	Alibo Nyemie	class representative	
27.	Muwisulu	Club representative	
28.	Litenkokle	Club representative	
29.	SHEISALA	Club representative	
30.	Juino	House leader	
31.	Velii Duadeo	Class Representative	

Sl. No	NAME	DESIGNATION	SIGNATURE
32	MEGOVINO KAPFO	Class Representative	Megovino
33	Sonila C. Yim	Class - Vice Representative	Sonila
34	Visekhono	Class - Vice Representative	Visekhono
35	Kutaku Ahakho	Class - Vice Representative	Kutaku
36	Osienvungi Teanglao.	Vice - captain (Flora)	Osienvungi
37	Tahetelou Wezah	Vice - captain (Terra House)	Tahetelou
38	Kemisikhono Whiso	Club Representative	Kemisikhono
39	Zalolle Medo	Captain (VENTUS)	Zalolle Medo
40	divino whishi	vice captain	divino
41	Kimugha. M. Zhimo	class representative	Kimugha
42	Wini - u Kappo	class - Vice Representative	Wini
43	Rokosano Krose	class - Vice Representative	Rokosano
44	Salkouino	Accountant	Salkouino
45	Dr. Neikhoio - u Wersak	Asst. Coordinator IQAC Assistant Professor	Dr. Neikhoio
46	ORICHEN LA	Assistant IQAC Coordinator Professor	Orichen

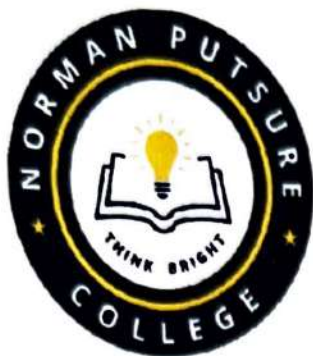
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Sl. No.	Discussions	Resolutions
1	Part time jobs: The student representatives requested the management to provide more part time jobs.	Ms. Saneinuo Putsure, Managing Director assured that more part time jobs/ slots will be opened in future. She also stated the first year/ first batch (2022) started with 5 slots and presently 12 slots were given.
2	Badminton court: The student representatives requested the management to construct a badminton court.	The management assured that in future, a badminton stadium/ indoor stadium/ multipurpose hall will be constructed. The management also stated that the planning for such kind of building was already in mind.
3	College gym: The student body requested the management for construction of a gym and provision for basic gym equipments like barbell and dumb – bell since the college doesn't have a gym at present and moreover since there are no gyms nearby.	The management assured that they will work on it.
4	Computer class: The student body requested the management to not make computer class mandatory for the BA 1 st semester students, as the students already know its usage and BA 3 rd semester students also got the chance to choose to take or not to take computer classes.	The management mentioned that for the BA 1 st semester students, computer and acquiring soft skills is a must. They also mentioned that in BA 1 st semester, Tally will also be taught, which is very beneficial for the students. The management suggested that students can work part time, earn and pay fees. The management further stated that the students will be earning extra certificates and most importantly skills which will make them more employable in future. Students can approach management if in case they already have computer diplomas/ certificates.
5	Wall clock in classroom	The management assured that wall clocks will be provided in the classrooms.

6	<p>Fitness class: The faculties mentioned that the students are not participative in the fitness class and are present just for giving attendance. The students requested that fitness class should not be compulsory for students.</p>	<p>Basing on the student's request, the one hour fitness class was reduced to thirty minutes, further the management stressed on the importance of physical activity and to carry extra clothing for fitness class.</p>
7	<p>Skill classes: The student representatives requested the management to enhance skill classes.</p>	<p>The management mentioned that Horticulture classes will soon be introduced and that Pisciculture classes are specifically for BA 3rd semester students.</p>
8	<p>Disciplinary Committee Roles: The student representatives suggested that the Disciplinary Committee should play more active roles.</p>	<p>The faculties in-charge mentioned that no reports were given by the students. However from this day onwards, strictness and order will be maintained, immediate actions will be taken. The students were also asked to drop in their suggestions or grievance in the "grievances box", and in case of urgency, to approach teachers or the authorities/ management.</p>
9	<p>Workshops and Seminars: The student representatives requested the management to organize workshops and seminars.</p>	<p>The management assured that they will conduct more workshops and seminars.</p>
10	<p>Books and Library: The student representatives requested the management for the following:</p> <ul style="list-style-type: none"> • To provide more books for different courses. • To increase the lending period of books available for students. 	<ul style="list-style-type: none"> • The management assured that more books related to the courses will be procured at the earliest. • The lending period for books will also be seen into after restocking/ sufficient books are procured. • The lending period for textbooks is 15 days for one book.
<p>Management's requests:</p> <ul style="list-style-type: none"> • Teachers as well as the students to develop good virtues/ values/traits and to be punctual. • Students to visit the library more often. • Maintenance of discipline in the library. 		

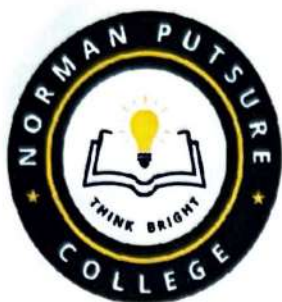
Dr. K. Timothy Hau

IQAC Chairman

Principal

Ms. Orichenla

IQAC Coordinator



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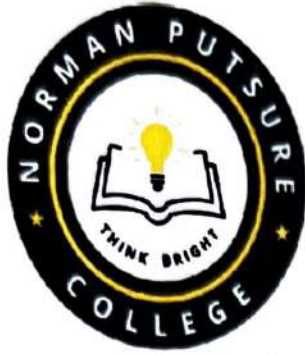
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Name of the Meeting	Internal Quality Assurance Cell (IQAC) Meeting with Faculties	
Time: 9:00 am	Date: 29 th November 2024	Venue: Library
Meeting Initiator/ Minute Taker : Dr. Neikhrolo –u Wetsah, IQAC Coordinator		

On 29th November 2024, the Internal Quality Assurance Cell (IQAC), conducted a meeting with the faculty representatives to compile all records – departments, clubs, cells and library records. 8 faculties attended the meeting held at the library at 9: 00 am.

Meeting Attendance		
Sl. No.	Faculties	Designation
1	Mr. Kaikho Loli	Faculty Representative HOD, Asst. Professor, Department of History,
2	Ms. Fuchumlo T. Tsanglao	HOD, Asst. Professor, Department of Sociology
3	Dr. Kevibeinuo Nguzhülie	HOD, Asst. Professor, Department of English, IQAC Asst. Coordinator
4	Dr. Neikhrolo-u Wetsah	HOD, Asst. Professor, Department of Education, IQAC Coordinator
5	Mr. Ningmi Shally	Faculty Representative Asst. Professor, Department of Political Science
6	Mr. Suikachangbe Newme	Librarian, Administrative Staff
7	Ms. Rokonino	Office Assistants, Administrative Staffs
8	Mr. Sorenthung T. Ezung	

Member Absent: Ms. Vanlalenkawli, Faculty Representative, HOD, Asst. Professor, Department of Political Science



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Agenda	Reports submitted
Compiling of reports by all departments, clubs, committees, cells and library	The list of reports submitted, are given below: <ul style="list-style-type: none">• History Department• Sociology Department• English Department• Education Department• Adventure Club• Literature Club• IQAC• Library• Enrollment and Drop Out Lists

Dr. K. Timothy Hau

Chairman IQAC

Principal

Dr. Neikhrolo-u Wetsah

IQAC Coordinator



Chümoukedima, 7 mile, 797103, Nagaland, India

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Meeting Name	Internal Quality Assurance Cell (IQAC) Meeting	
Date: 29 th August 2025	Time: 12:20 – 2:00 pm	Venue: Library
Meeting Facilitator: Dr. Neikhrolo-u Wetsah, Assistant Coordinator, IQAC	Minute Taker: Dr. Eastrose Miachieo, IQAC, Core Member	
Invitees: Management & Faculties		

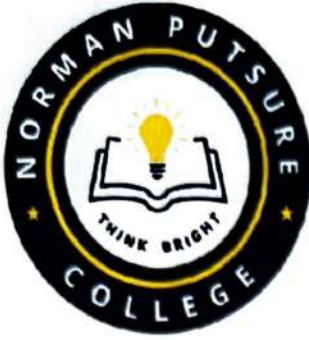
Meeting Attendance:

Sl. No.	Names	Designation
1	Ms. Saneinuo Putsure	Managing Director, Management Representative
2	Dr. K. Timothy Langwangbe	Chairman IQAC, Principal
3	Dr. Kevibeinuo Nguzhülie	IQAC Coordinator HOD, Dept of English Asst. Professor
4	Dr. Neikhrolo-u Wetsah	Asst. Coordinator, IQAC Asst. Professor Department of Education
5	Dr. Eastrose Miachieo	IQAC Core Member Asst. Professor Department of History
6	Mr. Kaikho Loli	IQAC Core Member Asst. Professor

		Department of History
7	Ms. Fuchumlo T. Tsanglao	IQAC Core Member HOD, Department of Sociology Asst. Professor
8	Mr. Ningmi Shally	IQAC Core Member Asst. Professor Department of Political Science
9	Ms. Vanlalenkawli	IQAC Core Member HOD, Department of Political Science Asst. Professor
10	Ms. Limayala Changkilari	Asst. Professor Department of English
11	Ms. Vizono Khesoh	Asst. Professor Department of English
12	Ms. Asino Bei-o	Asst. Professor Department of English
13	Ms. Avani Ngullie	Asst. Professor Department of Political Science
14	Ms. Vilbonu Kulnu	Asst. Professor Department of Sociology
15	Mr. Lorence Ngushe	Asst. Professor Department of Sociology
16	Ms. Nungsangmongla Ozukum	Asst. Professor Department of History
17	Ms. Repamenla	Asst. Professor Department of Education
18	Mr. Suikachangbe Newme	IQAC Core Member Librarian
19	Mr. Kelhouvituo Kense	Asst. Librarian

Absentees:

1	Ms. Rokonino Punyu	Office Assistant
2	Mr. Sorenthung Ezung	Office Assistant (IQAC Core member)
3	Mr. Thoiba Koza	Marketing Assistant (IQAC Core member)
4	Ms. Salhouvino	Accountant
5	Ms. Vimekhrienuo Rüpreo	Cashier (IQAC Core Member)



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Sl. No	Agendas	Discussions	Resolutions
1	Students Grievances (Grievance Box)	<ul style="list-style-type: none"> Workshop: The Student Council requested the management to let the students participate in workshops on a voluntary basis. 	Workshop attendance is important, as important resource persons are brought in.
		<ul style="list-style-type: none"> Uniform fine collection: The students voiced their concern since the fines for uniform collected were not uniform. 	The management mentioned that fines are collected only when rules are not followed.
		<ul style="list-style-type: none"> The students requested the management for changing the socks. 	Students to choose either long black socks for girls or white ankle length socks, and accordingly after the students have chosen, fines for defaulters will be re-imposed.
2	Durga Puja holidays	The students requested the management to extend the	The management mentioned that the Durga Puja holidays

		Durga Puja holidays.	will not be accepted.
3	College Foundation Day	Proposal for observing the "College Foundation Day", to commemorate the establishment, journey and serve a reminder for our college vision.	The management stated that a tentative month, either June or July, will be chosen, to observe the occasion.
4	Collaboration with NITI	Request to the management to collaborate with NITI, for common email ID, for passing important/ official information with students and guardians as well as for other academic exercises and NAAC.	The management mentioned that if the majority of the faculties agrees, the common email ID, can be set up, at the earliest. The management also requested the IQAC Coordinators to work on the common email ID.
5	Date setting for department activities	<ul style="list-style-type: none"> • Faculties requested the management to let departments set different dates for carrying out departmental activities, due to resource limitations. • On working Saturdays, the faculties also proposed for 2 departments and 2 clubs to have activities instead of all 5 departments and different club activities on the same day. 	The management mentioned that working days, along with working Saturdays can be used for carrying out departmental activities, skill classes, club activities and events and that changes can be made as per the need.
6	Expansion of	The librarian emphasized on	The management mentioned

	Library	the growth and extension of the library facilities and added that it is important for NAAC assessment.	that extension of the library facilities is already under the plan.
7	Memorandum of Understanding (MoU)	In order to enhance educational quality, foster research and professionalism and boost student's employability, a faculty, requested for signing of Memorandum of Understanding (MoU), with other institutions.	The management mentioned that the college plans to do things differently and that the focus is on foreign students exchange programs.
8	Multi-disciplinary programs	The management mentioned that as the New Education Policy as well as higher education bodies/ agencies emphasized on multi – disciplinary programs, faculties from different departments should also be more prepared for providing different papers – Skill Enhancement Courses (SEC), Interdisciplinary Courses (IDS), Multidisciplinary Courses (MDC), Ability Enhancement Courses (ABC), Value Added Courses (VAC).	The management requested all departments to do further studies on multi – disciplinary programs. The management proposed for organizing inter - departmental competitions citing debate competitions an example, at least once a semester, on relevant social issues.
9	Graduation Day	The management mentioned that the college will observe its 1 st Graduation day, for the 1 st batch of students.	As per suggestions and collective opinions from faculties, a four member Committee was set up. The members are:

			<ul style="list-style-type: none"> • Ms. Nungsangmongla Ozukum (Convenor) • Mr. Kaikho Loli • Ms. Repamenla • Ms. Vanlalenkawli
10	Internship progress update	All the departments are maintaining proper records of the 5 th semester student's internship.	<p>English Department: The HOD of English Dept. mentioned that the deadline fixed for internship report of is the 1st week of September and that Viva Voce will be conducted in the 1st week of October.</p> <p>Education Department: The HOD mentioned that the students internship work is recorded and monitored regularly.</p> <p>History Department: The HOD mentioned that the internship progress record is maintained and students are to submit their report by September.</p> <p>Political Science Department: The HOD mentioned that record of student's progress in writing of internship report is done.</p> <p>The HOD also suggested on *common date* for conducting Viva Voce.</p>

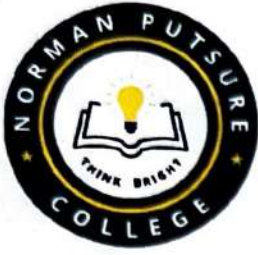
			Sociology Department: The HOD mentioned that the deadline fixed is on the 1 st week of September, for submission of internship report.
11	Re - evaluation of papers	Faculties requested an update from the management with regard to students, who have backlog papers.	The Principal, Dr. K. Timothy Hau mentioned that there is no update from Nagaland University, hence he requested the faculties to encourage students to continue coming for classes.
12	Edroom app	The faculties mentioned that Edroom app is not that effective.	The management mentioned that the Edroom personnel will carry out a briefing program for the students as well as the faculties.

Dr. K. Timothy Hau

Chairman IQAC / Principal

Dr. Kevibeinuo Nguzhülie

IQAC Coordinator



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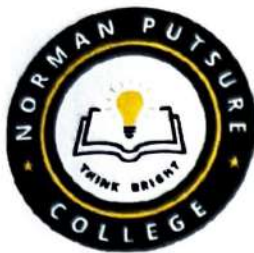
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Meeting Name	IQAC Core Committee Meeting	
Date of Meeting: 20.11.2025	Time: 1:00-2:00PM	Venue: MD's Office
Meeting Facilitator: Dr. Neikhrolo-u Wetsah, Assistant Coordinator, IQAC	Minute Taker: Dr. Kevibeinuo Nguzhülie, IQAC Coordinator	
Invitees: IQAC Core Committee members and Management		

1. Members Present (Meeting Attendance)

Sl.No	Name	Designation/Position
1	Ms. Saneinuo Putsure	Management Representative
2	Dr.K.Timothy Hau	Chairman
3	Dr.Kevibeinuo Nguzhülie	IQAC Coordinator
4	Dr.Neikhrolo-uWetsah	Asst. Coordinator
5	Mr. KaikhoLoli	Faculty Representative
6	Ms. FuchumloT.Tsanglao	Faculty Representative
7	Mr. Ningmi Shally	Faculty Representative
Member Absent		Dr. Eastrose Miachio, Faculty Representative



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Sl No.	Agendas	Discussions/Action	Outcome/Resolution
1	Skill Class	<p>Skill classes to be enhanced for students in the next academic session.</p> <p>i) Department teachers can brainstorm for the type of skill classes to be imparted to the students based on the interest of both the genders.</p> <p>ii) Certificates to be given to students on completion of the Skill Class.</p> <p>iii) Tentative period of 3 months to acquire the skills being taught depending on the level of difficulty.</p>	<p>i) Skilled students and faculties can also give skill classes.</p> <p>ii) The Skill Classes can be conducted once a week/ Friday.</p> <p>iii) Departments to specify which skill will be taught to a particular semester.</p> <p>iv) Further updates to be given to the Management after finalising the various Skills to be taught to students.</p>
2	Club In-charges	<p>Two faculties to be made in-charge of specific clubs for the smooth functioning and to increase the productivity of each Clubs.</p> <p>i) Going forward there will be no division of clubs into major and minor clubs.</p>	<p>i) List of faculty club in-charges to be displayed on flex banners.</p> <p>ii) Two (2) faculties to be made in-charge of one Club.</p> <p>iii) Tentatively 50 students per club.</p>

		<p>ii) Students can choose only one club from the existing six (6) clubs- Adventure, Art, Eco, Entrepreneurship, Media and Literature Club.</p> <p>iii) Faculties in-charge of Eco, Media and Entrepreneurship Club to take initiatives on their own in case external collaborators take no initiative(s).</p>	
3	Shared Google Drive	<p>A shared Google Drive is needed to support smooth collaboration and to maintain access to essential files beyond the tenure of staff and students.</p> <p>The HODs and IQAC shall have access to the common email ID for storing college and departmental files.</p>	Dr. Kevibeinuo Nguzhülie, to assist the Management for creation of a common Email ID for the purpose of storing College documents in Google Drive.
4	NCC	In the event of overlapping schedules, NCC cadets shall be exempted from club activities in the upcoming semester.	Mandatory for NCC cadets to enroll in one of the six clubs.
5	Laptop/desktop	Laptops are required for IQAC, departmental units, and NCC to improve operational efficiency and ensure the safe retention of essential data for assessment and accreditation.	IQAC core members are to recommend to the Management the preferred brand/company for procuring laptops/desktops.

6	External IQAC member	As the College prepares for the NAAC assessment, the inclusion of an external IQAC member from an academic background is required.	<p>i) The Principal is in the process of searching for an external member.</p> <p>ii) The IQAC Core members are also requested to identify Academicians to be inducted as an external IQAC member.</p>
7	Feedback	A transparent feedback system to be instituted by the management for the teaching faculty.	<p>i) The management has undertaken the assessment process and will schedule meetings with all faculty members in December.</p> <p>ii) The management requested the IQAC core members to work on the feedback format.</p>
8	Memorandum of Understanding (MoU)	To fulfill NAAC Criterion 3: Research, Innovations and Extension the College must enter into MoUs with other academic institutions.	<p>Faculty Exchange Program: First step to be taken after signing an MoU with an Institution.</p> <p>i) One (1) faculty per semester on a trial basis.</p> <p>ii) The IQAC is required to provide prior information to the Management concerning any collaboration plans or faculty deputations to other Institutions/Departments.</p>
9	Internal Marks	The faculties are to be given 20 marks for internal assessment and 5marks to	i) Faculty members shall continue to retain the 25 internal marks and conduct
		be reserved for the management.	<p>internal activities as practiced thus far.</p> <p>ii) It is impractical for the Management to assign and assess the 5 marks for every student.</p>

10	Dean	To ensure academic standards and oversee student's welfare, need is felt for a Dean.	i) Should the student intake rise, the appointment of a Dean may be considered; however, given the current strength and the Principal's effective management, a Dean is not required.
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Management's Request:

Faculties should inform the management of any instances of improper student conduct, Allowing the College to keep track of behavioural issues for future situations.

Dr. K.Timothy Hau
IQAC Chairman
Principal

Dr. Kevibeinuo Nguzhülie
IQAC Coordinator