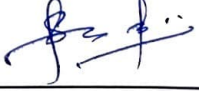



**MEETING MINUTES**




<b>Meeting Name</b>	IQAC Annual Meeting 2025-26		
<b>Date of Meeting:</b> 7th March, 2026	<b>Time:</b> 10 AM	<b>Venue:</b> Conference Room Earth, Dr P. S. Lorin Excellence Centre	
<b>Meeting Facilitator:</b> Dr Anjan K Behera, IQAC Coordinator & Dean	<b>Minute Taker:</b> Ms. Asani, Asst. IQAC Coordinator, & Ms Sentiren Changkiri Khamo, Executive Assistant		
<b>Invitees:</b> All members of the Internal Quality Assurance Cell (IQAC), Tetso College for 2025-26			

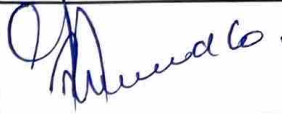






**1. Members Present (Meeting Attendance)**

Sl.No	Name	Designation/Position	Signature
1	Dr. Hewasa L. Khing	Principal	
2	Shri. Kvulo Lorin	Chairman/Director	
3	Smti. Vini Sale	Director: HR & Services	
4	Dr. Rosy Tep	Vice Principal	
5	Dr. Amar Ranjan Dey	Vice Principal	
6	Mr. V G Sugathan	Governing Board Representative	


7	Dr. Temsukumla Ao	Asst. Dean, School of Social Sciences	
8	Mr. Talinungsang	Asst. Dean, School of Computer Science & Skill Development	
9	Dr Kahor Raleng	Asst. Dean, School of Language, Music, & Media Studies	
10	Dr.Wapangsenla Imchen	Associate Professor, Management	
11	Ms. Asani	Assistant Professor 11, Management	
12	Dr Asenla Yanger	Assistant Professor 10 & HoD, English	
13	Dr. Nouzhienino Peseyie	Assistant Professor 10, HoD, Psychology	
14	Mr. Letsol Thakro	Assistant Professor 10, Education	
15	Mr. Merangstuba	Deputy Registrar	
16	Ms. Keshonye Lorin	Senior Executive, Administration	
17	Smti K Akali Chishi	Deputy Finance Officer	

18	Mr. Yhunwalo Lorin	Manager, Support & Services	
19	Ms. Gloris Odyuo	Assistant Manager, Maintenance & Housekeeping	
20	Shri. I Abenjang	Stakeholder Representative - Local Society	ABSENT
21	Mr. Melei Khamu	Stakeholder Representative - Employer	
22	Shri. Rohit K Jain	Stakeholder Representative - Industry	ABSENT
23	Mr. Watsho Kapfo	Stakeholder Representative - Student	
24	Mr. Albert Sangtam (Class of 2018)	Stakeholder Representative - Alumni	
25	Smti. Ghusheli Aye	Stakeholder Representative - Parent	
26	Dr. Anjan K Behera	Acting Dean & IQAC Coordinator	

The IQAC Annual Meeting on March 7, 2026, at Tetso College focused on quality assurance progress, strategic planning, and stakeholder inputs for NAAC accreditation and institutional growth.

### Summary

- **Principal's Address:** Dr. Hewasa L. Khing emphasized IQAC's critical role, collective responsibility for quality, and focus areas like research output, student progression, and industry collaborations.
- **IQAC Coordinator's Presentation:** Dr. Anjan K. Behera reviewed completions (AQAR 2023-24, AISHE, NIRF), presented the IQAC Annual Report, 48 quality initiatives, research/publication progress (40 PhDs, 30/37 MoUs active), student programs, and the 2025-26 Action Plan targeting NAAC Grade A via incubation, grants, and tech-enabled teaching.
- **Academic Profile Update:** Vice Principal Dr. Rosy Tep presented enrollment (1,888 students), faculty strength (86, with 40 PhDs), skill courses, and proposed programs like BPEd, Fashion Design, and LLB from 2026-27.
- **Chairman Director's Input:** Shri Kvulo Lorin stressed alumni progression, student/faculty development, and proposed biannual IQAC meetings for better monitoring. He also strongly emphasised on the urgency of improving research output by faculty.
- **Alumni Representative Suggestions:** Mr. Albert Sangtam recommended an alumni office, reunion, batch data tracking via representatives, legacy contributions, and 50 paid internships via Young Indians.
- **Parent Representative Recommendations:** Smti. Ghusheli Aye advocated student counselling and admission reference/character certificates; PTM on March 28 to recruit PTA members and resource parents.
- **Employer Representative Feedback:** Mr. Melei Khamu praised infrastructure/program diversity and urged career counselling on resumes, interviews, and skills.
- **Faculty Representative Comments:** Ms. Asani appreciated research incentives. Dr. Behera suggested Dean-led review meetings and a research tracker.

  
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Principal




- **Admin Improvements:** Vice Principal Dr. Amar Ranjan Dey and Deputy Registrar noted streamlined accounting and operations.
- **Student Concerns:** Watsho Kapfo raised classroom heat (AC/coolers planned), early class endings, and cultural/sports secretary role; IQAC to discuss TSC responsibilities.

• Agendas			
Agenda Item	Discussion/ Action	Outcome/Resolution	Target Due Date
1) Principal's address	Dr. Hewasa L. Khing welcomed all members and expressed gratitude for their presence at the meeting. Dr. Khing emphasized that the IQAC is one of the most critical cells of the college and that quality assurance is a collective responsibility requiring active participation and inputs from all members. She encouraged stakeholders to contribute constructive suggestions to support the institution's development. The Principal also highlighted key focus areas for the college, including strengthening research output, enhancing student progression, and expanding industry collaborations.		

  
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<p><b>2) IQAC Coordinator's presentation</b></p>	<p>Dr. Anjan K Behera, IQAC Coordinator &amp; Dean, has presented the following:</p> <ul style="list-style-type: none"> <li>• IQAC roles &amp; objectives, <b>Annual Report and Quality Initiatives</b> undertaken during the academic year.</li> <li>• Completion of AQAR (2023–24), AISHE, NIRF (2024–25), and IIRF submissions, while AQAR 2024–25 data verification is currently in progress.</li> <li>• Shared updates on 48 quality initiatives conducted to enhance academic and administrative performance.</li> <li>• Highlighted research and publication progress, including ISSN publications, ISBN publications, research grant applications, and grants received.</li> <li>• Noted that 40 faculty members have completed PhD, with 10 currently pursuing PhD and 2 pursuing post-doctoral research.</li> <li>• Reported 30(out of 37) functional MoUs, including 18 industry connections and 13 HEI collaborations.</li> <li>• Highlighted student development initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• The house noted and appreciated the progress made by IQAC in strengthening quality assurance mechanisms and institutional development initiatives.</li> </ul>	
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*Anjan Behera*  
IQAC Coordinator




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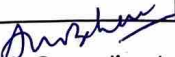
	<p>including capacity-building programmes, career guidance sessions, and competitive examination support.</p> <ul style="list-style-type: none"> <li>• Presented <b>IQAC Action Plan for 2025-2026</b> and strategies to achieve NAAC Grade A+, with the fourth accreditation cycle currently in progress.</li> <li>• Emphasised strengthening incubation, innovation, research grants (TIIRG), documentation systems, alumni engagement, and technology-enabled teaching-learning practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendees reviewed the IQAC Action Plan and assessed the goals which had been met, and strategised further to achieve the goals which were still in progress.</li> <li>• Key areas identified - research and student progression</li> </ul>	
<p><b>3) Vice-Principal's Presentation</b></p>	<p>Dr Rosy Tep Vice Principal (Academics) has highlighted the following:</p> <ul style="list-style-type: none"> <li>• Presented the current <b>Academic Profile of the College (2025-2026)</b>, including programmes offered, student enrolment, and faculty profile.</li> <li>• Reported that the college currently offers multiple UG and PG programmes across Arts, Commerce, Management, Social Work,</li> </ul>	<ul style="list-style-type: none"> <li>• The house acknowledged the academic growth of the institution and appreciated the efforts to expand programmes, strengthen faculty capacity, and enhance student learning opportunities.</li> </ul>	

  
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	<p>Computer Applications, and Performing Arts.</p> <ul style="list-style-type: none"> <li>• Shared student enrolment statistics for 2025–26, with 840 new admissions and a total enrolment of 1,888 students.</li> <li>• Highlighted diverse student representation, with the majority from Nagaland and others from neighbouring states.</li> <li>• Reported that the college currently has 86 faculty members, including 40 PhD holders and 48 NET/SET/SLET/GATE qualified faculty.</li> <li>• Presented the range of certificate, interdisciplinary, value-added, and skill enhancement courses offered to support holistic and skill-based learning.</li> <li>• Informed the house about proposed new programmes from 2026–27, including Bachelor of Physical Education, Bachelor of Fashion Design, and Bachelor of Law (LLB).</li> </ul>		
<p><b>4) Chairman/ Director's address</b></p>	<ul style="list-style-type: none"> <li>• Shri Kvulo Lorin, Chairman &amp; Director, shared his observations on the institution's goals and key</li> </ul>	<ul style="list-style-type: none"> <li>• The house acknowledged the suggestions and agreed to</li> </ul>	

  
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	<p>challenges related to quality enhancement.</p> <ul style="list-style-type: none"> <li>• He emphasized the need for continued improvement in areas such as alumni progression, student development, and faculty research output. He stated that the following provisions and policies have been introduced to increase research output:             <ul style="list-style-type: none"> <li>◦ Research allowances and incentives for publications and presentations</li> <li>◦ Research and indigenous knowledge centre</li> </ul> </li> <li>• He strongly emphasised on the urgency of improving research output by faculty.</li> <li>• He further added that the output of research now rests on the faculty to create a space for a research culture within the workplace and amongst the students.</li> <li>• He further encouraged the external members of the committee to actively share their opinions and recommendations to support</li> </ul>	<p>encourage greater participation from external members in providing recommendations for institutional development.</p> <ul style="list-style-type: none"> <li>• The proposal to increase the frequency of IQAC meetings to twice a year will be considered for implementation to facilitate more regular review of quality assurance initiatives.</li> </ul>	<p></p>
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	<p>the institution's growth and quality initiatives.</p> <ul style="list-style-type: none"> <li>• Additionally, he suggested that IQAC meetings be conducted twice a year instead of once annually to ensure more frequent review and monitoring of institutional progress.</li> </ul>		
<p><b>5) Suggestions from the stakeholders</b></p>	<ul style="list-style-type: none"> <li>• <b>Mr. Albert Sangtam</b>, representing the alumni stakeholders, suggested establishing a dedicated space/office for alumni office bearers to facilitate meetings and alumni-related activities.</li> <li>• He also proposed the possibility of organizing an Alumni Reunion to strengthen alumni engagement with the institution.</li> <li>• He further informed the house that he would explore opportunities to facilitate paid internship programmes through Young Indians (Yi) and expressed willingness to help secure at least 50% of such internship opportunities for students of Tetso College.</li> <li>• During the discussion, members also deliberated on effective methods for tracking alumni progression, and it was</li> </ul>	<ul style="list-style-type: none"> <li>• The house welcomed the suggestions and resolved that the IQAC will further strategise mechanisms for collecting alumni progression data through batch representatives and initiate appropriate follow-up actions.</li> <li>• The alumni office bearers were encouraged to expedite the process of registering the Alumni Network under the Societies Act.</li> <li>• It was also decided that the IQAC Coordinators will arrange a meeting</li> </ul>	<p>IQAC Meeting with TSC to be scheduled after Pow woW i.e., between 16th-20th March</p>

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	<p>suggested that batch representatives could serve as a practical channel for collecting alumni data.</p> <ul style="list-style-type: none"> <li>• Additionally, it was proposed that each graduating batch may leave a legacy contribution, such as scholarships, donations, or material support, to strengthen alumni involvement and support institutional development.</li> <li>• <b>Smti. Ghusheli Aye, Parent Representative</b>, highlighted the importance of student counselling in shaping character and overall development.</li> <li>• She suggested that the college may consider introducing a recommendation/character certificate or reference letter for candidates at the time of admission, as this could help assess students' background and conduct prior to enrolment.</li> <li>• <b>Mr. Melei Khamu, Employer Representative</b>, appreciated the progress of Tetso College, noting that the institution has developed strong</li> </ul>	<p>with the Tetso Student Council (TSC) to deliberate on initiatives related to alumni engagement and the proposed legacy contributions from graduating batches.</p> <ul style="list-style-type: none"> <li>• The Principal appreciated the suggestion and noted that such a recommendation/character certificate or reference letter could be considered for implementation in selected programmes, subject to further discussion and feasibility.</li> <li>• Additionally, it was resolved that during the forthcoming Parent-Teacher Meeting (PTM), potential parents will be identified and encouraged to be inducted into the Parent-Teacher</li> </ul>	<p>PTM scheduled on 28th March</p> 
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	<p>infrastructure, offers a wide variety of programmes, and is emerging as one of the fastest-growing institutions in the state.</p> <ul style="list-style-type: none"> <li>• He suggested that student employability can be further strengthened through structured career guidance and progression support. In this regard, he recommended organising career counselling sessions focusing on resume preparation, professional email writing, communication skills, interview preparation, and confidence building, which would help students better prepare for the job market.</li> <li>• <b>Smti. Vini Sale</b>, Director of HR &amp; Facilities, highlighted the reduction in the institution's attrition rate, noting that recent measures undertaken by the management have contributed to better staff retention and stability within the organisation.</li> <li>• <b>Ms. Asani</b>, Faculty Representative, appreciated the recently introduced and revised policies, guidelines, and allowances aimed at</li> </ul>	<p>Association (PTA) to strengthen engagement between the college and parents. This initiative is expected to enhance networking and enable the institution to invite suitable parents as resource persons or speakers during fellowships and other relevant sessions.</p> <ul style="list-style-type: none"> <li>• It was resolved that final-year students shall mandatorily submit a standardised resume containing their personal contact details and email ID prior to the issuance of final examination admit cards. This will enable the college to maintain updated records and support placement activities, career progression tracking, and alumni engagement.</li> </ul>	<p>IQAC Strategy Meeting to be scheduled in the coming week i.e., 12th March</p>
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	<p>promoting research activities, conference presentations, publications, grant pursuits, and participation in training/workshops. She noted that such initiatives would motivate faculty members and contribute to improved research output. In this regard, <b>Dr. Anjan K. Behera</b> shared his suggestion to introduce structured review meetings by Deans and supervisors to regularly monitor and follow up on research progress and related academic activities.</p> <ul style="list-style-type: none"> <li>• <b>Dr. Amar Ranjan Dey, Vice Principal (Administration), and Mr. Merangtsuba (Deputy Registrar)</b> reported on the improvements and efficiency enhancements in the administrative departments. They highlighted that the accounting processes and related financial activities have been streamlined, and overall office operations have been strengthened to ensure smoother administrative functioning.</li> <li>• <b>Watsho Kapfo, Student Representative,</b> raised the</li> </ul>	<ul style="list-style-type: none"> <li>• The house agreed with the suggestion and resolved that the IQAC will develop a tracker to monitor research progress and related academic activities, which will be reviewed periodically through structured meetings.</li> </ul>	
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- Shri Kvulo Lorin informed that Air Conditioning Units will be installed in

*Anjan K. Behera*  
IQAC Coordinator



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	<p>following concerns:</p> <ol style="list-style-type: none"> <li>Some classrooms tend to be hot in summer owing to glass walls facing the east.</li> <li>Ending classes early during the summer, if possible.</li> <li>Introducing the post of Cultural and Sports Secretary to the Students Council.</li> </ol>	<p>select classrooms in phases. Meanwhile Air Cooling Units to be deployed in the hottest classrooms</p> <ul style="list-style-type: none"> <li>Dr Anjan K Behera clarified that it is the national standard to have classes for a duration of one hour, however, the possibility of ending classes early could be looked at by the Vice Principal (Academics) and notified later.</li> <li>As per the constitution of the Tetso Student Council(TSC), the Vice President oversees Sports activities and the Assistant General Secretary oversees Cultural and Literary Activities.</li> </ul>	<p>IQAC to meet with the Faculty Advisors of the Tetso Student Council(TSC) and the Executive Members to discuss the segregation of responsibilities.</p>
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### Action Items Identified:

- **Bi-annual IQAC Meetings:** Conducting IQAC meetings twice a year for more frequent review of quality assurance initiatives and institutional progress.
- **Alumni Engagement Strategies:** Develop mechanisms to track alumni progression via batch representatives; support Alumni Network registration under Societies Act; plan Alumni Reunion; explore 50+ paid internships through Young Indians (Yi).
- **IQAC-TSC Meeting:** IQAC Coordinators to arrange meeting with Tetso Student Council post-Pow Wow (16–20 March) to deliberate alumni initiatives and graduating batch legacy contributions (e.g., scholarships, donations).
- **Parent-Teacher Association (PTA) Recruitment:** At PTM on 28 March, identify and induct potential parents into PTA; leverage for networking and inviting parents as resource persons in fellowships/sessions.
- **Student Resume Mandate:** Require final-year students to submit standardized resumes with updated contacts before final exam admit cards for placements, progression tracking, and alumni database maintenance.
- **Research Progress Tracker:** IQAC to create a tracker for faculty research/publications/grants; conduct periodic structured review meetings by Deans/supervisors; schedule IQAC Strategy Meeting around 12 March.
- **Student Infrastructure Support:** Install air conditioning units in phases and deploy air coolers in hottest classrooms; explore early class endings in summer; meet TSC Faculty Advisors/Executives to clarify roles (e.g., cultural/sports secretary).
- **Admission Process Review:** Consider introducing recommendation/character certificates for select programs during admissions, subject to feasibility discussion.

  
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