

GENERAL BODY MEETING – 2020

Date & Time : 13thMarch @ 2:00pm
Place : Professors' Common Room.

ATTENDANCE :

Members present endorsed their presence by giving their signature on the attendance that circulated to the members.

1). The Principal Prof. B. Zoliana welcomed the members present. He made an enquiry to each department whether collection of students detail has been submitted. Most department response in the affirmative. Miss Mimi (Exam cell) gave a point on the status of the collection. She reported that collect of photograph has almost been completed.

2). Teachers-students profile collection : Most of the teachers have submitted their profile. New members of the faculty have been requested to submit their profile at the exam department. Student's profile collection shall be completed by April 2020. Dr. Ricky is requested to upload the profile format via whatsapp.

3). The Principal requested Mr. H. Thangkhanhau to give a report on LMS and online submission. In penance of the IQAC meeting on 03/02/2020 e-content development programmed was held on 10.02.2020. He reported that efforts have been made to introduce LMS in the college. Online admission will also be introduced from the next semester.

4). Reports on Campus preparation : Mr. Lalnunthara gave a report that the site at Durtlang is being developed further. Preparation for parking space has been made. The approach road is being widened. He reported that the new hostels may be occupy in the next session.

AGENDA :

1. Increase of transport fees from next semester:

As per the letter received from the Director, H&TE, with the purchase of new Buses for colleges, the pay for the bus drivers and conductors has to be outsource. Hence, the need to raise the fund for the purpose has arisen. The HOD meeting had discussed the matter and had workout a calculation by which the requirement may be met by making an annual contribution of Rs. 600 per year towards transportation. Their proposal has been tablet at the General Body Meeting for each endorsement.

After detailed deliberation, it was resolved that collection of fund from faculty and students is necessary to meet the requirement. However, the rate may be revised by the following members:

1. Pi Lalrinzuali
2. Pu. Remlalsiama
3. SU Vice President
4. Pu. Lalrinawma
5. Pu. C. Lalramdina

They will also look after hiring matters.

2. Improvement of students internal test results:

It was suggested that improvement can be made through proper utilization of the mentoring system. The matter was discussed in great detail and some teacher offered valuable suggestions such as conducting more test, revision of admission criteria, involving parents and finding warp to motivate them. As teachers, we need to do our best to improve the quality of the students. The IQAC will pursue the improvement measures.

3. Exam matters:

Dr. Rosangliana, Secretary Examination Cell was invited to give a report. He reported that marked improvement has been made in matters of rating arrangement and other exam matters. Following measures are being undertaken:

- a) Seat numbering: To be made as random as possible for the upcoming exam
- b) Invigilation Duty: Duty routine has been prepared. Each teacher will be given at least three duties during the internal examination.
- c) Roll call in exam hall: Attendance will be taken by taking students signature.

The Principal made a request to all invigilators to report themselves 15 minutes before the start of exam.

The exam secretary suggested common format for question papers. He requested members to submit question early as possible. Regarding the query as to why a total of 40 marks in the taken for internal mark, it was stated that the decision was made by the General Body and that it will continue for the opening internal examination.

4. IQAC matters (Report and Agenda) :

The IQAC co-ordinator gave a report on the following:

- a) AQAR 2015 – 2016, 2016 – 2017, 2017 – 2018 were submitted and accept. IQAC and General Body will pursue reflection made by NAAC.
- b) Training on NAAC etc. was attended by Dr. Lawrence Zonunmawia and Mrs. Lalrinsangi Nghinglova.
- c) New appointment to sub committee have been made and the list will be circulated and notified.
- d) Mentoring report: Soft copy to be submitted by all.
- e) Year book 2018-2019: ISBN has been attained and publication will be done as early as possible.
- f) Departmental report: New formal will be used IQAC in change will be selected and they will be required to submit the DP within the month of March. The following members have been appointed from each department:
 - i. Physics : Dr. Arup.
 - ii. Mathematics : Dr. Lalmangaihzuala
 - iii. Chemistry : Dr. Samuel
 - iv. Electronics : Dr. Ronald
 - v. Geology : Dr. Lalremruatfela
 - vi. English : Dr. Lalrinpuui Rokhum
 - vii. Zoology : Lalrinmawia
 - viii. Botany : Mary Lalthansangi
 - ix. Biochemistry : Dr. Rebecca
 - x. Home Science : Mimi
 - xi. BCA : Lalhruaitluanga

5. Discipline of Students:

Strict maintenance of discipline is important. Regarding wearing of college uniform, it is suggested that as resolved in the teacher meeting, all teachers are responsible to

carry out the rule. Fine of Rs. 100 will be taken for student who failed to wear T-Shirt during exams time too.

Regarding cleanliness of the campus, it is resolved that the cleanliness committee will be made in charge of the matter.

AOB:

Calculation of attendance for NCC/NSS volunteers etc. who represent the college:

- a) Attendance for sport practice will be counted as notified earlier.
- b) For those who represent college as NCC/NSS volunteers attendance will be counted as 2(two) periods each for each department.

(LALRINSANGI NGHINGLOVA)
MINUTE RECORDER

(Prof. B. ZOLIANA)
PRINCIPAL