

MINUTES OF MEETING OF HEADS OF DEPARTMENTS

DATE & TIME : 6.5.2020 @ 11:30
PLACE : Principals' Office, GZRSC.

Members Present:

1. Principal
2. Dr. C. Zoramthara Geology
3. Mrs. Lalrammawii Home Science
4. Dr. Ricky Lalhmangaihzuala Electronics
5. Dr. Fanai Lalsangluaii Biochemistry
6. Dr. R. Lalengmawia Botany
7. Mr. C. Lalrinawma Computer Science
8. Mr. L.B. Singh Mathematics
9. Mr. K.B. Singh Chemistry
10. Mrs. Caroline Zaihmingthangi Zoology
11. Dr. Arup Kumar Physics
12. Mrs. Laltluangkimi Hnamte English

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting inspite of difficulties due to the pandemic preventive measures taken in the city.

RESOLUTIONS:

I. **MZU AMENDED ACADEMIC CALENDAR:**

The Principal informed that he has attended a meeting of Educational elites at the HTE Minister's chamber on 5.5.2020 where important issues regarding the academic Calendar notified by the MZU was discussed. A copy of the amended Academic Calendar issued was distributed to each member and various outcomes imposed by the calendar were discussed and resolved:

(a) Classes/Remedial Classes: As per the revised MZU academic calendar, it was resolved that after 17 June, 2020 any teacher of the College is allowed to call students to conduct classes/ remedial classes if necessary.

(b) If there are students outside of the state, they are to be informed to reach Aizawl on 1 June to be able to go through the 14 days quarantine period so as to be able to join classes from 17th June, 2020.

(c) Practical examination to start from 18.5.2020. Each department is to make necessary arrangements for its department in consultation with the Examination Department if any Practical examination is necessary. The Practical Exam Routine as prepared by Exam. Department is given below:

PRACTICAL EXAM ROUTINE

Date	II Semester	IV Semester
18.6.2020 (10 Am onward)	Chemistry & Geology & Elect.	Zoology & Physics
19.6.2020 (10 Am onward)	Zoology & Physics	Chemistry, Geology & Electronics
22.6.2020 (10 Am onward)	Botany & Biochemistry	Botany & Biochemistry

Vith Semester Practical Examination will be conducted by each Department as per their convenience.

(d) Attendance Marks will be given as per below for the attendance counted till the last date when classes were suspended by order from Govt. of Mizoram due to Lockdown.

(i)	90-100%	=	5
(ii)	85-89.9%	=	4
(iii)	80-84.9%	=	3
(iv)	75-79.9%	=	2
(v)	Below 75%	=	1

II. CONDUCTING INTERNAL TESTS:

(a) 2nd INTERNAL:

It may be recalled that in the Hon'ble Vice Chancellor of MZU in his meetings with the Principals of various colleges allowed to conduct assignments in lieu of the usual Second internal test. Hence it was decided that Second Internal exams will be an open-book exams carrying 40 marks in each paper. Questions will be of MCQ and Short Answer type (University pattern). Each department is to send the questions to students on or before 15th May. The students are to submit their own answer papers in hard copies when College re-open.

(b) 3rd INTERNALS:

Those departments who have not started giving assignments are to give through whatsapp or any means as soon possible for 3rd Internal Test.

III. COLLECTION OF BUS FARE:

As per the resolution of General Body Meeting held last time, the members submitted their proposal for Transport Fees in order to meet the expenses on the salaries of 2 Bus drivers and 1 Bus conductor. The proposal regarding Bus Fare was accepted and the contribution from students is to be added in the College Prospectus. The accepted transport fee per annum is as follows:

Sl.No	Particulars	Rate	Total Number	Amount
1.	Students	550	600	330000
2.	Teachers			
	1) Associate Professor & Above	2000	37	74000
	2) Asst. Prof. + RUSA Asst. Prof.	1000	13	13000
	3) Contract	600	11	6600
	4) Guest Lecturer/Part-Time	300	4	1200
3.	Non-Teaching Staff			
	1) LDC & Above, Driver, Lab. Asst.	500	9	4500
	2) IV-Grade, Lab. Bearer	300	6	1800
	3) M.R	250	2	500
	4) Casual Worker	200	5	1000
	GRAND TOTAL			432600

IV. ON-LINE ADMISSION:

The meeting thanked Website Committee for initiating the preparation of software for on-line admission which is now ready to be in use. (It cost Rs.50,000/-). It was decided that Mr. H. Thangkhanhau, BCA Department be requested to be in-charge of the admission process and handle the software.

Sd/-
(LALTLUANGKIMI HNAMTE)
Minutes Recorder

Sd/-
(PROF. B. ZOLIANA)
Principal