

## MEETING OF HEADS OF DEPARTMENT

Date : Dt. 8<sup>th</sup> Feb. 2021 (Monday, 11:00 AM)  
Place : Professors' Common Room

### Members Present

1. Prof. B. Zoliana - Principal
2. Dr. R. Lalengmawia - Botany
3. Mrs. Lalrinngheti Ralte - Home Science
4. Dr. Lalzahawmi Chenkual - Zoology
5. Mr. C. Lalrinawma - BCA
6. Dr. Rosangliana - Physics
7. Dr. C. Zoramthara - Geology
8. Dr. Lalsaimawia - Chemistry
9. Dr. Ricky Lalhmangaihzuala - Electronics
10. Dr. Lawrence Zonunmawia Chhangte - IQAC(Asst. Coordinator)-invitee
11. Mrs. Lalrinsangi Nghinglova - IQAC (Coordinator)-invitee
12. Mr. Lalnunthara - Rep. Building Committee-invitee
13. Dr. Lalsangluaii Fanai - Biochemistry
14. Mrs. Lalmalsawmi Chhangte - English
15. Mr. L.B. Singh - Mathematics

The meeting was chaired by the Principal and thanked the Heads of Department and representatives along with the special invitees, the IQAC Coordinators for coming to the meeting.

**REPORT I** : The hostels are being furnished with beds, closets and there is running water.

The Principal thanked the IQAC members for their continuous efforts in putting together all the necessary reports for the upcoming NAAC assessment.

**REPORT II** : The Chairman then invited the Building Committee to give a report on the progress made so far on the new Campus, Mr. Lalnunthara, Secretary, Building Committee gave a detailed power point presentation on the different steps taken at the Durtlang Campus, recently. Earthmover (JCB) was hired for one whole day and that has made a vast difference. The Secretary also pointed out initiatives that need to be taken at this point and stressed on the urgency of procuring funds to continue the ongoing work.

**REPORT III** : Prof. B. Zoliana, the Chairman then requested Dr. R. Lalengmawia, the MCTA President to give a report on the initiatives being taken by MCTA in garnering funds from different sources. He reported the site visit with the MLA, Mr. Vanlalhlana. He further added the meetings the MCTA had with the Chief Minister and the H&TE Minister (i/c) Dr. R. Lalthangliana. It was clear from the reports that both the Ministers took a keen interest on our needs and we hope to see favourable results.

**AGENDA:**

I. New Campus retaining wall:

The Principal said that the retaining wall at Durtlang could be built using money (Rs. 10 lakhs) from the college account if the committee approves it.

This came up because of the pressing need to start the retaining wall. However, after much deliberation, it was decided that it is best to wait for the visit promised by the Minister in charge.

II. Installation of radiation monitoring device at Durtlang Campus:

The college has a new radiation monitoring device which will be installed at the new campus on the 10<sup>th</sup> and 11<sup>th</sup> February. It was decided that this important device would best be inaugurated by our concerned minister after the AMC Elections. The following persons are assigned to be in charge.

1. Convener : Mr. Remlalsiama

Dr. Rosangliana will assist Mr. Remlalsiama. The following persons are also to assist the convener in this matter.

Vanramlawma, JRF, Laldingngheta Sailo JRF, Hmingchungnunga JRF

Details of the inauguration will be chalked out later once we finalise the minister's appointment.

III. Opening of Classes for the new session.

As per the instruction of MZU, Online classes for 2<sup>nd</sup> and 4<sup>th</sup> Semester will start on the 1<sup>st</sup> March, 2021. Offline classes will begin on the 1<sup>st</sup> March, 2021 only for 6<sup>th</sup> Semester students.

The meeting resolved to have a meeting as under:

General Body Meeting : 25<sup>th</sup> Feb. 2021, (11:00 Am, Thursday)

Routine for online and offline classes (Conventional classes) will be prepared by Dr. R. Lalengmawia.

EVS SUBJECT : To be taught by teachers of Biochemistry, Botany and Electronics. Due to shortage of faculty, BCA stream will Also be taught by these dept. teachers.

#### IV. NAAC MATTERS:

The chairman invited Mrs. Lalrinsangi Nghinglova IQAC Coordinator, to give a power point presentation on our accreditation process and NAAC matters. The co-ordinator reported that 5 AQARs have been submitted retrospectively, and 4 MOUs have been signed.

The Coordinator stressed on the need for the Heads of Departments to cross check, the departmental AAA. She further pleaded all the HODs to work earnestly with them so that there will be transparency in all matters.

She also added that the IQAC be given more prominence in all the events that take place in the name of the college. For instance, any programme organized by any committee is to be backed by IQAC and the IQAC name be listed in the banner/flyer etc.

The co-ordinator urged the members present to be fully aware of the (reported) steps taken as per the Peer Team Recommendations. She also mentioned that the college has to frame/make a Disability Policy, policy on collegiate Grievance and Redressal.

The co-ordinator requested all teachers to update their profile at the earliest.

The meeting decided that IIQA be tentatively submitted by last week of April, 2021 and hope to finish SSS & DVV by June, 2021. It was resolved that students, data, collection is to be started in March once the class starts. Data collection format is to be prepared by IQAC Coordinator and this will later be shared by mentors with their mentees and collect again by the mentors. The Data will be submitted to Dr. Ricky Lalmangaihzuala through his email [rickyralte@gmail.com](mailto:rickyralte@gmail.com).

The meeting ended with a note of thanks from the Chairman.

Sd/-  
(LALMALSAWMI CHHANGTE)  
Minutes Recorded

Sd/-  
(PROF. B. ZOLIANA)  
Principal

