

HEADS OF DEPARTMENT MEETING (ONLINE)

Date : 13.7.2021 (7:30 PM)

Members Present:

- 1) Prof. B. Zoliana, Chairman & Principal
- 2) Dr. R. Lalengmawia, Vice Principal & Botany Head
- 3) Mrs. Lalrinngheti Ralte, Home Science
- 4) Dr. Lalzahawmi Chenkual, Zoology
- 5) Mr. C.Lalrinawma, BCA
- 6) Dr. C. Zoramthara, Geology
- 7) Dr. K.B.Singh, Chemistry
- 8) Dr. Arup Kumar, Physics
- 9) Dr. Ricky Lalhmangaihzuala, Electronics
- 10) Mrs. Lalmalsawmi Chhangte, English
- 11) Mr. L.B. Singh, Mathematics
- 12) Dr. Fanai Lalsangluaii, Biochemistry
- 13) Laltluangkimi - Admission Committee Secretary- Invitee
- 14) H.Thangkhanhau- Online Admission incharge- Invitee

The online meeting was chaired by Principal Prof. B. Zoliana. He thanked the Head of Departments and invitees for attending the meeting which was followed by reports from Chairman and Online Admission Incharge.

A. REPORT:

A.1. Chairman's Report: Prof. B.Zoliana gave a brief report as follows:

1. IQAC SUBMITTED SSR: IQAC has submitted the SSR on 9th July 2021. Now SSS is being done. Thanks to our Coordinators, All Department and the Office staff for good co-operations and hard work.
2. STUDENTS' AIDS: Our Constituent Hon'ble MLA (Aizawl North II), Dr. Vanlalhlana has extended Education Aid from his MLA fund for admission to his Constituency + other constituency as well. 6 applications have been received from his constituency and he allowed us to extend to other applicants outside his constituency.
3. ONLINE ADMISSION: Online Admission went smoothly due to hard work of our Webmaster and Co.

A.2. Report from Mr. H.Thangkhanhau, Online Admission Incharge:

1. The admitted applicants for 1st semester , 3rd and 5th Semester students as of today was indicated below:

1 st Semester:	B.Sc.	323
	BCA	35
	B.Sc. (Home Science)	17
	Total	375
3 rd Semester	B.Sc.	44
	BCA	3
	B.Sc. (Home Science)	6
	Total	53
5 th Semester	B.Sc.	49
	BCA	5
	B.Sc. (Home Science)	0
	Total	54

2. As per the request of Hon'ble Higher & Technical Education Minister, seats for first semester admission was increased and now even after considering the waiting list, there are still some seats vacant.

Some questions were asked from the reports and answered positively.

B. AGENDA AND RESOLUTIONS:

B.1. Admission Follow-up and filling up of vacant post:

The admission Committee fixed the total number of admissible candidates for first semesters. Now excluding those who left after admission and wait list admitted, there are still some slot left for first semester applicants. At the same time admission to core subject for 5th semester students needs to be fixed. The matter was put up for discussion.

After considerable deliberations, the following were resolved by the meeting:

1ST SEMESTER:

1. For the vacant seats, Webmaster will contact those students who were not admitted previously but applied through online and if they are ready to join, they may be accepted till 16th July 2021, 3:00PM.
2. If there are still some seats left, fresh applications may be accepted also for the same allowed period of admission as old applicants.
3. About 10 seats may be reserved for CBSE or other than MBSE Board students. When results come out, they may apply to Principal through online after notification for admission is possible.

3RD AND 5TH SEMESTER:

Considering core students admission in 5th semester, it was decided that Dr. Ricky Lalhmangaihzuala may prepare google form to collect student's choice in going to the core subject. The Choice will depend upon (in order of choice):

1. Student's first choice for Core subject in first semester
2. Actual choice for core in the 5th semester.

Determination of Core students in each subject opened till 22nd July so as to prepare Attendance sheet of core students. As for those who may have financial difficulties, the admission of 3rd and 5th semester may be extended upto 30th July 2021 after which 3rd and 5th semester students who do not pay admission fees may not be allowed to attend classes and their names deleted from attendance sheets.

B.2. Preparation for Odd Semester Classes:

MZU Registrar letter received in which it was mentioned that Institution will be reopened on 26th July and classes will be online/offline/blended mode. To start the classes the following decisions were made by the meeting:

1. Online Classes was opted for the time being which may be increased to Offline class if situation of the state improves under pandemic.
2. Dr. R.Lalengmawia was appointed to prepare Online Master Routine and members suggested various criteria for this Master Routine some of which are:
 - (1) How many classes in a day-preferrably 5 period
 - (2) A gap of 10 mins and lunch break if possible
 - (3) Time slot for English, Hist of Science, etc, where more students involved so that there may not be any clash in using purchased softwares for online mode of teaching.
3. Head of Department may prepare time table for each Department and submit a copy to the Principal.

B.3. Hostel accomodation for odd semester:

Many of our new students inquire about hostel availability. In fact some of them want to stay even if online classes as their home places are usually devoid of internet. Even the old students who are staying presently want to continue staying in the Hostels. The matter was put up for discussion.

It was resolved that Hostel may be opened for this odd semester as well. Application form can be obtained through online and submit to the Principal within July 2021. Selection of Boarders will be taken care of by the Hostel Management Committee.

B.4: Development of New Campus:

There are three task which are presently required for the occupation of buildings at New Campus, Durtlang:

(1) **Laboratory:** Laboratory Plans have been submitted in hard copy by 5 departments namely, Mathematics, Physics, Electronics, Chemistry and Zoology. Works will be started for these departments very soon. Presently it may not be possible to do it as exactly as planned, but plumbing works will be started very soon. HoDs of those who do not yet submit the plan are requested to submit the Plan as soon as possible in Hard copy.

Resolution: The Head od Departments gave the consent to go ahead in preparing laboratory. Development fund of the College may be utilised for this work. This Development fund will be pulled from different sources available.

(b) **Widening of Approach road and retaining wall:** Temporary parking lot has to be created and approach road to Library may be widened and wall retained using stones masonry.

Resolution: The meeting acknowlegde this work and sanction 5 lakhs from College Development fund for the time being. Pu Lalnunthara, Secretary, Building Committee may be put to charge this work and get POL and tiffin, etc. be given to him when he supervise the work and collect tools requirements for this work.

(3) CANTEEN AT NEW CAMPUS:

For classes to run in new campus, we need to have canteen. It may be mentioned that SU leaders wishes to build College Gallery from balance of their fund which can partly be shared for canteen as well as for their Gallery. SU 2020-21 Leaders have balance of their fund amounting to Rs. 3,25,170.00 (from SU fee and Games & sports fee). The matter was put up for discussion.

RESOLUTION: The meeting appreciated Students' Union Leaders 2020-21 motives in developing the College campus from the balance of their expenditures. The meeting gave a nod to go ahead and if possible Pu Lalnunthara who is also Chairman of the Students' Union Incharge may be utilised to supervise the work under the approval of SU leaders.

B.4. Purchase of Software for conducting online Classes:

It was mentioned that last year while conducting online classes problems occurred when no of students were more than 100 where free google online software could not handle such numbers. With the help of our Webmaster, free online software could be obtained last year. But this year, this free software are not available anymore as the free period has been already utilised. Thus matter was put up for discussion.

RESOLUTION: It was decided that online meeting software be purchased from competent vendors and ICT committee under the Chairmanship of Pu Thangkhanhau may be appointed for this purpose. The number of software requirements may be determined according to the Master Routine prepared by Dr. R.Lalengmawia so as not to have any clashes in taking

classes using these software. The expenditure may be debitable under Processing fee of the online admission.

NOTE: The meeting also made a note that in case of inadequate Resolutions or any new incidents happened in the above agenda and resolutions, Principal, Vice Principal and Secretary of Admission Committee with Webmaster may be authorised to finalise the matter.

C. CONCLUSION: The Chairman concluded the meeting with vote of thanks to all members for their valueble contributions in the discussions and resolutions.

Sd/-
(LALMALSAWMI CHHANGTE)
Minutes Secretary

Sd/-
(PROF. B. ZOLIANA)
Chairman & Principal