

MINUTES OF THE IQAC MEETING

Date : 26.2.2016
Venue : PRINCIPAL'S OFFICE

Members Present :

- 1) Laltanpuia, Principal
- 2) Dr. R. Lalengmawia
- 3) Dr. Arup Kumar
- 4) M.S. Dawngliani
- 5) Lalsangliani Khawlhiring
- 6) Lalrinsangi Nghinglova
- 7) Dr. B. Zoliana

The following resolutions were made:

1. Reception at Airport
IQAC co-ordinators will receive the following members along with the reception committee- Remlalsiama & Dr. K.B. Singh
 - Details of the reception, departure etc to be worked out by the reception committee.
 - Three vehicles must be arranged.
 - Bouquet shall be given to the team members at the airport (the bouquet to be arranged by Mrs. Lalsangkimi Hmar)
2. Place of Stay
 - Bags for files will be presented at their place of stay.
 - The following places have been suggested for their place of stay-Tourist Lodge, Chaltlang and Hotel Regency, Zarkawt. Mrs. Lalsangkimi and Mrs. M.S. Dawngliani will check out these places and decide which is more convenient.
3. Conveyance :
 - One vehicle shall be kept ready for local conveyance of the Peer Team.
4. Documentation:
 - The following teachers have been appointed to document the entire process of accreditation right from the time of arrival of the team at the Airport till their departure from Aizawl. The two teachers appointed for documentation are Mr. Lawrence Zonunmawia and Dr. Ricky Lalhmangaihzuala.
5. Peer Team Visit Schedule :
 - Arrival at the college : Welcome Programme shall be worked out by the Reception Committee in consultation with the cultural sub-committee.
 - Dress Code :
Format dresses to be worn on Day 1. Traditional dress by Female teaches and formal shirts and pants by male teachers.
 - Refreshment :
Light refreshment i.e. hot/cold beverages and light snaks to be served at the time of arrival. Refreshment committee shall take up the responsibility of serving refreshments. Lunchcons shall be served at the examination room. Canteen committee shall be made responsible for making the canteen more presentable.
 - Durtlang Campus:
Flex print presentation of the college campus and buildings at Durtlang be prepared by the Principal and Dr. R. Lalengmawia, Mrs. Zodinpuui, Mrs. Maria Lalhmimgmawii, Mr. C. Zoramthara, Mr. Lalremruatfela, Mr. Laltlankima shall be made in charge of receiving, hosting and serving refreshment to the PTM at the college campus.
 - NSS must organize one cleaning day at the Durtlang Campus prior to the Peer Team Visit. NSS Nodal Officers be informed to take necessary action.

- Visits to Departments :
- Visits to departments will be made in this order.
- Day 1 Session 2
 - 1) BCA & English
 - 2) Electronics
 - 3) Mathematics
 - 4) Geology
- Day 2 Session 4
 - 1) Botany
 - 2) Zoology
 - 3) Bio-Chemistry
 - 4) Bio-Tech. Hubs.
- Day 2 Session 7
 - 1) Physics
 - 2) Home Science
 - 3) Chemistry
 - 4) Library
- The peer team visit schedule was discussed and resolutions were made as follows:

PEER TEAM VISIT SCHEDULE

- DAY 1 : Session 1 – 09:30 – 10 hrs
Meeting with the Head of the Institutions (Principal) and Members of the IQAC
- Session 2 : 1000-1300 hrs.
Visit to the Departments and concerned labs.
- Session 3 : 1300 – 1400 hrs.
Luncheon meeting with the governing body/Managements/State/Govt./Representatives/University Representatives.
- Session 4 : 1400-1600 hrs.
Visit to the departments and concerned labs continues.
- Session 5 : 1600 -1630 hrs.
Interaction with students
- Session 6 : 1630 – 1730 hrs.
Interaction with Alumni and Parents
1730-1830 hrs : Cultural Programme (if any)
2000-2100 hrs : Team Discussion – 2 at place of stay (Private)

NOTE :

1. Students Union sub-committee along with MRs. Lalmalsawmi and Mrs. M.S. Dawngliani shall be incharge of choosing students to interact with team. Teachers of English Department shall be incharge of briefing the selected students.
 2. Alumni sub-committee shall be responsible for choosing alumni students.
 3. Mrs. Lalsangkimi Hmar will be responsible for teaching parents.
 4. Senhri Cultural Club will perform in the cultural programme Debating, Socio-Cultural Sub- committee shall work out the detailed cultural programme.
- DAY 2 : Session 7 – 00900
Visit to the Departments and concerned lab continues Interaction with sub-committee.

DAY 3 : 1300-1400 hrs.

Lunch at Collages :

Session 8 – 1400-1430 hrs.

Interaction with Non-Teaching Staff

Session 9 : 1430-1600 hrs.

Checking the documentary evidences and sharing the out-standing issues (if any) with the head of institution.

Session : 10 -1600-1700 hrs.

Visit to Durtlang Campus

Visit to Durtlang Campus

2000-2200 hrs.

Team Discussion-3 at the place of stay (Private) and reporting writing (Draft).

NOTE:

1. Mrs. Zodinpuui, Mrs. Maria Lalhmingmawii, Mr. C. Zoramthara, Mr. Laltlankima, Mr. Lalremruatfela shall in charge of receiving, hosting and serving refreshments to the PTM at the Durtlang Campus.

DAY 3 :

Session 11:0900-1000 hrs.

Reporting writing continues.

Session 12 : 1000-1100 hrs.

Sharing the report with the Head of Institution

Session 13 : 1100-1200 hrs.

Finalizing Draft Report, Profile of the institution and other documents and signatures to be obtained.

1200-1300 hrs.

Lunch at College

Session 14 : 1300-1400 hrs.

Exit Meeting.

The committee also made the following resolutions:

- Refreshment sub-committee will take care of the refreshments to be served during the visit including luncheons. Home Science Department will showcase their cooking skills during the Peer team's inspection of their laboratory. They will also ensure that drinking water/mineral water are available in all the peer team is to visit.
- Decoration sub-committee will take all necessary actions in decorating and beautifying the college and its
- The following teachers have been appointed to provide technical assistance i.e. power point, microphone etc.
 - 1) Mr. H. Thangkhanhau (BCA)
 - 2) Mr. David (BCA)
 - 3) Mr. Dr. P.C. Rohmingliana (Electronics)
- Identification tags:

Each teaching faculty shall be provided an identity tag to be worn with a tie-string. Mr. Lalrinmawia and Dr. Ricky Lalmangaizuala will be in charge of designing and preparing the same.
- Meeting of the HOD will be called as early as possible.
- Mass social work at the college campus will be organized on 17th March, 2016
- The meeting facts that it is important to book a room for two teachers at the place of stay of peer team members to assist them in all their requirements. Mr. Remlalsiama and Mrs. Lalhmingliana Hnamte have been appointed for the purpose,.
- In the absence of Mr. Zirlianggura who has pursued his doctorate degree it has been decided that IQAC Co-ordinator Mrs. Lalrinsangi Nghinglova will take over responsibilities as the co-ordinator during the peer team visit.

(LALTANPUIA)
CHAIRMAN

(LALRINSANGI NGHINGLOVA)
CO-ORDINATOR