

## Minutes of the IQAC Meeting I

Date : 5.7.2018 12:30 PM

Place : Principal's Office

Members Present:

1) Laltanpuia	Principal
2) B.Zoliana	Co-ordinator
3) Lalrinsangi Nghinglova	Co-Coordinator
4) Dr. R. Lalengmawia	Member
5) Mrs Lalsangkimi Hmar	Member
5) Mrs M.S Dawngliana	Member
6) Dr. Lalhmingliana Hnamte	Member

**A. INTRODUCTION:** Pu Laltanpuia Principal who is also a chairman of the Committee chairs the meeting and welcomes all the members to the meeting. He explains the agenda of the meeting to the members.

### **B. AGENDA:**

#### **B.1: Award for best performing Department during Even Semester 2018:**

In pursuance of the IQAC meeting previously held on resolution of awarding the best performing Department during Even Semester (Jan-June) 2018, the recorded activities were checked by the members and chose the best performing department. It was decided that the best performing Department for even sem. 2018 may be selected on the following criteria

1. Regularity of submission
2. Activity of department through their report
3. Submission of supporting documents and evidence

Top three best Performing Departments are:

1. Geology
2. Electronics
3. BCA

Among the best three, Electronics Department is selected to be the best Performing Department during Even Semester (Jan-June) 2018.

The award may be handed during Freshers' Social on 11.7.2018. The award may be a type of display (Citation) put in a frame and its wordings may be composed by Ms. Lalrinsangi Nghinglova and Ms. Lalsangkimi Hmar. This award may be displayed at specially prepared display Wall in Teachers' Common Room.

The meeting also decided Monthly Departmental Report for the month of June 2018 may also be submitted in retrospective during the month of July 2018.

#### **B.2: Mentoring System:**

**B.2.1: Grouping of Mentees to Mentor:** It was also decided to list out all the mentees and group them to assign to the mentors. This task of grouping will be in charge of

Home Science : Home Science Teachers  
BCA : MS Dawngliani  
B.Sc. : Dr. R Lalengmawia & Mrs. Lalrinsangi Nghinglova

They may submit the grouped list to IQAC on or 12.7.2018.

The meeting also decided to have Group meeting on 18.7.2018 (Wednesday) from 1-1:45PM in corrigendum to the previous meeting resolution.

The following points are also discussed in meeting regarding mentoring system:

1. Leave Applications to be submitted to Principal through the Mentor by students
2. Mentors to know each mentee's family background and identify if help may be given to needy students.

**B.3: Display of Internal Marks:**

It was proposed that first Internal marks display be avoided because many students opted out of second test after obtaining good marks in the first test. The matter was discussed and resolved that marks be displayed as usual. However, to ensure that students appear in all test, marks be allotted to those who sit in all the internal test.

**B.4: Activity Display Board:**

It is resolved that Activity Display Board be prepared and displayed permanently in the College main entrance.

**C. CONCLUSION:**

The chairman ends the meeting with a note of thanks to all the members.

(B.ZOLIANA)  
CO-ORDINATOR

(LALTANPUIA)  
CHAIRMAN