

IQAC (INTERNAL MEETING)

Place: Principal's Chamber

Time: 12:30 PM

Date: 22nd July 2019 (Monday)

Member Presents:

- | | |
|-----------------------------|------------------------|
| 1. Laltanpuia | Chairman cum Principal |
| 2. Dr. Lalhmingliana Hnamte | Coordinator |
| 3. Dr. R. Lalengmawia | Member |
| 4. Lalsangkimi Hmar | Member |
| 5. Dr. Lalzahawmi Chenkual | Member |
| 6. Prof. B. Zoliana | Invitee |

A. INTRODUCTION:

Mr. Laltanpuia, Principal, chairs the meeting and welcome all the members to the meeting which is followed by transfer of charge between the outgoing and the new Coordinator.

B. AGENDA:

B.1. Review of the GZRSC Year Book July2017—June2018:

The Principal requested Prof. B. Zoliana, outgoing coordinator, to review the Year Book. Prof. B. Zoliana thanks the editorial board for their immense contribution for the completion of the year book. He commented that cooperation in the department should be more to include many of the departmental activities and to take sincere effort to make the Year Book successful. He further commented that since this is a first of its kind in our college, there will be short-coming in the year book and apologized for the same. He wished that the short-coming will be rectified in the next Year Book 2019.

B.2. Editorial Board for Year Book (July 2018-June 19):

The meeting resolved that the following will be editorial board for the Year book (2018-19):

1. Dr. Lalhmingliana Hnamte
2. Mrs. M.S. Dawngliani
3. Dr. Lalzahawmi Chenkual
4. Mrs. Lalsangkimi Hmar
5. Dr. Lawrence Zonunmawia Chhangte
6. Mrs. Lalrinsangi Nghinglova

It is also resolved that the Year Book 2018-19 with ISBN should be completed by September 2019 and that the editorial board should conduct meeting immediately.

B.3. Report on Mentees Grouping:

The Principal requested Dr. R. Lalengmawia to present brief report mentoring system and grouping of the mentees. Dr. R. Lalengmawia presented that the mentees grouping were done in 11th July 2019. The same was distributed by Mrs. Lalrinsangi Nghinglova to each head of the department on 12th July 2019 and further notification was given for necessary action to each department.

The meeting resolved that the mentees grouping is appropriate and accepted as it is.

B.4. Mentoring Report:

Based on the report of Prof. B. Zoliana, the meeting resolved that IQAC coordinator and the Principal will have follow-up meeting with the faculty member who perform below average / par with the mentees.

The meeting further resolved that mentoring report with academic performance must be sent to respective mentees parent/ guardian by the mentor.

B.5. Students Feedback Form:

Revised students feedback form prepared by IQAC was reviewed and was accepted by the meeting.

The meeting resolved that each teaching faculty will give the feedback form to students in their respective semester classes and return the form to the Principal after reviewing of their feedback form.

B.6. Departmental Report:

The meeting resolved to modify the monthly departmental report format by including the monthly total number of classes taken by each teaching faculty based on their respective class attendance signature.

B.7. National Short Training Course on Research Methodology:

The meeting resolved that the National Short Training Course on Research Methodology will be conducted, between 12th to 17th August 2019, by Research and Seminar Committee in collaboration with the IQAC under the auspices of Psychology Department of Mizoram University.

The meeting further resolved that this program will be mandatory for all faculty member with a registration fee of Rs. 200/- (Rupees two hundred).

C. Conclusion:

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

(LALTANPUIA)

Chairman

(Dr. LALHMINGLIANA HNAMTE)

Coordinator

IQAC, GZRSC

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