

Minutes of IQAC Meeting

Venue : Principal's Chamber

Date & Time: 17.3.2020 (10:00 am)

Members present endorsed their presence by giving their signature on the attendance sheet.

The principal welcomed the members present .He reported that project submission for the college was given the day before. The awareness program on Covid-19 was reviewed as as an important initiative taken by the college to educate the students in particular and the public in general and in keeping with one of the best practices of the college, which is extension service to the public. He then invited the co-ordinator to give a report. The co-ordinator gave the following report :

Reports

1. AQAR Submission: As reported earlier AQAR 2015-16,16-17 and 17-18 were submitted. Necessary editing was made thereafter and re-submitted. All three AQARs were accepted. Suggestions for improvement have been made and these suggestions have been put up as agenda for follow up action.
2. Mentoring Report: Mentoring Report are still being collected. Only soft copies are required for submission.
3. Department Report for January 2020 have been received and analysis being made for presentation at the next GB meeting. New format will be used for february report and will be received within the month of March 2020.
4. The Co-ordinator and Asst.Coordinator had successfully attended a one day National level sensitization Programme on NAAC A& A Processes organised by PUC on 27th February 2020.
5. ISBN marking received for the new yearbook.
6. LMS/MIS :As resolved in the earlier meeting the Principal and the Webmaster Mr.H Thangkhahau have pursued the matter and taken necessary steps to develop & enhance Learning Management system
7. Handbook on ethics : Compilation of handbook on rules and regulation etc is underway.

Agenda

a) Follow up on recommendations : The following resolutions were made to ensure fulfillment of recommendation made by NAAC at the time of submission of AQAR

i) Few certificate course/Diploma course to be introduced : The committee resolved that the following certificate / Diploma courses may be initiated in the coming session

a) Spoken Hindi : The college had been running spoken Hindi Courses intermittently. It was resolved that the course should be introduced as an add –on course for core-students in the coming session. The following teachers have been appointed as course co-ordinators :

i) Dr K.B Singh ii) Lalitlanchhungi

b) Home Science Department is requested to start a certificate /Diploma course on a subject of their choice as per their capacity and teaching resources. The Head of Department shall be informed to take up the initiative on the matter and take necessary steps to start the course in the new session. They will have to choose the co-ordinator for the proposed course

In addition Mr H.Thangkhanhau is requested to make necessary enquiry to start a Diploma course in Computer application. The coordinators will enquire into matters relation to affiliation to certificate /Diploma courses

ii)CBCS to be implemented further : This is within the purview of the university to which the college is affiliated. Further,all courses at present adhere to the CBCS system and has been reported as such.

iii)ICT (LMS/e resource) be further enhanced /ICT enabled classrooms to be developed: This is an ongoing project of the college. Steps taken by the college has already been reported .More classrooms will be made ICT enabled. Teachers who attended the training course on e-content development will be informed by the Principal to prepare the same within the month of March.

iv) Efforts be made to obtain more Research funds : Resolved that Dr.Samuel Lallianrawna who is a member of the research committee shall be appointed to look for avenues and initiate necessary steps to obtain more research funds.

v) Workshops/seminars be conducted on IPR: Resolved that the committee on IPR shall take steps to conduct workshops and seminars.

vi) Creation of incubation centres: Resolved that the innovation club will look into the matter and take action towards the creation of incubation centre. It may also correspond with MZU for guidance on the matter.

vii) Increase number of teachers attending professional Development Programs : To encourage and facilitate attendance of teachers to professional programmes, appointment to attend such programmes shall be made from the office of the Principal in such a manner that each faculty is given an opportunity

Vii) Increase of activities on gender equity : women studies committee is entrusted with the task of conducting more programs on gender equity.

b)Yearbook : The yearbook 2018-19 with ISBN marking is ready to be published .50 copies will be printed and the same publishers shall be approached. Coordinators will take necessary steps towards toward the same.

c) Appointment to research Committee Ms Rebecca Vanlalsangi is appointed as member of the research committee in addition to the membership she was already given in the previous meetings.

d) Parent- mentor Meet : Parent mentor meet shall be conducted in addition to the interface meeting with parents that is regularly organized in the odd semester for new students in order to improve the

academic performance of students. The parent- Mentor meet will be conducted in the next semester for 3rd and 5th semester students. The program shall be reflected in the next academic calendar.

(Prof B .ZOLIANA)

Principal

(LALRINSANGI NGHINGLOVA)

Co-ordinator