

IQAC MEETING MINUTE

Venue : Principal's Chamber GZRSC

Time : 12th September 2019 (12:30 p.m)

Members Present

1. Dr. B. Zoliana, Principal
2. Dr. Lalhmimgliana Hnamte, Co-ordinator
3. Mrs. Lalsangkimi Hmar, Member
4. Dr. Lalahawmi Chenkual, Member
5. Dr. Lawrence Zonunmawia, Member
6. Mrs. Lalrinsangi Nghinglova, Asst Co-ordinator
7. Mrs. M. S. Dawngliani, Asst Co-ordinator

The principal chaired the meeting. After welcoming the members he invited the co-ordinator Dr. Lalhmimgliana Hnamte to present the agenda.

Agenda

i) One day NAAC awareness workshop : Resolved that "one day NAAC awareness workshop shall be held on 25th September 2019. Professor Lalnundanga Registrar, MZU and Dr. Lalbiakzuali, Assoc. Professor GHBC shall be invited as resource persons. The detailed program shall be chalked out by the co-ordinator. The programme will begin with registration and refreshment at 12:30. Technical Session will commence from 1:00 p.m. The following sub-committees have been assigned the following duties

1. Research and Seminar Committee : Banner and certificate
2. Reception Committee : Registration and attendance
3. Refreshment Committee : Refreshment
4. Light and Sound : Committee : Projector and sound
5. Minutes recording : English Department

ii) AOB

1. Terms of reference : The terms of reference that were revised and formulated for the new committees were tabled by Mrs. Lalrinsangi Nghinglova who was assigned the task of formulating them. After discussion, necessary modifications were made and the terms of reference were accepted by the committee.

2. College Rules : The college rules and regulations will be printed out in flex print and displayed at a prominent place.
3. Forms for invitations to sub-committees will be drafted by Mrs Lalrinsangi and be printed for all concerned to be used before organizing events
4. Feedback from students will be collected as per the convenience of each department after the second internal test.

(Prof.B ZOLIANA)

Principal

(Dr.LALHMINGLIANA HNAMTE)

Co-ordinator IQAC