

**GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE  
AIZAWL, MIZORAM  
IQAC MEETING I**

Place: Principal's Chamber

Time: Dt. 8.8.2016 (Monday) 12 noon

Member Presents:

1. Laltanpuia Principal Chairman
2. Prof. B. Zoliana Coordinator
3. Lalsangkimi Member
4. Laldawngliani Member
5. Dr. R. Lalengmawia Member
6. Lalrinsangi Nghinglova Member
7. Lalhmingliana Hnamte Member

Laltanpuia principal chaired the meeting and welcomed all the members to the meeting. He expressed his thanks to the members who dedicate their valuable time to attend this meeting.

**Review of Last NAAC Peer Team Visit**

1. Performance of different sub-committees – The Principal express his gratitude at the performance of all sub-committees during the NAAC Peer Team Visit. Restructure of sub-committees needs to be done in the future.
2. Step will be taken to implements all the Peer Team recommendations.
3. Members expressed their gratitude for the team work during the Peer Team Visit.

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

Sd/-  
(PROF. B. ZOLIANA)  
Coordinator  
IQAC. GZRSC

Sd/-  
(LALTANPUIA)  
Chairman  
IQAC. GZRSC

**GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE  
AIZAWL, MIZORAM  
IQAC MEETING II**

Place: Principal's Chamber

Time: Dt. 10.1.2017 (Tuesday) 12 noon

Member Presents:

1. Laltanpuia Principal Chairman
2. Prof. B. Zoliana Coordinator
3. Lalsangkimi Member
4. Laldawngliani Member
5. Dr. R. Lalengmawia Member
6. Lalrinsangi Nghinglova Member
7. Lalhmingliana Hnamte Member
8. J.H. Zoremthanga External Member
9. Prof. Lalnundanga External Member

Laltanpuia principal chaired the meeting and welcomed all the members to the meeting giving a warm new year's greetings. He expressed his thanks to the external members who dedicate their valuable time to attend this meeting.

**Agenda:**

**1. Reports: The chairman gave a report on what has been happening since the last meeting:**

(1) Accredited as B grade: The Peer Team from UGC assessed our Institution and submitted their accreditation for the college where the result of accreditation come out in the month of May 2016 with a B grade.

(2) Language Laboratory was inaugurated by Smt Irani, the then Central Minister, MHRD through video conferencing on 3.6.2016. Among the Officials from Mizoram government, Mr. Lalsawta, Minister, Finance etc., Prof. K.L. Pradhan, Adll. Director, SPD (RUSA) etc. attended the function.

(3) All the final/outgoing students in the academic year 2015-16 appeared in the first division. During last academic year, more than 20 students achieved positions in the University examinations.

(4) The status of Girls and Boys Hostels were mentioned where concerned authorities will be approached for further necessary action to accommodate these hostels.

(5) RUSA Lab building is nearly finished by the contractor.

(6) Library Building is also on the verge of finishing.

(7) We are also expecting more fundings from NEC, NLCPR, etc.

(8) The College also received a donation from the family of Mrs. Lalziki, founder of this College a sum of Rs. 50,000/- (fifty thousand only) for a memorial gift, on an occasion of her memorial foundation stone laid day. The donation was collected by Ms. Lalsangkimi, Associate Professor on behalf of the college. The donation may be used as an award to be given to the best student performer in Home Science Department each year till money lasts.

(9) More than 4 lakhs Rupees was received from Mr. J.H. Zoremthanga, Secretary, Mizoram Scholarship Board, who is also a member of IQAC of this college, which was utilised for Field visit and study Tour by various departments in the College. The Chairman, on behalf of the College authority thanked the Secretary for this valuable funding received from him. Reports may also be submitted to the Secretary along with financial utilisations.

**2. Review of Peer Team Reports and suggestions:**

A copy of Peer Team Report on Institutional Assessment and Re-accreditation (Second cycle) of our college was distributed to each member. The chairman highlighted their reports in short and also the present scenario of the college. Members are requested to comment and give their opinions.

(1) Research activities among the teaching faculty:

(a) Research activities- there is a proposal to buy equipments and construct research lab. through RUSA fundings.

(b) With better infrastructure in the new campus, it is expected that more space will be there to increase the research activities in near future

(2) Connectivity with Industry: Home Science and Computer Science subject are considered to be the best departments that can have connectivity with Industry. These Departments are requested to look for ways to connect their activities with available industry and governmental agencies.

(3) Improving College results: To have selective admission criteria for the new students. Have selection test and interview and specifying the applicable criteria.

(4) Faculty Quality improvements: More and more teachers be deputed for attending seminars, conference, refresher or orientation courses to improve the quality of teachers. Registration fees may also be paid by the college if available.

(5) Sport facilities: In spite of the limited campus for sport facilities, it was felt that sports infrastructure should be established here in the campus. Application for this infrastructure was submitted to UGC and is an ongoing process.

The meeting felt that a more rigorous and wider study of the report be made in the next meeting.

### **3. AQAR for 2016-17: Need for all departments to unite.**

The AQAR 2015-16 was already made but somehow needed a complete touch. Similarly, AQAR 2016-17 need to be compiled in this on-going year.

Suggestions put forward by the members:

(1) As practiced in MZU, a proforma of AQAR may be distributed to each Department and all the department to fill up whatever is possible. These may be collected one time giving a fixed date and be compiled by the IQAC.

(2) Monthly department meeting and reports should also be insisted.

### **4. Academic Improvements**

#### **(a) Improvement in Mentoring system:**

Mentoring system was explained to the members by Miss Lalrinsangi Nghinglova. It was learnt that some teachers were doing good works, but as a whole it was difficult to have convenient time to meet these mentees.

The meeting decided to provide Mentors Report form to each mentor and filled up forms may be submitted to the IQAC coordinator within a fixed time, for further necessary action.

#### **(b) Important remarks were also made by the members as:**

(1) Teachers' availability to the students and others during working hours.

(2) Motivation and skill development to teaching faculty and to organise frequently development programmes for these purposes.

(3) Present system of Internal Assessment was also discussed and the external member Prof. Lalnundanga explained the system clearly to the members. It was felt that the University once it made these new rules, proper orientation to the stakeholders may also be made by the concerned authority.

### **5. Academic Calendar for 2017 (Even Semester)**

The academic Calendar 2017 for even semester format was distributed among the members and important events/activities are accommodated as given below:

## **6. IQAC Coordinator's Office**

The meeting discussed about IQAC coordinator's office and it was decided that furniture may be provided, meanwhile, available room may be searched for occupancy.

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

Sd/-  
(PROF. B. ZOLIANA)  
Coordinator  
IQAC. GZRSC

Sd/-  
(LALTANPUIA)  
Chairman  
IQAC. GZRSC

**GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE  
AIZAWL, MIZORAM  
IQAC (LOCAL) MEETING III**

Place: Principal's Chamber

Time: Dt. 17.2.2017 (Friday) 12:30 PM

Member Presents:

1. Laltanpuia Principal Chairman
2. Prof. B. Zoliana Coordinator
3. Lalsangkimi Member
4. Dr. R. Lalengmawia Member
5. Lalrinsangi Nghinglova Member
6. Lalhmingliana Hnamte Member

Absentee: Laldawngliani (On Maternity Leave)

**A. INTRODUCTION:** Laltanpuia Principal chairs the meeting and welcomes all the members to the meeting. He expresses his thanks to all the members who dedicate their valuable time to attend this meeting which is followed by a report from the Coordinator

**B. Reports:**

Prof. B. Zoliana, Coordinator IQAC gives a report on the activities of IQAC which was in pursuance of the previous resolutions made in the meeting.

**(1) Monthly Departmental Report for Jan 2017:**

All the departments submitted their January 2017 reports which was compiled and put forward for discussion. The Coordinator thanked all the Head of Departments for their cooperation

**(2) Mentoring Report as on January 27,2017:**

It was a remarkable effort that all the mentors could submit the informations on their mentees respectively as given in the prescribed format. The compiled report of the reports is put forward for discussion.

**C. AGENDA:**

**1. Review of Monthly Departmental Report for January 2017:**

The meeting reviews the Departmental activity report and acknowledges the active participation of all the departments. The following points are remarked for further improvements:

**(1) Proper Documentation:**

Departmental activities like attending Seminars/Meeting/ Workshop/training/ radio programme or study tour/outreach, etc. with evidence be reported for proper documentation.

**(2) Incentive Award to the Best Performing Department by IQAC:**

It is also felt that Incentive Award be given to the best performing Department in each semester. The Award will be given according to the monthly report of each department judged by IQAC. It is also felt that it is best to give a memento (Citation, etc.) and the detail of the Award with criteria of judgement will be discussed later.

**2. Review of Mentoring Report:**

The Committee also reviews the mentoring reports and the following observations and discussions are mentioned as below:

**(1) Discontinuity:** It was observed that nearly 30 students left the institution. Some of the reasons were mentioned which are due to joining of Army, Navy, Engineering Colleges, Nursing Institution, etc. Some did not continue due to poor attendance and some of them cannot be traced at all.

**(2) Rationalisation of number of mentees:**

It is observed that in some Department, one Mentor look after nearly 20 mentees while another in the same department has only one. It is suggested that the coordinator look into the matter and discuss with the concerned Departments.

### **(3) Proposal for Best Mentor Award:**

It is also proposed to give Best Mentor Award in order to boost the mentoring activities for a year (with a duration of 1st Semester admission to the next 1st Semester admission). However, this proposal may be put forward to the next General Body Meeting for discussion and its decision.

### **ACKNOWLEDGEMENT:**

The Meeting gratefully acknowledges inputs given by the IQAC Coordinator in compiling the Departmental Monthly Reports and Mentoring Reports.

### **3. Organising talk on 'Consumer Awareness' by Bureau of Indian Standards (BIS):**

The chairman highlights the Committee members that BIS members through Dr. Lalthangliana, Associate Professor, PUC would like to have a talk on Consumer Awareness for the faculty and non-teaching staff of our College and suggests if the IQAC would be able to organize such function. 3 Members from BIS offices will come for the talk on 22.2.2017.

The Meeting in principle agrees to host the function. Consequently, tentative Programme with various responsibilities are also chalked out as below:

#### **(1) CONSUMER AWARENESS PROGRAMME:**

**Venue: Professors' Common Room. GZRSC**

**Time : 22. 2.2017. 2:30 PM**

Chair : Dr. Lalthangliana Hnamte

Topic : Consumer Awareness

Resource Persons: (1) Bishnu Gupta, DDG (Eastern Circle)

(1) K.C. Santra, Scientist F, Head of Branch Office, Guwahati

(2) D. Santo, Scientist B, Guwahati Branch Office

Vote of Thanks : Lalrinsangi Nghinglova

**Refreshment will be provided.**

#### **(2) VARIOUS RESPONSIBILITIES:**

Technical Incharge (Projector & Sound): 1) Dr. Ricky Lalhmangaihzuala

2) Dr. P.C. Rohmingliana

3) Jonathan Lalrinmawia

Refreshment : Refreshment Committee

Banner Preparation : 1) Dr. Rosangliana

2) Lawrence Zonunmawia

Certificate Preparation: Dr. Ricky Lalhmangaihzuala

Documentation: 1) Photography – Lawrence Zonunmawia

2) Write Ups- English Department

The Coordinator may communicate various responsibilities shouldered to the appointed persons.

### **4. ACADEMIC AUDIT:**

Proforma of Academic Audit issued by Directorate of Higher & Technical Education, Govt. of Mizoram is also discussed and it is resolved that IQAC Coordinator and RUSA Coordinator

may look into the matter for further discussion at the next General Body meeting which will be held very soon.

**5. REPORTS OF VARIOUS COMMITTEES/CELLS:**

The Committee meeting also feels the need to supervise and oversee the activities of various Committees and cells appointed previously. Hence, each Committee may be informed to report in quarterly manner with the Report format prepared by the IQAC as below:

**QUARTERLY REPORT OF VARIOUS COMMITTEES/CELLS 2017**

Name of Committee: \_\_\_\_\_

Reporting Period: Jan-March/ April-June/ July- Sept. / Oct. – Dec.

Sl. No.	Members of Committee/Cell	Meeting conducted during reporting Period	List of Activities during reporting period	Remarks

Note: The reporting format can be altered as per required.

**D. CONCLUSION:** The chairman ends the meeting with a short note of thanks to all the members.

Sd/-  
(PROF. B. ZOLIANA)  
Coordinator  
IQAC. GZRSC

Sd/-  
(LALTANPUIA)  
Chairman  
IQAC. GZRSC

## **Action Taken Report 2016-17**

1. In Pursuance of the IQAC meeting dated 8.8.2016 the IQAC has taken measures to fulfil NAAC Peer team recommendations, in a phased manner.
2. In Pursuance of the IQAC meeting dated 10.1.2017 IQAC coordinator's room has been arranged. Provision has also been made in the new campus. AQAR proforma was also distributed to departments. Mentoring Report format has also been formulated and mentors are regularly submitting mentoring report to the IQAC till date.
3. In Pursuance of the IQAC meeting held on 17.2.2017 incentive award to best Performing department has been initiated. The award is to be given based on the monthly department report given by each department.
4. In Pursuance of the IQAC meeting on 17.2.2017 consumer awareness programme was held in collaboration with Bureau of Indian Standards on 22.2.2017.
5. In Pursuance of the resolution made by IQAC on 17.2.2017 the IQAC took the initiative to introduce the Internal Academic and Administrative Audit with retrospective effect.
6. In Pursuance of IQAC meeting on 20.6.2017 Academic Calendar for odd Semester 2017 was prepared. Some of the sub committees were restructured. Terms of reference for each sub-committee was also prepared. The meeting also noted with thanks the acceptance of the college as an exam centre for CCC.