

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

Place: Principal's Chamber

Time: Dt. 8.8.2017 (Tuesday) 11:00 AM

Member Presents:

1. Laltanpuia Principal Chairman
2. Prof. B. Zoliana Coordinator
3. Lalsangkimi Hmar Member
4. Dr. R. Lalengmawia Member
5. MS Dawngliani Member

**A. INTRODUCTION:** Laltanpuia Principal chairs the meeting and welcomes all the members to the meeting. He expresses his thanks to all the members who are coming to attend this meeting.

**B. AGENDA:**

**B-1. Letter from Gen. Secretary, SU regarding the application to prepond College week from October 11-17, 2017 to September 4-8, 2017.**

The Chairman explains to members the plea from SU, GZRSC regarding preponement of College Week in a view that as counting of students' attendance for admissibility to appear for Univ. exams will be over by 10th Oct, the SU leaders are in doubt that majority of students may be absent during the college week. At the same time, having college week on 11-17 Oct. 2017 may hamper the student's preparation to appear for the end semester exams to be conducted from 10th Nov. 2017. On these points, students request the preponement of College week to September, 4-8, 2017.

The meeting resolves to suggest the SU to conduct college week during the last week of August i.e. 28th Aug. to 1st September, 2017 in view that there may be more time to conduct classes in full swing between the time after college week and 2nd internal assessment. However, if the SU Leaders think that there will not be enough time for preparation for the Week, the suggestion is not rigid and the dates suggested by the SU may be applicable also.

In this connection, the last date of counting the Students' attendance may be shifted to 18th October instead of the previous decision of 10th October. The HODs to have a meeting for final decision of the student's attendance on the 20th October, 2017.

**B-2: Mentor-Mentees Meet:**

The meeting also chalked out the detail programmes for mentor-mentees meeting as scheduled in the academic Calendar as below:

1. Home Science: Home science department will make their own arrangement.
2. BCA: BCA department is also expected to make their own arrangement.
3. Science Department: The Details may be worked out by the IQAC coordinator with Dr. R. Lalengmawia.

**B-3: Parent-Teachers Meet:**

Meeting schedule of Teachers with parents of First Semester students as given in the Academic Calendar is detailed as below:

Place of Meeting: Auditorium

Time: 24.8.2017, 2PM

**Programme:**

1. Chairman: Prof. B. Zoliana, IQAC Coordinator
2. Speech: Principal

3. Talk on Exam system: Dr. Lalzahawmi Chenkual

4. Feedback/ Interaction: Parents

5. Vote of Thanks: Chairman

All the Teachers are requested to make themselves available when parents request to meet the mentors of their respective kin.

Short write ups on exam system may be prepared by the speaker on Exam System and be distributed to parents. Academic calendar may also be distributed to them.

**B-4: General Body Meeting:**

The meeting also suggests to have General Body Meeting on 11.8.2017, 1PM. The agenda for the meeting put forward are:

1. Endorsing the Preponement of College Week

2. Analysis of 1st internal assessment marks: That each HOD completely compiled the marks of the students in their department on or before 22.8.2017.

3. Highlighting the Mentor-Mentees meet and Parent-Teachers Meet:

All sub committees should do the usual particular works assigned to them: -

(1) Reception Committee: To welcome and prepare registration for the parents

(2) Decoration Committee: Decorate the auditorium and prepare banner, proper arrangement of seats

(3) Cleanliness & Sanitation Committee: To clean the auditorium before function and after refreshment is served.

(4) Refreshment Committee: To prepare refreshment for the function @ Rs. 30 for about 350 persons

(5) Technical in-charge: Electronics Department is requested to take charge of technological devices like sound system, PowerPoint presentation, etc.

The necessary announcement may be made from the Principal.

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

(PROF. B. ZOLIANA)

Coordinator  
IQAC. GZRSC

(LALTANPUIA)

Chairman  
IQAC. GZRSC

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

Place: Principal's Chamber

Time: Dt. 28.8.2017 (Monday) 11:00 AM

Member Presents:

1. Dr. R. Lalengmawia
2. Prof. B. Zoliana Coordinator
3. Lalsangkimi Hmar Member
4. Lalhmingliana Hnamte Member
5. MS Dawngliani Member

**A. INTRODUCTION:** Laltanpuia Principal is out of station due to some official duty and Dr. R. Lalengmawia chairs the meeting and welcomes all the members to the meeting.

**B AGENDUM: Review of the Parents-Teachers meet held on 24.8.2017, 2:30 PM.**

The Committee reviews Parents-Teachers Meet held last Thursday and some of the points raised are given below:

(1) The Meeting thanks the Resource Person Dr. Lalzahawmi Chenkual for her preparation and interesting deliverance of the Presentation and to all the sub-committees who work fervently for the success of the Meet.

(2) B.Sc., Home Science and Computer Science may have separate P-T Meet as each one of them has separate Course of Study and it may be difficult for Parents/guardian to understand them all at a time.

(3) The expenditure for organising the Meet amounts to Rs. 17,725.00 and out of the sanctioned amount of Rs.25,000.00, we have a balance of Rs. 7,275.00. The committee resolves to utilise this amount of balance to buy artificial Flowers and table clothes as required by the Decoration Committee and the amount may be handed over to Decoration Committee.

(4) The Meeting also resolves to take action on the students whose parents/guardians did not turn up for the meet and without informing the reason of absence. The name of students will be listed out and they be informed to appear before the IQAC Committee as per the date and venue mentioned below:

**Venue: Principal's Chamber**

**Date: 30th September, 2017 (Wednesday), 2:00 PM.**

Failure to appear before the IQAC Committee will result in severe action against the defaulter.

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

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

Sd/-  
(DR. R. LALENGMAWIA)  
Chairman  
IQAC. GZRSC

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

Place: Principal's Chamber

Time: Dt. 19.1.2018 (Friday) 1:30 PM

Member Presents:

1. Laltanpuia Chairman cum Principal
2. Prof. B.Zoliana Coordinator
3. Lalsangkimi Hmar Member
4. Lalhmingliana Hnamte Member
5. MS Dawngliani 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.

**B AGENDA:**

**B.1: Academic Calendar for the even Semester 2018.**

Coordinator distributed the draft academic Calendar for the even semester 2018 to the members and the members ponder upon it giving a final outcome as given in annexure:

**B.2: Preparation College Year Book:**

After discussion the committee resolves to prepare a Annual College Year Book which will cover the calendar year 2017 and the Book will have a content of the following:

- (1) Departmental Report 2017
- (2) Mentoring Report 2017
- (3) Research Papers published, Seminar/Training Attended, as a Resource person
- (4) New Infrastructures and facilities acquired.
- (5) Activities and achievements of different sub-committees
- (6) Any other relevant informations
- (7) Universities rank holders for the calendar year 2017 (Jan-Dec)

Board of Editors will comprise of:

- (1) Prof. B. Zoliana
- (2) Lalrinsangi Nghinglova
- (3) Lalsangkimi Hmar
- (4) M.S. Dawngliani
- (5) Dr. P.C. Rohmingliana

About 50 copies may be prepared and the Editorial Board may attempt to complete the preparation within the month of February 2018.

**B.3: Continuation of Departmental/Sub-Committee Meetings:**

The meeting also resolves that Departmental/Committee meeting may also be continued this semester also as given in the academic calendar provided that no refreshment may be served in the meeting from the college expenses. This may well go for all the Sub-committee meetings too.

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

Sd/-  
(LALTANPUIA)  
Chairman  
IQAC. GZRSC

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

**GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE  
AIZAWL, MIZORAM  
IQAC(FULL) MEETING IV**

Place: Principal's Chamber

Time: Dt. 28.5.2018 (Monday) 1:00 PM

Member Presents:

1. Laltanpuia Chairman cum Principal
2. Prof. B. Zoliana Coordinator
3. Dr. R. Lalengmawia Member
4. Lalsangkimi Hmar Member
5. MS Dawngliani Member
6. Prof. Lalnundanga External 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 which is followed by the Reports from the Coordinator.

**A.1: Coordinator's Report:**

The IQAC Coordinator distributed a copy of reports on Departmental activities and Mentoring during the even semester of 2018 to the members.

From the Reports provided, the meeting resolved the following points:

The reports were reviewed and discussed how to improve the activities on Departmental activities as well as mentoring. Prof. Lalnundanga also highlighted the importance of paper publications among the faculty and even if the institution wants to have NIRF ranking in future, paper publication will be one important criteria to have good ranking.

It was also decided to select the best performing department for the even semester 2018 (Jan-June) and meeting also decided that selecting committee members will comprise of Principal, Coordinators and Ms. Lalsangkimi. It was also resolved that these members will decide the type of awards for the best performing department.

**A.2: Preparation of College Year Book:** As resolved in the last meeting, collection of the content for the Annual College Year Book was done. However, there was confusion among the feeder departments whether the actual annual report Jan-June 2018 was to be provided or as per AQAR annual report format. There was also a number of advices that if the report is provided in following the AQAR format, there would be a better utilisation even for future SSR. Hence MS Dawngliani was asked to compile the format for the Annual Report and submit for approval of the IQAC.

**B AGENDA:**

**B.1: Academic Calendar for the Odd Semester 2018.**

Coordinator distributed the draft academic Calendar for the odd semester 2018 to the members and the members ponder upon it giving a final outcome as given in annexure:

**B.2: Revision of Mentoring system:**

The meeting detects some deficiency in the Mentoring System and the Reports that has been submitted by the mentors. It was decided to have the system that can include the mentioned points as below: -

- (1) Students should apply absence of leave through Mentors
- (2) Specify the reasons for dropout and make sure less dropouts from College.
- (3) Core-ways distribution of Mentees in future.

Report forms may also be reviewed by Principal and IQAC Coordinators

**B.3: Approval of Annual Departmental Report:**

Ms. MS Dawngliani submitted the prepared Annual Departmental Report prepared by her in the meeting. A copy was distributed to each member. After suggestions and modifications, it was accepted by the committee for distribution to all the departments. The Annual report in following the format AQAR will be for a duration of July to June. Reports of Various Committee/Cells be also made separately after collection of each Committee/Cell report.

In the meantime, the Committee acknowledged the importance of Students Projects. Principal and RUSA Coordinators were appointed to devise a plan so that more students can be involved in Student based Projects.

**B.4: Provision of time slot for each Committee/Cell under IQAC.**

Due to the variance in Reports provided by Committee/Cells under IQAC, while some of them were having excellent activities, others provide Nil Report, the meeting also felt the need to provide time slot for each committee/cells under IQAC so that they will be able have even or equal no. of activities in time.

The meeting resolved that each Cell/Committee be requested to submit their proposed activities. IQAC will then provide time slot for each of them.

**B.5: Appointment of Ms. Lalrinsangi Nghinglova as Joint IQAC Coordinator:**

With the increase in monitoring works of Mentoring, Departments and Committee/Cells activities, there was a proposal that Ms. Lalrinsangi Nghinglova, a member of IQAC, who also was a previous IQAC Coordinator, be appointed as Joint IQAC Coordinator to help the present IQAC Coordinator. It was fully agreed and resolved that she will be compiling the AQAR Report and prepare the SSR for next accreditation.

**B.6: Improvements of Teachers' quality, work ethic and quality:** The meeting also resolved some points to improve Teachers' work quality in class teachings. Teachers' attendance/performance in classes will be monitored by Principal, Vice Principal and IQAC Coordinator. Class Representatives may also be utilised. It was also felt that 'Excess Class room teaching' beyond the duration of a period should be avoided as far as possible in order to reduce inconvenience for the next class teaching.

**B.7: Minor change in BCA syllabus:** Member from the BCA department put forwarded the need for making minor change in BCA syllabus for improvements. It was agreed and resolved that the Computer Science Department take the initiative and submit to the College authority which will further be forwarded to concerned University authority.

**B.8: Proper Documentations:** The meeting felt the need of having 'PROPER DOCUMENTATIONS' in all the activities of the college. Hence all the concerned department/Committee/Cells may be informed to have proper documentation in writings so as to be able to reproduce in times of Accreditation, Affiliation, RUSA reports etc. The activities like Feedback at Parents-Teacher meeting, MOU with concerned NGOs, Assignments in other institutions, MPSC or Governments assignments be recorded and reported to IQAC or RUSA whichever is concerned.

**B.9: Master Time Table for Odd Semester 2018:** It was resolved that Master time table for the coming odd semester be prepared by Dr. R. Lalengmawia for B.Sc., while Home Science and BCA be prepared by themselves.

**B.10: Subject in Lieu of History of Science for Home Science:** It was also resolved to make a proposal of subject to be introduced in lieu of History of Science for Home Science students to concerned authority at MZU. Principal and Teachers from Home Science Department will be responsible for this proposal.

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

(LALTANPUIA)  
Chairman  
IQAC. GZRSC

(PROF. B. ZOLIANA)  
Coordinator  
IQAC. GZRSC

**Next Agenda: Disciplinary actions for Students and Teachers.**

## **Action Taken Report 2017-18**

1. In Pursuance of the IQAC meeting resolution dt 8.8.2017 Parents –Teacher meet was held successfully on 24.08.2017 and oral feedback was collected and recorded.
2. In pursuance of the IQAC meeting resolution dt 19.1.2018 the College yearbook was prepared by the Editorial Board and published by the IQAC.
3. In Pursuance of the IQAC meeting resolution 28.05.2018 the mentoring system was revised and improved upon to cater to student's leave application, justify for drop-outs among mentees and core-wise division of students.
4. As mentioned in the meeting resolution dt 28.5.2018 steps have been taken to improve upon the professional ethics of the faculty members.
5. As resolved in the meeting dt 28.5.2018 BCA department submitted a letter to the University for syllabus improvement which was approved and forwarded by the college authority. The Home Science department also made a proposal to introduce History of Home Science in lieu of History of Science. This proposal was also forwarded to the University.