

Minutes of the IQAC Meeting I

Date : 5.7.2018 12:30 PM

Place : Principal's Office

Members Present:

1) Laltanpuia	Principal
2) B.Zoliana	Co-ordinator
3) Lalrinsangi Nghinglova	Co-Coordinator
4) Dr. R. Lalengmawia	Member
5) Mrs Lalsangkimi Hmar	Member
5) Mrs M.S Dawngliana	Member
6) Dr. Lalhmingliana Hnamte	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. He explains the agenda of the meeting to the members.

B. AGENDA:

B.1: Award for best performing Department during Even Semester 2018:

In pursuance of the IQAC meeting previously held on resolution of awarding the best performing Department during Even Semester (Jan-June) 2018, the recorded activities were checked by the members and chose the best performing department. It was decided that the best performing Department for even sem. 2018 may be selected on the following criteria

1. Regularity of submission
2. Activity of department through their report
3. Submission of supporting documents and evidence

Top three best Performing Departments are:

1. Geology
2. Electronics
3. BCA

Among the best three, Electronics Department is selected to be the best Performing Department during Even Semester (Jan-June) 2018.

The award may be handed during Freshers' Social on 11.7.2018. The award may be a type of display (Citation) put in a frame and its wordings may be composed by Ms. Lalrinsangi Nghinglova and Ms. Lalsangkimi Hmar. This award may be displayed at specially prepared display Wall in Teachers' Common Room.

The meeting also decided Monthly Departmental Report for the month of June 2018 may also be submitted in retrospective during the month of July 2018.

B.2: Mentoring System:

B.2.1: Grouping of Mentees to Mentor: It was also decided to list out all the mentees and group them to assign to the mentors. This task of grouping will be in charge of

Home Science : Home Science Teachers
BCA : MS Dawngliani
B.Sc. : Dr. R Lalengmawia & Mrs. Lalrinsangi Nghinglova

They may submit the grouped list to IQAC on or 12.7.2018.

The meeting also decided to have Group meeting on 18.7.2018 (Wednesday) from 1-1:45PM in corrigendum to the previous meeting resolution.

The following points are also discussed in meeting regarding mentoring system:

1. Leave Applications to be submitted to Principal through the Mentor by students
2. Mentors to know each mentee's family background and identify if help may be given to needy students.

B.3: Display of Internal Marks:

It was proposed that first Internal marks display be avoided because many students opted out of second test after obtaining good marks in the first test. The matter was discussed and resolved that marks be displayed as usual. However, to ensure that students appear in all test, marks be allotted to those who sit in all the internal test.

B.4: Activity Display Board:

It is resolved that Activity Display Board be prepared and displayed permanently in the College main entrance.

C. CONCLUSION:

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

(B.ZOLIANA)
CO-ORDINATOR

(LALTANPUIA)
CHAIRMAN

Minutes of the IQAC Meeting II

Date : 7.12.2018
Place : Principal's Office

Members Present:

1) Laltanpuia	Principal
2) B.Zoliana	Co-ordinator
3) Lalrinsangi Nghinglova	Co-Coordinator
4) Dr. R. Lalengmawia	Member
5) Mrs Lalsangkimi Hmar	Member
5) Mrs M.S Dawngliana	Member
6) Dr. Lalhmingliana Hnamte	Member

AGENDA

Being the last meeting of the session, the Principal welcomed the members present and thanked them for their support. The following resolutions were made

- 1. Academic Calendar:** The following dates have been suggested for the next session
First Internal: 12-15th Feb 2019 (for BCA) 18-22 Feb 2019 (Bsc/H.Sc)
Second Internal: 26-29th April 2019(BCA) 2-5th April 2019(B.Sc/H.SC)
Third Test/Assignment etc: To be completed by 19th April (Bsc/H.sc), 22-23 April (BCA)
Campus Cleaning: 18 January 2019
S.U Elections: be conducted within July in consultation with the S.U.
Blood donation Camp: To be conducted by NSS
Practical Examinations: to be finalised by Examination cell
University Sports: 11-15th March 2019
Career enhancement skills: To be conducted by BCA
Cooking Class: To be conducted by Home Science dept/
Personality Development & CCC: To be conducted for Final year students by Student Support Committee
The Academic Calendar shall be prepared by the co-ordinator
- 2. Mentoring:** Mentoring of students will continue. Mentors will meet their mentees after internal exams and submit report to IQAC.
- 3. Feedback:** Students feedback shall be collected in the next semester

(B.ZOLIANA)
CO-ORDINATOR

(LALTANPUIA)
CHAIRMAN

Minutes of the IQAC Meeting III

Date : 15.1.2019
Place : Principal's Office

Members Present:

1) Laltanpuia	Principal
2) B.Zoliana	Co-ordinator
3) Lalrinsangi Nghinglova	Co-Coordinator
4) Dr. R. Lalengmawia	Member
5) Mrs Lalsangkimi Hmar	Member
5) Mrs M.S Dawngliana	Member
6) Dr. Lalhmingliana Hnamte	Member

AGENDA:

Being the last meeting of the session, the Principal welcomed the members present and thanked them for their support. The following resolutions were made:

- 1) **Academic Calendar:** The Academic Calendar prepared by the co-ordinator for even semester 2019 was tabled and approved. It will be printed and displayed at the college Notice board and other notice boards.
- 2) **Mentoring:** Mentoring of students will continue. Mentors will meet their mentees after internal exams and submit report to IQAC. The Co-ordinator will receive the reports and analyse the same .Analysis will be reported at the General Body meeting and will be reflected in the college yearbook
- 3) **Feedback:** Students feedback shall be collected. The dates shall be fixed by the Co-ordinator and necessary communication to departments shall be made by him.
- 4) **Sub-committees:** The workings of the sub-committees will be monitored through regular submission of reports to the IQAC which will also be reflected in the college yearbook.
- 5) **College T shirt:** Resolved that each teaching faculty be reminded at the nest GB meeting that all are responsible for maintenance of discipline regarding wearing of uniforms/College T-shirt.

(Prof .B.ZOLIANA)
CO-ORDINATOR

(LALTANPUIA)
CHAIRMAN

Minutes of the IQAC Meeting IV

Date : 25.6.2019, 1:00 PM

Place : Principal's Office

Members Present:

1) Laltanpuia	Principal
2) Prof. B.Zoliana	Co-ordinator
3) Lalrinsangi Nghinglova	Co-Coordinator
4) Dr. R. Lalengmawia	Member
5) Mrs Lalsangkimi Hmar	Member
5) Mrs M.S Dawngliana	Member
6) Dr. Lalhmingliana Hnamte	Member

A. INTRODUCTION:

Pu Laltanpuia Principal who is also a chairman of the Committee chaired the meeting and welcomed all the members to the meeting. He reported that the third cycle of accreditation is due in the year 2021. Hence, full preparation will have to commence from the coming academic session.

B. AGENDA:

B.1: Academic Calender: The Co-ordinator tabled the proposal for the academic calendar which he had worked out in tandem with the earlier calendar. After discussion and slight modification, the Academic Calendar for the Odd Semester 2019 was accepted by the meeting as shown in the Annexure I. The Academic Calendar for Odd Semester 2019 may be put forward to General Body Meeting on 1.7.2019 for approval.

B.2: Faculty Development Programme: The Meeting also resolved to invite Dr. Zokaitluangi MZU as a Resource Person for Faculty Development Programme on 1st July 2019. Necessary arrangement may be made by IQAC with Office Staff.

Further, the meeting also resolved to organise one day Programme for Faculty Development Programme during this semester. The theme of the Programme are enlisted as:

- (1) IT/Computer Skill
- (2) Teaching Methodology

B.3: Selection of Best performing department during July 2018 – June 2019:

It was also resolved that Best Department shall be chosen for the academic year July 2018-June 2019. Selection to be made on 3rd July 2019 by the IQAC Committee members on the following criteria:

1. Regularity of submission
2. Activity of the department through their reports
3. Submission of supporting documents and evidence

The award may be distributed during Freshers' Social on 12.7.2019.

B.4: Grouping of Mentees to Mentors:

It was also decided to list out all the mentees and group them to assign to the mentors. The task of grouping of mentees will be taken care of by:

Home Science	:	Home Science Teachers
BCA	:	MS Dawngliani
B.Sc.	:	Dr. R Lalengmawia & Mrs. Lalrinsangi Nghinglova

They may submit the grouped list to IQAC on or before 19.7.2019.

B.5: Publication of Year Book 2018:

It was also resolved that the Year Book 2018 which has been prepared shall be published by the month of July 2019. Final Editing shall be done by Prof. B.Zoliana, M.S.Dawngliani and Lalrinsangi Nghinglova

B.6: Year Book 2019:

It was also resolved that the Year Book 2019 shall be prepared within the month of August 2019 which will be a compilation of Monthly Activity Reports submitted by each department and semester-wise activities submitted by various Sub-committee/Cells during July 2018-June 2019. All members of the IQAC are to actively engage themselves in the endeavor.

B.7: Academic Upliftment:

The meeting also reviewed recent Undergraduate results published by Mizoram University for the even Semester 2019. The meeting felt the need to uplift the academic performance of the students and discussed various strategies, some of which may be listed:

- (1) Congested classroom and short break: If there is a way to have short break in the afternoon or morning so as to refresh students who are sitting in the class the whole day which makes them drowsy especially in the afternoon. The routine incharge may kindly see if there is a way to include a short break of 10-15 minutes.
- (2) All faculty members are responsible for results of the students. Hence, it was agreed that teachers should be doing their regular duties as well as any assignments given to them from time to time with diligence. Good cooperation in any of the College activities are expected from them. At the same time organizing of faculty Development Programme from time to time will be taken care of by IQAC.
- (3) Feedback from Students: Feedback from students to be also collected during the month of August 2019 and forms may be prepared by Lalrinsangi Nghinglova in consultation with the Principal.

B.8: Creation of Language Education Cell and Career Counselling and Placement Cell:

In view of the requirements from RUSA funding, it was felt to have Language Education Cell and Career Counselling and Placement Cell in the College. However, due to the many-existing cells/sub-committee, it was resolved that English Department shall take care of the Language Education Cell in future. At the same time, the exiting Students' Support Committee may be renamed as Career Counselling, Placement and Students' Support Cell.

C. CONCLUSION:

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

(Prof .B.ZOLIANA)
CO-ORDINATOR

(LALTANPUIA)
CHAIRMAN

ACTION TAKEN REPORT 2018-19

- 1. Award for best performing Department during Even Semester 2018:** In pursuance of the IQAC meeting previously held on resolution of awarding the best performing Department during Even Semester (Jan-June) 2018, the recorded activities were checked by the members and chose the best performing department. It was decided that the best performing Department for even sem. 2018 may be selected on the following criteria 1. Regularity of submission 2. Activity of department through their report 3. Submission of supporting documents and evidence Top three best Performing Departments are: 1. Geology 2. Electronics 3. BCA
Among the best three, Electronics Department was selected as be the best Performing Department during Even Semester (Jan-June) 2018. The award was handed to the department during Freshers' Social on 11.7.2018. This award may be displayed at specially prepared display Wall in Teachers' Common Room.
- 2: Grouping of Mentees to Mentor:** It was also decided to list out all the mentees and group them to assign to the mentors. This task of grouping will be in charge of Home Science: Home Science Teachers BCA: MS Dawngliani B.Sc.: Dr. R Lalengmawia & Mrs. Lalrinsangi Nghinglova They may submit the grouped list to IQAC on or 12.7.2018. The meeting also decided to have Group meeting on 18.7.2018 (Wednesday) from 1-1:45PM in corrigendum to the previous meeting resolution. The following points are also discussed in meeting regarding mentoring system: 1. Leave Applications to be submitted to Principal through the Mentor by students 2. Mentors to know each mentee's family background and identify if help may be given to needy students. Based on the resolution mentor-mentee meet were held five times during the academic session on 18/07/2018,30/07/2018,22/02/2019,28/02/2019,and 12/04/2019
- 3. Academic Calendar:** The Academic Calendar prepared by the co-ordinator for odd semester 2018 and even semester 2019 were tabled and approved. It was printed and displayed at the college Notice board and other notice boards. 2) Mentoring: Mentoring
- 4. Feedback:** As resolved in 15.01.2019 Students feedback was collected on 11.04.2019. The dates shall were fixed by the Coordinator and necessary communication to departments were made by him. After the feedback were collected by each department they were submitted to the Principal.
- 5. College Yearbook:** It was also resolved that the Year Book 2018 which has been prepared shall be published by the month of July 2019. Compiling was done by M.S Dawngliani. Final Editing was done by Dr Lalhmingliana Hnamte, Lalrinsangi Nghinglova, Lalsamgkimi Hmar and Dr Lawrence Zonunmawia. As resolved yearbook 2018-19 was published with ISBN marking.
- 6. Upliftment of Academic performance:** The meeting held on 25.6.2019 also reviewed recent Undergraduate results published by Mizoram University for the even Semester 2019. The

meeting felt the need to uplift the academic performance of the students and discussed various strategies, some of which may be listed:

(i) Congested classroom and short break: If there is a way to have short break in the afternoon or morning so as to refresh students who are sitting in the class the whole day which makes them drowsy especially in the afternoon. The routine incharge may kindly see if there is a way to include a short break of 10-15 minutes.

(ii) All faculty members are responsible for results of the students. Hence, it was agreed that teachers should be doing their regular duties as well as any assignments given to them from time to time with diligence. Good cooperation in any of the College activities are expected from them. At the same time organizing of faculty Development Programme from time to time will be taken care of by IQAC.

(iii) Feedback from Students: Feedback from students to be also collected during the month of August 2019 and forms may be prepared by Lalrinsangi Nghinglova in consultation with the Principal.

7. **Creation of Language Education Cell and Career Counselling and Placement Cell:** In view of the requirements from RUSA funding, it was felt to have Language Education Cell and Career Counselling and Placement Cell in the College. However, due to the many-existing cells/sub-committee, it was resolved that English Department shall take care of the Language Education Cell in future. At the same time, the exiting Students' Support Committee has been renamed as Career Counselling, Placement and Students' Support Cell and they will take up the task of providing career counselling and Placement.*
8. **Activity Display Board:** As resolved Activity Display Board was prepared and displayed permanently in the faculty common room.

Reported by
IQAC coordinators.