

**GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE
AIZAWL. MIZORAM
IQAC (INTERNAL) MEETING**

Place : Principal's Chamber
Time : Dt. 3.7.2019 (Wednesday) 12:30 PM

Member Presents:

- | | |
|-----------------------------|------------------------|
| 1. Laltanpuia | Chairman cum Principal |
| 2. Prof. B.Zoliana | Coordinator |
| 3. Lalrinsangi Nghinglova | Co-coordinator |
| 4. Dr. R.Lalengmawia | Member |
| 5. Lalsangkimi Hmar | 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.

B. AGENDA:

B.1: Appointment of New IQAC Co-ordinator:

Since the incumbent Co-ordinator Prof. B.Zoliana will soon be appointed as a regular Principal, it has been resolved that a new Co-ordinator shall be appointed. Dr. Lalhmingliana Hnamte shall take over as Co-ordinator and be assisted by Lalrinsangi Nghinglova and M.S. Dawngliani as Assistant Co-ordinators.

B.2: Faculty Development Programme:

IQAC in collaboration with Research and Seminar Committee shall organise a 'Short Term Training course on Research Methodology' during this semester. It is suggested that the details shall be chalked out by Research and Seminar Committee.

B.3: Year Book 2018:

Year Book 2018 has been prepared. Cover design shall be prepared by Zonuna Zote, our ex-student. It will be released on Freshers' Social.

B.4: Students' Feedback:

Feedback shall be collected from students every semester. Slight modification shall be made on the old feedback form.

B.5: Appointment of new members:

- It was resolved that new members shall be appointed to the IQAC, namely,
- (1) Dr. Lawrence Zonunmawia Chhangte
 - (2) Dr. Lalzahawmi Chenkual.

B.6: Selection of best department 2019:

Top three Departments were short listed after Departmental Reports based on judgement criteria formulated for the purpose:-

- (1) Department of Home Science
- (2) Bachelor of Computer Science Department and
- (3) Electronics Department

Best department is awarded to Home Science Department. Citation shall be awarded at Freshers' Social and the following members are appointed to be in charge of the award:

- (1) Pi Lalsangkimi Hmar
- (2) Pi Lalrinsangi Nghinglova

B.7: Class Test :

A proposal has been made to have Class test in addition to the existing internal Test. After discussion and consideration, it was resolved that the matter may be discussed again.

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

Sd/-
(LALTANPUIA)
Chairman
IQAC. GZRSC

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

IQAC (INTERNAL MEETING)

Place: Principal's Chamber

Time: 12:30 PM

Date: 22nd July 2019 (Monday)

Member Presents:

- | | |
|-----------------------------|------------------------|
| 1. Laltanpuia | Chairman cum Principal |
| 2. Dr. Lalhmingliana Hnamte | Coordinator |
| 3. Dr. R. Lalengmawia | Member |
| 4. Lalsangkimi Hmar | Member |
| 5. Dr. Lalzahawmi Chenkual | Member |
| 6. Prof. B. Zoliana | Invitee |

A. INTRODUCTION:

Mr. Laltanpuia, Principal, chairs the meeting and welcome all the members to the meeting which is followed by transfer of charge between the outgoing and the new Coordinator.

B. AGENDA:

B.1. Review of the GZRSC Year Book July2017—June2018:

The Principal requested Prof. B. Zoliana, outgoing coordinator, to review the Year Book. Prof. B. Zoliana thanks the editorial board for their immense contribution for the completion of the year book. He commented that cooperation in the department should be more to include many of the departmental activities and to take sincere effort to make the Year Book successful. He further commented that since this is a first of its kind in our college, there will be short-coming in the year book and apologized for the same. He wished that the short-coming will be rectified in the next Year Book 2019.

B.2. Editorial Board for Year Book (July 2018-June 19):

The meeting resolved that the following will be editorial board for the Year book (2018-19):

1. Dr. Lalhmingliana Hnamte
2. Mrs. M.S. Dawngliani
3. Dr. Lalzahawmi Chenkual
4. Mrs. Lalsangkimi Hmar
5. Dr. Lawrence Zonunmawia Chhangte
6. Mrs. Lalrinsangi Nghinglova

It is also resolved that the Year Book 2018-19 with ISBN should be completed by September 2019 and that the editorial board should conduct meeting immediately.

B.3. Report on Mentees Grouping:

The Principal requested Dr. R. Lalengmawia to present brief report mentoring system and grouping of the mentees. Dr. R. Lalengmawia presented that the mentees grouping were done in 11th July 2019. The same was distributed by Mrs. Lalrinsangi Nghinglova to each head of the department on 12th July 2019 and further notification was given for necessary action to each department.

The meeting resolved that the mentees grouping is appropriate and accepted as it is.

B.4. Mentoring Report:

Based on the report of Prof. B. Zoliana, the meeting resolved that IQAC coordinator and the Principal will have follow-up meeting with the faculty member who perform below average / par with the mentees.

The meeting further resolved that mentoring report with academic performance must be sent to respective mentees parent/ guardian by the mentor.

B.5. Students Feedback Form:

Revised students feedback form prepared by IQAC was reviewed and was accepted by the meeting.

The meeting resolved that each teaching faculty will give the feedback form to students in their respective semester classes and return the form to the Principal after reviewing of their feedback form.

B.6. Departmental Report:

The meeting resolved to modify the monthly departmental report format by including the monthly total number of classes taken by each teaching faculty based on their respective class attendance signature.

B.7. National Short Training Course on Research Methodology:

The meeting resolved that the National Short Training Course on Research Methodology will be conducted, between 12th to 17th August 2019, by Research and Seminar Committee in collaboration with the IQAC under the auspices of Psychology Department of Mizoram University.

The meeting further resolved that this program will be mandatory for all faculty member with a registration fee of Rs. 200/- (Rupees two hundred).

C. Conclusion:

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

(LALTANPUIA)

Chairman

IQAC, GZRSC

(Dr. LALHMINGLIANA HNAMTE)

Coordinator

IQAC, GZRSC

Minutes of the meeting of the IQAC with sub-committee Members

Venue : Teacher's common room

Time : 26th August 2019 (2:00PM)

The Principal Dr.B .Zoliana welcomed all the members present especially the external members Mr J.H Zoremthanga and Prof.Lalnundanga .After welcoming the members ,he invited the co-ordinator Dr.Lalhmingliana Hnamte to give a short report. On invitation ,the co-ordinator reported that the last NAAC accreditation was completed in may 2017 and since then though the AQAR has been filled, they have not been uploaded to the UGC website. Secondly, he reported that some sub-committees need to be re-structured.

After all the representatives of the sub-committees endorsed their presence they were invited to give a short report on their activities and requirements:

- 1.Anti-ragging : No complaints received and no suggestion came in the suggestion/grievance box.
2. NSS : Have been performing its duties and there is no need to re-structure the nodal officers as yet. Reported that the Red Ribbon club can be combined with the NSS
- 3.AISHE : All required documents have been updated and submitted .
4. Student's Union :No complaints .They have been functioning smoothly
5. Games and Sports :Main activities are organization of college week and preparation for MZU sports. Suggested that number of members may be reduced.
- 6.College magazine : Proof-reading of Annual magazines done by the teachers.No need to re-structure
- 7.Debating,socio-cultural Committee : The students have been actively participating in inter-college activities and the committee has been busy supervising them. Suggested that the secretary be changed as she is suffering from ill-health.
- 8.Spiritual Counselling : The EU runs the college level programmes and the committee assist in bigger events. Suggestion for change of chairman and secretary has been made.
- 9.Canteen : Monitors the canteen on a daily basis. Suggestion for change of chairmanship
10. Refreshment :Has been taking charge of serving refreshments in various activities ,The number of members is sufficient
- 11.Decoration : Activity is dependent on the activities of other committees. They have collected a number of decorative items and stored them in the common room cupboard.
- 12.Security : They perform their duties on college events. Suggested that the committee includes discipline to maintain and ensure overall discipline in the college. Change of secretary is suggested

- 13.Reception :Has been performing reception duties on college events such as Alumni day and national level short term course on Research methodology. New members to be appointed.
14. Cleanliness : Have been visiting classrooms and assigning duties to class representatives to formulate duty rosters. Cleaning materials are being acquired. Change in chairmanship is suggested
15. Website : The committee has been updating the college website and looking after the website. Suggested that the committee be named ICT to expand its function and to co-ordinate with the Department of ICT GOM
16. Alumni : Have been co-ordinating with the alumni association organising Alumni Day etc and keeping in touch with the alumni members.
- 17.Research and Seminar Committee: The committee has been organising a number of seminars and a national level short term course on research methodology .The principal who is a member may be relieved as a member.
- 18.Women studies committee :Has worked in collaboration with other cells and attended seminars on gender sensitization.
19. Innovation club : Has been functioning smoothly .At present it is collaborating with SIDBI on a project on entrepreneurship. Change of secretary is suggested.
20. IPR :Planning to organise a seminar with fund received. Have not been very active otherwise
21. Disaster management : The cell has not been too active. Proposes to organise an even in the coming even semester. Change in chairmanship is suggested.
- 22.Village and school adoption : The cell has been actively involved in visiting the adopted school and providing awareness programs. The chairman needs to be changed as he has taken over as the principal
23. Career counselling, placement and student support committee : Has been actively involved in organising activities such as Course on computer concept for final year students, providing career counselling on Alumni Day, inauguration of Career counselling cell and distribution of student endowment fund.
24. Adventure Club : The club has been actively carrying out adventure sports with equipments received from RUSA funding. Leaders from students have been elected.
25. Eco Club : The committee was set up under the direction of the pollution Board,GOM. Has held 8 meetings and organised a number of events.
26. Library Committee : Not many activities to be reported. New secretary needs to be appointed.
- 27.NCC : The NCC wing has been started for the first time and the cadets have been performing well, since the CTO has entered the second year of service, she needs to be replaced by the end of the second year

28. Legal cell : The Co-ordinator reports that legal clinic has been inaugurated and has been functioning according to the requirement of the faculty.

The External members were gifted the college annual magazine and the college yearbook. One of the members Mr JH Zoremthanga ,an ex-principal of the college gave a very inspiring speech.

After the speech, an agenda suggested as an A.O.B was discussed

A.O.B

1. Setting up of Light and Sound Committee : Resolved that the committee comprising of the following members be set up

Chairman : Dr. Rosangliana

Secretary : Lalrinmawia

Members : 1. Dr Lawrence Zonunmawia

2. Dr PC Rohmingliana

3. Dr. C. Zoramthara

4. Reginald

5. David Vanlalnghaka

2. Parents-teacher Meeting : Home science and BCA will have a separate meeting. Science stream will meet at the auditorium. The detailed programme is as follows ;

i) Chairman: Dr. Lalhmingliana Hnamte, IQAC co-ordinator

ii) Dr. Lalzahawmi Chenkual : Speech on Rules and regulation etc

Interaction with parents to be conducted by chairman

Feedback Record : English Department

iii) Remlalsiama : Vote of Thanks

In Charge :

i) Decoration and banner : Decoration and Hall arrangement committee

ii) Reception and Registration : Reception Committee

iii) Refreshment : Refreshment committee

Note : English Department to inform students that their parents /guardians must be told their class/stream and roll numbers. Parents/Guardian who fail to turn up on the day must meet the principal within one week of the Parents-teacher meet.

First Marks must be submitted to examination department by tomorrow. Examination department will sort out the marks and prepare the results for the first year students.

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

IQAC INTERNAL MEETING

Date : 16th September 2019

Time : 11 :00 am

Place : Principal's Chamber

Members present

1. Professor B.Zoliana, Principal
2. Dr. Lalhmingliana Hnamte, IQAC Co-ordinator
3. Dr R Lalengmawia
4. Dr Lalzahawmi Chenkual
5. Lalsangkimi Hmar
6. Dr Lawrence Zonunmawia Chhangte
7. M.S Dawmgliani, Asst. Co-ordinator
8. Lalrinsangi Nghinglova, Asst. Co-ordinator

The Principal welcomed the members present and invited the IQAC co-ordinator to introduce the agenda

Agenda

1. Media Cell: After deliberating on the agenda it was decided the light and sound committee will be responsible for media (photographic) coverage the committee is present in all college functions. Consequently, the terms of reference for the committee will be revised. Additionally, Dr Lawrence Zonunmawia shall replace Lalrinmawia as secretary in the said committee and Lalrinmawia will remain as a member.
2. MHRD : As the NAAC accreditation process involves data collection relating to MHRD it was decided that the following members shall be appointed as members in charge of matters relating to MHRD
 - a) Dr Ricky Lalhmangaihzuala
 - b) Dr Lawrence Zonunmawia

By virtue of office, MHRD in charge Dr Ricky Lalhmangaihzuala will be appointed as member of IQAC

3. NAAC Steering Committee: Resolved that the IQAC committee will take up the task of NAAC steering Committee.
4. Webmaster: Resolved that to ensure speedy dissemination of information, the webmaster, by virtue of office, will also be included as member of the IQAC.

5. College Data Collection 2015-16 and 2016-17: Resolved that data collection will be carried out by members of AISHE, MHRD and IQAC co-ordinator. The resolution may be reviewed after the work commences and necessary changes may be made thereafter.

6. NIRF Ranking : The committee decided that steps should be taken to participate in the NIRF ranking. For this purpose the following members have been appointed:

a) AISHE Co-ordinator Lawrence Zonunmawia

b) MHRD in charge Ricky Lalhmangaihzuala

7. Email for Students: The Heads of department, in their meeting, had resolved to collect necessary details from students including their email. Since the process of collection has already commenced, the IQAC need not take up the task of collecting email from students.

8. Self- defence class for the 5th semester female students: Resolved that women's studies cell shall take up the task in collaboration with IQAC. Detailed programme shall be chalked out by them. Tentative date for the programme is 21st October 2019.

9. Best Department selection/format for monthly departmental Report: It was resolved that the criteria for selection of Best Department may be revised taking into consideration the criteria used by IQAC in the previous selections and the suggestions made by some departments. The revision of criteria for Selection of Best Department along with restructuring of format for monthly Department report will be done by Dr Lalhmingliana Hnamte and MS Dawngliani. Their suggestion will be tabled at the next IQAC meeting for approval.

Assessment of the Monthly Report will also be made by them.

10. Regular contribution from Faculty: It was resolved that regular contribution of cash from faculty members towards NAAC accreditation shall be collected subject to prior approval of the General body meeting.

11. Attendance Counting : Counting of attendance needs to be conducted in a more uniform manner. This aspect is to be considered during preparation of academic calendar.

Additionally, college week should be conducted in the earlier part of the odd semester.

(Prof.B ZOLIANA)

Principal

(Dr.LALHMINGLIANA HNAMTE)

Co-ordinator IQAC

GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE
RAMTHAR VENG: AIZAWL
INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC COMMITTEE MEETING (LOCAL)

Date : 3.2.2020 (11:00 AM)

Venue : Principal's Chamber

Members Present:

1. Prof.B.Zoliana,Principal and Chairman
2. Lalrinsangi Nghinglova Co-ordinator
3. Dr Lawrence Zonunmawia Asst.Co-ordinator
4. M.S Dawngliani Asst.Co-ordinator
5. Dr Lalhmingliana Hnamte
6. Dr Lalzahawmi Chenkual
7. Lalsangkimi Hmar
8. H.Thangkhanhau

The Principal welcomed the members present and gave a short report on the latest development made by the college. He also expressed his gratitude to the IQAC members for exhibiting excellent teamwork. He then invited the Co-Ordinator to give a report and present the agenda thereafter. The co-Ordinator, on invitation once again thanked the IQAC members especially the asst. co-Ordinators and the webmaster for rendering tireless support and service during the process of filling up the AQAR for three consecutive years. She then gave the following report:

REPORTS

1. Submission of AQAR: AQAR 2015-16 was submitted on 22.1.2020. AQAR 2016-17 was submitted on 21.1.2020 and AQAR 17-18 was submitted on 31.1.2020. All pending AQARs on the portal have been cleared. Period for editing has been opened for a period of 15 days each from the time of opening. With the completion of the AQARs, steps for academic audit may be taken by the IQAC.
2. More networking with industries and institutes have been established and MOUs have been signed between the college and the other party. So, far we have two MOUs. One with Industry and the other with a university. More such collaborations and MOU shall be sought in the future.
3. Eco- club was informed to take up the task of obtaining green audit as resolved in the earlier meeting. However, the state level committee on green audit is taking steps to audit all colleges. This is left for further discussion as AOB.
4. Innovation club has been mobilized to initiate programs to address locational advantage and disadvantage.

5. Add-on courses like CCC and PD will be organized by the Student Support Committee. The career clinic will resume its functioning from first week of February 2020.
6. Mentoring charge was handed over from faculty members who have been transferred to those who have recently joined the college as follows :
 - i) C.Lalngaihawm's mentees to David Rosangliana
 - ii) Dr Lalsaimawia's Mentees to Dr.Samuel Lallianrawna
 - iii) Lalrinsangi Nghinglova's mentees to Lalrinpuii Rokhum

AGENDA :

Departmental report:

The IQAC, in its earlier meeting on 16th October 2019 had appointed Dr Lalhmingliana Hnamte and Mrs MS Dawngliani to revise criteria for selection of best department and department Report format. The matter was deliberated upon and it was resolved that the new format, with slight modifications, will be implemented from next month i.e. February to be submitted in the consequent month i.e. March. Report for January will be submitted in the old format. The new format will be presented in the HOD meeting for necessary clarification.

Learning Management System/Management Information system:

LMS/MIS are important components of the AQAR. Ways to initiate the same was suggested by Mr H Thangkhanhau, webmaster who reported the setting up of LMS can be done by him and MS Dawngliani. However, since a new host for our website may be required to accommodate LMS and MIS, the Principal and Mr H Thangkhanhau will approach Pu Lalthlamuana, Chief Informatics officer. Each department will be requested to prepare study materials for e-content. All heads of department will select one teacher for the same. They will be given a training on how to develop the online study material which will be a part of the faculty development programme. The Webmaster will give the training on 10th February 2020 (12:30 Onwards) at the Language Laboratory. Certificates will be given to the participating teachers.

Appointment of new faculty members: The following appointments have been made:

- i) David Rosangliana : i) Games & Sports ii) Innovation Club
- ii) Dr.Samuel Lallianrawna: 1) Student's Union ii) Research & Seminar Committee
- iii) Lalrinpuii Rokhum : i) College Magazine ii) Debating,Socio-cultural
- iv) Rebecca Vanlalsangi : i) Eco Club ii) Refreshment Committee

In Addition, due to transfer of C.Lalngaihawma, Ms Mary Lalthansangi is appointed as secretary of the innovation Club and Dr C.Lalremruatfela is appointed as secretary of the Eco club . Dr.Lalhmingliana Hnamte will also relieve Dr.Lalzahawmi from her duty as secretary in the Students Union. Dr.Lalzahawmi will also be relieved from membership as a member of the games and sports sub-committee.

Faculty Development: In addition to the training on development of e-content for study material, faculty development program will be included on the last day of Personality Development program. The details will be worked out by Students Support Committee in collaboration with IQAC.

Collection of feedback: In pursuance of the last committee Co-ordinators and webmaster have prepared feedback format for students, employees and SSS (Students Satisfaction Survey) which has been endorsed by the committee. Dates for collection shall be decided by the co-ordinators.

Handbook of ethics may be prepared for the next academic session. The Co-ordinator has been appointed to take charge of Compilation.

AOB:

- i) The Eco Club has been appointed to initiate and Collaborate with the State committee on green Audit to ensure that the college attains green audit certification.
- ii) It has also been resolved that for all extension services, the institute will make a request for certificates of appreciation from the other party. The draft will be made available in the IQAC folder.

(Prof.B.ZOLIANA)
Principal

(LALRINSANGI NGHINGLOVA)
Co-ordinator

IQAC Meeting

Venue : Prncipal's Chamber

Date & Time : 17.3.2020 (10:00 am)

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 Mangement system
7. Handbook on ethics : Compilation of handbook on rules and regulation etc is underway.

Agenda

a)Follow up on recommendations :

i) Few certificate course/Diploma course to be introduced .

ii)CBCS to be implemented further.

iii)ICT (LMS/e resource) be further enhanced /ICT enabled classrooms to be developed.

iv) Efforts be made to obtain more Research funds.

v) Workshops/seminars be conducted on IPR.

vi) Creation of incubation centres.

vii) Increase number of teachers attenting professional Development Programs.

Vii) Increase of activities on gender equity.

b) AOB

IQAC Emergency Meeting (internal)with website committee

Venue : Principal's Chamber

Date 15.5.2020

Time :11 :00 am

The Principal welcomed both members from IQAC and website committee and invited the IQAC Co-ordinator to introduce the agenda.

Agenda

1. Collaboration with Imade :The co-ordinator,upon invitation explained that she had received a call from Ms Akansha Verma from Imade regarding their interest to collaborate with the college on initiating Value added courses . The course is to be available at a very low cost registration fee ranging from Rs 800 – 2500 per course . It may be further explained that IMADE stands for INNOVATION IN MOBILE APPLICATION AND DEVELOPMENT ECO-SYSTEM.The goal of Imade is to help higher education institutes in India digitize their resources .With the lockdown in effect they have offered online courses program to bring hassle free quality online education to students from most reputed global institutes such as Harvard University,MIT,Stanford University,IIM-Bangalore and Imperial college Business School among others.

The matter was deliberated upon with great detail and was decided that the collaboration may indeed be initiated for the benefit of our students and faculty members. The co-ordinator will continue corresponding with Imade for necessary steps to be taken.In the meantime the following persons have been appointed to look into more online value added courses that may be introduced in the college.

- i) Lalrinmawia
- ii) Dr Lawrence Zonunmawia
- iii) H.Thangkhanhau
- iv) Lalrinsangi Nghinglova

2.Information to be submitted to SPD Office ,Mizoram : In pursuance of instruction from RUSA,RC & MHRD informations to be submitted to SPD office,Mizoram regarding online education activities undertaken by the institute etc will be taken care of by the following :

- i) Dr. R Lalengmawia
- ii) Dr Lawrence Zonunmawia
- iii) Lalrinmawia

3. AQAR 2018-19 : AQAR 2018-19 was placed before the IQAC.Necessary modifications and suggestions were made by the members.Co-ordinators noted the points and will submit the same after changes are made.

(Prof B ZOLIANA)

Principal

(LALRINSANGI NGHINGLOVA)

Co-ordinator

ACTION TAKEN REPORT 2019-20

I) In pursuance of the IQAC (internal Meeting) held on 3.7.2019 and 22.7.2019 and in conformity with regular practices of the IQAC, the following actions were taken by the IQAC :-

i. *Preparation of Academic calendar:* Academic calendar for the Odd and Even semesters during the reporting period were prepared and displayed at prominent places in the college campus. They have also been uploaded on the college website.

ii. *Library Orientation for freshers :* During 3rd -8th July 2019 Library orientation was organized in collaboration with Library sub-committee for the newly admitted students to offer them a better understanding of the workings of the Library.

iii. *Mentoring of Students:* Grouping of students and assignment of teachers to the students was done by the IQAC. The IQAC monitored and supervised the mentoring system and assigned dates for Mentors-mentee meet. The assigned dates were included in the academic calendar. Reports from each mentor were received by the IQAC and were compiled for inclusion in the college yearbook.

iv. *Award for Best Performing Department:* The best performing department was chosen for the academic year 2018-19. In the preceding year Electronics department was chosen as the Best department. The selection was made on the following criteria:

- i. Regularity of submission of department report
- ii. Activity of department submitted in their reports
- iii. Submission of supporting documents and evidence

Based on the above criteria Best Department award 2018-19 was given to the Department of Home Science. The award was presented to the department on fresher's day which was held on 12th July 2019.

v. *Publication of Yearbook 2018:* The IQAC felt proper documentation of events and activities is of great importance. Hence a College Yearbook 2018 was published and released on Fresher's social 2019. Subsequently Yearbook 2019 with ISBN was also published with during the reporting period.

vi. *Student's feedback:* Feedback from students was collected with slight modification on the old feedback form. The feedback was collected by mentors from their mentees due to suspension of regular classes due to Covid-19. The feedback were analyzed by the IQAC and recorded in the yearbook 2020.

vii. *National Short training course on Research Methodology:* The IQAC in collaboration with the Research and Seminar sub-committee organized National level Short training course on research Methodology during 12th -17th August 2019 under the auspices of Psychology Department, MZU.

viii. *Meeting with sub-committees:* On 26th August 2019 the IQAC had a meeting with representatives of all the sub-committees created by the IAC to ensure quality enhancement and teamwork. The meeting was

called to reflect upon the progress made by individual committees and to make necessary changes wherever required.

ix. *Parents – Teacher Meeting*: The IQAC organized Parents-teacher meeting on 29th August 2019. Separate meetings were held for Home Science and BCA. Feedback was collected from Parents and necessary actions were taken upon their suggestions.

2) In pursuance of the IQAC committee held on 12th September the following actions were taken:

i. *One day NAAC awareness workshop*: One day NAAC awareness workshop was successfully held on 25th September 2019. Two renowned resource persons were invited:

- a) Professor Lalnundanga, Registrar, MZU
- b) Dr Lalbiakzuali, Assoc. Professor GHBC

3) In pursuance of the IQAC committee held on 16th September 2019 the following actions were taken:

i. *Self –Defense class for Female students*: The IQAC in collaboration with women’s study committee organized a self-defense class for 5th semester female students on 24th October 2019.

ii. *E-mail for students* : The task of collecting necessary details and creating emails for students was handed over to the Heads of Department who had already initiated the work.

4) The IQAC in its meeting on 2.12.2019 took the following actions:

i. Restructuring of the IQAC: Following the latest guideline from NAAC, the composition of the IQAC was revised as follows:

Chairperson: Prof B Zoliana, Principal

Teachers to represent at all levels:

- a) Dr. Lawrence Zonunmawia chhangte, Asst Co-ordinator
- b) MS Dawngliani, Asst Co-ordinator
- c) Lalsangkimi Hmar
- d) Dr. Lalzahawmi Chenkual
- e) Dr. Lalhmingliana Hnamte
- f) One senior teacher as Co-ordinator: Lalrinsangi Nghinglova
- g) One member from management: Prof Lalnundanga, Registrar, MZU
- h) Few senior administrative officers:
 - a) Dr. R Lalengmawia, RUSA institutional coordinator & Exam committee member

- b) H.Thangkhanhau,web-master.
- i) One Nominee each from employers/industrialists/stakeholders:
 - a) Employers:QAC Co-ordinator
 - b) Industries : Zothankimi,Director Zonun mat ply Pvt ltd
 - c) Stake holder : Zonunthari m/o Gabriel Shanplang 1st
- j) One nominee each from local society, students and alumni
 - a) Pu J H Zoremthanga, Secretary, MSSB by virtue of his high social standing and contribution towards education
 - b) Vice –President/Gen secretary of Student’s Union by virtue of office
 - c) President/General secretary of the Alumni association by virtue of office
- ii. *Submission of AQAR*: The new system of AQAR submission and the change of office of Principal resulted in delay of submission. However AQAR 2015-16, 16-17,17-18 were submitted by January 2020.The next AQARs were put up in our portal in early March 2020.However,with the lockdown being in force the date for submission has been extended by NAAC. Hence, the next two AQAR 2018-19 & 2019-20 are being prepared and will be ready for submission by October 2020.
- iii. In pursuance of the resolution made on 2.12.2019 regarding the NAAC Peer team recommendation to facilitate more teachers to participate in National and International seminars, the IQAC in collaboration with the Research and Seminar committee and the Department of geology organized a two days International Workshop on ‘Tectonic and Its Implications with Special Reference to Indo-Burma Range’ during 17th -18th January, 2020.

5) In pursuance of the IQAC Meeting held on 3.2.2020 the following actions were taken:

- i. *Learning Management System*: LMS has been developed by the college under the initiation of the IQAC with the college Webmaster Mr H.Thangkhanhau taking care of all the technical details. To encourage faculty members to create e-contents a special training on e-content development was organized on 10th February 2020 for representatives of each department. The webmaster gave the training to the selected faculty members. As a result 27 video tutorials on the syllabus have been created and uploaded on our college website for the benefit of the students.
- ii. New faculty members have been given appointment to various sub-committees
- iii. Green audit: The IQAC had appointed the Eco club to pursue green audit for the college. They have taken several steps for the purpose.

6) With the lockdown due to Covid-19 being imposed some of the regular activities of the IQAC could not be held. Following are actions taken by the IQAC during the lockdown period:

- a) *Completion of Syllabus through online classes:* The IQAC took the initiative to ensure that learning continued in spite of the lockdown. It worked in coordination with the Principal and Heads of department to find ways and means to continue teaching in the online mode. Many departments used google classrooms to continue teaching. Materials were provided to students via whats-app.
- b) *LMS development:* As mentioned above, training had been provided to teachers on e content development. During the lockdown the need for such materials were greatly felt and as many as 27 video tutorials were prepared by the concerned teachers on topics contained in the syllabus. These videos have been uploaded on the college website for students to access anytime.
- c) *Conduct of tests and assignments:* Tests, internal examinations and assignments were given to the students within a time frame scheduled by the Heads of meeting and IQAC through the online mode. As a result all internal marks were prepared and submitted on time. Students have been instructed to maintain their hard –copy for authentication.
- d) *On-Line admission:* The IQAC in collaboration with the admission committee has taken the initiative to start online admission system from the new academic session. The technical details were worked out by the Webmaster and endorsed by a joined meeting of the IQAC and admission committee via ZOOM meeting.
- e) *Monitoring of Mental Health of students :* The IQAC under the chairmanship of the Principal has set up a helpline by appointing the already existing Evangelical and Spiritual Counselling committee as it consist of teachers who have already gained expertise in providing mental and spiritual help to students. The Students were informed through whatsapp and the website about the existence of the helpline.
- f) *Ensuring safety of female students:* With the lockdown imposed there are reports that Domestic violence is on the rise. The IQAC authorized the women’s studies committee to take necessary action as the college is deeply concerned about the welfare of our students. The Women’s studies committee teamed up with the women and Child cell, Social welfare Department, Government of Mizoram. The women Helpline number was disseminated via whatsapp and college website so that students may reach out for help
- g) *Online Personality Development course:* The Student Support Committee, supported by IQAC and RUSA was all set to organize the 8th Personality Development Course this year when the Pandemic hit and lockdown imposed. So the committee decided to initiate the online mode of the course and made necessary contacts and arrangements. Our resource

persons were contacted and they willingly decided to support us in our venture. Our Member Sir H.Thangkhanhau took up the task of arranging the technical details. We decided to use Cisco Webex and the students were invited through whatsapp to download the app and the join the course which were to be held between 19th June -23rd June 2020 from 5:00 pm. Feedback was collected via online mode after every session and an overall rating on the course showed that the course was a great success. Most of the Resource persons and the courses introduced were rated as excellent. E-certificates were awarded to all participants after the end of the four –days session.

- h) *Collaborations with Imade for add-on courses(online mode)* : Collaborations are underway to start online add-on courses in collaboration with Imade (Innovations in Mobile Application and Development Eco- system) which brings hassle-free quality online education to students from most reputed global institutions such as Harvard, MIT, Stanford, IIM- Bangalore and Imperial Business school. With the university exams around the corner, the courses are yet to be started. Collaborations are being made with IIT Bombay for online spoken tutorial classes for both students and faculty.
- i) The Student support committee under the supervision of the IQAC has used digital technology to identify students affected economically by the pandemic and other natural disasters. Contributions from teachers were made through online Banking. Collections to the tune of Rs 1,70,600 was received and as many as 17 students who faced financial crisis were given financial support via online banking. This has been done to ensure that student continue their education despite financial crisis and avoid dropping out.
- j) *Appointment of Auditors*: Appointed auditors for endowment Fund, Staff welfare fund and MCTA fund. The IQAC Also conducted Internal Academic Administrative Audit (AAA)
- h) In pursuance of the meeting resolution on 17.3.2020 Dr K.B Singh prepared for a spoken Hindi Class. However due to the Pandemic regular classes could not be held. However materials on basic spoken Hindi were prepared and disseminated to the students via whatsapp.
- j) National Level Online Faculty development Course: Collaborations are being made with IIT Bombay to organize online Faculty Course in the month of August 2020.