

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. Lalahawmi 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.