

## IQAC Meeting Minute

**Date:** 22nd July 2024

**Time:** 11:00 AM

**Venue:** Principal's Office, GZRSC

The principal, Prof B Zoliana chaired the meeting. He welcomed all the members present who endorsed their presence by giving their signature on the attendance sheet. The principal reported on a government order prohibiting engagement of proxies/substitute teachers (aikal). Consolidated instruction was received and no consideration is to be given from now on. On the invitation by the principal, the previous IQAC co-ordinator Dr Lawrence Zonunmawia gave a brief report on the yearbook and the activities performed last year. The following agenda were discussed and resolutions were made as follows:

### **Agenda**

#### **1. Collection of Departmental Reports/Sub-Committee Reports (2023-2024)**

Dr Ricky Lalmangaihzuala, who was in-charge for modifying the annual departmental report format highlights the changes that he made in the report format. After thorough review and discussion, slight modification was done and last date of submission of annual departmental report and sub-committee report has been fixed on 16<sup>th</sup> August 2024. Best department will be selected based on monthly teaching report and annual department report. Dr Ricky Lalmangaihzuala, Dr David Rosangliana and IQAC coordinator will be in-charge for the selection.

#### **2. Mentoring Distribution**

Mentoring List 2024 was prepared by Dr Lawrence Zonunmawia and Dr David Rosangliana. The mentoring list and know your mentee format should be circulated and introductory meet for mentee should be completed before 2<sup>nd</sup> August 2024.

#### **3. Report from Yearbook 2023**

Dr Lawrence Zonunmawia reported that ISBN has been obtained for the yearbook. Chapter distribution is to be made and report on Monthly teaching report and best practices should be included in the yearbook.

#### **4. Launching of MIS (Management Information System)**

Data for launching of MIS has been finalized and program for the launching of MIS is as follows:

Date: 02.08.2024

Chief Guest: Dr. Lalthlamuana, CEO, Mizoram State e-Governance Society

Time: 2:00 pm- 2:30 pm

Session 1

Chairman : Dr Lalrinmawia, Chairman, ICT Sub-committee, GZRSC

Welcome Speech: Prof. B Zoliana, Principal, GZRSC

Speech and Launching of MIS: Dr. Lalthlamuana, CEO, Mizoram State e-Governance Society

Technical Report: John Lalchhandama, System Administrator, MSeGS

Vote of thanks : Dr M.S.Dawngliani, Coordinator, IQAC, GZRSC

Light Refreshment (15 minutes)

Time: 2:45 pm-4:00 pm

Session 2

Chairman : Dr Zirlianggura, Assistant Coordinator, IQAC

Software Demonstration : John Lalchhandama, System Administrator, MSeGS

Software Demonstration (Android) : Lalfakzuala, Software Developer, MSeGS

Vote of thanks : C Lalrinawma, HOD, Computer Science, GZRSC

#### **5. Faculty Development Program (FDP) on IIT Spoken Tutorial**

Dr M.S.Dawngliani, coordinator gave a brief report regarding FDP in collaboration with IIT Spoken Tutorial. LibreOffice was chosen for the FDP topic. Registration fee of Rs 300/- will be taken for the course and the coordinator will make all the other necessary arrangements.

#### **6. Monthly Report**

The principal reported some of the problem on the monthly teaching report format. Slight modifications were made to the monthly report format.

The principal thanked all members for their participation and contributions.

**Meeting Adjourned at: 2:00 pm**

(Dr M.S.DAWNGLIANI)

(Prof. B ZOLIANA)

IQAC Coordinator

Chairman IQAC & Principal