

## IQAC Meeting Minute

**Date:** 05.09. 2024

**Time:** 12:00 noon

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

Dr. Zirlianggura, principal and chairman of IQAC welcomed all members and requested the secretary to present the meeting agenda.

### **Agenda 1a: Report on FDP - LibreOffice IIT MOOC Course**

The secretary, Dr. M.S.Dawngliani, coordinator, IQAC provided a report on the Faculty Development Program (FDP) for the LibreOffice IIT MOOC course. A total of 62 participants took part, with 41 from the college and 21 from other institutions. The majority successfully passed the examination. The committee expressed satisfaction with the smooth execution of the FDP.

### **Agenda 1b: Yearbook 2023 Report**

Dr. Lawrence Zonunmawia Chhangte, Assistant Coordinator, IQAC presented a report on the 2023 Yearbook. The ISBN and Barcode have been received from South Eastern Book Agencies. Minor modifications are needed, and the yearbook is expected to be published by September.

### **Agenda 2: Monthly Teaching Report Format**

The Monthly Teaching Report format was reviewed. After thorough discussion, minor adjustments and justification were made. The updated format will be submitted/resubmitted via the official email.

### **Agenda 3: Parent-Teacher Meeting**

Due the current road conditions during the monsoon season, holding an on-campus Parent-Teacher meeting may be challenging. It was decided that mentors will individually contact the parents of their mentees and create WhatsApp groups to disseminate key information and in charge is assigned as follows:

1. **Academic Calendar:** Dr. Lawrence Zonunmawia Chhangte
2. **Rules and Regulations:** Dr Lalrinsangi Nghinglova and Ms. Mary Lalthansangi

3. **Exam Rules:** Dr C Lalengmawia

4. **Results:** All mentors

A Parent-Teacher Meet form will be prepared by Dr. M.S. Dawngliani and submitted to ptmeet@gzrsc.edu.in after the meetings. A First Mentor-Mentee session is scheduled for 13th September 2024 from 12:00-1:00 pm. Mentors are requested to submit their reports one week prior to the session.

#### **Agenda 4: Report Compilation**

The annual departmental and sub-committee reports have been collected by IQAC. Compilation assignments are as follows:

- **Annual Departmental Report:** Dr. Ricky Lalhmangaihzuala and Dr. David Rosangliana will review/compile the documents, assess departments, and select the best-performing department by September.
- **Sub-Committee Report:** Dr. M.S. Dawngliani.

#### **Agenda 5: AOB**

##### **CCA Activities:**

Club activities will be organized during the CCA period, coordinated by the CCA implementing committee in consultation with the Principal.

(Dr M.S.DAWNGLIANI)

IQAC Coordinator

(Dr ZIRLIANNINGURA)

Chairman IQAC & Principal