

## **Minutes of the IQAC Internal Meeting**

Date: 20th November 2024

Time: 11:30 AM

Venue: Principal's Office, GZRSC

### **Members Present**

1. Dr Zirlianggura, Principal
2. Dr R Lalengmawia, Vice Principal
3. Dr M.S.Dawngliani, Coordinator, IQAC
4. Dr Lawrence Zonunmawia Chhange, Asst Coordinator, IQAC
5. Dr Lalrinsangi Nghinglova, Asst Coordinator, IQAC
6. Dr David Rosangliana, Asst Coordinator, IQAC
7. Dr Ricky Lalhmangaihzuala, Asst Coordinator, IQAC
8. Prof B Zoliana, Member
9. Dr Lalzahawmi Chenkual, member
10. Mary Lalthansangi, member
11. Lalthanpuui Ralte, member

### **Agenda:**

#### **1. Report of Recent Activities by IQAC Coordinator**

The IQAC Coordinator, Dr. M.S.Dawngliani presented an update on the Yearbook 2023, which was successfully published online at <https://www.shanlax.com/> and is currently in transit via India Post.

Regarding ISO Certification, it was decided not to proceed with the application for ISO certification as the Administration and Academic Audit (AAA) is planned for the even semester of the 2025 academic session.

#### **2. Academic Calendar 2025 (Even Semester)**

Dr. Lawrence Zonunmawia Chhange presented the draft Academic Calendar for the even semester of 2025. After careful review, proposed dates were discussed, and modifications were made. The revised calendar was unanimously approved by the members.

CCA implementing body was assigned to specify department/subcommittee in-charge to conduct National/international commemorate days.

#### **3. Best Practices for AQAR**

The committee deliberated on potential best practices for inclusion in the AQAR. After discussion, the following were selected:

- Monthly Teaching Reports
- Academic and Financial Assistance to Students

#### **4. Result of Best Department Selection**

The evaluation for the Best Department Award was conducted by Dr. Ricky Lalhmangaihzuala and Dr. David Rosangliana. Based on the evaluation, the English Department was selected as the Best Department. Dr. Lalrinsangi Nghinglova was assigned to prepare the citation. It was decided that the award would be presented during the reopening of the even semester on 16th July 2025.

#### **5. Appointment of Assistant Webmaster**

The committee discussed issues related to the Webmaster role, noting that Mr. H. Thangkhanhau has been serving as webmaster for an extended period. To provide support, Mr. Vanlalhruaia, currently employed as a System Assistant, was appointed as the Assistant Webmaster with effect from 21st November 2024.

#### **6. Any Other Business (AOB)**

##### **a. Review of AQAR and SSS Survey:**

The AQAR 2023-24 was reviewed and is nearing completion. It was noted that the response rate for the Student Satisfaction Survey (SSS) was very low. To improve participation, it was decided that mentors would take proactive steps to ensure a higher response rate from students.

##### **b. Green Audit:**

The committee decided to conduct a Green Audit for the next AQAR. The Eco Club was assigned to initiate and oversee the necessary actions.

The meeting concluded at 12:00 noon.

(Dr M.S.DAWNGLIANI)  
IQAC Coordinator

(Dr ZIRLIANNGURA)  
Chairman IQAC & Principal