

**GOVERNMENT ZIRTIRI RESIDENTIAL SCIENCE COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of the Internal Meeting**

Date: 7th May 2025 (Wednesday)

Time: 12:30 PM

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 Chhangte, Asst Coordinator, IQAC
5. Dr Lalrinsangi Nghinglova, Asst Coordinator, IQAC
6. Dr David Rosangliana, Asst Coordinator, IQAC
7. Prof B Zoliana, Member
8. Ms Mary Lalthansangi, member
9. Ms Lalthanpuui Ralte, member

Members Absent:

1. Dr Ricky Lalhmangaihzuuala, Asst Coordinator, IQAC
2. Dr Lalzahawmi Chenkual, member

Proceedings:

The Principal, Dr Zirlianggura welcomed all members and expressed appreciation for their presence. The IQAC Coordinator, Dr M.S.Dawngliani presented the meeting agenda, after which the discussions commenced.

Agenda:

- 1. Preparation of Academic Calendar – Odd Semester 2025**
Dr. Lawrence Zonunmawia, the IQAC Assistant Coordinator, presented the draft academic calendar for the Odd Semester 2025. Members reviewed the structure and started drafting tentative dates for academic activities. The revised calendar will be finalized and submitted for approval in the next General Body Meeting.
- 2. Review and Collection of Annual Departmental Reports and Sub-Committee Forms**
Dr. M.S. Dawngliani, the IQAC Coordinator, shared the previous formats of departmental reports and sub-committee forms. Members discussed and made necessary changes. The updated formats will be shared soon. The deadline for submission is 31st July 2025.
- 3. Revision of Sub-Committee List**
Due to faculty transfers, some updates are needed in the sub-committee list. The

Principal and the IQAC Coordinator will make the changes and submit the revised list to members for approval.

4. Review of Monthly Teaching Report

The Academic Committee suggested reviewing the monthly teaching report. The IQAC decided to keep using the same format. Also, any false activity reports must be checked, and appropriate action should be taken.

5. Mentoring List

The Academic Committee also raised the issue of updating the mentoring list. The IQAC assigned Dr. Lawrence Zonunmawia and David Rosangliana to prepare the list in consultation with departments. The Departments of Home Science and Computer Science will prepare their own lists and submit them to the assigned members for approval.

6. APAR Submission

The members discussed the importance of APAR (Annual Performance Assessment Report). It was decided that submitting APAR will be mandatory for faculty members who are yet to be promoted.

7. Any Other Business (AOB):

• **MoU with Sigma Computer Institute:**

The members approved the proposal for an MoU with Sigma Computer Institute. Dr. M.S. Dawngliani was assigned to complete the necessary formalities.

• **Feedback from Employers:**

As employer feedback is required in the AQAR, the committee will prepare a Google Form. Feedback will be collected through alumni members who are employed.

• **Code of Professional Ethics:**

As part of continuing awareness, the members decided to include a session on the Code of Professional Ethics in the first General Body Meeting of the new session. Dr. Lalrinsangi Nghinglova, IQAC Assistant Coordinator, will make the necessary arrangements.

The meeting was adjourned at 3:00 PM.

(Dr M.S.DAWNGLIANI)

IQAC Coordinator

(Dr ZIRLIANNGURA)

Chairman IQAC & Principal