

GOVERNMENT ZIRTIRI RESIDENTIAL SCIENCE COLLEGE

IQAC MEETING (online Mode)

Chairman: Prof B.Zoliana

Time: 17th September 2020 2:00 p.m

Hosted By: Dr.MS Dawngliani

Members Present

1. Prof B.Zoliana,Principal & Chairman
2. Lalrinsangi Nghinglova Co-ordinator
3. Dr Lawrence Zonunmawia, Asst.Co-ordinator
4. Dr M.S Dawngliani Asst Co-ordinator
5. Dr.R.Lalengmawia, Member
6. Dr.Lalhmingliana Hnamte,Member
7. Dr lalzahawmi Chenkual,Member
8. Mr.H.Thangkhanhau, Webmaster

The chairman welcomed the members present and remarked that history has been created for the college by holding a meeting in the online mode through google meet. He then invited the Coordinator to give the report. The coordinator made the following report:

Reports for IQAC (local) online meeting

1. Mentoring will be continued for the academic year 2020-21.Grouping of students for BCA and Home Science are being done by their respective departments. Grouping for science students will be completed by Dr.R Lalengmawia and Mrs Lalrinsangi Nghinglova before the introductory meet on 8th october 2020. As mentor- mentee groups may have to serve as a platform for Parent- Teacher Meet, parent's contact numbers are being collected as well.

2. Academic calendar was prepared in keeping with the MZU academic calendar which was notified vide notification no 34 of 2020 dated the 10th September 2020. It was tabled and accepted by the IQAC via whatsapp group. Notice of the same has been given to the faculty and students via whatsapp and the college website. Due to the uncertain nature of things due to Covid-19 pandemic the timelines suggested may have to be re-scheduled time and again.

3. National level Faculty Development Programme on moodles as Learning Management system has been successfully conducted by the IQAC in collaboration with IIT Bombay spoken tutorial under PMMMNMTT during 24th August -28th August 2020.There were 158 participants from different institutes across the state.We also had participants from Telangana and Karnataka. The

organizers, especially the coordinators did their best in collaborating with IIT Bombay, seeking participants, working out daily schedules and generating mails to participants. The college is expected to receive Certificate of Appreciation from IIT Bombay for its performance in organizing the event within this week. Sir H.Thangkhanhau, our webmaster also contributed as a resource person during the interactive session and has been awarded a certificate of appreciation. The coordinators will also be awarded certificate of appreciation.

4. Yearbook 2020 was compiled and edited several times by the three coordinators. The soft copy was circulated among the faculty for correction work after which it was presented to the IQAC group for its final approval. Final editing has been completed. The cover has been designed free of cost by Zonuna Zote, our alumni who is a renowned User Interface Designer. The ISBN is being pursued by Dr.Lalhmingliana Hnamte and will be given for printing to Lois Bet. This year the yearbook has an extra chapter on professional ethics and code of conduct for faculty and teachers and has some colored pictures/pages for documentary proof. A booklet on professional ethics and code of conduct for faculty and teachers has been published.

5. Internal Financial audit has been done by IQAC for MCTA, Staff welfare and Endowment fund in pursuance of IQAC committee resolution on 17.3.2020. The Audit team are

MCTA : Dr. Lawrence Zonunmawia and Lalsangkimi Hmar

Staff welfare : Dr.R Lalengmawia and Lalrinsangi Nghinglova

Endowment Fund : Dr Lalhmingliana Hnamte and Dr Lalzahawmi Chenkual

6. Feedback from stakeholders such as teachers, students and alumni were collected through google form and analysis have been made and recorded. The analysis report has been included in the AQAR 2019-2020.

Resolutions :

1. Webinar for certain committees: Due to constraints imposed by the pandemic we have to resort to webinars. It was resolved that webinars may be organized by the Research and Seminar committee in collaboration with the relevant sub committees under the aegis of the IQAC. Topic /areas such as IPR and gender issues which are of immediate importance in the NAAC perspective will be considered. The committees involved will decide the time and topics in keeping with the academic Calendar.

2. Departmental reports: With the pandemic on the rise, limiting departmental activities, it is resolved that half yearly departmental report shall be submitted in the month of December only instead of monthly report. The IQAC will give necessary instructions when the time for submission arrives.
3. Sub-committee reports: For the same reason mentioned above it is resolved that sub committee reports shall be submitted on half-yearly basis. The IQAC will give necessary instructions when the time for submission arrives.
4. Mentoring report will however be submitted regularly. The format and time will be informed from time to time by the IQAC.
5. Submission of AQAR 2019-2020: It is mandatory to place the AQAR before a statutory body. Hence AQAR 2019-2020 which is to be submitted before 31st October 2020 has been tabled before the IQAC and was approved by the committee.
6. IIQA: With the 5 AQARs ready ,four having been submitted and accepted by NAAC ,the institute is ready to move on to submission of IIQA which is to be done within six months of our next accreditation which is due on 16th May 2021.The IQAC has resolved that submission of IIQA will be initiated on February 2021.All other requisites will be collected and kept in order by the coordinators before the process is initiated.
7. Best Department: Since data upon which the Best Department is chosen are available, it is resolved that selection of Best department will be made as done every year. The criteria will remain the same as the new format for collection of department report could not be utilized due to the constraining nature of covid-19 Pandemic. The following members will comprise of the selection team
 - i) Dr. Lalzahawmi Chenkual (Convener)
 - ii) Dr Lalhmingliana Hnamte (Member)
 - iii) Lalsangkimi Hmar (Member)
8. Academic-Administrative Audit (internal & external): Internal report has been prepared and tabled for approval. The IQAC has approved the AAA and any additional suggestion may be intimated to the coordinators. The coordinator has reported that external audit is also being pursued. The Government of Mizoram is yet to approve the Committee for Academic and Administrative proposal. In the meantime the coordinator has been authorized to do the needful in filling up departmental & institutional reports for external AAA.
9. The first internal test has been postponed to the third week of October. Necessary change will be made in the academic calendar and the print out will be made by Dr.Ricky Lalhmangaihuala.

10. IIQA 28: Section 28 of the IIQA requires that the institute makes declaration on the institute website under section 4(1)(B) of the RTI Act 2005. The webmaster has been assigned to look into the matter.

11. Add –on Courses from IIT Bombay spoken tutorial: The Coordinator reported that IIT Bombay offers add-on courses for students for which yearly subscription of Rs.25,000 is required. Once the subscription is done 70 courses will be made available for students, free of cost. This will also entail association letter from IIT Bombay which amounts to a very crucial collaboration for the institute. It was resolved that since BCA had already subscribed to the course, Dr.MS Dawngliani will pursue the matter for the entire institute and make necessary payments and arrangements.

(Prof B ZOLIANA)

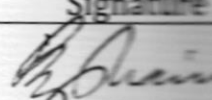
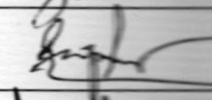
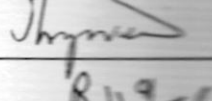
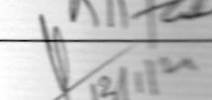
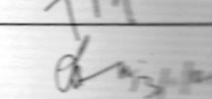
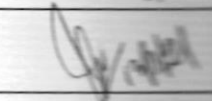
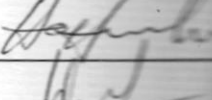
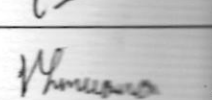
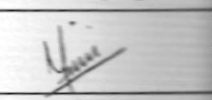
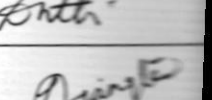
CHAIRMAN

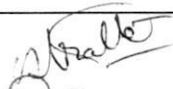
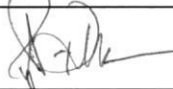
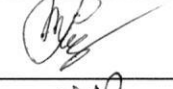
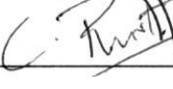
(LALRINSANGI NGHINGLOVA)

COORDINATOR

IQAC MEETING SIGNATURE
(Full Body)

Date : 13.1.2021 (12:30PM)
Venue : Teachers' Common Room

Sl.No	Name	Designation	Signature
1	Prof. B. ZOLIANA	Principal	
2	Dr. R. LALENGMAWIA	IQAC Member	
3	PROF. LALNUNDANGA	External IQAC Member	
4	J.H. ZOREMTHANGA	External IQAC Member	
5	R. LALLIANZUALA	Coordinator QAC, H&TE	
6	LALTANPUIA	Resource Person (Ex-Principal)	
7	LALRINSANGI NGHINGLOVA	Co-Ordinator IQAC	
8	Dr. LAWRENCE ZONUNMAWIA CHHANGTE	Asst. Co-ordinator (IQAC)	
9	Dr. M.S DAWNGLIANI	Asst. Co-ordinator (IQAC)	
10	Dr. LALHMINGLIANA HNAME	IQAC Member	
11	Dr. LALZAHAWMI CHENKUAL	IQAC Member	
12	Pu. F. LALTHANZUALA	Head Assistant	
13	JOHNY VANLALMUANA	Vice President Students' Union	
14	MIMI LALMUANAWMI	Assistant Professor (Home Science)	
15	LALHRUAITLUANGA	Assistant Professor (Computer Science)	
16	Dr. P.C. LALRINFELA	Assistant Professor (Biochemistry)	
17	ZONUNTHARI	Associate Professor (Chemistry)	
18	LALTHANPUII KHIANGTE	Assistant Professor (Physics/Electronics)	

19	Dr. SAMUEL LALLIANRAWNA	Inst. Coordinator	
20	LALRINPUII ROKHUM	Assistant Professor (English)	
21	R. LALREMDIKA	Alumni OB	
22	L.B. SINGH	Associate Professor (Mathematics)	
23	MARY LALTHANSANGI	Associate Professor (Botany)	
24	Dr. C. LALREMRUATFELA	Assistant Professor (Geology)	

* The following external members gave presentation on the following topics

1. Prof. Lalrundonga: IIQA + DVV
2. Pu Laltanpuia: SSR Writup
3. PU JH ZOREMTHANGA: MATTERS RELATED TO NAAC INSPECTION
4. PU LALHANZUALA: PEEK TEAM VISIT.

GOVERNMENT ZIRTIRI RESIDENTIAL SCIENCE COLLEGE

Minutes of the IQAC MEETING (INTERNAL)

Chairman: Prof B.Zoliana, Principal

Date: 13.01.21 Time: 11:00 a.m

Venue: Teachers' common room

The Principal chaired the meeting and welcomed all the members. He applauded them for arriving well ahead of time. He also mentioned his appreciation for the commitment of the coordinators. The IQAC coordinator was invited to give a report.

Reports:

1. AQAR 2019-20 was submitted on 30th December 2020 and accepted the following week.
2. Uniform Monthly teaching report and lesson plan format were prepared for all teaching faculty. The Institute is pleased to report that the format was adopted by the Directorate of Higher & technical education for other institutes.
3. Internal AAA 2019-20 was duly examined and approved by the Audit Team. Preparation of External AAA is complete and is ready for submission once the panel of examiners is assigned by the Directorate of H& TE, GOM. Letter of application has already been submitted last year i.e 14th December 2020.
4. Best Department award was given to Geology Department on 6th October 2020 in the general Body Meeting. Yearbook 2020 was released on the same day.
5. Collaborated with IIT Bombay for conduct of online add-on courses. The course is being coordinated by Dr MS Dawngliani, Asst Coordinator IQAC. The first batch of students have successfully completed online spoken tutorial test by IIT Bombay on C programming with a pass percentage of 58 %.
6. As per the academic Calendar the IQAC successfully organised online Parent-teacher Meet and online Mentor –mentee meet through the Mentoring system.
7. Observed National Education Day 2020 by organizing webinar for faculty and students in collaboration with Research and Seminar Committee.
8. Incubation Centre initiated to cater to start up project initiated by Sir Reginald in the month of June 2020. Innovation club has also set up greenhouse for cultivation of medicinal plants.
9. In pursuance of the last committee resolution webinars were conducted by Research and Seminar Committee in collaboration with Women Studies committee, IPR, Departments of Home Science, Zoology and Electronics.

10. As resolved in the earlier meeting Sec 28 of the IIQA has been looked into by the webmaster and is to be decided today.

Dr MS Dawngliani Asst coordinator was invited to give a report on MIS. She reported that MIS is being developed by our alumni Zonuna Zote and his friend in a phased manner. She also answered queries on add on courses conducted in association with IIT Spoken Tutorial Bombay. After comments and queries on the reports were given response, the following agenda were discussed.

2. Submission of IIQA: The Coordinator briefly explained the steps for submission of IIQA after which it was resolved that the statutory declaration under section 4(1)(B) of RTI Act 2005 shall be filed up by Dr Lawrence Zonunmawia to be assisted by other coordinators. It will then be uploaded by the webmaster on completion.

3. Feedback : Feedback from Stakeholders will have to be collected for the 20-21 session from alumni, parents and teachers. The format which was used will be displayed by the coordinator in the whatsapp group and discussed. After confirmation, feedback will be collected via google form. Student Satisfaction Survey was left for further discussion in the second session. Students will be given a briefing when offline classes commence, after which feedback will be taken to ensure that they are answered sincerely.

4. Collection of Aadhar card : Aadhar card details of new students, if not already available in the office, will be collected within this month through mentoring system.

(PROF B.ZOLIANA)

Principal

(LALRINSANGI NGHINGLOVA)

Co-ordinator

IQAC EMERGENCY MEETING (INTERNAL)

TIME: 11th March 2021

Venue: Principal's Chamber

The vice Principal Dr R.Lalengmawia chaired the meeting in the absence of the Principal. The following agenda were discussed and resolutions were made as follows:

1. **Fund for NAAC inspection:** The vice –Principal expressed his gratitude that an amount of Rs 7 lakhs was allotted from SEDP towards preparation for NAAC assessment and other incidental expenses. He informed the committee that some paperwork has to be done for the amount to be disbursed to the college. It was resolved, after outlining the essentials, that all necessary paperwork will be done by the Vice- Principal and other non teaching staff along with IQAC members tomorrow (12th march 2021)
2. **Faculty Development Program:** It was resolved that 5 days institutional Faculty Development programme shall be conducted for all teaching and non –teaching staff during the first internal assessment. The programme shall be organized by the IQAC in collaboration with Research and Seminar committee. The tentative Programme for the FDP is as follows

Day 1: Inaugural & Service matters: Lalnunvula (U/S HTE) for both non teaching & teaching

Day 2: Social skills and office etiquette (For non-teaching staff): Rinthanpuui (SDEO,Kawnpui)

Day 3: Teaching methodology for teaching Staff (including Digital teaching): From IASE

Day 4: Presentation (Department profile) from 6 departments (preparation for NAAC)

Day 5: Presentation (Department profile) from 5 departments (preparation for NAAC)& Closing function

(The sessions shall not exceed 2 hrs per day)

The IQAC coordinator shall contact the resource persons

3. **Feedback on curriculum for stakeholders:** After some deliberation it was decided that feedback on curriculum for stakeholders will continue to be collected through google form as it is more convenient and appropriate during the Covid situations.
4. **Academic calendar:** Academic calendar prepared by the IQAC shall have to be tabled at the GB meeting which is to be held at the earliest. Faculty contributions toward NAAC

shall also be finalized at the GB Meeting

(Dr. R LALENGMAWIA)

Vice –Principal

(LALRINSANGI NGHINGLOVA)

Coordinator