

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 Lalmangaihzualla, 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 16th August 2024. Best department will be selected based on monthly teaching report and annual department report. Dr Ricky Lalmangaihzualla, 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 2nd 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 Zirliangura, 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

IQAC Meeting Minute

Date: 05.09. 2024

Time: 12:00 noon

Venue: Principal's Office, GZRSC

Dr. Zirlianngura, 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 ZIRLIANNGURA)

Chairman IQAC & Principal

Minutes of the IQAC Internal Meeting

Date: 20th November 2024

Time: 11:30 AM

Venue: Principal's Office, GZRSC

Members Present

1. Dr Zirlianngura, 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. Dr Ricky Lalhmangaihzualla, 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 Chhangte 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 Lalhmangaihzualla 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

Minutes of the IQAC Internal Meeting

Date: 17th January 2025

Time: 12:00 noon

Venue: Principal's Office, GZRSC

Members Present

1. Dr Zirlianngura, Principal
2. Dr M.S.Dawngliani, Coordinator, IQAC
3. Dr Lawrence Zonunmawia Chhangte, Asst Coordinator, IQAC
4. Dr Lalrinsangi Nghinglova, Asst Coordinator, IQAC
5. Dr David Rosangliana, Asst Coordinator, IQAC
6. Prof B Zoliana, Member
7. Dr Lalzahawmi Chenkual, member
8. Ms Mary Lalthansangi, member
9. Ms Lalthanpuui Ralte, member

Agenda:

1. Review of AQAR and NIRF ranking submission.

The AQAR and NIRF ranking submissions were reviewed by Dr. M.S. Dawngliani, coordinator, IQAC. The AQAR was submitted on December 31, 2024, and the NIRF submission followed on January 3, 2025. During the meeting, members discussed various suggestions to enhance performance for future submissions. It was decided that coordinators should create a work plan for each department and sub-committee to improve results in the AQAR, and these plans will be reviewed in the upcoming IQAC meeting.

2. Administrative and Audit

The discussion regarding administrative and audit matters concluded with the decision to await the new format from the concerned authority, as the institution is already participating in NIRF for the year.

3. AOB

a. Appointment of new web master:

The committee resolved to appoint Dr. H. Lalchhanhima as the new Webmaster. Dr. Lalsaimawia Sailo was designated as the Assistant Webmaster (Content Feeder), and Mr. Vanlalhruaia as the Assistant Webmaster (Technical). The appointments will be formalized by the Principal.

b. Modification of Mentoring report (NEP).

Dr. Lawrence Zonunmawia, Assistant Coordinator, IQAC highlighted the issues arising from the old mentoring format following the implementation of the NEP. It was decided that the NEP mentoring report format will include only Major1, Major2, and Minor categories in the form. A new format will be drafted by Dr Lawrence Zonunmawia, Assistant coordinator, IQAC.

c. Revision of sub-committee:

Due to the transfer of some faculty members within the college, the sub-committees have been modified as follows:

- a. Dr. C Lalramliana has been added to the Building Sub-Committee.
- b. Dr. H. Lalchhanhima has been added to both the ICT Sub-Committee and the Magazine Sub-Committee.
- c. Ms R. Lalmawipuii has been added to the Student Support Committee.
- d. Ms Caroline Zaihmingthangi has been removed from the committees as she has been transferred to Govt. Kolasib College.

d. Appointment of CCC coordinator:

Due to the transfer of Mr. H. Thangkhanhau, CCC Coordinator, Ms. R. Lalmawipuii, assistant professor, Dept. of Computer Science has been appointed as the new CCC Coordinator from 2025 even semester. Mr. Vanlalhruaia will serve as the Assistant Coordinator. They will oversee student enrolment and make arrangements for CCC classes and examinations. The appointment letter will be issued by the Principal.

e. Regarding CCA

It was decided that, since CCA is currently implemented based on seminars, which are theory-based, more student-centric and practical-oriented activities, such as quizzes, debates, extempore speeches, etc may be included. These activities will be overseen by the CCA implementing body.

The meeting concluded at 01:40 pm.

(Dr M.S.DAWNGLIANI)

IQAC Coordinator

(Dr ZIRLIANNGURA)

Chairman IQAC & Principal

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 Zirlianngura, 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 Lalmangaihzuola, Asst Coordinator, IQAC
2. Dr Lalzahawmi Chenkual, member

Proceedings:

The Principal, Dr Zirlianngura 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