

**GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE
AIZAWL, MIZORAM
IQAC (FULL) MEETING**

Place : Principal's Chamber
Time : Dt. 28.5.2018 (Monday) 1:00 PM

Member Presents:

- | | |
|----------------------|------------------------|
| 1. Laltanpuia | Chairman cum Principal |
| 2. Prof. B.Zoliana | Coordinator |
| 3. Dr. R.Lalengmawia | Member |
| 4. Lalsangkimi Hmar | Member |
| 5. MS Dawngliani | Member |
| 6. Prof. Lalnundanga | External Member |

A. INTRODUCTION: Pu Laltanpuia Principal who is also a chairman of the Committee chairs the meeting and welcomes all the members to the meeting which is followed by the Reports from the Coordinator.

A.1:Coordinator's Report:

The IQAC Coordinator distributed a copy of reports on Departmental activities and Mentoring during the even semester of 2018 to the members.

From the Reports provided, the meeting resolved the following points:

The reports were reviewed and discussed how to improve the activities on Departmental activities as well as mentoring. Prof. Lalnundanga also highlighted the importance of paper publications among the faculty and even if the institution wants to have NIRF ranking in future, paper publication will be one important criteria to have good ranking.

It was also decided to select the best performing department for the even semester 2018 (Jan-June) and meeting also decided that selecting committee members will comprise of Principal, Coordinators and Ms. Lalsangkimi. It was also resolved that these members will decide the type of awards for the best performing department.

A.2: Preparation of College Year Book: As resolved in the last meeting, collection of the content for the Annual College Year Book was done. However, there was confusion among the feeder departments whether the actual annual report Jan-June 2018 was to be provided or as per AQAR annual report format. There was also a number of advices that if the report is provided in following the AQAR format, there would be a better utilisation even for future SSR. Hence MS Dawngliani was asked to compile the format for the Annual Report and submit for approval of the IQAC.

B. AGENDA :

B.1: Academic Calendar for the Odd Semester 2018.

Coordinator distributed the draft academic Calendar for the odd semester 2018 to the members and the members ponder upon it giving a final outcome as given in annexure:

B.2: Revision of Mentoring system:

The meeting detects some deficiency in the Mentoring System and the Reports that has been submitted by the mentors. It was decided to have the system that can include the mentioned points as below:-

- (1) Students should apply absence of leave through Mentors
- (2) Specify the reasons for dropout and make sure less dropouts from College.
- (3) Core-ways distribution of Mentees in future.

Report forms may also be reviewed by Principal and IQAC Coordinators

B.3: Approval of Annual Departmental Report:

Ms. MS Dawngliani submitted the prepared Annual Departmental Report prepared by her in the meeting. A copy was distributed to each member. After suggestions and modifications it was accepted by the committee for distribution to all the departments. The Annual report in following the format AQAR will be for a duration of July to June. Reports of Various Committee/Cells be also made separately after collection of each Committee/Cell report.

In the meantime, the Committee acknowledged the importance of Students Projects. Principal and RUSA Coordinators were appointed to devise a plan so that more students can be involved in Student based Projects.

B.4: Provision of time slot for each Committee/Cell under IQAC.

Due to the variance in Reports provided by Committee/Cells under IQAC, while some of them were having excellent activities, others provide Nil Report, the meeting also felt the need to provide time slot for each committee/cells under IQAC so that they will be able have even or equal no. of activities in time.

The meeting resolved that each Cell/Committee be requested to submit their proposed activities. IQAC will then provide time slot for each of them.

B.5: Appointment of Ms. Lalrinsangi Nghinglova as Joint IQAC Coordinator:

With the increase in monitoring works of Mentoring, Departments and Committee/Cells activities, there was a proposal that Ms. Lalrinsangi Nghinglova, a member of IQAC, who also was a previous IQAC Coordinator, be appointed as Joint IQAC Coordinator to help the present IQAC Coordinator. It was fully agreed and resolved that she will be compiling the AQAR Report and prepare the SSR for next accreditation.

B.6: Improvements of Teachers' quality, work ethic and quality: The meeting also resolved some points to improve Teachers' work quality in class teachings. Teachers' attendance/performance in classes will be monitored by Principal, Vice Principal and IQAC Coordinator. Class Representatives may also be utilised. It was also felt that 'Excess Class room teaching' beyond the duration of a period should be avoided as far as possible in order to reduce inconvenience for the next class teaching.

B.7: Minor change in BCA syllabus: Member from the BCA department put forwarded the need for making minor change in BCA syllabus for improvements. It was agreed and resolved that the

Computer Science Department take the initiative and submit to the College authority which will further be forwarded to concerned University authority.

B.8: Proper Documentations: The meeting felt the need of having 'PROPER DOCUMENTATIONS' in all the activities of the college. Hence all the concerned department/Committee/Cells may be informed to have proper documeantation in writings so as to be able to reproduce in times of Accreditation, Affiliation, RUSA reports etc. The activities like Feedback at Parents-Teacher meeting, MOU with concerned NGOs, Assignments in other institutions, MPSC or Governments assignments be recorded and reported to IQAC or RUSA whichever is concerned.

B.9: Master Time Table for Odd Semaester 2018: It was resolved that Master time table for the coming odd semester be prepared by Dr.R.Lalengmawia for B.Sc., while Home Science and BCA be prepared by themselves.

B.10: Subject in Lieu of History of Science for Home Science: It was also resolved to make a proposal of subject to be introduced in lieu of History of Science for Home Science students to concerned authority at MZU. Principal and Teachers from Home Science Department will be responsible for this proposal.

C. CONCLUSION: The chairman ends the meeting with a note of thanks to all the members.

Sd/-
(LALTANPUIA)
Chairman
IQAC. GZRSC

Sd/-
(PROF. B. ZOLIANA)
Coordinator
IQAC. GZRSC

Next Agenda: Disciplinary actions for Students and Teachers.