

## Minutes of the IQAC Meeting

Date : 2.7.2015  
Place : Principal's Office

Members Present : 1) Laltanpuia, Principal  
2) Lalrinsangi Nghinglova, Co-ordinator  
3) Dr. R. Lalengmawia  
4) Mrs Lalsangkimi Hmar  
5) Mrs M.S Dawngliani

### **AGENDA :**

Being the first meeting of the session, the Principal welcomed the members present. The following resolutions were made :

1) **Academic Calendar** : The following dates have been suggested for internal tests.

First Internal : 11 – 14<sup>th</sup> August, 2015

Second Internal : 21<sup>st</sup> – 24<sup>th</sup> Sept, 2015

Third Test/Assignment etc : To be completed by 9<sup>th</sup> October

**Fresher's Social** : To be conducted within July in consultation with the S.U

**S.U Elections** : be conducted within July in consultation with the S.U

**Parents Teacher Meet** : To be conducted on the day of S.U Election

**Practical Examinations** : From 26<sup>th</sup> October onwards

**College Week** : 24<sup>th</sup> – 28<sup>th</sup> August, 2015

The Academic Calendar shall be prepared by M.S Dawngliani & Lalrinsangi

2) **Reshuffling** : With the introduction of new sub- committees and retirement & appointment of teachers reshuffling of different sub-committees will be made. The following Lecturers have been assigned to take care of the same

1. Dr. R. Lalengmawia

2. Dr. B. Zoliana

New committee has been constituted namely, women studies under the chairmanship of Lalsangkimi Hmar, Member : Lalrinsangi

3) **Mentoring** : Mentoring of students will continue. New students will be divided and allotted to the teachers. Distribution of students will be made by Dr. R. Lalengmawia and Lalrinsangi Nghinglova by 20<sup>th</sup> July, 2015

4) **Feedback** : Students feedback shall be collected within the month of September 2015

(LALRINSANGI NGHINGLOVA)  
CO-ORDINATOR

(LALTANPUIA)  
CHAIRMAN

## Minutes of the IQAC Meeting

Date : 30.7.2015

Place : Principal's Office

Members Present : 1) Laltanpuia, Principal  
2) Dr. Arup Kumar  
3) Mrs Lalsangkimi Hmar  
4) Dr. B. Zoliana  
5) Lalrinsangi Nghinglova, Co-ordinator

AGENDA :

1.(a) **Parents Teacher Meet** : The parents Teacher Meet has been scheduled on the 4<sup>th</sup> August, 2015. Parents of the 1<sup>st</sup> Semester students have been informed.

- i) Chairperson : Mrs. Lalsangliani Khawlhring
- ii) Welcome Speech : Principal
- iii) Speech on Academic : Dr. R. Lalengmawia
- iv) Interactive Session : To be conducted by Pu Lalnunmawia & Miss R.Lalramengzami
- v) Vote of Thanks : Dr. Arup Kumar

Documentation : Lawrence Zonunmawia Chhangte & Dr. Ricky Lalhmangaihzuala

Rapporteur : Deptt. of English

b) Refreshment will be served by the refreshment committee with a budget of Rs 40 per head.

c) Cleanliness Committee, Reception committee and Decoration Committee will be informed to carry out their respective duties.

2. **Mentoring** : Preparation of Mentoring guidelines and distribution shall be done by the first week of August by Dr. R. Lalengmawia and Mrs Lalrinsangi Nghinglova.

3. **NAAC** : As the proposed NAAC Peer Team visit seems imminent the various sub-committee shall be requested to take necessary steps for the betterment of the college. They may be requested to hold meetings and chalk out programmes.

4. **Showcasing of Departmental Activities** : Each Department should be requested to showcase their departmental activities in the form of a collage etc. They may be asked to explore their own method of displaying their achievements.

5. **Corpus Fund** : Resolved that raising of Endowmrent Fund for needy students be tabled at the next General Body Meeting. Students may also be facilitated in giving donations toward the fund.

6. **Green Audit** : resolved that pollution control board be inviled to carry out Green Audit of our campus. Dr. B. Zoliana has been appointed to take charge of this responsibilities.

**A.O.B** i) Proposal for Workshop : The proposal made by Dr. Arup Kumar to organize workshop on Basic Astronomy and Astrophysics has been accepted in Principle. The Research and Seminar organizing committee shall be asked to spearhead the organization of this workshop under the convenership of Dr. Arup Kumar.

## Minutes of the IQAC Meeting

Date : 22.1.2016  
Place : Principal's Office

Members Present : 1) Laltanpuia, Principal  
2) Dr. R. Lalengmawia  
3) Mrs Lalsangkimi Hmar  
4) Dr. Arup Kumar  
5) Prof. B. Zoliana  
6) M.S Dawngliani  
7) Lalrinsangi Nghinglova, Co-ordinator

### AGENDA :

1. **Academic Calendar** : The following dates have been suggested for internal tests:
  - a) First Internal Tests : 22<sup>nd</sup> – 26<sup>th</sup> Feb, 2016 (BCA)  
29<sup>th</sup> – 3<sup>rd</sup> Feb, 2016 (B.Sc & H.Sc)
  - b) Second Internal Tests : 28<sup>th</sup> March – 1<sup>st</sup> April (BCA)  
5<sup>th</sup> April – 8<sup>th</sup> April (B.Sc & H.Sc)
  - c) Third Internal/Assignment : 2<sup>nd</sup> May – 6<sup>th</sup> May 2016 (BCA)  
To be completed before 6<sup>th</sup> May 2016 (B.Sc & H.Sc)
  - d) University Sports : 14<sup>th</sup> – 18<sup>th</sup> March 2016
  - e) Examination of I, III & V Semester
  - f) Practical Examination : To be conducted before University Examinations if time permits.
  - g) Week Closing Function : To be conducted in consultations with the Students Union.
  - h) Seminar on CBCS : 29<sup>th</sup> January 2016
  - i) Seminar on IPR : February 2016
  - j) Personality Development (PD) : 2<sup>nd</sup> Week of June
  - k) Certificate Course On Computer Concept : Commence from February 2016
2. **Quality Initiatives** :
  - a) Resolved that classes be engaged even after completion of courses in the form of open-book tests, assignments etc. Teachers be encouraged to take classes until commencement of University Examination.
  - b) Resolved that proposal for college Blazer for Teachers be tabled at the General Body Meeting.
3. **Feedback** : Feedback from students be collected during the month of February. We will follow the usual process. Mrs Lalsangkimi and Mrs lalrinsangi will prepare the form. Each Department shall make necessary arrangement for dissemination of the forms.
4. **Mentoring** : Mentoring will continue as before. Each department will make necessary adjustment.
5. **AQAR** : AQAR for 2014-15 be prepared. Prof. B. Zolian and Mrs M.S dawngliani will conduct necessary information for the same.
6. **NAAC Accreditation** : Necessary steps have been taken towards NAAC Accreditation.

## Joint Meeting of IQAC & HOD

Date : 1.2.2016

Place : Principal's Office

Members Present :

- 1) Laltanpuia, Principal
- 2) Dr. R. Lalengmawia
- 3) Zirlianggura
- 4) Dr. Rosangliana
- 5) Lalsangliani Khawlhiring
- 6) Dr. Urmila Pandey
- 7) Lalsangkimi Hmar
- 8) Dr. Arup Kumar
- 9) Prof B. Zoliana
- 10) Laltluangkimi Hnamte
- 11) M.S Dawngliani
- 12) C. Zoramthara
- 13) Lalrinsangi Nghinglova

Agenda :

1. Accreditation Matters : The Principal informed the committee that a letter has been received from NAAC asking us once again to suggest dates for the inspection. After providing us with necessary information regarding inspection, the following resolution were made :

a) As required by NAAC, the following dates have been suggested

i) 30<sup>th</sup>, 31<sup>st</sup> and 1<sup>st</sup> April 2016

ii) 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> April 2016

iii) 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> April 2016

Along with the proposal, mentor will be made regarding the survey of the dates suggested which is due to the upcoming university exams in May 2016.

b) Preparation for NAAC inspection : resolved that each department will prepare an updated departmental profile by the end of February 2016

- Pu Tawnenga / Pi Margaret may be invited to give a pip-talk to the teachers as early as possible, tentatively 10<sup>th</sup> February, 2016.

- Mrs. Laltluangkimi Hnamte has been requested to approach Pu Lalduhawma to enquire about audit.

- All sub-committees may be mobilized to take active part.

(LALTANPUIA)  
CHAIRMAN

(LALRINSANGI NGHINGLOVA)  
CO-ORDINATOR

## MINUTES OF THE IQAC MEETING

Date : 26.2.2016  
Venue : PRINCIPAL'S OFFICE

Members Present :

- 1) Laltanpuia, Principal
- 2) Dr. R. Lalengmawia
- 3) Dr. Arup Kumar
- 4) M.S. Dawngliani
- 5) Lalsangliani Khawlhiring
- 6) Lalrinsangi Nghinglova
- 7) Dr. B. Zoliana

The following resolutions were made:

1. Reception at Airport  
IQAC co-ordinators will receive the following members along with the reception committee- Remlalsiama & Dr. K.B. Singh
  - Details of the reception, departure etc to be worked out by the reception committee.
  - Three vehicles must be arranged.
  - Bouquet shall be given to the team members at the airport (the bouquet to be arranged by Mrs. Lalsangkimi Hmar)
2. Place of Stay
  - Bags for files will be presented at their place of stay.
  - The following places have been suggested for their place of stay-Tourist Lodge, Chaltlang and Hotel Regency, Zarkawt. Mrs. Lalsangkimi and Mrs. M.S. Dawngliani will check out these places and decide which is more convenient.
3. Conveyance :
  - One vehicle shall be kept ready for local conveyance of the Peer Team.
4. Documentation:
  - The following teachers have been appointed to document the entire process of accreditation right from the time of arrival of the team at the Airport till their departure from Aizawl. The two teachers appointed for documentation are Mr. Lawrence Zonunmawia and Dr. Ricky Lalhmangaihzuala.
5. Peer Team Visit Schedule :
  - Arrival at the college : Welcome Programme shall be worked out by the Reception Committee in consultation with the cultural sub-committee.
  - Dress Code :  
Format dresses to be worn on Day 1. Traditional dress by Female teaches and formal shirts and pants by male teachers.
  - Refreshment :  
Light refreshment i.e. hot/cold beverages and light snaks to be served at the time of arrival. Refreshment committee shall take up the responsibility of serving refreshments. Lunchcons shall be served at the examination room. Canteen committee shall be made responsible for making the canteen more presentable.
  - Durtlang Campus:  
Flex print presentation of the college campus and buildings at Durtlang be prepared by the Principal and Dr. R. Lalengmawia, Mrs. Zodinpuui, Mrs. Maria Lalhmimgmawii, Mr. C. Zoramthara, Mr. Lalremruatfela, Mr. Laltlankima shall be made in charge of receiving, hosting and serving refreshment to the PTM at the college campus.
  - NSS must organize one cleaning day at the Durtlang Campus prior to the Peer Team Visit. NSS Nodal Officers be informed to take necessary action.

- Visits to Departments :
- Visits to departments will be made in this order.
- Day 1 Session 2
  - 1) BCA & English
  - 2) Electronics
  - 3) Mathematics
  - 4) Geology
- Day 2 Session 4
  - 1) Botany
  - 2) Zoology
  - 3) Bio-Chemistry
  - 4) Bio-Tech. Hubs.
- Day 2 Session 7
  - 1) Physics
  - 2) Home Science
  - 3) Chemistry
  - 4) Library
- The peer team visit schedule was discussed and resolutions were made as follows:

#### PEER TEAM VISIT SCHEDULE

- DAY 1 :        Session 1 – 09:30 – 10 hrs  
Meeting with the Head of the Institutions (Principal) and Members of the IQAC
- Session 2 : 1000-1300 hrs.  
Visit to the Departments and concerned labs.
- Session 3 : 1300 – 1400 hrs.  
Luncheon meeting with the governing body/Managements/State/Govt./Representatives/University Representatives.
- Session 4 : 1400-1600 hrs.  
Visit to the departments and concerned labs continues.
- Session 5 : 1600 -1630 hrs.  
Interaction with students
- Session 6 : 1630 – 1730 hrs.  
Interaction with Alumni and Parents  
1730-1830 hrs : Cultural Programme (if any)  
2000-2100 hrs : Team Discussion – 2 at place of stay (Private)

#### NOTE :

1. Students Union sub-committee along with MRs. Lalmalsawmi and Mrs. M.S. Dawngliani shall be incharge of choosing students to interact with team. Teachers of English Department shall be incharge of briefing the selected students.
  2. Alumni sub-committee shall be responsible for choosing alumni students.
  3. Mrs. Lalsangkimi Hmar will be responsible for teaching parents.
  4. Senhri Cultural Club will perform in the cultural programme Debating, Socio-Cultural Sub- committee shall work out the detailed cultural programme.
- DAY 2 : Session 7 – 00900  
Visit to the Departments and concerned lab continues Interaction with sub-committee.

DAY 3 : 1300-1400 hrs.

Lunch at Collages :

Session 8 – 1400-1430 hrs.

Interaction with Non-Teaching Staff

Session 9 : 1430-1600 hrs.

Checking the documentary evidences and sharing the out-standing issues (if any) with the head of institution.

Session : 10 -1600-1700 hrs.

Visit to Durtlang Campus

Visit to Durtlang Campus

2000-2200 hrs.

Team Discussion-3 at the place of stay (Private) and reporting writing (Draft).

NOTE:

1. Mrs. Zodinpuui, Mrs. Maria Lalhmingmawii, Mr. C. Zoramthara, Mr. Laltlankima, Mr. Lalremruatfela shall in charge of receiving, hosting and serving refreshments to the PTM at the Durtlang Campus.

DAY 3 :

Session 11:0900-1000 hrs.

Reporting writing continues.

Session 12 : 1000-1100 hrs.

Sharing the report with the Head of Institution

Session 13 : 1100-1200 hrs.

Finalizing Draft Report, Profile of the institution and other documents and signatures to be obtained.

1200-1300 hrs.

Lunch at College

Session 14 : 1300-1400 hrs.

Exit Meeting.

The committee also made the following resolutions:

- Refreshment sub-committee will take care of the refreshments to be served during the visit including luncheons. Home Science Department will showcase their cooking skills during the Peer team's inspection of their laboratory. They will also ensure that drinking water/mineral water are available in all the peer team is to visit.
- Decoration sub-committee will take all necessary actions in decorating and beautifying the college and its
- The following teachers have been appointed to provide technical assistance i.e. power point, microphone etc.
  - 1) Mr. H. Thangkhanhau (BCA)
  - 2) Mr. David (BCA)
  - 3) Mr. Dr. P.C. Rohmingliana (Electronics)
- Identification tags:

Each teaching faculty shall be provided an identity tag to be worn with a tie-string. Mr. Lalrinmawia and Dr. Ricky Lalmangaizuala will be in charge of designing and preparing the same.
- Meeting of the HOD will be called as early as possible.
- Mass social work at the college campus will be organized on 17<sup>th</sup> March, 2016
- The meeting facts that it is important to book a room for two teachers at the place of stay of peer team members to assist them in all their requirements. Mr. Remlalsiama and Mrs. Lalhmingliana Hnamte have been appointed for the purpose,.
- In the absence of Mr. Zirlianggura who has pursued his doctorate degree it has been decided that IQAC Co-ordinator Mrs. Lalrinsangi Nghinglova will take over responsibilities as the co-ordinator during the peer team visit.

(LALTANPUIA)  
CHAIRMAN

(LALRINSANGI NGHINGLOVA)  
CO-ORDINATOR

## JOINT MEETING OF IQAC AND RECEPTION COMMITTEE

Date - 23.3.2016  
Venue - College Library

Members Present :

- |                            |                     |
|----------------------------|---------------------|
| 1) Laltanpuia              | 2) Dr. Arup Kumar   |
| 3) Dr. K.B. Singh          | 4) Lalsangkimi Hmar |
| 5) Dr. R. Lalengmawia      | 6) Laltlanchhungi   |
| 7) H. Lalnunsangi          | 8) Zodinpuui        |
| 9) Caroline Zaihmingthangi | 10) Remlalsiama     |
| 11) Dr. Rosangliana        |                     |

Our Principal chaired the Joint meeting.

The following resolutions were made-

1. Reception at Airport : Official invitation be sent to the Peer Team by the Principal which should be utilized as ILP. As resolved earlier, the IQAC Coordinator and reception committee members Mr. Remlalsiama and Dr. K.B. Singh will receive the Peer Team. After much discussion it has been resolved that Mr. Remlalsiama will accompany the peer team member who arrive first. The peer team member who arrives later will be accompanied by Dr. K.B. Singh and IQAC in charge namely Mrs. Lalsangkimi Hmar. Handing and presenting of Bequest will be arranged by Mrs. Zodinpuui from amongst the students etc.
2. Reception at Tourist Logde – Some students be appointed to receive and assist the Peer team at the time of arrival at the State House. Mrs. Zodinpuui be in charge of it.
3. As resolved earlier, after the arrival at State Guest House, to assist them in all their requirements. Mr. Remlalsiama, and Mr. Lalhmingliana Hnamte and State Guest House.
4. The next day 30.3.2016 – Mr. Remlalsiama, and Mr. Lalhmingliana Hnamte will accompany the Peer team to reach the College at 9:15 AM and College faculty member will be present at the college positive at 8:30 AM along with the students and non-teaching staffs.
5. Appointment of IQAC Co-ordination – Dr. B. Zoliana is after much discussion appointed to be Temporary IQAC Co-ordination as the regular Co-ordinators namely Mrs. Lalrinsangi Nghinglova and Zriliangngura will not be able to be present during the Peer Team Visit. Entire IQAC formalities be performed fully by Dr. B. Zoliana from this meeting onwards.
6. Inspection of All departments by IQAC- It has been resolved that all departments be inspected by IQAC on 29<sup>th</sup> March, 2016. All departments are expected to set up and renovate their respective departments for the Accreditation. During the inspection all teaching staffs are expected to be present.
7. Interaction with Students – There will interaction with students at BCA lab-1 in the fifth session on day 1.
8. Interaction with Alumni and parents- Following the Interaction with students on day 1, in the Sixth session a meeting interaction with parents and Alumni will be held at BCA lab-1 again.
9. Timing Re-fixation – For the convenience of the visits etc a slight alteration in the previous timing is made for the 2<sup>nd</sup> day.
10. Overall in charge – In view of the overall Peer Team visit, it has been resolved that Reception and Refreshment Committee be overall in charge of all the seen and unforeseen requirements as and when necessary.

(LALTANPUIA)  
CHAIRMAN

(LALRINSANGI NGHINGLOVA)  
CO-ORDINATOR

## MINUTES OF THE IQAC MEETING

Date - 6.4.2016  
Venue - Principal's Office

Members Presents :

- 1) Laltanpuia
- 2) Dr. B. Zoliana
- 3) Dr. Arup Kumar
- 4) Dr. R. Lalengmawia
- 5) Mrs. M.S. Dawngliani
- 6) Lalrinsangi Nghinglova

### AGENDA:

1. REVIEW OF NAAC PEER TEAM VISIT:
  - (i) IMPORTANCE OF DOCUMENTATION : As a follow up to the PEER TEAM suggestions, it has been suggested that more effort be given to documentation of all activity.
  - (ii) PROJECT-WORKS : It has been felt that more projects should be taken up in future by different department as suggested by the Peer Team.
  - (iii) Semester-Wise Departmental Report : It has also been resolved that a format may be prepared for submission of semester wise Departmental Report-Departmental Meeting minutes.
  - (iv) Best Practices : Members have been requested to suggest initiatives which may be included as "Best Practices" for the college.
  - (v) Restricting of IQAC : resolved that the IQAC be re-structured for next cycle as soon as accreditation result is out.
  - (vi) Adopting a School : Resolved that a school be adopted before adopting a village. Dr. R. Lalengmawia has been appointed to approach Rose-Bud School.

(LALTANPUIA)  
CHAIRMAN

(LALRINSANGI NGHINGLOVA)  
CO-ORDINATOR