

**GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE  
AIZAWL. MIZORAM**

**IQAC ( LOCAL) MEETING**

Place : Principal's Chamber  
Time : Dt. 17.2.2017 (Friday) 12:30 PM

Member Presents:

- |                           |             |
|---------------------------|-------------|
| 1. Laltanpuia Principal   | Chairman    |
| 2. Prof. B.Zoliana        | Coordinator |
| 3. Lalsangkimi            | Member      |
| 4. Dr. R.Lalengmawia      | Member      |
| 5. Lalrinsangi Nghinglova | Member      |
| 6. Lalhmingliana Hnamte   | Member      |

Absentee : Laldawngliani (On Maternity Leave)

**A. INTRODUCTION:** Laltanpuia Principal chairs the meeting and welcomes all the members to the meeting. He expresses his thanks to all the members who dedicate their valuable time to attend this meeting which is followed by a report from the Coordinator

**B. Reports:**

Prof. B.Zoliana, Coordinator IQAC gives a report on the activities of IQAC which was in pursuence of the previous resolutions made in the meeting.

**(1) Monthly Departmental Report for Jan 2017:**

All the departments submitted their January 2017 reports which was compiled and put forward for discussion. The Coordinator thanked all the Head of Departments for their cooperations

**(2) Mentoring Report as on January 27,2017:**

It was a remarkable effort that all the mentors could submit the informations on their mentees respectively as given in the prescribed format. The compiled report of the reports is put forward for discussion.

**C. AGENDA:**

**1. Review of Monthly Departmental Report for January 2017:**

The meeting reviews the Departmental activity report and acknowledges the active participation of all the departments. The following points are remarked for further improvements:

**(1) Proper Documentation:**

Departmental activities like attending Seminars/Meeting/ Workshop/training/ radio programme or study tour/outreach, etc. with evidence be reported for proper documentation.

**(2) Incentive Award to the Best Performing Department by IQAC:**

It is also felt that Incentive Award be given to the best performing Department in each semester. The Award will be given according to the monthly report of each department judged by IQAC. It is also felt that it is best to give a memento (Citation, etc.) and the detail of the Award with criteria of judgement will be discussed later.

**2. Review of Mentoring Report:**

The Committee also reviews the mentoring reports and the following observations and discussions are mentioned as below:

**(1) Discontinuity:** It was observed that nearly 30 students left the institution. Some of the reasons were mentioned which are due to joining of Army, Navy, Engineering Colleges, Nursing Institution, etc. Some did not continue due to poor attendance and some of them cannot be traced at all.

**(2) Rationalisation of number of mentees:**

It is observed that in some Department, one Mentor look after nearly 20 mentees while another in the same department has only one. It is suggested that the coordinator look into the matter and discuss with the concerned Departments.

**(3) Proposal for Best Mentor Award:**

It is also proposed to give Best Mentor Award in order to boost the mentoring activities for a year (with a duration of 1<sup>st</sup> Semester admission to the next 1<sup>st</sup> Semester admission). However, this proposal may be put forward to the next General Body Meeting for discussion and its decision.

**ACKNOWLEDGEMENT:**

The Meeting gratefully acknowledges inputs given by the IQAC Coordinator in compiling the Departmental Monthly Reports and Mentoring Reports.

**3. Organising talk on ‘Consumer Awareness’ by Bureau of Indian Standards (BIS):**

The chairman highlights the Committee members that BIS members through Dr. Lalthangliana, Associate Professor, PUC would like to have a talk on Consumer Awareness for the faculty and non-teaching staff of our College and suggests if the IQAC would be able to organize such function. 3 Members from BIS offices will come for the talk on 22.2.2017.

The Meeting in principle agrees to host the function. Consequently, tentative Programme with various responsibilities are also chalked out as below:

**(1) CONSUMER AWARENESS PROGRAMME:**

**Venue: Professors' Common Room. GZRSC**

**Time : 22. 2.2017. 2:30 PM**

Chair : Dr. Lalhmingliana Hnamte  
Topic : Consumer Awareness  
Resource Persons: (1) Bishnu Gupta, DDG (Eastern Circle)  
(1) K.C. Santra, Scientist F, Head of Branch Office, Guwahati  
(2) D.Santo, Scientist B, Guwahati Branch Office  
  
Vote of Thanks : Lalrinsangi Nghinglova

**Refreshment will be provided.**

**(2) VARIOUS RESPONSIBILITIES:**

Technical Incharge (Projector & Sound): 1) Dr. Ricky Lalmangaihzuala  
2) Dr. P.C. Rohmingliana  
3) Jonathan Lalrinmawia

Refreshment : Refreshment Committee

Banner Preparation : 1) Dr. Rosangliana  
2) Lawrence Zonunmawia

Certificate Preparation : Dr. Ricky Lalmangaihzuala

Documentation: 1) Photography – Lawrence Zonunmawia  
2) Write Ups- English Department

The Coordinator may communicate various responsibilities shouldered to the appointed persons.

**4. ACADEMIC AUDIT:**

Proforma of Academic Audit issued by Directorate of Higher & Technical Education, Govt. of Mizoram is also discussed and it is resolved that IQAC Coordinator and RUSA Coordinator may look into the matter for further discussion at the next General Body meeting which will be held very soon.

**5. REPORTS OF VARIOUS COMMITTEES/CELLS:**

The Committee meeting also feels the need to supervise and oversee the activities of various Committees and cells appointed previously. Hence, each Committee may be informed to report in quarterly manner with the Report format prepared by the IQAC as below:

## QUARTERLY REPORT OF VARIOUS COMMITTEES/CELLS 2017

Name of Committee: \_\_\_\_\_

Reporting Period : Jan-March/ April-June/ July- Sept. / Oct. – Dec.

Sl. No.	Members of Committee/Cell	Meeting conducted during reporting Period	List of Activities during reporting period	Remarks

Note: The reporting format can be altered as per required.

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

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

Sd/-  
( LALTANPUIA)  
Chairman  
IQAC. GZRSC