

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

Place : Principal's Chamber
Time : Dt. 8.8.2017 (Tuesday) 11:00 AM

Member Presents:

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

A. INTRODUCTION: Laltanpuia Principal chairs the meeting and welcomes all the members to the meeting. He expresses his thanks to all the members who are coming to attend this meeting.

B. AGENDA:

B-1. Letter from Gen. Secretary, SU regarding the application to prepon College week from October 11-17, 2017 to September 4-8, 2017.

The Chairman explains to members the plea from SU, GZRSC regarding preponment of College Week in a view that as counting of students' attendance for admissibility to appear for Univ. exams will be over by 10th Oct, the SU leaders are in doubt that majority of students may be absent during the college week. At the same time, having college week on 11-17 Oct. 2017 may hamper the students preparation to appear for the end semester exams to be conducted from 10th Nov. 2017. On these points, students request the preponment of College week to September, 4-8,2017.

The meeting resolves to suggest the SU to conduct college week during the last week of August i.e. 28th Aug. to 1st September, 2017 in view that there may be more time to conduct classes in full swing between the time after college week and 2nd internal assessment. However, if the SU Leaders think that there will not be enough time for preparation for the Week, the suggestion is not rigid and the dates suggested by the SU may be applicable also.

In this connection, the last date of counting the Students' attendance may be shifted to 18th October instead of the previous decision of 10th October. The HODs to have a meeting for final decision of the students attendance on the 20th October, 2017.

B-2: Mentor-Mentees Meet:

The meeting also chalked out the detail programmes for mentor-mentees meeting as scheduled in the academic Calendar as below:

1. Home Science: Home science department will make their own arrangement.
2. BCA: BCA department is also expected to make their own arrangement.
3. Science Department: The Details may be worked out by the IQAC coordinator with Dr. R.Lalengmawia.

B-3: Parent-Teachers Meet:

Meeting schedule of Teachers with parents of First Semester students as given in the Academic Calendar is detailed as below:

Place of Meeting : Auditorium
Time : 24.8.2017, 2PM

Programme:

1. Chairman : Prof. B.Zoliana, IQAC Coordinator
2. Speech : Principal
3. Talk on Exam system : Dr. Lalzahawmi Chenkual
4. Feedback/ Interaction : Parents
5. Vote of Thanks : Chairman

All the Teachers are requested to make themselves available when parents request to meet the mentors of their respective kin.

Short write ups on exam system may be prepared by the speaker on Exam System and be distributed to parents. Academic calendar may also be distributed to them.

B-4: General Body Meeting:

The meeting also suggests to have General Body Meeting on 11.8.2017, 1PM. The agenda for the meeting put forward are:

1. Endorsing the Preponment of College Week
2. Analysis of 1st internal assessment marks: That each HOD completely compiled the marks of the students in their department on or before 22.8.2017.
3. Highlighting the Mentor-Mentees meet and Parent-Teachers Meet:
All sub committees should do the usual particular works assigned to them:-
 - (1) Reception Committee: To welcome and prepare registration for the parents
 - (2) Decoration Committee: Decorate the auditorium and prepare banner, proper arrangement of seats
 - (3) Cleanliness & Sanitation Committee: To clean the auditorium before function and after refreshment is served.
 - (4) Refreshment Committee: To prepare refreshment for the function @ Rs. 30 for about 350 persons
 - (5) Technical incharge: Electronics Department is requested to take charge of technological devices like sound system, powerpoint presentation, etc.

The necessary announcement may be made from the Principal.

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

(PROF. B. ZOLIANA)
Coordinator
IQAC. GZRSC

(LALTANPUIA)
Chairman
IQAC. GZRSC