

SUB COMMITTEES AND TERMS OF REFERENCE

The institute has adopted a system which fosters participative management and encourages decentralization of management power. The day to day functioning of the college is managed by the Principal, the non-teaching staff and the teachers who are represented in the different sub-committees mentioned below. The terms under which these committees are to function have also been outlined.

1. INTERNAL QUALITY ASSURANCE CELL (IQAC):

Chairman : Prof. B. Zoliana, Principal

Coordinator : Lalrinsangi Nghinglova

Asst. Coordinators:

Dr. Lawrence Zonunmawia Chhangte

Dr. M.S. Dawngliani

Members : Dr. R. Lalengmawia

Lalsangkimi Hmar

Dr. LalzahawmiChenkual

Dr. LalhminglianaHnamte

Webmaster : H Thangkhanhau

One Nominee from

(1) Employer – QAC Coordinator, H & TE.

(2) Industrialist - Director, Zonun Matply Pvt Ltd

(3) Stakeholder/Parent - Zonunthari

External IQAC Member:

Prof. Lalnundanga (Registrar, MZU)

J.H. Zoremthanga (Secretary, MSB)

Terms of Reference:

i. To work towards realizing the goals of quality enhancement.

ii. To develop a system for conscious and consistent improvement in the performance of the college by

- Preparing Academic Calendar at the beginning of every session in accordance with the MZU Calendar.
- Monitoring the functioning of all sub-committees and departments.
- Collecting feedback from students.
- Implementing the mentoring system.
- Organizing Parent-Teacher Meets

iii. The IQAC is empowered to take necessary actions regarding quality enhancement under the supervision of the Principal.

2.EXAMINATION COMMITTEE:

Chairman : Principal
Secretary : Dr. Rosangliana
Members : Dr. R. Lalengmawia
Lalrammawii
H. Lalnunsangi
C. Lalrinawma

Terms of Reference:

- i. To supervise, ensure smooth and secure conduct of internal and university Examinations.
- ii. To Implement rules of examinations strictly, in accordance with the university and college rules and take actions against defaulters.
- iii. To collect and maintain internal marks of students from concerned department and send them to the University as and when required.
- iv. To conduct briefings on examination rules, etc. to students as well as faculty members before University examinations.
- v. To coordinate with the examination department of Mizoram University in all matters relating to examinations and make notifications to students whenever necessary.

3. ADMISSION COMMITTEE:

Chairman : Principal
Secretary : Laltluangkimi Hnamte
Members : All Heads of Department

Terms of Reference:

- i. To implement the already existing rules contained in the prospectus and set new criteria and rules for admission into the college if and when necessary.
- ii. Setting of time frame for admission procedure.
- iii. Performing the needful during the time of admission such as appointing members for help desks and interview of students seeking admission.
- iv. Framing of Institutional Policy for the disabled and setting special provision for admission of the disabled.

4. BUILDING COMMITTEE:

Chairman : Principal
Secretary : Lalnunthara
Members : Dr. R. Lalengmawia
Dr. Lawrence Zonunmawia Chhangte
C. Lalramdina
Lalsangkimi Hmar

Terms of reference:

- i. To Supervise the ongoing construction at Durtlang Campus
- ii. To make plans for improvement of college buildings and infrastructure.
- iii. To oversee any kind of construction work taken up by the college authority or other concerned department of the Government of Mizoram

5 RASHTRYA UCHHATAR SHIKSHA ABHYAN (RUSA):

Chairman : Principal
Coordinator : Dr. R. Lalengmawia
Members : Dr. Rosangliana
Lalrinmawia
Dr. LalzahawmiChenkual
Dr. Lawrence Zonunmawia Chhangte

Terms of reference:

- i. It is a holistic scheme for development of higher education in India.
- ii. The institutional cell works under the direction and supervision of the State Project Director RUSA. Main task is to follow the guidelines and instruction given through the SPD, RUSA.
- iii. It is responsible for making necessary plans for development of infrastructure and other facilities.
- iv. It also allocates funds for faculty development programs and sponsors/organizes Student- centric seminars and workshops.

6 RESEARCH AND SEMINAR COMMITTEE:

Chairman : Dr. LalzahawmiChenkual
Secretary : Dr. Ricky Lalhmangaihzualla

Members : Dr. Arup Kumar
Dr. Rosangliana
LalrinsangiNghinglova
Sailopuii
Dr. FanaiLalsangluaii
. Dr. Samuel Lallianrawna
Dr. Rebecca Vanlalsangi

Terms of reference :

- i.To Facilitate research culture among students and the faculty.
- ii.To initiate, facilitate, integrate, recommend and support research projects conducted by faculty members and students
- iii.To organize seminars, lectures on selected topics at regular intervals

7. COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEE

Chairman : Prof. B.Zoliana, Principal
Secretary : Remlalsiama
Members S. Thangrimawii
L.B. Singh
Asst.GS, Student's Union

Terms of reference:

- i.To ensure that there is no ragging in any form among our students within and outside our college campus
- ii.To ensure that no student is a victim of harassment, exploitation and discrimination on any ground,.
- iii.To look into the grievances of students and take necessary action for redressal.
- iv.To frame Procedure for redressal of aggrieved Students

8.NATIONAL SERVICE SCHEME (POS) & RED RIBBON:

Dr. P.C. Rohmingliana
Dr. C. Lalremruatfela
Lalnunthara

Dr. C. Zoramthara

Rebecca Lalnuntluangi

Mimi Lalmuanawmi

Terms of reference:

i.To fulfill the aims and objectives of the NSS

ii.To serve the society without bias.

The Red Ribbon Club has been merged with the NSS as most of their activities are similar to the activities of the NSS and they will

i.To work towards fulfilment of the ideals of MSACS

ii.To work in co-ordination with NSS

9.REFRESHMENT

Chairman : Mary Lalthansangi

Secretary : Maria Lalhmingmawii

Members : Lalrintluangi

R. Lalmawipuii

Dr. C. Lalmuankimi

Dr. P.C. Rohmingliana

Dr. Ricky Lalmangaihzualla

Dr. Rebecca Vanlalsangi

Terms of reference:

i.To take charge of selecting and ordering food items to be distributed in college functions.

ii. To take charge of distributing the selected food items during the functions.

10.STUDENTS' UNION:

Chairman : Lalnunthara

Secretary : Dr. LalhminglianaHnamte

Members : C. Lalramdina

Dr. LalzahawmiChenkual

Lalremruati Hmar

S.Thangrimawii

Dr. Samuel Lallianrawna

Ex-Officio to student body: Chairman and Secretary,

Terms of reference :

- i.To organize Annual Student's Union Election.
- ii.To render overall supervision of all activities of the student's union.
- iii. To help promote general welfare of the students.
- iv.To provide necessary advice and assistance to the student body.

11.GAMES & SPORTS:

Chairman : Dr. C. Zoramthara

Secretary : Dr. P.C Rohmingliana

Members : Dr. K.B. Singh

C. Zarzokimi

L.B. Singh

Lalrosangpuii

C. Lalrinawma

Laltlankima

David Rosangliana

Ex-Officio to student body: Chairman and Secretary

Terms of reference :

- i.To supervise all activities relating to games and sports of the student body.
- ii.To appoint teachers on duty during college and university sports.
- iii.To monitor purchase of sport goods and ensure the management of sports venues.

12.COLLEGE MAGAZINE:

Chairman : Laltluangkimi Hnamte

Secretary : Lalmalsawmi Chhangte

Members : Lalthanpuii Ralte

H.Thangkhanhau

Dr. Lalhmingliana Hnamte

Dr. R. Lalawmpuii

Lalrinpuii Rokhum

Terms of reference :

i.To ensure publication and proper distribution of the Annual College magazine.

ii.To render advice to magazine editors as and when necessary.

iii.To empower magazine editors in collection and selection of articles for magazine.

iv .To help in editing of college magazine.

13. DEBATING, SOCIO-CULTURAL COMMITTEE

Chairman : Lalthanpuii Ralte

Secretary : Dr. C. Lalmuankimi

Members : Dr. Arup Kumar

Mary Lalthansangi

Lalrinngheti Ralte

Laltluangkimi Hnamte

R. Lalramengzami

Lalmalsawmi Chhangte

Lalrinsangi Nghinglova

Dr. R. Lalawmpuii

Lalrinpuii Rokhum

Dr. Lalrinmawia Punte

Terms of reference:

- i.To ensure smooth functioning of SENHRI, our college cultural club.
- ii.To assist in selection of student representatives /participants in intercollege debates,quiz ,cultural functions etc
- iii.To help promote the art of Public speaking among students.
- iv.To help students in organizing competitions under the debating department during college week .

14 RECEPTION:

Chairman : Laltlanchhungi

Secretary : Remlalsiama

Members : Zodinpuii

H. Lalnunsangi

Caroline Zaihmingthangi

Dr. K.B. Singh

Dr. R. Lalawmpuii

Laltlankima

Mimi Lalmuanawmi

Rebecca Lalnuntluangi

Terms of reference :

- i.To look into matters pertaining to reception of invited guest,dignitaries ,resource persons etc to college functions and programmes.
- ii.To cordially receive officials during college functions, inspections etc. and provide gifts and flowers if necessary. To make arrangement for transportation and accomodation of guests when required.
- iii.To maintain the visitor's book and ensure that all visitors give their feedback of their visit in the book.

15 LIGHT AND SOUND COMMITTEE.

Chairman: Dr. Rosangliana

Secretary: Dr. Lawrence Zonunmawia Chhangte

Members:

Lalrinmawia

Dr. PC. Rohmingliana

Dr. C. Zoramthara

Reginald H. Vanlalchaka

David Sailo

Dr. Lalrinmawia Punte

Terms of reference :

- i. To oversee that all electrical equipment pertaining to light and sound (including computer and projector) are in good working condition.
- ii. To ensure the safe-keeping of these equipment
- iii. To make assign duties to operate the equipment during all college functions and make necessary arrangements

16 ALUMNI COMMITTEE:

Chairman : Dr. Lalzahawmi Chenkual

Secretary : Dr. P.C. Rohmingliana

Members : Dr. Lalawmpuii

Lalrinawma

Lalremruati Hmar

Maria Lalhmingmawii

Remlalsiama

Lalrinsangi Nghinglova

Dr. C. Lalremruatfela

Terms of reference:

- i. To maintain close ties with our ex-students and take note of their placements.
- ii. To organize Alumni day.
- iii. To work in co-ordination with the student alumni association.

17 DECORATION & HALL ARRANGEMENT:

Chairman : Lalsangliani Khawlhiring

Secretary : Rebecca Lalnuntluangi

Members : Vanlallawmi

Mimi Lalmuanawmi

F. Lalthanzuala H.A.

Lalrinngheti Ralte

Lalhmingliani Hlondo

K. Zosangpuii

Dr. FanaiLalsangluaii

Parijat Kumar

Terms of reference:

i.To take charge of decoration& hall arrangement for college functions.

ii.To look after the beautification of the college in general

18 SECURITY AND DISCIPLINE

Chairman : C. Lalramdina

Secretary : C. Lalrinawma

Members : Lalhruaitluanga

Zodinpuii

Sailopuii

L.B. Singh

Dr. Ricky Lalhmangaihzuala

Remlalsiama

Lalnunthara

R. Lalramengzami

Reginald H. Vanlalchaka

Dr. LalrinmawiaPunte

Terms of reference

- i. To monitor disciplinary climate prevailing in the student community.
- ii. To provide security and maintain discipline among students during college functions.
- iii. To issue rules relating to disciplinary proceedings as and when necessary and to strictly implement already existing rules pertaining to discipline of students in consultation with the Principal.
- iv. To implement college rules pertaining to disciplinary measures (including checking of college T-shirts) and maintain overall discipline of students within the college campus.
- v. To implement the college code of conduct and professional ethics.

19 CAREER COUNSELING, PLACEMENT

AND STUDENTS' SUPPORT COMMITTEE:

Chairman : Zodinpuii

Secretary : Lalrinsangi Nghinglova

Members : Dr. LalzahawmiChenkual

Caroline Zaihmingthangi

Lalthanpuii Ralte

Lalsangkimi Hmar

Dr. M.S. Dawngliani

Lalhruaitluanga

H. Thangkhanhau

Lalrintluangi

Treasurer; Laltlanchhungi

Terms of reference :

- i.To provide assistance to students who are economically deprived.
- ii. To organize add on courses such as CCC and other such courses.
- iii. To organize Personality Development course for final year students and equip them with life skills.
- iv. To provide career counseling to students and look out for placement of students.
- v. To open career clinic and monitor its functioning.

20 VILLAGE & SCHOOL ADOPTION COMMITTEE

Chairman : Dr. R. Lalengmawia

Secretary : Dr. P.C. Rohmingliana

Members Dr. Ricky Lalhmangaihzualla

Lalhruaitluanga

Lalthanpuui Ralte

Laltluangkimi Hnamte

Lalrinngheti Ralte

Vanlallawmi

Terms of reference:

- i.To encourage extension programmes for greater social good.
- ii. To work towards upliftment of adopted villages & schools.
- iii To arrange invited lectures in collaborations with the school authority

21 INFORMATION AND COMMUNICATIONS TECHNOLOGY:

Chairman : H.Thangkhanhau

Secretary : Laldingliana Sailo

Members : Dr. Lawrence Zonunmawia Chhangte

Lalrinmawia

R. Lalmawipuii

Terms of reference:

- i.To monitor the college website and keep it updated with relevant information including the syllabus, etc.
- ii.To generate easy access of information and study materials to benefit students as well as the faculty.
- iii.Establish policy concerning the operation of the website.
- iv. To maintain ties and work in co-ordination with Department of ICT, Government of Mizoram
- v.To maintain Telephone and Internet Connection

22 INTELLECTUAL PROPERTY RIGHT COMMITTEE:

Chairman : Dr. Lalhmingliana Hnamte

Secretary : Dr. C. Zoramthara

Members Dr. Arup Kumar

Lalhmingliani Hlondo.

Terms of reference :

- i. To disseminate awareness on patent rights and educate members on issues relating to intellectual property
- ii.To study and monitor intellectual property and copyright issues.
- iii. To coordinate with the IPR Cell, Department of Science & Technology, Govt. of Mizoram

23 LIBRARY COMMITTEE:

Chairman : Prof. B. Zoliana, Principal

Secretary : Laltlankima

Asst. Secretary : T. Zothangpuii
Dr. Esther Lalnunpuii

Members : Dr. Arup Kumar
Lalrammawii
F. Lalthanzuala, H.A.
M.I. Singh
Lalrosangpuii
Dr. Lalthanpuii Khiangte
Dr. H Lalremruata
General Sec., S.U

Terms of reference:

- i.To guide the librarian in formulating general library policies and regulations
- ii.To work towards modernization and improvement of the library
- iii.To adopt measures to enhance and promote reading culture among students.
- iv. To organize orientation programmes on library use.

24 WOMEN STUDIES COMMITTEE:

Chairman : Lalsangkimi Hmar
Secretary : Lalrinsangi Nghinglova
Members : Lalhmingliani Hlondo
Lalthanpuui Ralte

Terms of reference :

- i. To work towards promotion of gender equity.
- ii.To uplift the girl student and provide special provisions wherever possible.
- iii. To coordinate with the Women Study Centre, Mizoram University in organising seminars, etc
- iv. To chalk out annual plan of action on gender sensitization.
- v. To provide helpline/counselling for girl students.

25. SPIRITUAL COUNSELING CELL& EVANGELICAL UNION

Chairman : C. Lalramdina
Secretary : Laltlanchhungi
Members : Lalrinngheti Ralte
Lalhruaitluanga
Lalrintluangi
Lalhmingliani Hlondo
Rebecca Lalnuntluangi

Terms of reference:

- i.To assist the activities of the Evangelical Union.
- ii. To provide spiritual counseling to those in need.
- iii. To promote and ensure mental and spiritual health of students.

26 INNOVATION CLUB:

Chairman : Lalhruaitluanga

Secretary : Lalmalsawmi Chhangte

Members : Lalrinmawia

Mary Lalthansangi

David Rosangliana

Dr. Lalsaimawia Sailo

Dr. Samuel Lallianrawna

Lalthanpuui Hnamte

Terms of reference

- i.Explore innovative ideas in local groups
- ii. Organize seminars, conferences, workshops, exhibitions relating to innovations
- iii. Develop innovative mindset and train for entrepreneurship
- iv. Provide opportunities and platforms for students, teachers and other members of the society
- v. Support and facilitate grass root innovations.
- vi. Document innovations for different walks of life
- vii. Collaborate with micro, small and medium enterprises.
- viii.To promote innovation,creativity and engagement in science.
- ix.To cultivate in students the ability to think “out of the box”

27.CANTEEN

Chairman : Caroline Zaihmingthangi

Secretary : Dr. Fanai Lalsangluaii

Members : K. Zosangpuii
Zonunthari
Parijat Kumar
Lalthanpuii Ralte
Vanlallawmi
Dr. C. Lalremruatfela

Terms of reference :

- i. Authorized to select the canteen proprietor.
- ii. To monitor the working of the college canteen and give necessary advice to them.
- iii. To supervise and ensure efficient management of canteen towards providing hygienic, healthy and tasteful food items.

28 DISASTER MANAGEMENT COMMITTEE

Nodal Officer : C. Lalremruatfela
Secretary : Laltlankima
Members Lalsangliani Khawlhling
Dr. Lalzahawmi Chenkual
Lalnunthara
Dr. C. Lalmuankimi
Dr. C. Zoramthara

Terms of reference;

- i. To react to any kind of disaster, natural or man-made that involves the college.
- ii. To spread awareness on mitigation of any kind of disaster
- iii. To work in close proximity with the Disaster management Department, Govt. of Mizoram.

29 CLEANLINESS AND SANITATION:

Chairman : Dr. C. Zoramthara

Secretary : Lalmalsawmi Chhangte

Members : Zonunthari

Lalremruati Hmar

S.Thangrimawii

Lalrammawii

Dr C. Lalremruatfela

Mary Lalthansangi

Terms of reference:

- i.To Ensure that cleanliness is maintained in classrooms and college campus.
- ii. To organize regular cleanliness drive jointly with the NSS.
- iii.To take all necessary steps to ensure cleanliness (e.g selection of cleanest classrooms etc)
- iv.To inculcate the importance of cleanliness and promote clean &hygienic living.

30. Eco Club

Chairman: Sailopuii

Secretary: Dr. C. Lalremruatfela

Members: Mary Lalthansangi

Dr. C. Zoramthara

Lalrosangpuii

Lalmalsawmi Chhangte

H. Lalnunsangi

Lalrintluangi

Dr. Rebecca Vanlalsangi

Reginald H Vanlalchaka

Dr. Lalsaimawia Sailo

Dr. PC Lalrinfela

Terms of reference:

- i. To promote participation of students in learning about and improving environment.
- ii. To create Environmental awareness among students in particular and the public in general.
- iii. To sensitize students towards environmental concerns by organizing seminars, workshops, social work and camps etc
- iv. To guide students in tackling environmental problems.

31.ADVENTURE CLUB I/C

Lalnunthara,

Dr. Lawrence Zonunmawia Chhangte

Dr. C. Lalremruatfela

Dr. C. Zoramthara

Dr. Lalmangaihzualla

Dr. P.C. Rohmingliana,

Terms of reference:

- i.To inculcate a healthy spirit of adventure in the students.
- ii.To look for suitable venues for carrying out adventure sports.
- iii.To supervise and assist student leaders of the adventure club in their activities.

32 N.C.C.

Caretaker Officer (CTO): Dr. C. Lalmuankimi

Terms of reference

- i. To motivate students to take up a career in armed forces
- ii. To work in co-ordination with the NCC hqrs and fulfill the aims of the National Cadet Corps.
- iii. To develop leadership skills, character and discipline

33.ALL INDIA SURVEY ON HIGHER EDUCATION (AISHE):

Nodal Officer: Dr. Lawrence Zonunmawia Chhangte

Terms of reference

- i. To Collect and perform documentation work as proposed by concerned authority.
- ii. To ensure timely submission of data to AISHE portal

34. LEGAL CELL

Coordinator: Lalrinsangi Nghinglova

Advocate :

Terms of reference:

- i.To co-ordinate with Mizoram State legal Services Authority in organizing legal awareness programmesetc
- ii.To supervise the functioning of the legal clinic in the college

35. EK BHARAT SHRESTHA BHARAT CLUB

Chairman : Prof. B. Zoliana, Principal

Nodal Officer : Dr. R. Lalengmawia

Coordinator : Dr. Lawrence Zonunmawia Chhangte

Student Coordinator: Cultural Secretary, S.U.

Members:

Dr. LalzahawmiChenkual

Lalrinsangi Nghinglova

Mary Lalthansangi

Lalthanpuui Ralte

Lalsangkimi Hmar

Two Student Representative from NSS Volunteer

Two Student Representative from NCC Cadet

General Secretary, S.U.

Terms of reference:

- i. To Enhance interaction and promote mutual understanding between people of different states

ii. To promote a sustained and structures cultural connect in areas of language learning, culture, tradition, music etc

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