

# IQAC MEETING

## Govt. Khawzawl College

Venue: Meeting room

Date: 12/10/2021

Time: 12:00 pm

Chairman: R. Lalrintluanga Principal

Member Present:

1. K. Ziona
2. N. Umananda Singh
3. Lalrinchami
4. Lalthlamuani
5. Dr. Lalliantluanga
6. P.C Lalrindika

Agenda:

1. Restructural of Institutional IQAC committees cell and clubs.
2. Establishment of new club.
3. Fostering programme for adopted village
4. A.O.B

The meeting was opened by the chairman. Revision of activities taken on the basis of last IQAC minutes was reported by Dr. Lalliantluanga Asst. coordinator, IQAC along with reports of activities taken by different clubs and cells. After the reports the meeting discuss thoroughly of the agendas and resolved the following decisions unanimously.

1. Due to the retirement and transfer of some members of the committee and from the new guidance (guidelines from NAAC) the institution IQACcore committees different sub committees and cells have been restructured as follows:
  - i) INSTITUTIONAL IQAC COMMITTEE:

Chairman : Mr. R. Lalrintluanga, Principal  
Coordinator : Mrs. H. Lalthanpuii, Asst. professor  
Asst. Coordinator : Dr. Lalliantluanga Ralte, Asst. Professor

Member:

Representatives from Associate Professor;

1. K. Ziona
2. N. Umananda Singh,
3. Lalthlamuani,
4. Lalrinchami,
5. Lalthanliana

Representatives from Assistant Professor;

6. H. Vanlalhraia,
7. Lalramlawm,

Representatives from Assistant Professor, contractual basis

8. P.C Lalrindika

Representatives from Assistant Professor, RUSA

9. Dr Soukarja Ghosal

Representatives from Administrative Officer

10. K.Lalzarliana

Representatives from Students and alumni

11. Students's Union Vice President
12. K.Lalruatfela (Alumni)

Representatives from Employers

13. Joint Director, HTE

Tenure of institutional IQAC committee member is 2 years from the date of appointment.

2. Member for subcommittee and cells are appointed as follows:

## **BUILDING COMMITTEE**

1. Chairman : R. Lalrintluanga, Principal
2. Member Secretary : K.Lalzarliana, Head Assistant
3. Member : Nominees of University
  - i) SDO PWD Khawzawl
  - ii) Chairman Joint VC
  - iii) President Sub Headquarters YMA, Khawzawl
  - iv) Representatives of Staff:
    1. K. Ziona HOD, Dept. of History
    2. Mr.N. Umananda Singh, HOD Dept. of English
    3. Mr. R.Lalthanliana, Associate Professor

### **Responsibilities:**

1. To select proper site
2. Sizing the area of rooms
3. Supervise the construction agency/contractor
4. Vigilance and repairing (if necessary) on the existing building
5. Planning of new projects and extension.

## **PLANNING BOARD/ PLANNING COMMITTEE**

Chairman : Mr. R. Lalrintluanga, Principal  
Secretary : Mr. K.Lalzarliana, Head Assistant  
Members:

1. Mr. K. Ziona
2. Mr.N.Umananda Singh
3. Mrs.Lalrinchami Kiangte
4. Mrs.Lalruatmawii,
5. Mrs.H.Lalthanpuui
6. Mrs. Vanlalpeki
7. Mr.C.Lalkhawngaihsanga

### **Functions:**

1. To make plans for the optimal utilization of fund receive from financial agencies.
2. To allocate fund received (if any) to different units for the development of the institution.
3. To seek financial assistance from financial agencies/institution like UGC, Govt. of Mizoram, NEC, RUSA etc.
4. To monitor, evaluate and access the funding programmes undertaken in accordance with specific rules and regulation.
5. To monitor financial mechanism.

## **PURCHASE AND MAINTENANCE OF PROPERTY COMMITTEE**

Chairman : Mr. R. Lalrintluanga, Principal  
Secretary : Mr.K.Lalzarliana, Head Assistant  
Member :  
1. Mrs. Lalthlamuani  
2. K. Ziona  
3. Mr.N.Umananda Singh

### **Functions**

- 1) To purchase every necessary items and goods required by the college subject to availability of funds.
- 2) To ensure and sort out the requirement of facilities of the institution.
- 3) To maintain and manage all the properties of the institution.
- 4) Quality control of the assets of the institution.

## **LIBRARY COMMITTEE**

Chairman: Mrs. Lalruatmawii,  
Secretary: Mr.C.Lalkhawngaihsanga  
Member :

K. Ziona  
Mr.N.Umananda Singh  
Mrs. Lalrinchami Khiantge  
Mrs.H.Lalthanpuii  
Mr.K.Lalzarliana

**Co-opted Member** : Mr.R. Lalrintluanga, Principal

### **Functions**

1. To expedite, control, and promote the quality of education by means of library
2. Increase the function of library by multiplying its facilities like number of books, texts, references, journal etc.
3. To seek resources/ fund for the development of the library services.
4. To create the awareness on importance of library among the students and teacher and to increase the functions/value of the library.

## **ACADEMIC / EXAMINATION AND MODERATION BOARD COMMITTEE**

Chairman : K. Ziona, Asso. Professor HOD, Dept. of History  
Secretary : Mrs.Vanlalpeki, UDC  
Member :  
Mr.N.Umananda Singh  
Mrs. Lalruatmawii  
Mrs. Lalrinchami Khiantge  
Mrs Lalthlamuani  
Mr. H.Vanlalhruaia

Mrs.H.Lalthanpuii,  
Dr Lalliantluanga Ralte,  
Ex Officio member : Principal

### **Functions**

- 1) To formulate Annual college academic Calendar
- 2) To modify and adjust College's Prospectus if it feels necessary
- 3) To formulate routine every semester for efficient transaction of curriculum.
- 4) To conduct examinations like Mid-Term/Semester/Internal/Unit Test etc.
- 5) To moderate marks obtained by the students through all internal Assessment.
- 6) To keep transparency in all examinations.
- 7) To seek suitable methods of teaching.

### **CLEANLINESS/SANITATION & BEAUTIFICATION COMMITTEE**

Chairperson : Mrs.Lalrinchami Khiangte

Secretary : Mrs.Vanlalpeki

Member : Mr.R.Lalthanliana  
Mrs.H.Lalthanpuii  
Mr. Lalruatpuia  
Mr. Vanlalmangaihsanga  
Mr. Lalliantluanga  
Mrs.Kaphmingthangi  
Mrs PC Rosangpuii

### **Functions**

1. To work for the cleanliness of the college campus.
2. To ensure a sanitary and well organised environment in the college
3. To work for the beautification of the college campus.

### **GAMES & SPORTS COMMITTEE**

Chairman : Mr. R. Lalthanliana

Secretary : Mr. Joseph Vanlalnghaka

Member: Mr. H. Vanlalruaia  
Mr.P.C.Lalrindika  
Mr.Lalruatpuia

Vice President                      Students' Union

General Secretary                  Students' Union

Co-Opted Member : Principal

**Function:**

1. To promote sports activities by motivating students and member's faculty
2. Promoting team spirit by making healthy competition
3. To organise regular sports event in order to train students for state and national level competition.
4. To arrange for better coaching facilities
5. To provide quality sports facilities for bonafied students to excel in sports.

**DISCIPLINE COMMITTEE**

Chairman : Mr. K. Ziona

Secretary : Mr. R. Lalthanliana

Member : Mrs. H.Lalthanpuui

Mrs.Lalthlamuani

Mr. H.Vanlalhruaia

Mr. K.Lalkulhpuia

Dr.Lalliantluanga Ralte

**Functions:**

1. To formulate rules and regulation to ensure good moral character among the students and to obtain from intoxicating item such as using of tobacco in any form, alcohol, drugs abuse etc.
2. Maintenance of discipline among the teaching and non-teaching staff of the college.
3. Monitoring of the rules and regulations formulated to ensure that students obey rules and remain orderly and peacefully in the pursuant of education objectives in the college.
4. To take necessary disciplinary actions to ensure calm and peaceful academic atmosphere in the campus.

**RESEARCH CONSULTANCY & EXTENSION COMMITTEE**

Chairman : Mr. P.C Lalrindika

Secretary : Dr. Soukarja Ghosal

Mrs.H.Lalthanpuui

Dr. Lalliantluanga Ralte

Ms Lalhmingangi

**Functions:**

- 1) To inculcate research awareness among the teachers.

2) To promote research culture and its incentives

3) To ensure integrating research with teaching

## **ANTI RAGGING COMMITTEE**

Chairman : Mrs. Lalthlamuani

Secretary : Mr.K.Lalkulhpuia

Miss Laldingngheti

Mr. Lalchhanhima

Mr K.C Lalrindika

Mr.K.Lalhmagaihsanga

Mrs.Kaphmingthangi

### **Functions:**

1. To inculcate cultural of ragging free environment in the campus.
2. Prevention of any type of apprehension and any ragging attitude in and around the campus in any manner
3. To conduct awareness programmes from time to time in the campus
4. To involve in designing strategies education plan for curbing the manace of ragging in college by adopting array of activities.

## **CANTEEN COMMITTEE**

Chairman : Mr. K.Ziona

Vice –Chairman : Mr. H. Vanlalhruaia

Secretary : Mr.K.Lalzarliana

Asst.Secretary : Mr.P.C.Lalrindika

Treasurer : Mrs.Vanlalpeki

Fin.Secretary : Mrs. Kaphmingthangi

### **Functions**

- 1) The Committee is responsible to look after the management of the Canteen and to maintain neat and clean, smooth functioning and well service.
- 2) To invite quotations for selection of canteen caterer.
- 3) To control the quality of foods and services of the canteen

## **EQUAL OPPORTUNITY CELL**

Chairman : Mrs. Lalruatmawii

Secretary : Miss Laldingngheti

Mrs. H.Lalthanpuui

Mrs. Lalrinchami Khiangte

Mr. K.C Lalrindika

### **Functions:**

- 1) To create an atmosphere of equal Opportunity through awareness programmes.
- ii) To provide auxiliary support towards skill development and enhancing the employability of students.

## **GRIEVANCE REDRESSAL CELL**

Chairman : Mrs. Lalramlawmi

Secretary : Mrs. Lalrinmawii Ralte

Member : Mr.H Vanlalhrauia

Mr. K. Lalkulhpuia

Mr. Joseph Vanlalnghaka

### **Functions:**

- 1) To protect and save any student from any form of grievance and to reinstate as usual.
- 2) To prevent the students from any torture, exploitation, harassment etc.

## **CAREER GUIDANCE AND COUNSELLING CELL**

Consists of the following Members

Chairman : Mrs. Lalrinchami

Member Secretary : Dr. Lalliantluanga Ralte

Mr. P.C. Lalrindika

Mr.Dr. Soukarja Ghosal

### **Functions:**

1. To organized Guidance and Counselling Workshop to provide relevant information and knowledge about current social issues, job opportunity, economic trends, Software Skills, co-curricular activities.
2. To chalk out a new strategy for drop-out students.

2. Resolution No. 2:

Gym club should vbe launch to maintain and management of institution gymnasium. The following professors are appoted as the gym Club committee:

Chairman: H. Vanlalhruaia

Secretary: Lalruatpuia

Member: Dr. Soukarja Ghosal.

Lalchhanhima

K.C Lalrindika

K. Lalmangaihsanga

Vanlalmangaihsanga

Lalliantluanga

3. The meeting decided that all the department shall engaged/organised ease study of the Chawngtlai Village. The report of the study will be published in a bookj which is entrusted to the Research Consultancy and extension cell. More awareness and social work programmes be organised for the Chawngtlai Village in which NSS incharge M.r K. Lalkulhpuia is entrusted to operate the programme from time to time.
4. The meeting resolved the Financial Literacy Campeign will be organised by the Institution. Besides, Essay writing Competition on one day and its abuse will be organised to create awareness on the detrimental effect of drugs to the youth of the society.

Sd/-

H. LALTHANPUII  
Coordinator, IQAC

Sd/-

R. LALRINTLUANGA  
Principal  
Govt. Khawzawl College

Action Taken:

1. Committee restricted for the smooth function of the institution
2. Gym club established
3. Case study has been under takenby all the departments to the adopted village. Publication of book for the reports submitted by every department has been processing.
4. Financial Literacy Campeign was organized for the student in 15<sup>th</sup> Oct 2021 by IQAC, Govt. Khawzawl college in collaboration with state base of India. Khawzawl Branch.



**IQAC MEETING**  
**Govt. Khawzawl College**

Venue: Meeting room

Date: 03/11/2021

Time: 11:00 am

Chairman: R. Lalrintluanga Principal

Member Present:

1. K. Ziona
2. N. Umananda Singh
3. Lalrinchami
4. Lalthlamuani
5. P.C Lalrindika
6. Dr. Lalliantluanga
7. H. Vanlalhruaia
8. Lalramlawmi

The meeting was opened by the chairman and the meeting decided the following decisions unanimously.

1. Best practices: Two best practice has been chalk out for the session
  - Mentoring system
  - Green campus
2. Strategic plan for 2021-2022 session of the IQAC
  - To organized study tour for teaching and non teaching staff.
  - To organized Administrative training for non-teaching staff
  - To organized more seminar/workshop etc.
  - To organize Parents-Teacher meet.
  - To organize Training for Administrativr development of the staff.
  - To observe world important days.
  - To organize IT training for teaching staff
  - To contribute for the upliftment of the society.

Sd/-

H. LALTHANPUII  
Coordinator, IQAC

Sd/-

R. LALRINTLUANGA  
Principal  
Govt. Khawzawl College

Action Taken:

1. Literary and cultural study cum Myanmar refugee camp visited for teaching and non-teaching staff was organized on 17-18 Feb 2022.
2. Administrative training for non-teaching staff conducted
3. Webinar, Seminar etc. were organized by IQAC and different department
4. Organized Parent-teacher meet on 11<sup>th</sup> April 2022. Feedback were collected, suggestion for the improvement of the college were recorded.

5. Training (one day) on Administrative Development was organized for all the staff of the college.
6. World environment days on 4<sup>th</sup> June 2022, Earth day on 22<sup>nd</sup> April 2022
7. IT training for Teaching Staff organized
8. Donation of Rs 20000/- , 3 bag of rice, 1 bag of Dal, oil and some amount of blanket and clothes were given to the Myanmar refugee at Farkawn village on 17<sup>th</sup> Feb 2022.

**IQAC MEETING**  
**Govt. Khawzawl College**

Venue: Meeting room

Date: 25/01/2022

Time: 11:00 am

Chairman: R. Lalrintluanga Principal

Member Present:

1. K. Ziona
2. H. Lalthanpuii
3. N. Umananda Singh
4. Lalrinchami
5. R. Lalthanliana
6. Lalthlamuani
7. P.C Lalrindika
8. Dr. Soukarja Ghosal
9. Dr. Lalliantluanga
10. K. Lalzarliana
11. H. Vanlalhruaia
12. Lalramlawmi

The meeting was opened by the chairman and after minutes of discussions, resolved the following decision unanimously.

1. Regarding submission of AQAR 2020-2021, the meeting resolved that all the staff meeting shall be conducted on 28<sup>th</sup> Jan 2022 to discuss AQAR matters and preparation for the coming NAAC second cycle inspection. Detailed programmes should be work out by the IQAC coordinators in this matters.
2. Inauguration of Adopted village and follow up. The meeting discuss the matter and decided that inauguration of Adopted village, Chawngtlai village shall be held as soon as possible in the midst of covid-19 pandemic. IQAC coordinators are entrusted to make detail programme and to make arrangement with the village council member of the Chawngtlai Village
3. The meeting decided the institution to volunteer for Academic, Administrative Audit conduct by higher and Technical Education Department, Govt. of Mizoram. The meeting appointed Mr. Dr. Lalliantluanga to take the matters and necessary actions. For Departmental Reports 'Part B' all the/each and every department shall make report for the academic session 2019-2021.
4. Plastic free campus. The meeting decided to work for reducing use of harmful plastics in the college campus. More activities and campaign on 'Ban of Single Use Plastic' shall be organize. Mr. K. Lalkulhpuia incharge NSS is appointed to take necessary action and responsibilities for the awareness activities.

Sd/-  
H. LALTHANPUII  
Coordinator, IQAC

Sd/-  
R. LALRINTLUANGA  
Principal  
Govt. Khawzawl College

Action Taken:

1. To work out the required data for AQAR 2020-2021 and from onwards, Criterion cell has been created to take responsibilities of the AQAR criterion form. The cell member are incharge of all the necessary work required for filling up of the AQAR and actions needed to be taken in the institution. Reports and suggestions were submitted to the IQAC coordinator and actions were taken on the basis of the suggestions.
2. Inauguration of Adopted Village, Chawngtlai was held on 31<sup>st</sup> Jan 2022 by a selected members from the faculty with the college principal and village council members of the chawngtlai village following SOP for Covid-19 pandemic.
3. AAA- Completed report of AAA has been submitted to the Higher and Technical Education Department on 3<sup>rd</sup> June 2022 for further necessary action
4. - Pledge/Oath taking on 'Ban of Single Use Plastic' was held for all the staff of the college
  - A social work to clear all the plastic waste was organized for the students
  - Collected plastic waste were disposed by the garbage truck.
  - Awareness campaign/activities to reduce the use of plastics in the campus are organized twice in a month and reports were submitted to the Higher and Technical Education Department Govt. of Mizoram.

**IQAC MEETING**  
**Govt. Khawzawl College**

Venue: Meeting room

Date: 25/01/2022

Time: 11:00 am

Chairman: H. Lalthanpuui Coordinator IQAC

Member Present:

1. R. Lalrintluanga Principal
2. K. Ziona
3. R. Lalthanliana
4. Lalramlawmi
5. Laldingngheti
6. Dr. Soukarja Ghosal
7. Dr. Lalliantluanga Ralte
8. H. Vanlalhruaia
9. K. Lalzarliana
10. N. Umananda Singh

The meeting was opened by the chairman and resolved the following decision unanimously after minutes of discussion.

1. Green Audit: Due to financial constrains external Green Audit cannot be done. So internal Green Audit is to be carried out in collaboration with the various department of Govt. of Mizoram concerning the green environment. The committee decided to establish a committee to manage the environment issues in the campus as follow  
Environmental Management Committee:

Chairman: H. Vanlalhruaia

Secretary: K. Lalkulhpuia

Members: H. Lalthanpuui

P. C Lalrindika  
Laldingngheti  
Lalhmingsangi  
Lalliantluanga  
Lalruatpuia  
Vanlalmangaihsanga  
Lalchhanhima  
K. Lalmangaihsanga  
K.C Lalrindika  
Lalchhuanawma

2. The committee resolved the study tour cum Myanmar refugee camp visit be organized 17-18 Feb 2022. Contribution will be collected from all the faculty and non-teaching staff as follow:

Group A            -            Rs. 1000/-

Group B            -            Rs 500/-

Contract/Rusa   -            Rs 500/-

Casual employees -            Rs 200/-

Staff welfare - 3 bag of rice  
Institution fund - 1 bag of dal  
MCTA - 1 dozen of cooking oil

Besides, all the staff shall contribute blankets, clothes, etc to help the Myanmar refugees.

3. Administrative Development Training to be organized for the staff. IQAC coordinators are entrusted to make detailed programme.

4. Parents-Teachers meet to be organized on 11<sup>th</sup> April 2022. Feedback to be collected, IQAC coordinators are entrusted to work out the necessary activities.

The committee decided to set up disaster committee as follows:

Chairman: R. Lalthanliana

Secretary: P.C Lalrindika

Member: Joseph Vanlalnghaka

Lalruatpuia

Vanlalmangaihsanga

Lalchhanhima

Dr. Lalliantluanga

Sd/-  
H. LALTHANPUII  
Coordinator, IQAC

Sd/-  
R. LALRINTLUANGA  
Principal  
Govt. Khawzawl College

# IQAC MEETING

## Govt. Khawzawl College

Venue: Meeting room

Date: 02/03/2022

Time: 11:00 am

Chairman: H. Lalthanpuui Coordinator IQAC

Member Present:

K.Ziona  
N.Umananda Singh  
Lalrinchami  
Lalruatmawii  
Lalthlamuani  
H. Vanlalhruaia  
R. Lalthanliana  
Dr. Lalliantluanga Ralte  
P.C Lalrindika

The meeting was opened by the chairman and reminder were given to finished all the works relating to AQAR. The meeting deiscussed the following agenda and decided the following decision.

1. All the department should submit Adopted Village research before march 31<sup>st</sup> 2022.
2. API self-appraisal form duly completed must be submitted to the IQAC coordinator.
3. For the efficient and smooth preparation of AQAR, criterion wise cell have been formulated as follows:

### 1. Curricular Aspects Cell

Chairman: R. Lalthanliana  
Secretary: Vanlalmangaihsanga  
Member: Lalrinmawii

Responsibility:

- Curriculum Planning and Implementation
- Increase number of academic programmes
- Academic flexibility
- Value added course
- Enrichment programmes
- Feedback

### 2. Teaching Learning & Evaluation cell

Chairman: N. Umananda singh  
Secretary: K.C Lalrindika  
Member: Lalrinchami

Responsibility:

- Records of students enrollment & Profile
- Catering & Student diversity
- Competition of syllabus including objective questions
- Improvement & Teacher quality
- Evaluation process and reform
- Students performance and learning outcome

- Student satisfactory Survey
3. Research Innovation & extension cell  
Chairman: P.C Lalrindika  
Secretary: Dr. Soukarja Ghosal  
Member: Lalhmingangi

Responsibility:

- Promotion of Research
- Resources mobilization for research
- Research publication and awards
- Consultancy services in collaboration with outside resources
- Extension activities

4. Infrastructure & Learning Resources Cell  
Chairman: Mrs.Lalramlawmi  
Secretary: Mr.Lalliantluanga  
Member: Mr.Joseph Vanlalnghaka

Responsibility:

1. Physical facilities
2. Library Resources
3. IT Infrastructure.
4. Maintenance of Campus Infrastructure

5. Student Support & Progression Cell

Chairman: Mrs.Lalruatmawii

Secretary: Mr.Lalruatpuia

Member: Mr.Laldingngheti

Responsibility:

- Student support.
- Student Progression.
- Student participation and activities.
- Alumni engagement.

6. Governance,Leadership and management Cell

Chairman: Mrs.Lalthlamuani

Secretary: Mr.Lalchhanhima

Member: Mr.Lalhmagaihsanga

**Responsibility:**



- Institutional Vision and Leadership.
- Strategy Development & Deployment.
- Faculty Empowerment strategies.
- Financial management and resource mobilization
- IQAS

#### 7. Innovation and Best Practices Cell

Chairman: Mr. H.Vanlalhruaia

Secretary: Mr.K.Lalkulhpuia

Member: Mr.Lalchhuanawma

Responsibility:

- Institutional values and social responsibilities.
- Best practice

Sd/-  
H. LALTHANPUII  
Coordinator, IQAC

Sd/-  
R. LALRINTLUANGA  
Principal  
Govt. Khawzawl College

Action taken:

1. Research work submitted by each department
2. API duly filled in submitted
3. Criterion wise cell are entrusted all the works according to AQAR criterion.

**IQAC MEETING**  
**Govt. Khawzawl College**

Venue: Meeting room

Date: 17/02/2022

Time: 12:00 pm

Chairman: R. Lalrintluanga Principal

Member Present:

K.Ziona  
Lalrinchami  
Lalruatmawii  
Lalthlamuani  
Lalramlawmi  
H. Vanlalhruaia  
R. Lalthanliana  
Dr. Soukarja Ghosal  
P.C Lalrindika

The meeting was opened by the chairman and after minutes of discussion resolved the following resolutions unanimously.

1. Add on Course: The meeting resolved that add on course for the student for 2021-2022 session, 'Training on Baking, Food Processing and Preservation' to be organized on one week course duration. Mrs Lalrinchami, Asst. Professor is appointed to take the necessary action.
2. Self defence class for girls student to be organized. Mr. Dr. Lalliantluanga Asst. Coordinator IQAC is appointed to take the necessary action.
3. Seminar/awareness campaign/ workshop to be organized by different department, committees and cell.

Sd/-  
H. LALTHANPUII  
Coordinator, IQAC

Sd/-  
R. LALRINTLUANGA  
Principal  
Govt. Khawzawl College

Action taken:

1. Training on Bking, Food processing and Preservation of on week course was organized during 25<sup>th</sup> Feb 2022-03<sup>rd</sup> March 2022 in collaboration with KVK Champhai district.
2. Self Defence training for women was organized on 8<sup>th</sup> Feb 2022 in collaboration with Taekwondo Academy of Best Friend (TaBF) recognized by Mizoram Armature Taekwondo Association (MATA).
3. Awareness Campeign On Skill development for youth in khawzawl District under sankalp was organized on 1<sup>st</sup> June 2022.

**IQAC MEETING**  
**Govt. Khawzawl College**

Venue: Meeting room

Date: 8/03/2020

Time: 12:00 pm

Chairman: H. Lalthanpuii, Coordinator IQAC.

Member Present:

8. K. Ziona
9. N. Umananda Singh
10. Lalrinchami
11. Lalruatmawii
12. Lalramlawmi
13. P.C Lalrindika
14. H. Vanlalhruaia
15. Dr. Lalliantluanga
16. R. Lalthanliana
17. Dr. Soukarja Ghosal

Agenda: Restructure of committee member due to super annuation retirement of the Principal and on the appointment of Mr. K. Ziona Asso. Professor to take charge of the principal.

The meeting was opened by the chairman and after minutes of discussion resolve the following decision unanimously.

1. As Mr. K. Ziona become the principal of the institution, he will automatically take the posts of the outgoing principal Mr. R. Lalrintluanga as follows:

Mr. K.Ziona will be chairman of the following committees:

1. Institutional IQAC Committee
2. Building Committee
3. Planning Board/Committee
4. Purchase and maintenance of property.

Mrs. Lalruatmawii will be the chairman of the Academic, Examination and moderation committee.

Mr R. Lalthanliana will be the chairman of Discipline Committee

Mr. H. Vanlalhruaia Asst. Professor will be the chairman of the canteen committee.

Sd/-  
H. LALTHANPUII  
Coordinator, IQAC

Sd/-  
R. LALRINTLUANGA  
Principal  
Govt. Khawzawl College

# IQAC MEETING

## Govt. Khawzawl College

Venue: Meeting room

Date: 3/06/2020

Time: 10:30 am

Chairman: K. Ziona

Member Present:

1. Lalrinchami
2. Lalthlamuani
3. Lalramlawmi
4. P.C Lalrindika
5. H. Vanlalhruaia
6. Dr. Lalliantluanga
7. Lalruatmawii
8. R. Lalthanliana

Agenda:

1. Matters regarding construction of bio degradable waste pit.
2. IT training for teaching staff
3. Installation of E-Library resources
4. Revision of June Working programme
5. NAAC matters
6. Attendance of staff

The meeting was opened by the chairman startup that the importance of cooperation for the full functioning of the institution. After deliberation discussion, the meeting resolved the following resolution unanimously.

1. Bio degradable waste pit shall be constructed in the campus. The environmental management committee member are entrusted to take up the necessary work done.
2. IT training for teachers will be conducted on 7<sup>th</sup> June 2022. Lalkhawngaihsanga, BCA will be an instructor for the training.
3. The committee decided to install E-Library resources at the Library. Mr. R. Lalthanliana coordinator RUSA, Mrs. Lalruatmawii, Chairman, Library committee and Dr. Lalliantluanga to take responsibilities of the installation.
4. Revisions for June Work programme has been discussed and not busily engage in paper work are to engage themselves in the social works to be organized by the cleanliness, beautification committee. Mrs. Lalrinchami is entrusted to be incharge of the social work. Program for June will be work out by the coordinator IQAC.
5. Regarding NAAC matters the preparation of QAQR 2021-2022 has been going on and after that SSR preparation will follow.
6. Regarding attendance during the vocation period of june, all the staff of this college are expected to be available in the campus for preparation from 10:00am- 3:00pm every day during working hours. Mr. R. Lalthanliana is appointed to vigilance of the attendance of the teaching staff. Any staffs with special problems/issues should report their causes of absence (if any) to the incharge professor in messages or whatup messages.

Sd/-  
H. LALTHANPUII  
Coordinator, IQAC

Sd/-  
R. LALRINTLUANGA  
Principal  
Govt. Khawzawl College