

**Meeting Minutes for IQAC
Govt. Hnahthial College**

Date: 1st July, 2019

Time: 1:00 pm

Place: Principal's Chamber

Chairman: Principal

Member present:

1. Samuel R. Vanlalruata (Co-ordinator)
2. Lallawmsanga Ngente (Asst. Coordinator)
3. J. Lalchhanhimi in place of Lalsangluaia
4. Lalhriatpuii
5. Lalnuntluangi
6. Robert Sanglor Khawbung
7. R. Vanlalpana
8. Lalsiamthanga
9. F.B. Vanlaruata
10. Catherine Lalrodingi
11. Lalchhingpuii
12. Lalremsiami

Agendas:

1. Orientation for Students
2. Orientation for Teachers
3. Staff Retreat
4. Appointment of Committee Members and Cells
5. Industry Interaction
6. AOB

Resolutions:

1. ORIENTATION FOR STUDENTS: The meeting discusses that Orientation for students should be held on 8th July 2019. The programme will be chaired by B. Lalsangkima, Associate Professor, Dept. of Economics. The nature of CBCS and other relevant information will be provided to the students. Information will be circulated to the newly admitted students, Lalsiamthanga and Robert Sanglor Khawbung will be responsible for this.

2. ORIENTATION FOR TEACHERS: Orientation for Teachers will be held in the afternoon after orientation for students. All teaching faculty must be present on this day. Information will be disseminated through whatsapp Staff Information Group.

3. STAFF RETREAT: The meeting resolved to organize staff retreat which will be jointly organised by IQAC and Staff Welfare Committee. Robert Sanglor will be in charge of drafting and ordering banner. All the teaching faculty will be informed to be present on this day.

4. APPOINTMENT OF COMMITTEE MEMBERS AND CELLS: The following committee and cells are formed in the meeting

5. INDUSTRY INTERACTION: The Meeting resolved to sign MOU with three sectors namely Industry Department, KVK and District Hospital, Hnahthial.

The Chairman opened a time for AOB discussion and resolved as under

6. LIBRARY: Library standard will be improved with new addition of books including Ph.D thesis and M.Phil dissertations.

7. MENTORING CLASS: To develop the quality of the students and to solve the problems of the students and make them meet their educational responsibilities all teaching faculty in every department must continue to carry out mentoring classes.

Second meeting September 2019

AGENDA

1. ONE DAY SPORT FOR STAFF- one day sport for staff will be held in the college. The event will be organised in collaboration with Badminton Club and IQAC on 5th November 2019. The teaching faculty will be divided into two groups (black and white). Badminton competition will be held among the two groups. Refreshment will be served on this day. Competition fixture will be prepared by Badminton club members along with the time allotted for each game.
2. MOTIVATE ALL THE CELLS TO PERFORM OUTREACH PROGRAMME AND EXTENSION ACTIVITIES: The meeting discusses and review the number of outreach programme which were undertaken so far. The committee resolved that the activities done by all the cells must have an impact for the stakeholders and concluded that all the chairman of every cell must be alert, responsible and practical to carry out activities effectively to have a larger impact. The meeting further resolved that Activities held and organised by the cell must student oriented activities and students participation must be emphasized and must be prioritized.
3. Handbook for Various Stakeholders: As per the format of AQAR under Human Values and Ethics, the Cell will publish a handbook which will be entitled “Drug Abuse”.
4. Students Satisfaction Survey: The meeting discusses and modalities for conducting the Students Satisfaction Survey (SSS) including the construction of questionnaire and survey methodology.
5. Research and Publication: The meeting resolve to publish edited books bearing ISBN NO. Research and Publication Cell will take the responsibility in collecting articles and research papers.
6. Change of IQAC Coordinator:

29th January, 2020

Chairman: Principal

Co-ordinator: Dr. Lalrinpuia Vangchhia

Asst. Cordinator: Lallawmsanga Ngente

Members:

1. J. Lalchhanhimi in place of K. Lalsangluaia
2. Lalhriatpuii
3. Lalnuntluangi
4. Robert Sanglor Khawbung
5. R. Vanlalpana
6. Lalsiamthanga

7. F.B. Vanlaruata
8. Catherine Lalrodingi
9. Lalchhingpuii
10. Lalremsiami

AGENDA

1. NAAC Accreditation preparation: Since the college has already formalised alumni association the committee resolved that Convener must be appointed. The committee appoints Dr. K. Lalzuimawia, Assistant Professor and Department of History as the convener. The newly appointed convener will take the responsibility for strengthening Alumni Association and he will take initiative in all matters related to alumni activities.
2. Since the secretary of innovation and Best Practices Cell Dr. Vanengmawii, Assistant Professor Department of Education avail maternity leave Dr. Lalrinpuia Vangchhia, Assistant Professor in the dept. of Geography will take her place.
3. Importance, Role and Function of IQAC is emphasized in the meeting.
4. The committee review and report the activities of different committees of the college
5. The meeting resolved to organise Mock assessment process for preparation of NAAC assessment.
6. It was decided in the meeting that new rooms should be allotted for College Archive and various clubs and cells under IQAC

Second meetingMarch 2020

AGENDA

1. Staff Farewell: The meeting decided to organise staff farewell on 1st May 2020. For this event, all the teaching faculty should attend the programme.
2. Review of Activities Done by the Cells: the meeting review the nature of activities performed by the cell. The meeting concludes that the activities done so far are satisfactory. Additionally, the committee resolved toCorona Virus
3. Formation of new Committee Members: The following names listed below are appointed under various committees
 1. Examination Committee
 - Chairman:
 - Secretary:
 - Members:
 - 1.
 - Innovation and Best Practices Cell
 - Chairman: Lalsiamthanga
 - Secretary: Z.D. Lalmangaihi
 - Members: Dr. C. Vanengmawii

Lalawmpuii Pachuau