



**INTERNAL QUALITY ASSURANCE CELL
GOVT. ZAWLNUAM COLLEGE
ZAWLNUAM: MIZORAM**

**Govt. Zawlnuam College Internal Quality Assurance Cell
Minutes of the 1st IQAC Meeting (2022-23)**

Date : 04/08/2022

Time: 12.30 pm

Place : Principal's Room

Agenda :

1. IQAC Extension Committees
2. Session Plan/Action Plan
3. Revision of Cells/committees
4. AOB

Members Present:

1. Prof Harendra Sinha, Principal
2. Roychan K. J, IQAC Coordinator
3. Arun Kumar Chhetri, IQAC Asst. coordinator
4. Deep Sharma, IQAC Asst. coordinator Associate Professor
5. C. Vanlalthazuala, IQAC Asst. coordinator Assistant Professor
6. Dr. K. A Choudhury, IQAC Member

The meeting discussed the agenda cited above and resolved the following

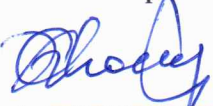
1. IQAC Extension Committees : It is decided that the formation of sub/extension committees will be in the hands of the coordinator and assistant coordinator of IQAC as per the 7 criteria of NAAC. They will decide and form different teams.


2. Session Plan/Action Plan: The meeting resolved that monthly Teaching Report and log books are to be maintained regularly. Students are to be encouraged to undertake project/field work depending upon feasibility. Extension activities are to be undertaken in the adopted villages. Faculty members are encouraged to conduct research work and organize seminars and workshops etc.

3. Revision of Cells/committees: The meeting decided that cells/committees will be revised as per requirements. All cells & committees will function under the IQAC

4. AOB : 1. The meeting decided that from the current session, attendance and internal marks finalization will done by the respective departments.

2. All the departments are advised to maintain departmental activity register regularly.


(DR. K. A. CHOUDHURY)
Meeting Minute Secretary


(Prof.. HARENDRA SINHA)
Principal

Principal
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**INTERNAL QUALITY ASSURANCE CELL
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**Govt. Zawlnuam College Internal Quality Assurance Cell
Minutes of the 2nd IQAC Meeting (2022-23 Academic session)**

Date : 07/09/2022

Time: 12.30 pm

Place : Principal's Chamber

Agenda :

1. Restructuring of IQAC
2. Academic Plans and Actions for the academic session 2022-23
3. AOB

Members Present:

1. Prof Harendra Sinha, Principal
2. Roychan K. J, IQAC Coordinator
3. Deep Sharma, IQAC Asst. coordinator Associate Professor
4. C. Vanlalthazuala, IQAC Asst. coordinator Assistant Professor
5. Dr. K. A Choudhury, IQAC Member

The meeting was chaired by Prof Harendra Sinha Principal and Chairman IQAC. Since the college successfully completed the second cycle of NAAC assessment and accreditation with a higher grade and it is the time to restructure the IQAC. After considering the NAAC guidelines on IQAC composition, the meeting decided to reconstitute the IQAC with following members.

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| 1. Prof Harendra Sinha, Principal , Govt. Zawlnuam College | - Chairman |
| 2. Mr J. Malsawma, Vice-Principal, Govt. Zawlnuam College | - Member |
| 3. Mr. Roychan K. J, Associate Professor, Govt. Zawlnuam College | - Coordinator |
| 4. Dr. K. A Choudhury, Associate Professor, Govt. Zawlnuam College | - Member |
| 5. Mr. Arun Kumar Chhetri, Associate Professor, Govt. Zawlnuam College | - Member |
| 6. Mr. Deep Sharma, Associate Professor, Govt. Zawlnuam College | - Member |
| 7. Mr. C. Vanlalthazuala, Assistant Professor, Govt. Zawlnuam College | - Member |
| 8. Ms. Angie V. L. Nunhlimi, Assistant Professor, Govt. Zawlnuam College | - Member |
| 9. Mr. Lalhmuchhuaka Jongte, Deputy Librarian, Govt. Zawlnuam College | - Non-Teaching
Staff Representative |
| 10. Block Development Officer, Zawlnuam R. D Block | - Govt. Representative |
| 11. Vice- President, Students' Union, Govt. Zawlnuam College | - Students' Representative |

12. President, Alumni Association, Govt. Zawlnuam College - Alumni Representative
13. President, Joint Village Council, Zawlnuam Village - Local Society Representative

In this regard, it is decided that, Principal will make the office order.

The second part of the meeting is concerned with the action plans for quality enhancement in the college. Following resolutions were passed after discussions and due considerations.

1. In view of the introduction of NEP 2020, it is decided to make proposal to the University for the Introduction of new subjects (courses) in the college.
2. Since the college is not conducting any soft skill development programs, it is resolved to make Proposals to the government for the introduction of soft skill development programs or Certificate or Add-on programs.
3. Decision regarding the continuation of mentorship it is resolved to continue the system with slight modifications. Distribution of students for mentor may be restructured and will be equally distributed to the faculties. Mentor-mentee meet day will be organized to have a cordial relation between both.
4. Regarding the continuation of maintenance of class room logbook, it is resolved that the practice will continue without any changes.
5. As regard to community engagement, all departments are expected to conduct socio-economic, educational and research activities in the adopted villages at least once in this academic session.



(ROYCHAN K. J)

IQAC Coordinator
Govt. Zawlnuam College



(Prof. HARENDRA SINHA)

Principal
Govt. Zawlnuam College
Principal
Govt. Zawlnuam College
Zawlnuam : Mizoram



**INTERNAL QUALITY ASSURANCE CELL
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**Govt. Zawlnuam College Internal Quality Assurance Cell
Minutes of the 3rd IQAC Meeting (2022-23)**

Date : 20/10/2022

Time: 11.00 am

Place: Principal's Chamber

Agenda:

1. Preparation of AQAR 2021-22
2. Strengthening of committees/cells
3. Review of IQAC Action Plan
4. Feedback & Student Satisfaction Survey
5. AOB

Members Present:

1. Prof Harendra Sinha, Principal
2. J. Malsawma, Vice-Principal
3. Roychan K. J, Coordinator IQAC
4. Arun Kumar Chhetri, Associate Professor
5. Dr. K. A Choudhury, Associate Professor
6. Deep Sharma, Associate Professor
7. C. Vanlalthazuala, Assistant Professor

The chairman of the meeting Prof. Harendra Siha, Principal & Chairman IQAC welcomed all members and thereupon invited the coordinator to highlight the meeting agenda to start discussion.

Agenda – 1 Preparation of AQAR 2021-22

It is resolved that the responsibility of the preparation AQAR will be done collectively by the Coordinator and Asst. Coordinators and the work should start very shortly since the last date is 31st December and the principal assured the cooperation of all the staff in this regard.

Agenda – 2 Strengthening of committees/cells

The meeting discussed the ways and means to strengthen the committees and cells and make it more active and practical. It is observed in the meeting that the main problem of the committees and cells is the lack of clarity in the nature of work and their area of concern. So the meeting resolved to define and specify the functions and responsibilities of each committee/cell. The meeting entrusted the coordinator for restructuring the committees/cells and to chalk out the responsibilities and functions of each cell.

Agenda – 3 Review of IQAC Action Plan

The progress of IQAC action plan was discussed in the meeting and regarding the community engagement it is resolved that the maximum of Rs 1000 will be contributed from college fund to meet the expenses related with community engagement activities in adopted villages. In this regard principal requested the cooperation of all departments and suggested to conduct at least one programme every year by each department. The meeting resolved to make a notification to organize departmental community engagement programmes in the adopted villages.

Agenda – 4 Feedback and student satisfaction Survey

The meeting resolved to conduct feedback from various stakeholders before the end of the academic year and suggested that the initiatives should be started from the very beginning of April 2023. The meeting entrusted the responsibility to IQAC.

In the AOB, the meeting proposed on making MOU in teaching-learning with Dharmanagar College, Tripura and Prof, Harendra Sinha, Principal and Mr. N. S Nath, Associate Professor, Department of English are entrusted to materialize the proposal . The meeting also suggested having more departmental activities and programmes during the current academic session.



(ROYCHAN K. J)
IQAC Coordinator
Govt. Zawlnuam College



(Prof. HARENDRA SINHA)
Principal
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Govt. Zawlnuam College Internal Quality Assurance Cell
Minutes of the 4th IQAC Meeting (2022-23)

Date: 15th March 2023

Time: 12.30 pm

Place: Principal's Chamber

- Agenda: -**
- 1. Finalization of Cells and Committees**
 - 2. Feedback from various stake holders**
 - 3. AOB**

Members Present:

1. Prof Harendra Sinha, Principal
2. Roychan K. J, Coordinator IQAC
3. Arun Kumar Chhetri, Associate Professor
4. C. Vanlalthazuala, Assistant Professo

The meeting was chaired by Prof Harendra Sinha Principal and Chairman IQAC.

Agenda – I Finalization of Cells and Committees

The IQAC meeting held on 20th October 2022 felt the necessity of restructuring the Cells and Committees and entrusted the IQAC Coordinator to take initiatives and necessary steps in this regard. Restructuring of Cells and Committees were completed and placed before the IQAC by the coordinator for final approval. It is decided to have a final scrutiny by the Principal and will make the office order in this regard as early as possible.

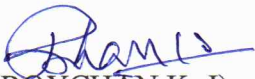
It is resolved in the meeting that the cells and committees should be made more functional and strengthened, for that some guiding principles should be framed in the form of responsibilities and functions for each cell / committee. The meeting also decided that every cell / committee should meet at least once in every 6 months.


Agenda – II Feedback from various stakeholders

The meeting resolved to obtain feedback from students and Alumni for the current academic session before the end of the present even semester. For that Mr. Roychan K J, IQAC Coordinator is entrusted to prepare feedback questionnaires and Mr . Lalthazuala Assistant Coordinator to take

necessary steps for the conduct of feedback for students and alumni. It is further decided in the meeting that the feedback analysis and suggestions should be submitted to the Principal for assessment and further action.

In the AOB Mr. Arunkumar Chhetri highlighted the necessity and importance of having the hard copy of 2nd Cycle SSR and requested to have three copies - for the library, for the IQAC and for the office. The matter was taken by the principal and decision in this regard will be taken shortly.


(ROYCHAN K. J)
IQAC Coordinator
Govt. Zawlnuam College


(Prof. HARENDRA SINHA)
Principal
Govt. Zawlnuam College
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**Govt. Zawlnuam College Internal Quality Assurance Cell
Minutes of the 5th IQAC Meeting (2022-23)**

Date : 17/04/2023

Time: 12.30 pm

Place: Principal's Chamber

- Agenda: -**
1. Action plans for NEP 2020 Implementation
 2. Formation of NEP 2020 Implementation Committee / Student's Admission Helpdesk
 3. Admission Drive Programmes
 4. AOB

Members Present:

1. Prof Harendra Sinha, Principal
2. J. Malsawma, Vice-Principal
3. Roychan K. J, Coordinator IQAC
4. Arun Kumar Chhetri, Associate Professor
5. Deep Sharma, Associate Professor
6. Angie V. L. Nunhlimi, Assistant Professor
7. Lalhmuchhuaka Jongte, Librarian

The meeting was chaired by the Principal, Prof. Harendra Sinha and the IQAC coordinator give a brief introduction of the meeting agenda and invited Angie V. L Nunhlimi to have a report on the developments in the implementation of NEP 2020 under Mizoram University. It is reported that the university decided to implement NEP 2020 from this year 1st semester onwards and many colleges have organized NEP 2020 implementation awareness programmes and also formed NEP 2020 implementation committee. Thereafter discussions on various agenda were opened.

Agenda 1: Action plans for NEP 2020 Implementation

Even though, college does not get any information either from the university or from the Directorate of Higher and Technical Education regarding the implementation of NEP 2020, it is decided to organise awareness programmes as early as possible. For that principal has taken the responsibility of inviting resource persons both from Mizoram University and Directorate of Higher and Technical Education. It is also decided that Students Admission Help Desk should be functional to assist and guide the students at the time of admission.

H. Sinha

Agenda 2: Formation of NEP 2020 Implementation Committee / Student's Admission Helpdesk


The committee discussed the necessity of forming the NEP 2020 implementation committee and decided to constitute the committee with the following members

Chairman: Prof Harendra Sinha, Principal
Nodal Officer: Deep Sharma, Associate Professor
Members: H Remnghakliana, Associate Professor
Angie VL Nunhlimi, Assistant Professor
Lalnunziri, Assistant Professor
Dr. F Laltlankimi, Assistant Professor
C. Vanlalthazuala, Assistant Professor

It is decided that committee will take necessary steps to invite recourse persons and organize awareness programmes or seminars on NEP 2020 implementation. It is suggested by the members that resource persons from Mizoram University as well as from Directorate of Higher and Technical Education. The committee will see the availability of resource persons and decide the date and time of the programme.

Agenda 3: Admission Drive Programmes

Principal reported that student's unions and alumni association can be utilized for admission campaign which is more effective than organizing programmes in various places. It is decided that at the time of admission, the NEP 2020 Implementation Committee will take the charge of admission helpdesk and will assist and guide the students in selecting the course of their choice.



(ROYCHAN K. J)

IQAC Coordinator
Govt. Zawlnuam College



(Prof. HARENDRA SINHA)

Principal
Govt. Zawlnuam College
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Govt. Zawlnuam College Internal Quality Assurance Cell
Minutes of the 6th IQAC Meeting (2022-23)

Date : 27-04-2023

Time: 11.30 am

Place: Principal's Chamber

Agenda:

1. Submission of Institutional Development Plan for NEP 2020
2. Formation of additional cells
3. Suggestions for vocational courses
4. AOB

Members Present:

1. Prof Harendra Sinha, Principal
2. Roychan K. J, Coordinator IQAC
3. Deep Sharma, Associate Professor
4. C. Vanlalthazuala, Assistant Professor
5. Dr. K. A Choudhury, Associate Professor
6. Angie V. L. Nunhlimi, Assistant Professor
7. Arun Kumar Chhetri, Associate Professor

Prof Harendra Sinha Principal/Chairman IQAC chaired the meeting and invited the IQAC Coordinator for highlighting the meeting agenda. After the coordinator's brief introduction to the cause of the agenda, the meeting was opened for discussion.

Agenda – 1 Submission of Institutional Development Plan for NEP 2020

As reported by the Principal, the college has to prepare an Institutional development plan as a pre requirement for NEP2020 implementation and the same should be submitted to the Directorate of Higher and Technical Education within April 2023. After a discussion and pointing out the significance, the meeting resolved to entrust the responsibility of preparing the Institutional Development Plan to Roychan K. J Coordinator, IQAC and Angie V. L. Nunhlimi, Assistant Professor and requested to submit it as early as possible.

Agenda – 2 Formation of additional cells

The meeting also considered the matter of formation of additional cells/committees as required for the implementation of NEP2020. It is reported by the Coordinator that the NEP2020 Implementation Committee is already constituted and functional. With regard to the establishment of

Intellectual Property Rights Cell, as stated in the letter from Higher and Technical Education, it is required to consult Mizoram Science Centre, Technology and Innovation Council (MISTIC) for technical assistance and support. The meeting entrusted the responsibility to Dr. K. A Choudhury, Associate Professor to contact MISTIC prior to the formation of the cell.

Regarding the Equal Opportunity Cell, after the discussion, the meeting resolved to constitute with the following members


Chairman: Roychan K J, Associate Professor
Secretary: Lalnunziri, Assistant Professor
Members: Anupama Chettri, Associate Professor
C Kunghmingliana, Associate Professor
R. Lalremlengi, Assistant Professor


Agenda – 3 Suggestions for vocational courses

After a long discussion and considering the locality, the meeting decided to put forward the proposal of the following three Vocational/Skill Courses to the Directorate of Higher and Technical Education.

- i) Fishery ii) Horticulture and iii) Farm management

Under AOB, the meeting considered the matter of conducting NEP2020 implementation awareness programme and the principal has taken the responsibility of contacting the resource persons and decide the date of the programme.


(ROYCHAN K. J)
IQAC Coordinator
Govt. Zawlnuam College



(Prof. HARENDRA SINHA)
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Govt. Zawlnuam College Internal Quality Assurance Cell
Action Taken Report
From 1st July 2022 to 30th June 2023

1. Monthly Teaching Report and Teaching plan are submitted by all teachers every month.
2. All the committees/cells are restructured with effect from 3rd July 2023. Functions and area of concern of committees/cells are clearly stated and informed the members of each cell/committees. .
3. The system of class logbook writing by the students is continued in the academic session 2022-23.
4. Each department is requested to maintain departmental activity register. Internal marks of the students are finalized by the concerned department and complaints raised by the students are resolved departmentally.
5. Mizoram University accepted the proposals for the introduction of soft skill development programs in Fishery, Horticulture and Farm-management and approved the syllabus designed by the college.
6. Feedback from various stakeholders was obtained.
7. Notification to organize departmental community engagement programmes in the adopted villages is circulated and it decided that a maximum of Rs 1000 will be contributed from college fund to meet the expenses related with community engagement activities.
8. NEP 2020 implementation committee was set up to discuss and decide various issues related with NEP 2020 implementation and assist students in selecting the subject combination of their preference. .


(ROYCHANK K. J)
IQAC Coordinator
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