



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

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**Govt. Zawlnuam College Internal Quality Assurance Cell  
Minutes of the 7<sup>th</sup> IQAC Meeting (2022-23)**

**Date : 01-08-2023**

**Time: 12.30 pm**

**Place: Principal's Chamber**

**Agenda:**

1. Report writing on various activities
2. Mentor –mentee system restructuring
3. Record on student's scholarships
4. Maintenance of student's progression
5. 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

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

**Agenda – 1 Report writing on various activities**

The meeting considered the importance of documentation of various activities conducted by the college in a more systematic way with proper reports and Geotaged photos. It ascertained in the meeting that each committee/cell secretary should be responsible to write the report on the activities conducted by the respective committee/cell regularly. In the meeting it is unanimously resolved to convene college staff meeting to discuss the matter and handover the register to write reports.

**Agenda – 2 Mentor –mentee system restructuring**

In the meeting it is resolved that the restructuring of mentor- mentee system will be entrusted with concerned cell.

  
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### **Agenda – 3 Record on student’s scholarships**

The meeting requested the office staff to get the record of student’s scholarship and the list should be supplied to the Grievance Redressal and Students Welfare Committee for proper documentation.

### **Agenda – 4 Maintenance of student’s progression**

In the meeting it is decided to keep record on students’ progression. It is observed that Public Relations and Alumni Assistance Cell is given the responsibility of documentation and maintenance of student’s progression. It is decided in the meeting that each department will supply necessary information about their outgoing students.

### **Discussions under AOB**

Under AOB, the meeting considered the matter regarding the up gradation of college website. It is pointed out by the College Website in charge that there is difficulty in uploading more photos and documents in the website and the problem can be solved only by changing the host. The matter is kept pending for the time being.



(ROYCHAN K. J)

IQAC Coordinator

Govt. Zawlnuam College



(Prof. HARENDRA SINHA)

Principal

Govt. Zawlnuam College

**Principal**

**Govt. Zawlnuam College**

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**Govt. Zawlnuam College Internal Quality Assurance Cell**  
**Minutes of the 2<sup>nd</sup> IQAC Meeting (2023-24)**

**Date :** 13-02-2024

**Time:** 12.30 pm

**Place:** Principal's Chamber

**Agenda:**

1. Preparation of Academic Calendar
2. Proposal for Students Support Fund
3. Signing of MoU with Zawlnuam Town Sanitation Committee for waste Management
4. Mentoring system restructuring
5. 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. Arun Kumar Chhetri, Associate Professor

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

**Agenda – 1: Preparation of Academic Calendar**

The meeting observed that the previous academic calendars mentions curricular activities only. It is decided to frame a more inclusive and academic calendar enlisting the celebration/observance of national and international days and events, NSS social work etc, In this regard the meeting entrusted Sir. C. Vanlalthazuala, Assistant Coordinator to draft the academic calendar for the even semester 2024.

**Agenda – 2: Proposal for Students Support Fund**

The members discussed the matter of introducing students' support fund for the purpose of providing financial assistance to deserving students. Meeting resolved to initiate the program and decided that the collection of fund should be voluntary and in the form of donations. In this regard, Grievance Redressal and Students Welfare Committee will be entrusted to take necessary steps and initiate the programme.

**Agenda – 3: MoU with Zawlnuam Town Sanitation Committee for waste Management**

The meeting discussed the present waste disposal system of the college and observed that better waste management system should be introduced. It is resolved to formulate MoU with Zawlnuam Town Sanitation Committee for collecting the college waste and its proper disposal. The meeting entrusted Mr. Roychan K J to draft the MoU and the initiative in this regard will be taken by Health and Sanitation Committee.

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#### **Agenda – 4: Mentoring System restructuring**

The meeting observed that Career Guidance and Mentoring Cell has given the responsibility of mentoring programme in the college and felt that the cell should be restructured since the chairman Prof. A. P. K Singh, is retiring very soon. It is decided to reconstitute the cell with the following members.


Chairman: Arun Kumar Chhetri, Associate Professor


Secretary: Angie VL Nunhlimi, Assistant Professor

Members:

- (i) Dr. A Jothi, Associate Professor
- (ii) Zochhuanawmi, Assistant Professor
- (iii) P C Lalnunnemi, Assistant Professor

In the AoB, matters on installation of solar panels, tube well and pipeline repairing is taken in to discussion. The chairman informed that the installation of solar panel is expensive and needs extra funding and will approach any funding agency for this purpose. With regard to the digging of tube well, the chairman informed that the present water crisis is due to the ongoing construction work in the college and to solve the water crisis the water supply for construction purpose will be stopped with immediate effect.

  
(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 3<sup>rd</sup> IQAC Meeting (2023-24)**

**Date :** 14-03-2024

**Time:** 12.30 pm

**Place:** Principal's Chamber

**Agenda:**

1. Feedback Analysis and Action to be taken

AOB

**Members Present:**

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

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

**Agenda – 1:** Feedback Analyzing and Action to be taken

IQAC Coordinator reported that as per the resolution passed on 15<sup>th</sup> March 2023 IQAC meeting, feedback from various stakeholders were obtained online and available in the Drive. It is informed that, Students' Satisfaction Survey, Alumni Feedback and students' feedback were conducted. It is stated that, the analysis shows that the average scoring in all the criterions are above 60% which indicates that most of the stakeholders are satisfied with the functioning of the college.

Major suggestions of the feedback were taken in to discussion and the meeting decided to take initiatives in some aspects.

1. More classrooms should be arranged to conduct NEP 2020 based classes
2. Proposals is to be submitted to introduce skill courses
3. College will try to introduce more choices for minor subjects
4. For regular cleaning, casual support staff can be employed
5. Request will be made to fill the vacant posts

(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 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024**

1. National Education Policy 2020 was introduced in the college from 2023-24 academic year onwards.
2. Admission help desk programmes and NEP 2020 awareness programmes were conducted
3. Report writing on various activities/programmes are assigned to the organising committee/cell and is submitted to the head of the institution.
4. In matters related with students' scholarships, Miss. Angie V. L. Nunhlimi, Assistant Professor, Department of Education has taken the charge to assist the students and keep the records.
5. Initiatives for Restructuring of mentor- mentee system and students' progression recording is entrusted to the concerned cells.
6. The system of class logbook writing by the students is continued in the academic session 2023-24.
7. Soft skill programme on computer application was started.
8. Memorandum of Understanding with Government Degree College, Dharmanagar: Tripura for Academic and Cultural Cooperation.
9. Memorandum of Understanding with Zawlnuam Town Sanitation Committee for waste management.
10. Infrastructure augmentation.
11. Organized awareness programs and workshop on skill development
12. Commemorated National and International days of importance.

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

(Prof. HARENDRA SINHA)

Principal  
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