

INTERNAL QUALITY ASSURANCE CELL

PACHHUNGA UNIVERSITY COLLEGE
(A constituent college of Mizoram University)
AIZAWL MIZORAM

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BRIEF REPORT of **ONE DAY TRAINING ON DOCUMENTATION**

A *One Day Training on Documentation* was conducted by IQAC on the 11th of March, 2020 for all institutional coordinators of Mentee Institutes under UGC Paramarsh Scheme at Principal's Conference Hall, Pachhunga University College. The resource person for this program was Dr. Henry Lalmawizuala who is the Coordinator of the UGC Paramarsh Scheme and also the IQAC Coordinator of PUC. The program was started at 10:00 Am.

The training program was conducted so as to give basics information to institutional coordinators about the importance of documentation and the various ways of maintaining proper documentation. The documentation processes followed in all five institutions were also analyzed in order to improve the system and also to introduce new methods of documentation.

The institutional coordinators were also given the "*Manual for Mentees*" prepared by the Mentor Institute on this day. This Manual contains guidelines for Mentee Institutions towards preparation for NAAC's A&A process.

Institutional Coordinators who attended the training were:

1. Dr. H. Lalhlenmawia, RIPANS
2. Dr. Lalawmpuia Vanchiau, Helen Lowry College
3. Dr. Lalmuanawma Sailo, MHTC
4. Dr. Mary Ann L. Halliday, St. Xavier's College
5. Mr. H. Lalrinawma, HATIM



Sl. No	Name	Address	Signature
1	Dr. Henry Lalmawizuala	PUC	
2	Dr. Lalmuanawma Sailo	MHTC	
3	Dr. C. Lakawmpuia	Helen Lowry College	
4	Dr. H. Lalhlenmawia	RIPANS	
5	H.Lalrinawma	HATIM	
6	Mary Ann L. Halliday	St. Xavier College	

DR. HENRY LALMAWIZUALA
Coordinator, IQAC
Pachhunga University College

(Latitude: N23° 43' 25.3056" Longitude: E92° 43' 36.3396")

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