

# INTERNAL QUALITY ASSURANCE CELL

PACHHUNGA UNIVERSITY COLLEGE  
AIZAWL MIZORAM

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## Minutes of IQAC Meeting

18<sup>th</sup> November 2014, Principal's Chamber

- |                    |                       |                       |
|--------------------|-----------------------|-----------------------|
| 1. Dr. Tawnenga    | 4. Henry Lalmawizuala | 7. Dr. Shivraj Gurung |
| 2. Prof. J.V.Hluna | 5. Lalchhuanmawii     |                       |
| 3. Dr. Vanramliana | 6. L.Thangmawia       |                       |

The principal after welcoming the members explained the reasons for the meeting and also expressed his gladness that the meeting had been arranged. He then invited the IQAC Coordinator to give a brief report.

The IQAC Coordinator gave the Expenditure and Income report. He also reported that the AQAR is available in soft copy and also that Teacher's evaluation was successfully carried out. He then briefly reported about his visit to Chawngte College and concluded by saying that Classroom Renovation is the only item which has not been fulfilled yet from the Annual Plan made by the IQAC.

After the Coordinator's Report the principal suggested that since an inspection is used to be conducted an Account Book be maintained, and that Expenditures made be entered in separate heads. He also said that any expenditures made should be with the knowledge of the coordinator.

On the subject of opening a PG Course in the college the principal commented that PG Courses if not included in the 13<sup>th</sup> Plan will not be feasible as 12<sup>th</sup> Plan is already underway. The committee agreed that an application be made to the MZU regarding the opening of PG Course in PUC through the office of the IQAC, PUC.

The committee also is very pleased to acknowledge that the service of our Coordinator was requested by the MZU to visit Chawngte College. However the committee feels that a Certificate authenticating the visit be issued by the MZU to our Coordinator, IQAC.

AGENDA 1 - Clerical Staff: Since a clerical staff is needed for the IQAC the committee decided to hire one clerical staff for IQAC. The post should be as MR – Unskilled. This staff should join from January 2015. IQAC members were requested to have candidate for the clerical staff and the Principal will create an Interview Board.

AGENDA 2 – Annual Report: The committee feels the need to have an Annual Report of each department of the college in print. The committee also decided that the size and cover design of the Annual Report should be uniform for all departments and that only the name of the department be different on the cover. Henry Lalmawizuala was kept in-charge of designing the cover. The committee also decided that the size of the Annual Report be A4. Each department will have 2 copies each and the IQAC will have a compilation of all Annual Reports of each and every departments. The committee also decided that the printing job be given to a printing press. Dr. Vanramliana was kept in-charge of looking after the formatting of the reports to be given to the press.

AGENDA 3 – SSR for 2016 NAAC Assessment: The principal explained the importance of having a very well written SSR (Self Study Report) for the purpose of NAAC Assessment. The committee decided

that we should start writing our SSR. The matter of editing and proof reading will be looked into later since the language needs to be very carefully edited.

AGENDA 4 – Add On Courses: As reported by the Coordinator, this area is where we are still weak. The committee decided that Add-On Courses should be conducted by the following departments:

- a) English Department One course – Coordinator – Henry Lalmawizuala
- b) Zoology One Course – Coordinator – Dr. Vanramliana
- c) Mathematics One Course – Coordinator – L. Thangmawia

**A.O.B:**

1. Database Entry – The committee decided that database entry for our college should be utilized to introduce a part time job for students of our college. Mathematics Department was kept in-charge of this matter. The committee also feels that students who attends Add-On Course conducted by the Mathematics Department be favoured.

2. The Committee acknowledges the services rendered by the department of Mathematics and Geology as consultants for other institutions and establishments.



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