

INTERNAL QUALITY ASSURANCE CELL

PACHHUNGA UNIVERSITY COLLEGE
AIZAWL MIZORAM

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2016 - IQAC MEETING MINUTES

Administrative responsibility

1. Formation of website committee
2. Change on old notice board.
3. To design Co-curricular activities for College
4. Propose BSc biotechnology/BCA/B.Com (IT) on 12th plan
To notify each teacher that the number of seminar/workshop attended by a teacher may be limited in such a way that it does not affect Academic Points as prescribed by UGC. This will not hamper teachers' API.
 - a) 1 week workshop: Teachers may be allowed to participate once every semester.
 - b) 2-3 day workshop/seminar: Teacher may be allowed to participate twice every semester.
 - c) 1 day workshop: Teacher may be allowed to participate twice every semester.
 - d) Orientation and Refresher course may be arranged during exam/semester break. Special cases may be considered by the Administration.
 - e) The leave for each teacher for workshop/seminar/symposia may be limited to 14 days per semester.
5. BPL scholarship scheme may be continued
6. Incentives to outstanding persons may be created in the form of felicitation.

NSS

- NSS must frame take care of all social work as their annual work plan format.

Red ribbon club

- Red ribbon club may organize Health awareness campaign and free clinic at the campus.

Student welfare Committee

- Parents-Teachers Association may be formed for input analysis. PTA may be created in the following format: For arts, science and commerce.

Alumni Association

- Alumni Programme Officer may be created with one assistant.
- Alumni Association may be made active. This may be achieved by organizing a special programme for alumni two times a year eg. on foundation day.

Co curricular activities

- Botany: Identification of exotic plant species imported as agricultural/horticultural items
- Chemistry: Identification of chemical pollutants within Aizawl City
- Physics: Identification of source of radiation, its safety and possible effects (Eg Cobalt therapy Centre)
- Zoology: To Organize a field study of campus organisms
- Statistics: To Analyze the Agriculture product data within the past 10 years
- Mathematics: Multi-grade level math be shown for fun to render creativity and enhance productions for college math students, to show some course concepts to elementary school students.
- Geology: To study the effect of sand mining and effects on Rivers.
- 'Meet the authors' programme
- Students may be taken to observe Assembly sessions/AMC sessions
- The actual use of RTI on any fields
- Acting out Plays for English and Mizo Departments
- Cultural programme at DDK
- Organize talk show
- Practice teaching techniques
- Practice qualitative sampling system
- Organize awareness campaign(any)
- Charity work
- Visit Industries in Mizoram and analyses their activities.

Project and IT Committee

1. Project and IT Committee may search for collaborative research work with State Government Department/Research institute/University
2. All teachers should be trained to use modern technology viz., Smart board/LCD projectors. This will be organized by Project and IT Committee.
3. Non teaching staff's must be trained in DTP works basically Ms Word and Ms Excel. This will include all laboratory staffs.
4. Project and IT Committee should inform all the research schemes available to teachers viz. of UGC-minor/Major, DST women Scientist Scheme, other projects from ministry of DONER/NEC. Readymade format may be made available in the website

Website committee

1. Technology up gradation- All departments may have a separate website through the college main website. This may be utilized for e-learning centre.

Seminar and workshop Committee

1. To formulate the workshop and Seminar for each department
 - *IQAC Proposal* (All departments shall be encouraged to organize seminar or Workshop. College may provide fund @ Rs 5000 state level and Rs 1000 Departmental level for each department per academic year.)
2. All workshop/seminar should be recorded in the prescribed format so that proceedings of all seminar and workshop may be published at the end of the year.
3. All application for departmental seminar/workshop may be informed to the secretary workshop and seminar committee for documentation.

Career and guidance cell

1. Career and Counseling cell may organize campus recruitment at the end of each IIIrd year/6th Semester exam.
2. Career and Counseling cell may publish a booklet for students for admission to P.G, Career opportunities in professional line and Job opportunities after Graduation.
3. Career and Counseling cell may be opened once a week 3-4 pm for counseling. Notice should be given to all students regarding this matter.
4. Career and guidance cell may organize **career day** every semester for each departments. Each department may organize such events in consultation with Career Guidance cell. Remuneration for invited person will be provided.

Departmental Responsibilities

1. Every student who fails in their internal test may be subjected to counseling and motivational activities by the department and to keep record of each session.
2. Each department have to organize **career day** every semester in consultation with career and counselling cell.
3. Each department have to make a report of department activities in a given format (DMR Report)
4. Each department have to propose two journals with subscription fee not exceeding Rs. 4000/-per annum. This should be submitted to the principal before 31st July 2011.
5. Each teacher has to solve/explain old external question papers (Objective type and short notes) in the classrooms after completion of each unit.
6. Each teacher have to submit in soft copy objective type questions and answer key to iqac.puc@gmail.com before
7. Each teacher must submit a soft copy of study materials/notes of all topic they taught before....


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