

# INTERNAL QUALITY ASSURANCE CELL

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

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## Minutes of the IQAC Board Meeting of PUC

Held on the 9<sup>th</sup> May 2017 at the Principal's Conference Room, PUC

### Members Present:

1. Dr. Tawnenga
2. Henry Lalmawizuala
3. Dr. Shivraj Gurung
4. Mr. Lallungmuana
5. Dr. MZ Khiangte
6. Mr. L. Thangmawia
7. Dr. Vanramliana
8. Dr. Lalhriatzuala
9. Dr. Rebecca Angom
10. Mrs. Lalhlimpuii
11. Mrs. Lalthanmawii
12. Mr. Lalengliani
13. Mr. David Z Hmar
14. Mr. H. Biakmawia
15. Prof. Lalnundanga
16. Prof. Rintluanga Pachuau

### Member Absent

1. Dr. Rinpari Ralte
2. Dr. R.K.P.G Singh

Dr. Tawnenga, Chairman of the IQAC and Principal of Pachhunga University College welcomed all the members in the first ever Board Meeting of the 2017-18 session and also introduced all the members. Dr. Tawnenga then stressed the importance of the IQAC towards the overall quality maintenance of an institution and also the need for all board members to cooperate with the coordinators.

Immediately after the Chairman's welcome the meeting went underway.

### **AGENDA: ANNUAL PLAN for 2017-18 Academic Session**

#### 1. Organizing Seminar/ Conference/ Symposium:

- The meeting decided that a HoD meeting be called by the IQAC to request each department to organize at least one seminar/ conference/ symposium (International/National) within two years.
- The meeting also decided that the IQAC conducts seminars on the following:
  - (a) Quality Enhancement
  - (b) Training program for Non-Teaching
  - (c) NAAC Accreditation based on new model, inviting a RP from NAAC.
- Report was also given by the Chairman that the department of Geology and Zoology are planning to conduct an International seminar within the year.

## 2. Organizing Special Lectures, Talks etc.

As invited by the chairman, the coordinator explained that organizing Special Lectures, Invited Lectures and Special Talks are very beneficial for the students. These programs however should be interactive as students benefit the most when they are in direct conversation with the invited persons (academicians, politicians, scholars, authors, etc).

- The meeting decided that IQAC draft a Guideline for conducting/organizing a Special/Invited Lectures or Talks or the likes, which then should be distributed to all HoD of the college.
- The meeting then decided that a sum of Rs.5000/- be sanctioned for each department for organizing the said program per semester.
- The meeting also decided that an HoD meeting be called and that they be informed of the following decision made by the IQAC Board Meeting:

## 3. AAR (Annual Activity Report) for Cells and Committees

= The coordinator gave report that all twenty-one departments have been submitting DMR and DAR to the IQAC and various clubs, SU, EU and the Library have also been giving Annual report via the college magazine. However, the different cells and committees within the college have no report system. The meeting therefore decided that a committee be called by the IQAC inviting Chairman and Secretaries of all the different cells and committees to find ways to implement the AAR.

## 4. PTA:

The meeting decided upon the following points:

- To organize a PTA Meeting at least ONCE a year.
- To create a feedback system on Curriculum/Syllabus and CCA Activities conducted in the college on every Fridays (IQAC was given the task of developing a format for the feedback).
- To disseminate information such as Monthly Attendance Report and CA Performances to Parents/Guardians through social media or in a hard copy to generate better cooperation between Parents and Teachers.
- To call an HoD meeting to further deliberate on the matter.

## 5. Research/Projects/Assignment oriented Exposure Programme for students

= The meeting agreed in principle that the proposal was good but requested the IQAC to further submit a more detailed proposal to be deliberated during the next Board Meeting.

## 6. Orientation Programme for students on Basic IT

= The Coordinator explained that within the ambit of the CBCS, every student needs to give their Seminars and Presentations in a .ppt format. Since a lot of the students come from a rural background, they do not possess the required skill and exposure required to utilize the software. Hence, it is necessary to organize an Orientation on Basic IT for such students to enable them to perform better in their presentations and seminars.

- The meeting decided that the IT Committee be requested to prepare a Video Tutorial for MS PowerPoint to suit the need of the college.
- The meeting also decided that a *Trainers' Training* be conducted by the IQAC with the IT Committee. Each Trainer then will conduct the Orientation Program in their own department on a date notified through the Office of the Principal.
- The committee further decided that a YouTube Channel for the college be created by the IT Committee and that the Video Tutorial be uploaded in it.

## 7. Steps towards opening PG Courses in the college (Self-financed)

= The Chairman of the Board reported that the XIII Plan has already been submitted and that the proposal towards opening PG Courses in the college is included in it. Hence the board need not deliberate on the subject.

8. Organize Inter-Department/Multidisciplinary programs

- = The coordinator explained that NAAC gives extra importance to programmes which are inter-departmental or multidisciplinary in nature. Hence, it is very important for departments to organize programmes which will encompass not only their department but also other departments.
- The meeting decided that Competitions may be organized and that different departments be approached by the IQAC to formulate and prepare such an event/programme.

9. Focus on Innovative methods of Teaching

- = The coordinator explained the importance of developing and implementing innovations within the teaching experience. Innovations highlights the creative competence and academic flexibility of a teacher.
- The meeting decided that a letter be sent to all departments giving examples of Innovations practiced around many universities and colleges within the country and also invite ideas which could be implemented for the college.

10. Organize Library Week

- = To renew the students' interest towards reading and a general love for books the meeting decided that a Library Week be organized within the new semester. This event should include book exhibition, meet the author, book reading sessions etc. It should also be made accessible for the general public. The Assistant librarian was given the duty of drafting a plan for the event.

11. Academic audit

- = Prof. Lalnundanga explained the importance of an Academic Audit especially in the new NAAC Accreditation process. He also shared the manner in which it was conducted in MZU. The Chairman requested Prof. Lalnundanga to kindly share the system adopted by the MZU and the IQAC coordinator was given the duty of procuring whatever information or documents which will be supplied by Prof. Lalnundanga.

Green Audit


- = Similar to the previous proposal, Prof. Lalnundanga was again requested by the chairman to share the manner and system adopted by MZU towards conducting a Green Audit and the IQAC coordinator was given the duty of procuring whatever information or documents supplied by Prof. Lalnundanga.

12. PA System

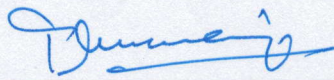
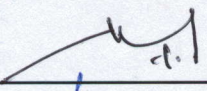
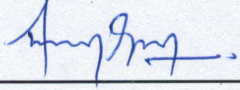
- = After the Coordinator explained the importance of installing a PA system for effective dissemination of information and various urgent matters, the meeting agreed that the matter be put up in the HOD meeting as suggested by the Chairman.

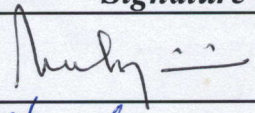
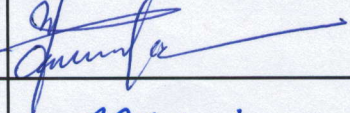
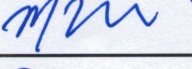
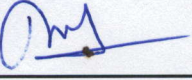

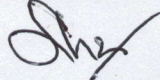
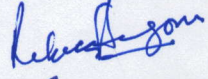
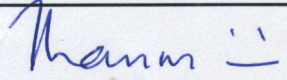
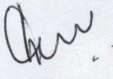
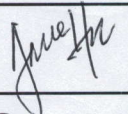
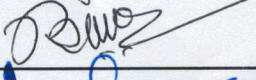
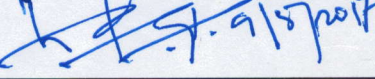
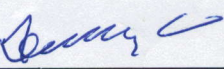
The Chairman thanked all the members for attending the meeting and expressed his wish that all members render their active support towards achieving the annual plan set up by the IQAC for the academic year 2017 - 2018.

The meeting ended at 12:55 pm.

  
(HENRY LALMAWIZUALA)  
COORDINATOR

### IQAC BOARD MEMBERS, PUC

NAMES	Signature
1. Dr. Tawnenga, Principal, PUC & Chairman, IQAC	
2. Mr. Henry Lalmawizuala, Coordinator, IQAC	
3. Dr. Shivraj Gurung, HoD, Dep't of Physics, PUC	

MEMBERS	Signature
1. Mrs. Lalhlimpuii, Vice Principal, PUC <span style="float: right;"><u>Retired</u></span>	
2. Mr. Lallungmuana, President, PUCTA	
3. Dr. MZ Khiangte, HoD, Dep't of Economics, PUC	
4. Mr. L. Thangmawia, HoD, Dep't of Mathematics, PUC	
5. Dr. R.K.P.G Singh, HoD, Dep't of Commerce, PUC <span style="float: right;">K</span>	Absent due to sickness
6. Dr. Vanramliana, HoD, Dep't of Biotechnology, PUC	
7. Dr. Lalhriatzuala, Asst. Prof, Dep't of Physics, PUC	
8. Dr. Rebecca Angom, Asst. Prof, Dep't of English, PUC	
9. Mrs. Lalthanmawii, Asst. Librarian, PUC	
10. Mrs. Lalengmawii, S.O (A), PUC	
11. Mr. David Z Hmar, General Secretary, Alumni Association, PUC	
12. Mr. H. Biakmawia, President, NTSA, PUC	
13. Prof. Lalnundanga, Director, HDC, MZU	
14. Prof. Rintluanga Pachuau, Dep't of Geography, MZU	

\* 1st Board Meeting held on 9th May, 2017