

INTERNAL QUALITY ASSURANCE CELL

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

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PACHHUNGA UNIVERSITY COLLEGE INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE 1st IQAC BOARD MEETING

Time: 2:00 PM, Date: 2nd September 2019

Place: Principal 's Conference Hall

Member Present:

1. Dr. Tawngenga
2. Dr. Henry Lalmawizuala
3. Dr. Shivraj Gurung
4. Mr. Lallungmuana
5. Dr. K. Lalchhandama
6. Dr. Lalhunthara
7. Dr. David Zothansanga
8. Dr. Saitluanga
9. C. Lalrosanga
10. C. Zaithantluanga
11. P. Lalchhuanga

Members Absent:

1. Prof. Lalnundanga
2. Dr. Vanramliana
3. Rothangliana
4. R. Lalrinliana

The 1st IQAC board meeting for the year 2019 was chaired by the Principal of the college, Dr. Tawngenga. The Chairman extended his welcome to all members of the board and expressed his gratitude to the members for accepting the appointment for the same. He then invited Dr. Henry Lalmawizuala, Coordinator, IQAC, PUC to give a brief report towards the implementation of the previous year's plan.

Dr. Henry Lalmawizuala Coordinator, IQAC, PUC gave report as follows:

1. Preparatory Course for Master Degree: The Principal issued an order requesting every department to submit their proposal for the Preparatory course. Every department has submitted their proposal for the course. This course is to be started within this Semester.
2. Mobilizing different Cells and Committees: The IQAC took initiative by introducing the AAR where in all cells and committees are expected to submit their Annual Action Report. These reports are then compiled and analyzed by the IQAC and report given to the Principal. The Principal then conducts a meeting for those cells and committees who are not actively functioning.
3. Conducting National Seminar: IQAC failed to conduct a National Seminar during the last session, however, plans are underway on conducting it this session.
4. Preparation of Code of Conduct for Students, Teachers and Administrative Staff: IQAC prepared the Code of Students Conduct and this has been distributed to every students of the college.
5. Creation of New Committees and Officer: Two new committees, Human Values and Professional Ethics Committee and Health Committee were established and Lalzarzova of History department was appointed as the new Public Information Officer.
6. Strengthening of IT Infrastructure Management and Maintenance staff: Recruitment of new staff towards strengthening the IT management and maintenance of it could not be accomplished.
7. Conducting workshop on MOOC: The IQAC coordinator reported that he has met Prof. SK Mehta regarding conducting a workshop but due to Prof. Mehta's busy schedule conducting a workshop on MOOC did not pan out.
8. Introducing New Courses: The College under UGC Community College scheme has been permitted to run five Diploma courses. The college also runs Finishing School and Certificate Course in

9. Refurbish Students' Database: The Students database is now completely functional again and is being utilized by every department.
10. Develop Code of Ethics to check malpractice and plagiarism: Due to the publication of SENHRI the official multi-disciplinary journal by the college, the college is using an online plagiarism checker. However, Code of Ethics has not been developed yet.
11. Extension Activities: The coordinator reported that the college has been organizing various programs for the neighbouring committee through the NSS and various cells and clubs of the college.
12. Increasing MOUs: The College now has about 7 MOU signed with different organizations for the purpose of running various courses offered within the college. The MOU file is maintained by the IQAC.
After the Coordinator has given his report on the 2018-19 Plans, the Board went through the Annual Plans for the year 2019-2020 as below:
 - 1) Strengthening of IT Management and staff: The Board decided that two persons be employed on contractual basis to strengthen IT management of PUC. The Board also decided that the current IT personnel Jimmy Ramdinthara Hauzel be promoted to the position of IT Coordinator. The matter is to be taken up by the Principal and the IQAC.
 - 2) Conducting Workshop on MOOC: After much deliberation the Board decided that conducting a Workshop for the teachers is a must as UGC has given importance to MOOCs. The Principal and the IQAC will take up the matter.
 - 3) Introduction of ERP Solution: The board decided that the matter be forwarded to the IT Committee and decisions be taken based on the decision of the IT committee.
 - 4) Develop Code of Conduct for Teaching and Non-teaching: The code of conduct for teachers and administrative staffs were not prepared during the previous plan as Teachers and Non-teaching staffs are already bounded by the CCS Rules for central Government, UGC and MZU Guidelines. However, the board decided that an Awareness/orientation programme be organized for both Teaching and Non-teaching staffs inviting RP from ATI, GoM.
 - 5) Restructure Alumni Association: The President of the Alumni Association gave a report regarding the action taken by the Alumni Association. After the report was heard, the board decided that the Alumni Association continued its process of registration under GoM and that the issue of restructuring the Alumni be brought out within its committee.
 - 6) Campus Interview/Students' Placement: The Board decided that the Students' Placement cell be advised to send out invitation to various organizations and companies to conduct Campus Interview within PUC. Local firms and organizations may also be approached to conduct local level placements which should be conducted within the campus.
 - 7) Proposal of new course - Bachelor of Computer Science: After much deliberation, the board decided that the Certificate Course in Computer Application be realized at present in lieu of Bachelor of Computer Science.


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