

LUNGLEI GOVERNMENT COLLEGE
MINUTES OF IQAC MEETING (INTERNAL)
ACADEMIC YEAR: 2018-2019

Place : Principal's Chamber
Time : **11.07.2018 3:00 pm**

Member Present:

1. Lalmangaihi Hrahsel, Principal
2. L.H. Rothanga, Vice Principal
3. Sangchungnunga
4. Dr. Lalmuanpuii
5. Lalremchhunga
6. Lalsangpuii

Agenda : 1. Report on IQAC activities
 2. Pursuance of UGC funding

1. Mr. Sangchungnunga gives report on the meeting of Principals and IQACs with the commissioner. It was reported that the commissioner acknowledges the importance and high responsibility of IQAC for all colleges and expects active functioning of the IQACs.
2. It is decided that the IQAC take the responsibility of compiling the result analysis submitted by various departments. Mr. Sangchungnunga is entrusted to take the initiative.
3. Mr. Sangchungnunga is given the charge of IQAC coordinator to represent the college's IQAC in the forthcoming meeting with the commissioner

(LALHMANGAIHI HRAHSEL)
Principal

(Dr. D.K. JHA)
Co-ordinator IQAC

MINUTES OF IQAC MEETING

Place : Principal's Chamber
Time : **09.08.2018 3:00 pm**

Member Present:

1. Lalmangaihi Hrahsel, Principal

2. Sangchungnunga
3. Dr. Lalmuanpuii
4. Lalsangpuii

1. Members are instructed by chairman to read and study the recommendations again.
2. In following the reports and recommendations ICT programme has been set up. With the help of RUSA laptops have been distributed to all departments, projectors have been distributed with the joint funding of RUSA and NEDP. Instructions and tutoring on Powerpoint is programmed to be given to all faculties during the coming CIA period where classes are not in full swing.
3. In consideration of the Commissioner's recommendations, a structured feedback from parents and students proposed to be laid out.
4. Mentorship which is included in our best practices and is pointed out in the report is being practised at present.
5. Orientation of Parents on University courses was carried out at the beginning of the session which may be deemed as one of our best practices. Basic computer course is offered to students in addition to the ICT programme which is continued as self financed programme.

The meeting is concluded with discussion on the tenure of the IQAC which was left for further deliberation.

(LALHMANGAIHI HRAHSEL)
Principal

(Dr. D.K. JHA)
Co-ordinator IQAC

MINUTES OF IQAC MEETING

Place : Lecturers' common room

Time : **03.10.2018 3:00 pm**

Member Present:

1. Lalmangaihi Hrahsel, Principal
2. C. Lalremchunga
3. C. Sangthuamluaia
4. Dr. D.K. Jha
5. Dr. Lalmuanpuii Khiangte
6. S. Sangchungnunga
7. Lalsangpuii

Agenda : 1) Analysis of Department meeting minutes
 2) Review of the mentor-mentee program

3) A.O.B

1. The meeting minutes of all the departments which had earlier been informed to be submitted to the IQAC were laid out in the meeting. Students' performance in the last CIA and attendance assessed by the department meetings were reviewed. It is found encouraging that each department faculties takes the matter sincerely. Students appearance in the CIA Exam has also elevated. Suggestions were made for remedial classes for students who scored below 50% in all departments. The meeting assigned Dr. Lalmuanpuii Khiangte and Mr. S. Sangchungnunga to be in-charge of the remedial classes.

2. The Mentor-mentee programme introduced following the 2nd Cycle NAAC Peer Team visit in Feb, 2017 and which is one of the best practices of the college is reviewed. The Committee analysed the record books maintained by various mentors and found satisfying that students' performance and backgrounds are maintained in line with the instruction given out to all the mentors by the IQAC to follow the progress/performance of their mentees regarding Tests/Attendance etc. It is also found that the Mentor-mentee programme is helpful in building a better relation between teachers and students. This is also thought to be one of the factors contributing to the elevation of students performance inthe CIA.

(LALHMANGAIHI HRAHSEL)
Principal

(Dr. D.K. JHA)
Co-ordinator IQAC

MINUTES OF IQAC MEETING

Place : Principals Chamber

Time : **15.03.2019 2:00 pm**

Member Present:

1. L.H. Rothanga, Principal and Chairman
2. Dr. D.K. Jha - Convener
3. Dr. H. Lalnunmawii - Senior Faculty
4. Mrs. Vanthangpuii - Senior Faculty
5. Pu V. Raldochhunga - Administrative representative
6. Dr. Lalfakawma - Senior Faculty

Chairman, Mr. L.H. Rothanga, Principal welcomed the members and highlighted that the committee has not functioned since some months and needs to be more dynamic for smooth flow of activities in the college.

Dr. D.K. Jha briefly mentioned some important duties and responsibilities of the committee as:

- 1) IQAC has two role - Academic and Administrative roles
- 2) Any activities in the college, whether it is seminar, workshop, exams be documented, along with photos, if possible
- 3) It will direct committees to have activities.

RESOLUTIONS:

1) Appointment of mentor in each department:

The committee decided to request each department to appoint one teacher as a mentor. Each department shall inform their decision to the IQAC latest by 29th March, 2019. The mentor of the department will act as a nodal officer of the respective departments.

2) Mentorship, regarding:

We decided to change the mentorship by appointing mentor for the mentees of their respective departments, as long as possible. Head of Departments will continue to be mentor for the core students. To enable the students know their mentor, they will be allotted their respective mentor at the time of admission. Secretary-IQAC will make necessary step on the matter.

3) Documentation of activities:

Any activities involving students or teachers/staff which are in the interest of the college may be documented properly by recording the date, with photos, and proper documents by maintaining an activity-register. The professor in-charge/convener shall be responsible to submit such documents/ evidences within a week from the event. We will also maintain a photo-album where in any relevant photos may be documented. Each department may also be asked to maintain their own documents with photo-album.

4) Preparation of AQAR:

It has been found that AQAR-report is not submitted since 2017. Therefore, it is resolved that the same may be prepared by the members, convened by Dr. D.K. Jha and submit to the authority as soon as possible.

5) Preparation of institutional calendar 2019-2020.

The institutional calendar 2019-2020 proposed by the academic council meeting (on 4th March, 2019) has been approved by the committee.

6) Preparation of master plan of college:

The meeting also decided to make a master plan for the next 5 years by preparing academic plan with its supporting infrastructure requirements by us on 20th March, 2019 at IQAC room.

7) Proposal for opening of PG departments:

As proposed by the General-body meeting, consisting of all teachers, the meeting approved to take necessary steps for opening of PG in Botany, Economics and Geology departments.

(L.H. ROTHANGA)
Principal

(Dr. D.K. JHA)
Co-ordinator IQAC

ACTION TAKEN REPORT 2018-19

1) In pursuance of the IQAC meeting held on 11.07.2018, Mr. Sangchungnunga was given the responsibility to compile the result analysis of various departments. Mr. Sangchungnunga also represented the college's IQAC in the meeting with the Commissioner.

2) In pursuance of the IQAC meeting held on 03.10.2018, the following actions were taken:

(i) As the meeting assigned Dr. Lalmuanpuii Khiangte and Mr. S. Sangchungnunga to be in-charge of the remedial classes, students who scored less than 50% were informed to attend the remedial classes conducted by each department under the supervision of Dr. Lalmuanpuii Khiangte and Mr. S. Sangchungnunga.

(ii) As the Mentor-mentee programme was helping in building a better relation between teachers and students. The mentors are requested to try their level best for the better performance of their mentees in their Attendance/Exam.

3) In pursuance of the IQAC meeting held on 15.03.2019, the following actions were taken:

(i) The committee request each department to appoint one teacher as a mentor. The mentor of the department also acted as a nodal officer of the respective departments.

(ii) Head of Departments were appointed to be mentor for the core students as usual. Secretary-IQAC was made responsible to appoint mentor during students' admission.

(iii) The professor in-charge/convener in each department was asked to maintain their own documents with photo-album in their activities.

(iv) Dr. D.K. Jha was requested to prepare and submit the AQAR to the authority as soon as possible.

(v) The institutional calendar 2019-2020 approved by the committee was published.

(vi) The IQAC prepared Master plan on 20th March, 2019 at IQAC room.

Reported by
IQAC coordinator