

**MINUTES OF THE MEETING AND ACTION TAKEN REPORT
of the
NAAC STEERING COMMITTEE and IQAC (Core Group)**

Date & Time : **5th July 2016** (Tuesday) ; 10:00 am
Place : Principal's Room

Members Present:

1. Pu Lal Rinawma, Principal/Chairman
2. Pu Rokailiana, Vice-Principal/Vice-Chairman
3. Dr. Suprakash Maiti, Coordinator-NAAC Steering Committee
4. Pi Lalthlamuani Kiangte, Cm
5. Dr. Lalbiakzuali, IQAC-Coordinator
6. Pu Lalhmingthanga, Cm
7. Pi Judy Lalremruati, Cm
8. Dr. H. Lalzuithangi, IQAC-Assistant Coordinator
9. Pu Lallianmawia, Cm
10. Pu Lalchatuana, Cm
11. Pi Zohmingliani Lyngdoh, Cm
12. Pi B. Lalfakawmi, IQAC-Assistant Coordinator

I. OPENING : Pu Lal Rinawma, Principal chaired the committee, he welcomed all members present. He then asked Dr. Suprakash Maiti, Coordinator-NAAC Steering Committee to give a brief introduction to the nature of the meeting.

II. ACTION TAKEN REPORT & REVIEW:

- There has been certain unexpected unforeseen events in the college which has made difficulty to proceed with the preparation of the SSR in the desired pace. The primary cause being the change of Coordinator due to the severe health problem of the Mr. John Laldingliana, he has been diagnosed with heart problem, rendering him incapable of taking active role in the college. The issue has been troubling him for the past two years, the SSR & AQAR preparation has suffered a great deal. A need to start afresh is felt and therefore appointment of Dr. Lalbiakzuali as the new coordinator of IQAC.
- One-day programme on Sensitisation/Awareness of NAAC for all faculty on 27th June 2016 was held to re-connect all members with the importance and significance of framing all activities in line with NAAC criteria. Each individual/department and committee is advised/directed to take up activities and report on such lines.
- The Teacher Evaluation and course evaluation for the session 2015-16 has been completed.

III. ACTION PLAN (July-December 2017)

1. Felicitation of students for academic excellence
2. Conduct and organise Parents-Teachers-Meeting and Alumni Meetings
3. The best practice of the institution is to be continued, i.e., the mentoring and Corporate Social Responsibility extension activities. All concern should be clearly communicated to undertake active roles for success.
4. Review of the AQAR has been found necessary as the AQAR acknowledgement has been not found.
5. Meeting to be held with each department and committees, to make action taken reports and their plan of action for the new session. The said departments and committees to be informed of the need to submit their Minute & Activity Book and Report of performance in accordance with UGC Guidelines.

The order of meeting is to be held as follows:

1. Department Meetings (7th-15thJuly, 2016)

1. Department of Commerce
2. Department of Economics
3. Department of Education
4. Department of English
5. Department of Geography
6. Department of History
7. Department of Political Science
8. Department of Psychology
9. Department of Public Administration
10. Department of Mizo

3. Various Committee Meeting (18th-22nd JULY, 2016)

1. Planning Board
2. Building and Infrastructure Development Committee
3. Library Committee
4. Purchase Committee
5. Advisory Committee
6. Career and Counselling Cell
7. Archives Committee
8. Cultural, Games & Sports Club
9. Alumni Associations
10. Disciplinary and Grievance Redressal Committee
11. Research & Consultancy Committee
12. Cleanliness and Beautification Cell
13. Academic & Examination Committee
14. Medical Committee
15. Hrangbana College Multipurpose Cooperative Society (MULCOS)
16. National Cadet Corps (NCC)
17. National Service Scheme (NSS)
18. Information & Communication Technology Committee (ICT)
19. Legal Cell
20. Equal Opportunity Cell
21. Anti- Ragging Committee
22. RUSA
23. Women Development Cell

III. CLOSING: The meeting concluded at 12:50 pm

Recording Secretary



(Dr.LALBIAKZUALI)
Coordinator

Chairman



(LAL RINAWMA)
Principal

**MINUTES OF THE MEETING AND ACTION TAKEN REPORT
of the
NAAC STEERING COMMITTEE and IQAC (Core Group)**

Date & Time : 22nd November 2016 @ 10:30 am

Place : Principal's Room

Members present -

1. Pu Rokailiana, Vice-Principal/Vice-Chairman
2. Dr. Suprakash Maiti, Coordinator- NAAC Steering Committee
3. Pu Lallianmawia, Cm
4. Pu Lalchatuana, Cm
5. Pu Lalhmingthanga, Cm
6. Pi Judy Lalremruati, Cm
7. Dr. Lalbiakzuali, IQAC-Coordinator
8. Dr. H. Lalzuithanga, IQAC-Asst. Coordinator
9. Mrs.B.Lalfakawmi, IQAC-Asst. Coordinator

I. OPENING: Pu Rokailiana, Vice-Principal/Vice-Chairman of the Committee took the chair due to the illness of the principal. He conveyed regrets on the illness and subsequent surgical operation of Pu Lal Rinawma, Principal due to prostate cancer. Also, the untimely demise of two of our senior colleagues, Mr H.K.Vanlalhruaia, Dept. of Mizo and Mr. Rammawia Khiangte, Dept. of Geography in the present session. The Chairman welcomed each member, requested Dr. Maiti to explain the matter of the meeting, and Dr. Lalbiakzuali to give the ACTION Taken report.

II. REVIEW: Dr. Maiti reported on the progress made so far with the SSR, the difficulties in meeting with the deadline.

*Departmental Profile is still yet to be compiled, all department have submitted

*Difficulty in procuring information for Criteria 4 & 6

*Academic progression Report is difficult due to duplicity of datas.

PROBLEMS FACED

1. Financial data... data collection and action plan
2. Internal and external audit- audit objections and compliance
3. *Website*-service coaching centre /adventure club/ library ... yet to be submitted
photo gallery yet to be done.

III. ACTION TAKEN REPORT: Dr. Lalbiakzuali, the coordinator of IQAC gave the report of the action taken so far as an initiative of the IQAC:

- Department meetings and committee meetings with the various committee were held as scheduled. The activities undertaken were reported. Prospects and problems were each discussed, and decisions towards resolving it were discussed.
- Interdisciplinary Research Symposium for Undergraduates entitled "Prospects and Opportunities for the Youth of Mizoram" on the 23rd September, 2016 was organised by the Research and Consultancy Cell in collaboration with the Career and Counselling Cell sponsored by RUSA. All ten department participated with each making a presentation on their field research, alongwith their mentor. This effort has been hugely appreciated and decided to be institutionalised as a regular event of the college.
- The Freedom Arts Society, which is an initiative of the IQAC has organised Freedom Arts Society Night of Talent on the 28th October, 2016, where each club showcased their talents. Alumni were also invited and family members as well as the Chandmari Community Committees. The proceedings of the show was in aid of the CZ Foundation which is a foundation for spreading awareness for HIV.

- Parents Teachers Meeting were held by each department, and there were two Alumni Association meetings
- Career and Counselling Cell has taken the initiative to organise Career Guidance and Special lectures for each department. External experts and eminent scholars and personnel were invited for such talks, and was hugely successful.

IV. ACTION PLAN :

1. The UGC proposals for conducting seminars has been approved and the grant has been released, therefore seminars will be organised in the January-May 2017 session
2. Internal audit to be conducted-appointment to be made in consultation with the principal.
3. To sought out UGC grants receipt and expenditure details, to be undertaken by Pu Lallianmawia and Pu Lalchatuana, along with the NSS & NCC grants received.
4. Restructuring & Re-assessing of administrative workshop to re-assess working procedures amongst the administration staff.
5. All staff, teaching and non-teaching staff be motivated to put out their best effort for the college. As an effort to enforce the warmth and love of being in the Hrangbana College family, advance Christmas and farewell get-together be organised before the Winter-break.

III. CLOSING: The meeting concluded at 11:55 am

Recording Secretary



(Dr.LALBIAKZUALI)
Coordinator

Chairman

Sd/-
(ROKAILIANA)
Vice-Principal

MINUTES OF THE MEETING AND ACTION TAKEN REPORT
of the
NAAC STEERING COMMITTEE and IQAC (Core Group)

MEETING MINUTES

Date & Time : 27th January, 2017

Place : Principal's Room

Members present -

1. Pu Lal Rinawma, Principal/Chairman
2. Dr. Suprakash Maiti, Coordinator- NAAC Steering Committee
3. Pu Lallianmawia, Cm
4. Pu Lalchatuana, Cm
5. Pu Lalhmingthanga, Cm
6. Pi Judy Lalremruati, Cm
7. Dr. Lalbiakzuali, IQAC-Coordinator
8. Dr. H. Lalzuithangi, IQAC-Asst. Coordinator
9. Mrs. B.Lalfakawmi, IQAC-Asst. Coordinator
10. Pi Zohmingliani Lyngdoh, Cm
11. Pu Rokailiana, Vice-Principal/Vice-Chairman

I. OPENING: The Chairman welcomed each member, then requested Dr. Lalbiakzuali, IQAC Coordinator to give a review and action taken report.

II. REVIEW AND ACTION TAKEN REPORT:

Dr. Labiakzuali gave the progress of the NAAC- Self Study Report writing, that criteria 4 & 7 is yet to be finalised, Preface and Executive Summary is yet to be prepared.

The Editorial Board has been assigned to edit the works of the IQAC, regarding Criteria 1, 2, 3, 5 and 6

Dr. Maiti gave the detailed report on the need to revise data regarding information in the College Profile. He also reported on the need to recommit ourselves and apply tenacity in the endeavour, more authority, responsibility and accountability needs to be carried out.

Review on the the previous committee meeting deliberations.

1. Plan of action to be chalked out by Planning Board- Pu Lalchatuana, Secretary of the Planning Board, who has been appointed to undertake the work reported on the action taken.
2. Internal audit be conducted- Appointment to be made in consultation with the principal.
3. To sought out UGC grants receipt and expenditure details,q to be undertaken by Pu Lallianmawia and Pu Lalchatuana, along with the NSS & NCC grants received.

4. Restructuring & Re-assessing of administrative Workshop to re-assess working procedures amongst the administration staff.

5. IQAC has arranged a meeting on the 19th January, 2017 with the Research and Consultancy Cell and the various departments to be undertaking the UGC sponsored National Seminars, namely

Mizo Department - *Mizo Lengkhawm Zai : Significance, Role and Impact on Mizo Literature*

Political Science & Public Administration - *E-Governance in North East India: Problems and Prospects*

History - *Re-writing the history of autonomous movement in North East India.*

Commerce - *Entrepreneurial endeavour for industrial growth in North East India and Mizoram in particular.*

Proposed ACTION TO BE TAKEN:

1. Notification to each faculty, department and committee to undertake active part in the preparation of the NAAC

Recording Secretary



(Dr.LALBIAKZUALI)
Coordinator

Chairman



(LAL RINAWMA)
Principal

MINUTES OF THE MEETING AND ACTION TAKEN REPORT
of the
NAAC STEERING COMMITTEE, IQAC (Core Group) and EDITORIAL BOARD for NAAC

Date & Time : 7th June 2017(Wednesday) ; 10:30 am
Place : Principal's Room

Members Present:

- | | | |
|------------------------------|----------------------------------|------------------------|
| 1. Pu Lal Rinawma, Principal | 2. Pu Rokailiana, Vice-Principal | 3. Dr. Suprakash Maiti |
| 4. Pi Lalthlamuani Khiangte | 5. Pi Zohmingliani Lyngdoh | 6. Pu Lalhmingthanga |
| 7. Pi B. Lalfakawmi | 8. Pi Marie Zodinpuui | 9. Pi Zomuani Cherpoot |
| 10. Dr. Lalbiakzuali | 11. Pu Sangchhuankhuma | 12. Pu Lalchatuana |
| 13. Pu Lallianmawia | | |

Pu Lal Rinawma, Principal chaired the committee, he welcomed all members present. He then asked Dr. Lalbiakzuali, the IQAC Coordinator and Dr. Suprakash Maiti, Coordinator-NAAC Steering Committee to give a brief introduction to the nature of the meeting. The preparation and submission of SSR has been a rather difficult process due to non-availability of the required information at the right time. Therefore, more collective effort is required to be put up so as to make a more productive result. As such the following deliberations has been made:

Preparation of the SSR with key persons to be responsible for the final drafting.

1. AQAR needs to be redrafted, these will be the responsibility of Dr.Lalbiakzuali, alongwith the preface, executive summary and SWOC Analysis
2. Profile of the Institution - Dr. Maiti, Pi Judy Lalremruati & Pu Lalropianga
3. **Criteria I, II, III, V & VII** will be edited and updated by Pi Marie Zodinpuui, Pi B.Lalfakawmi, Pi Zomuani Cherpoot, Pi H. Lalenzuali & Dr. Lalbiakzuali.
Criteria IV & VI will be edited and updated by Dr. Maiti, Pu Lalchatuana & Pu Lalhmingthanga
4. **Evaluative reports of the departments:** Dr. Maiti, Pi Judy Lalremruati and Pu Lalropianga alongwith the respective representatives of the various departments.
5. **Post Accreditation Initiatives : Introduction of new courses** such as BBM, Tourism, Journalism, Mass Communication, Social Work, and PG programs in Commerce, Psychology, Geography and English.
* This issue is to be taken up again by the Principal and staff
6. The Green audit proposal is to be followed up by the Principal and staff.

(LALBIAKZUALI)



Coordinator-IQAC

