

**OFFICE OF THE PRINCIPAL
GOVT. HRANGBANA COLLEGE, AIZAWL**

OFFICE ORDER

In partial modification of Office Order No *No. A. 12041/2/18-HBC/* Dated: Aizawl the 21st Jan, 2020 and for the interest of the College, changes are made for the following Office Bearers and Members of Various Committee with immediate effect and until further Order.

Sd/- LALROCHUANGA PACHUAU
Principal

Memo No. A. 12041/2/18-HBC/6541 Dated: Aizawl the 25th June, 2020
Copy to :

1. Director, College Development Council –*for information*
2. Director, Higher & Technical Education- *for information*
3. All concerned – *for information*



(LALROCHUANGA PACHUAU)
Principal
Govt. Hrangbana College
Aizawl : Mizoram

VARIOUS COMMITTEES

KEYPOINTS:

1. *Various committees has been restructured for the period of two years. 2020-2021.*
2. *It shall be reviewed annually to accommodate any changes required to be made.*
3. *Each committee is required to meet at least once quarterly (i.e., four times in a year) and thereby make a report of all action taken.*
4. *Minute books, Activity Book / Documentation and Financial Account books (where necessary) must be maintained, with details of all activities written.*
5. *There will be a Quality Workshop in the beginning of each Semester with Reports on Action Taken Report in the previous semester and Plan of Action for the next semester.*
6. *The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.*
7. *Annual Reports will be published. (Uniform Report Format to be developed)*
8. *BUDGETS may be made and submitted to the Principal, where necessary.*

**Co-ordinators :*

1. *IQAC – Dr. Lalbiakzuali*
2. *UGC – Mr. Lalchangliana*
3. *RUSA- Mr. Vanlalpeka*
4. *Academic & Examination – Mr. Lalchangliana*

1. PLANNING BOARD & ADVISORY COMMITTEE

Chairman : Mr. Lalrochuanga Pachuau, Principal

Vice Chairman: Mr. Ngurthankima Sailo, Vice Principal

Secretary : Dr. Lalbiakzuali, Co-ordinator, IQAC

Members:

1. All Heads of the Departments
2. Representative, H & TE
3. Director, CDC
4. Head Assistant, GHBC
5. Co-ordinator, UGC
6. Co-ordinator, RUSA
7. Co-ordinator, Acad. & Exam.
8. Mentor, MZU

Nature of work:

1. To approve the proposal for development schemes under RUSA, UGC etc., for colleges, identifying its needs and deciding on its priorities.
2. To allocate budgets for improving the standards of teaching and research at various levels.
3. To make the overall-short, medium, and long-term plans and allocate responsibility areas.
4. To review current operations and identify key points for Improvement(s).
5. To envisage the desired results of the predetermined targets by monitoring all activities.
6. To impart expert advice on all matters regarding UGC related funds, RUSA, co-curricular activities and various committees and cells of the college.
7. To make **nominations** for teachers' awards and achievements to various agencies (State, National and International).
8. To make **collaborations and networking** with various agencies, institutions, colleges and universities (State, National and International).

2. RUSA FUNCTIONARY

Board of Governors:

1. Chairman : Director, H&TE

2. Vice Chairman : Mr. Lalrochuanga Pachuau, Principal

3. Secretary : Mr. Vanlalpeka, Co-ordinator, RUSA

4. Assistant Secretary : Mr. C. Laldampaia, Asst. Co-ordinator, RUSA

Nature of Work:

1. To take all policy dimensions with regard to smooth, cost effective and timely implementation of the Institutional project.
2. To form, supervise and guide various committees required for project implementation and internal project monitoring.
3. To ensure proper utilization of project fund and timely submission of Financial Management Reports (FMRs) and Utilization Certificates.
4. To monitor progress in the carry out of all the proposal activities, resolve bottlenecks, and enable the Institution to achieve targets for all key indicators.

NODAL OFFICERS:

1. Academic Activities : Mr. Ngurthankima Sailo, Vice Principal
2. Civil Works etc. : Mr. Lalchagliana
3. Procurement : Dr. Lalbiakzuali
4. Financial Aspects : Mr. Lalthlengliana Hrahse
5. Equity Assurance : Ms. Zohmingliani Lyngdoh
& Implementation
6. Y.M.A : Mr. Lalbiakzuala
7. M.H.I.P : Ms. Saihlupuii

MONITORING UNIT:

1. Chairman : Mr. Lalrochuanga Pachuau, Principal
2. Secretary : Mr. Vanlalpeka, Co-ordinator, RUSA
3. Asst. Secretary : Mr. C. Laldampaia, Asst. Co-ordinator, RUSA
4. Members :
 1. All RUSA Nodal Officers
 2. Prof. Sanny Tochwawng
 3. Prof. Kalyan Adak
 4. Dr. Rohmingliani
 5. Mr. B. Lalrawngbawla
 6. Dr. Lalchatuana, Librarian
 7. Ms. Lalrochhari, H/A
 8. Vice President, Students' Union
 9. Er. David Sapzova

Nature of Work:

1. *Procurement of Goods, Works and Services.*
2. *Financial Management.*
3. *Implementation of faculty & Staff development, activities and programmes*
4. *Monitoring project implementation.*

3. INFRASTRUCTURE & CAMPUS DEVELOPMENT COMMITTEE

Chairman : Mr. Ngurthankima Sailo, Vice Principal

Vice Chairman : Mr. H.Lalzidinga

Secretary : Mr. John K Laldingliana

Members :

1. Ms. Lianzami Khiangte
2. Dr. Lalbiakzuali, Co-ordinator, IQAC
3. Mr. Lalchagliana, Co-ordinator, UGC.
4. Mr. Vanlalpeka, Co-ordinator, RUSA
5. Er. David Sapzova, PWD, GOM
6. Ms. H. Lalhmingmawii, Architect
7. Nominated representative of MZU
8. Mr. Lallianmawia

Nature of work:

1. To undertake all activities/projects concerning building(s) and infrastructure maintenance and development.
2. To make proper records of funds allocated for building(s) and infrastructure.
3. To monitor all ongoing day to day operations of any building(s) projects.

4. CAMPUS EXTENSION & DEVELOPMENT COMMITTEE

Chairman : Mr. Lalrochuanga Pachuau, Principal
Vice Chairman : Mr. Ngurthankima Sailo, Vice Principal
Secretary : Ms. Lianzami Khiangte

Members:

1. Ms. Zonunsangi
2. Mr. H. Lalzidinga
3. Mr. Lalchangliana

Nature of work:

To search for new site for satellite campus and undertake all activities/projects concerning campus extension and development.

5. ACADEMIC & EXAMINATION COMMITTEE

Chairman : Mr. Lalrochuanga Pachuau, Principal
Vice-Chairman : Mr. Ngurthankima Sailo, Vice Principal
Co-ordinator : Mr. Lalchangliana
Asst. Co-ordinator : Ms. Laldinpuii

Members:

1. All Heads of Departments
2. Head Assistant
3. UDC i/c Examination

Nature of work:

1. To frame plan of action for each academic year.
2. To conduct examinations in the college.
3. To improve on the evaluation and assessment systems, if necessary.

6. DISCIPLINARY AND GRIEVANCE REDRESSAL COMMITTEE:

Chairman : Mr. Lalthlengliana Hrahsel
Secretary : Mr. B. Lalrawngbawla

Members:

1. Ms. Zohmingliani Lyngdoh
2. Ms. H. Lalzari
3. Mr. Ngurthankima Sailo
4. Prof. Kalyan Adak
5. Ms. Lianchhingpuii
6. Dr. Zothanzami
7. Dr. Juliet Lalremmawii Ralte

Nature of work:

1. To communicate the rules and regulations to all the stakeholders and ensure discipline is maintained.
2. To implement a **Discipline & Grievance Redressal Mechanism** for all the stakeholders.
3. To give a fair hearing to any complaint(s) and find solutions and take steps to redress grievances.

7. LIBRARY COMMITTEE

Chairman : Prof. Kalyan Adak, Commerce Dept.

Secretary : Dr. Lalchatuana, Librarian

Members:

1. Ms. Zohmingliani / Ms. Lalremruati Ngente, Mizo Dept.
2. Mr. Vanlaltluanga Ralte, English Dept.
3. Ms. Lalsawmzuali Hnamte, Education Dept.
4. Ms. H. Lalengzuali, Pol.Sc Dept.
5. Ms. Laldinpuii, Economics Dept.
6. Dr. Rosaline Varsangzuali, History Dept.
7. Ms. F. Vanlalmangaihsangi, Geography Dept.
9. Ms. Lalparmawii Khiangte, Psychology Dept.
10. Dr. Malsawmi Pachuau, PA Dept.
11. Ms. Ngurliani Sailo, UDC
12. Mr. Sangchuankhuma, Asst. Librarian

Nature of work:

1. To ensure that library facilities are made user-friendly with effective and innovative library software.
2. To ensure documentation and safe keeping of all library books.
3. To make proposals for optimum utilization of library funds.
4. To continuously improve on the quality and volume of reading materials and other such facilities.
5. To organise Orientation and Awareness programmes amongst the students annually.
6. To ensure that students make frequent visits and make good use of the library.

8. PURCHASE COMMITTEE

Chairman : Mr. Lalrochuanga Pachuau, Principal

Vice Chairman : Dr. Suprakash Maiti

Secretary : Mr. Lalhlengliana Hrahse

Members :

1. Mr. Thanhlira
2. Dr. K. Khawltinkimi
3. Mr. C. Vanlallawma
4. Mr. John K. Laldingliana

Nature of work:

1. To oversee all purchase of property/material/goods etc.
2. To screen all the purchase requisitions for validity and relevance, and make approvals accordingly.
3. To review and impose the submission of reports of utilization of funds.

9. ANTI-RAGGING COMMITTEE & LEGAL AID CELL

Chairman : Mr. Vanlalpeka

Secretary : Mr. Vanlallura

Members :

- | | |
|---------------------------|------------------------|
| 1. Ms. Lalthlamuani | 2. Ms. Laldinpuii |
| 3. Dr. Lalfakzuala | 4. Mr. Domuanlal |
| 5. Mr. Laldingliana Sailo | 6. Ms. Ngurliani Sailo |

Nature of work:

1. To ensure strict adherence to the anti-ragging rules, and facilitate redressal for the aggrieved students.
2. To create legal awareness of rights and duties, and facilitate the redressal of students and staffs' grievances and complaints with regard to legal matters.
3. To establish partnership/collaborations with reliable law firms.

10. EQUAL OPPORTUNITY CELL

Chairman : Dr. B. Lalfakawmi

Secretary : Mr. Lalmalsawma Ralte

Advisor : Mr. Lalrochuanga Pachuau, Principal

Members :

- | | |
|--------------------------|-------------------------------|
| 1. Ms. Lynda Vanlalruati | 2. Ms. Judy Lalremruati Ralte |
| 3. Ms. Zomuani Cherpoot | 4. Mr. V. Lalberkhawpuimawia |
| 5. Mr. Vanlallura | 6. Dr. Lahlimpuii |
| 7. Dr. PC Lalhmingangi | 8. Ms. Lalparmawii Khiangte |

Nature of work:

1. To provide opportunity for under privileged, physically challenged in college admission, hostel admission, stipend/scholarship, book grant, etc.
2. To appoint Gender Champions amongst the students and continuously monitor their activities.
3. To raise funds amongst the faculty for Poor Students' Fund

11. WOMEN DEVELOPMENT CELL(WDC)

Chairman : Ms. Lalthlamuani

Secretary : Dr. Robert Lalremtluanga

Members :

- | | |
|-----------------------------|----------------------------|
| 1. Mr. Vanlaltluanga Ralte | 2. Ms. Lalsawmzuali Hnamte |
| 3. Ms. Zonunsangi | 4. Dr. B. Lalfakawmi |
| 5. Ms. Laldinpuii | 6. Dr. Melody Laltanpuii |
| 7. Ms. Lalparmawii Khiangte | 8. Ms. H. Lalchhanhimi |

Nature of Work:

1. To exercise the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
2. To research, promote, create awareness, advocate on women development and welfare.

12. ARCHIVE COMMITTEE:

Chairman : Mr. Ngurthankima Sailo

Secretary : Mr. Laltlanmawia

Members:

- | | |
|------------------------------|-------------------------------|
| 1. Dr. Lalchatuana | 2. Ms. Zonunsangi |
| 3. Mr. C. Vanlallawma | 4. Mr. Darchuailova Renthlei |
| 5. Dr. Rosaline Varsangzuali | 6. Ms. F. Vanlalhmangaihsangi |
| 7. Mr. Lalmalsawma Ralte | 8. Mr. Sangchhuankhuma |
| 9. Dr. Malsawmi Pachuau | |

Nature of work:

1. To maintain the college records of important dates and events.
2. To ensure the upkeep and advancement of the college archive.
3. To collect and preserve important artefact and materials for the archive.
4. To organise promotional events and activities.

13. CLEANLINESS & BEAUTIFICATION CELL:

Chairman : Ms. Lalsawmzuali Hnamte

Secretary : Mr. R.Lalrinkima

Members:

- | | |
|-----------------------------------|-------------------------|
| 1. Ms. Zohmingliani | 2. Ms. Lalthlamuani |
| 3. Ms. Brenda Vanlaldinpuii Sailo | 4. Ms. H.D. Lalrinkimi |
| 5. Ms. H. Lalawmpuii | 6. Dr. Malsawmi Pachuau |
| 7. Ms. Lalhunmawii Chhakchhuak | 8. Mr. Laltlanmawia |
| 9. Ms. Jenny B. Hmangaihzuai | 10. Ms. K. Lalrinpuii |
| 11. Mr. R. Lalthanpua | 12. Ms. Thanpuii |
| 13. Mr. Lalrohlua | 14. Ms. Vanlalhmangaihi |
| 15. Ms. Chuausangpuii | |

Nature of work:

1. To maintain cleanliness and beautification of the college campus.
2. To make routine check of the college regarding cleanliness and hygiene.
3. To inculcate the habit of personal hygiene and cleanliness amongst the staff and students.
4. To take charge of the Eco Club.

14. COUNSELLING, CAREER & PLACEMENT CELL:

Chairman : Dr. Juliet Lalremmawii Ralte
Secretary : Dr. H.Lalzuithangi
Advisor : Mr. Ngurthankima Sailo, Vice Principal

Members:

1. Prof. Sanny Tochwawng
2. Ms. Lianzami Khiangte
3. Ms. Brenda Vanlaldinpui Sailo
4. Ms. H. Lalengzuali
5. Mr. Lalmalsawma Ralte
6. Mr. R. Lalrinkima
7. Dr. Melody Laltanpuii
8. Ms. Lalparmawii Khiangte

Nature of work:

1. To equip the students with employable skills and knowledge through career guidance and counselling.
2. To create awareness of job opportunities by inviting various educational institutions and alumni of the college, who have made deep impact through perseverance and dedication.
3. To make contact points for passing out students and business houses offering jobs.
4. To facilitate resource centre for information, guidance and counselling with free accessibility and internet based global connectivity, and exchange of information on professional placements.
5. To improve the well-being (psychological and spiritual) of the students through personal counselling.

15. RESEARCH & CONSULTANCY COMMITTEE:

Chairman : Prof. Sanny Tochwawng
Advisor : Prof. Kalyan Adak
Secretary : Dr. Melody Laltanpuii

Members :

1. Dr. Lalsangliani
2. Mr. Darchuailova Renthlei
3. Dr. Rohmingliani
4. Dr. B. Lalfakawmi
5. Dr. Zothanzami
6. Dr. Juliet Lalremmawii Ralte
7. Dr. H. Lalzuithangi
8. Ms. Marie Zodinpuii
9. Dr. Lalhlimpuii
10. Dr. PC Lalhmingsangi
11. Dr. HS Lalbiakengi

Nature of work

1. To inculcate research culture in the institution and motivate the faculty to pursue research degrees and post-doctoral research.
2. To provide information regarding research grants and funding agencies.
3. To undertake feasibility studies on research proposals from different organisations.
4. To emphasise on research publication and paper presentation in conferences and seminars.
5. To facilitate the faculty to seek guidance from various universities.
6. To monitor ongoing research projects in the institution.
7. To organise Under-Graduate symposium annually, as part of Academic Calendar.

16. INFORMATION & COMMUNICATION TECHNOLOGY (ICT) COMMITTEE:

Chairman : Dr. Zothanzami
Secretary : Mr. Laldingliana Sailo

Members:

1. Mr. Domuanlal
2. Dr. Lalnunpuia Sailo
3. Mr. C. Vanlallawma
4. Mr. Vanlallura
5. Mr. Samuel Lalthanliana
6. Mr. V. Lalberkhawpuimawia
7. Mr. Lallianmawia
8. Mr. Lalrohluwa
9. Mr. V. Vanthuama
10. Mr. H. Lalropianga
11. Mr. J.H Lalhmingliana

Nature of work:

1. To equip the college with the latest ICT.
2. To update and maintain the college website.
3. To educate and create awareness on ICT to all students and staffs.
4. To record, supervise and monitor all equipment regarding ICT.

17. INTERNAL ALUMNI ASSOCIATION:

Convener : Mr. Lalchanglingiana
Secretary : Mr. C. Laldampuia
Advisor : Mr. Lalrochuanga Pachuau, Principal
Members: Ms. Judy Lalremruati Ralte

1. Ms. Zohmingliani Lyngdoh
2. Mr. Thanhlira
3. Ms. H. Lalzari
4. Ms. Judy Lalremruati Ralte
5. Dr. B. Lalfakawmi
6. Ms. H.D. Lalrinkimi
7. Dr. Melody Laltanpuui
8. Ms. Ngurliani Sailo

Nature of work:

1. To regulate, monitor, motivate and enable the Alumni Association.
2. To closely follow the student progression.
3. To organise "**Alumni Day**" annually on the Rising Day of the college.
4. To make proper documentations, contributions and CSR.
5. To encourage the alumni to take an active and abiding interest in the work and progress of the college.

18. MEDICAL COMMITTEE:

Chairman : Ms. Zonunsangi

Secretary : Ms. H.Lalengzuali

Member :

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|----------------------------|--------------------------|
| 1. Dr. Lalsangliani | 2. Ms. Lianzami Kiangte |
| 3. Ms. Lalsawmzuali Hnamte | 4. Ms. Lynda Vanlalruati |
| 5. Ms. Theresa Zothanpuii | 6. Ms. H.D.Lalrinkimi |
| 7. Mr. Lalnunzira Colney | 8. Mr. Lalrindika |

Nature of work:

1. To provide proper and adequate medical facilities for students.
2. To establish partnership with private hospitals.
3. To organise medical awareness campaigns.
4. To periodically train staff and faculties on first-aid and medical emergencies.

19. DISASTER MANAGEMENT COMMITTEE

Chairman : Ms. H. Lalzari

Secretary : Dr. Lalfakzuala

Members:

- | | |
|------------------------------|------------------------------|
| 1. Ms. Lalthlamuani | 2. Mr. Lalthlengliana Hrahse |
| 3. Mr. Vanlalpeka | 4. Ms. Saihlupuii |
| 5. Dr. Rosaline Varsangzuali | 6. Mr. Lalmalsawma Ralte |
| 7. Ms. R. Lalchhanhimi | 8. Mr. Laltlanmawia |
| 9. Mr. Chalrosiama | |

Nature of work:

1. To ensure safety measures are implemented in the college in case of any kind of disaster.
2. To organise awareness campaigns amongst all.

20. HOSTEL MANAGEMENT COMMITTEE

Chairman : Mr. Ngurthankima Sailo, Vice Principal
Secretary : Dr. H.S. Lalbiakengi, Hostel Superintendent
Ex-Officio members:

1. Mr. Lalrochuanga Pachuau, Principal
2. Chairman-Campus Extension & Development Committee

Members :

1. Mr. Lalchangliana
2. Ms. Saihlupuii
3. Dr. Lalfakzuala
4. Mr. Lallianmawia

Nature of work:

To look into all matters concerning hostel maintenance and development.

21. CANTEEN COMMITTEE

Chairman : Mr. B. Lalrawngbawla
Secretary : Ms. Lynda Vanlalruati
Ex-Officio member : Mr. Lalrochuanga Pachuau, Principal

Members :

1. Dr. K.Khawltinkimi
2. Mr. Vanlaltluanga Ralte
3. Dr. Lalsangliani
4. Dr. Lalfakzuala
5. Ms.Lalmuankimi

Nature of work:

To look into all matters relating to the staff canteen.

22. EVENT MANAGEMENT COMMITTEE:

Chairman : Ms. Lianchhingpuii
Secretary : Ms. Zomuani Cherpoot
Advisor : Mr. Lalrochuanga Pachuau, Principal

Members :

1. Mr. Darchuailova Renthlei
2. Dr. Zothanzami
3. Dr. H. Lalzuithangi
4. Dr. Rosaline Varsangzuali
5. Ms. H.D. Lalrinkimi
6. Mr. R. Lalrinkima
7. Mr. Vanlallura
8. Dr. Malsawmi Pachuau
9. Mr. Lallianmawia

Nature of work:

To make all the necessary arrangements for all college programmes and functions.

23. STATISTICIANS :

1. Nodal Officer : Prof. Kalyan Adak
2. Asst. Nodal Officer : Ms. Judy Lalremruati Ralte

Nature of Work:

1. To collect, compile and analyse all statistical data for MHRD, RUSA, NAAC, NIRF, H&TE etc.
2. To maintain uniformity and reliability of all college related data.

24. INTERNAL AUDITORS :

1. Mr. Lalchangliana (Convener)
2. Dr. Rohmingliani
3. Mr. Vanlalpeka

Nature of Work:

1. All accounts shall be audited annually, including the Students' Union Expenditures.
2. To undertake investigation and verification when found necessary.
3. To collaborate and make arrangement for external audits. (RUSA, MHRD, SAG & CA)

25. HRANGBANA COLLEGE MULTIPURPOSE CO-OPERATIVE SOCIETY (MULCOS):

Elected Members of MULCOS

26. HRANGBANA COLLEGE WELFARE BOARD:

Elected Members of Welfare Board

Nature of work:

To work for the welfare and overall well-being of the staff of the college

27. NATIONAL SERVICE SCHEME (NSS):

Chairman : Mr. Lalrochuanga Pachuau, Principal
Secretary : Ms. Zohmingliani Lyngdoh, Senior most PO
Members : Other Programme Officers

28. NATIONAL CADET CORPS (NCC):

Chairman : Mr. Lalrochuanga Pachuau, Principal
Vice Chairman : Capt. H. Lalzari. ANO
Secretary : Mr. Vanlalpeka, CTO

Members :

1. Care-Taker Officer(s)
2. Senior Under Officer (SUO) & Under Officer (UO)

29. FREEDOM ARTS SOCIETY:

Chairman : Dr. Lalbiakzuali
Secretary : Dr. H. Lalzuithangi
Treasurer : Ms. Lalhunmawii Chhakchhuak

MENTORS :

Music Club & : Dr Rosaline Varsangzuali &
Choreography Club : Dr. H. Lalzuithangi
Theatre Club : Ms. H. Lalawmpuii. &
Dr. Malsawmi Pachuau
Visual Arts Club : Mr. C Laldampuia &
Dr. Lalhlimpuii

30. CLUB MENTORS :

1. *Weber Club* : Mr. Lalmalsawma Ralte & Mr. R.Lalrinkima
2. *Innovation Club* : Dr. Lalnunpuia Sailo, Dr. PC Lalhmingangi & Ms. Jenny Lalhmingaihzuali
3. *Eco Club* : Cleanliness and Beautification Committee
4. *Literature Club* : Ms. Zomuani Cherpoot & Pu Laltnanmawia
5. *Adventure Club* : Mr. C. Laldampuia & Mr. V. Laberkhawpuimawia

6. *Others clubs may continue the practice of appointing their mentors annually.*

31. INTERNAL QUALITY ASSURANCE CELL (IQAC):

- Chairman* : Mr.Lalrochuanga Pachuau, Principal
Vice Chairman : Mr.Ngurthankima Sailo, Vice Principal
Co-ordinator : Dr.Lalbiakzuali
Asst. Co-ordinator : Dr.B. Lalfakawmi

I. IQAC Core Group

1. Dr. Zothanzami
2. Ms. H. Lalengzuali
3. Dr. Juliet Lalremmawii Ralte
4. Ms. Marie Zodinpuui
5. Dr. H. Lalzuithangi
6. Mr. Lalmalsawma Ralte
7. Mr. Laldingliana Sailo
8. Mr. Lallianmawia
9. Mr. H.Lalropianga

II. From Local Society

10. Mr. Vanneihthuanga, Local Society
11. Mr. Zohmingthanga, Local Society

III. From Faculty

12. Prof. Sanny Tochwawng
13. Prof. Kalyan Adak
14. Ms. Lianchhingpuui
15. Mr. Vanlalpeka, Coordinator, RUSA
16. Mr. Lalchangliana, Coordinator, UGC

IV. From Department of H&TE

17. Mr. Lallianzuala, Jt. Director, QAC
18. Dr. C. Zarzoliana, Jt. Director, RUSA

V. From Alumni & Students

19. President, Alumni Association
20. Vice President, S.U., GHBC

VI. From Administration

21. Librarian

22. Head Assistant

Nature of work:

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
2. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

32. SOCIO-CULTURAL & SPORTS COMMITTEE

Chairman : Mr. Vanlalpeka

Secretary : Ms. Lynda Vanlalruati

Ex-Officio Member : Principal and Vice Principal

Members:

- | | |
|-------------------------------|--|
| 1. Ms. Judy Lalremruati Ralte | 2. Mr. Lalmalsawma Ralte |
| 3. Mr. R. Lalrinkima | 4. Dr. Melody Laltanpuii |
| 5. Gen. Secretary, S.U | 6. Prof.-in-charge: Outdoor |
| 7. Prof.-in-charge: Indoor | 8. Prof.-in-charge: Social and Culture |
| 9. Prof –in-charge: Debating | 10. Secretary, Outdoor, S.U |
| 11. Secretary, Indoor, S.U. | 12. Secretary, Social & Culture |
| 13. Secretary, Debating | |

The nature of works for this committee are to performed activities in connection with the Cultural, Games & Sports with the support of the Professor i/c of Indoor, Outdoor & Social & Cultural and are expected to give reports as and when necessary

33. INTERNAL COMPLAINT CPMMITTEE (ICC)

Presiding Officer : Dr. Rohmingliani

Member, Secretary: Ms. Marie Zodinpuii

Members:

- | | |
|---------------------------------|-------------------------|
| 1. Dr. B. Lalfakawmi | 2. Dr. Lalnunpuia Sailo |
| 3. Ms. Ngurliani Sailo | 4. Mr. Sanghhuankhuma |
| 5. Ms. C. Ramdinmawii, Advocate | |

Responsibilities of ICC:

1. to provide assistance if an employee/student chooses to file a complaint regarding sexual harassment with the police.
2. to provide mechanism of dispute redressal and dialogue through fair and just conciliation regarding sexual harassment without undermining the complainant's rights.
3. to protect the safety of the complainant by maintaining confidentiality and protecting the complainant's identity.
4. to provide mandatory relief to the aggrieved by way of sanctioned, leave, relaxation of attendance, transfer to another department as required during the pendency of the complaint.

34. University Grants Commission (UGC)

Co-ordinator : Mr. Lalchangliana
Assistant Co-ordinator : Dr. H. Lalzuithangi

35. Rashtriya Uchchatar Shiksha Abhiyan (RUSA)

Co-ordinator : Mr. Vanlalpeka
Assistant Co-ordinator : Mr. C. Laldampuia

36. Social Media Champion (SMC)

Chairperson : Dr. H. Lalzuithangi (SMC)
Secretary : IT in-charge (Mr. Laldingliana Sailo)
Ex-Officio Member : Principal and Vice Principal

Members:

1. AISHE Nodal Officer
2. NCC, SUO
3. Gen. Secretary, S.U
4. Club Leaders
5. All DIOs
6. NSS in-charge- Ms. Zomuani Cherpoot
7. E.U – Leader & Secretary
8. Web Master – Mr. Lallianmawia
9. IQAC Core Group- Ms. Marie Zodinpuii
10. RUSA staff- Mr. V. Vanthuama
11. Nodal Officer – Swachhata Bharat Internship Scheme

The nature of works for this committee are to performed activities in connection with Social Media activities of the institution.
IQAC Core Group- Ms. Marie Zodinpuii

37. 'Swachhata Bharat Internship Scheme' (SBIS)

Nodal Officer : Dr. Zothanzami,
Assistant Nodal Officers : 1. Ms. Lalsawmzuali Hnamte
2. Mr. Lalmalsawma Ralte

38. Citizen's Charter:

Nodal Officer : Dr. B. Lalfakawmi

Members:

1. Mr. Lalrochuanga Pachuau, Principal
2. Ms. H. Lalengzuali, Teaching Faculty
3. Ms. Marie Zodinpuui, Teaching Faculty
4. Mr. H. Lalropianga, Non-Teaching Faculty
5. Mr. James Ramdinmawia, G.S. Alumni
6. Mr. Lalsanglura, Parents' representative

Nature of Work:

1. Publication of Citizen's Charter
2. Organize training programmes, awareness campaign, workshop, etc. to align the workforce with commitments in the Citizen's Charter.

39. REMEDIAL COACHING :

Co-ordinator - Prof. Kalyan Adak

40. NEILIT (Hrangbana College)

- in-charge Prof. Sanny Tochwawng

41. IQNOU (Hrangbana College)

Co-ordinator- Mr. Darchuailova Renthlei

42. Election Officer

Mr. B. Lalrawngbawla

43. Departmental Information Officer (DIO)

1. Dr. K. Khawltinkimi - English Department
2. Mr. Lalflanmawia - Mizo Department
3. Dr. Robert Lalremtluanga - History Department
4. Mr. Doumuanlal - Economics Department
5. Dr. B. Lalfakawmi - Political Science Department
6. Dr. Lalhlmpuui - Education Department
7. Ms. F. Vanlalmangaihhsangi- Geography Department
8. Ms. Marie Zodinpuui - Public Administration Department
9. Dr. Melody Laltanpuui - Psychology Department
10. Mr. Laldingliana Sailo - Commerce Department
11. Mr. Samuel Lalthanliana, Asst. DIO- Commerce Department

Nature of Work

1. To collect and record the details / activities of the department.
2. To collect and maintain faculty profiles /activities/ training/publications. etc
3. To record all co-curricular and extra-curricular activities of the department.
4. To maintain all important documents and files of the department.
5. To provide important information to Convener, Social Media Champion.
6. To provide information as and when required.

44. ENTREPRENEURSHIP KNOWLEDGE CELL (EKC)

Chairman : Mr. Lalrochuanga Pachuau, Principal
Co-ordinator : Dr. Lalbiakzuali
Asst. Co-ordinator : Mr. Binod Murmu

Advisor : Prof. Kalyan Adak

Members

1. Mr. Vanlalpeka,
2. Ms. Jenny Lalmangaihzuai
3. Mr. Samuel Lalthanliana,
4. Mr. Doumuanlal

Nature of Work :

To create awareness and promote entrepreneurship.

GOVT. HRANGBANA COLLEGE: Aizawl, Mizoram
COMMITTEES/CELLS/BOARDS/CLUBS/SOCIETY ANNUAL REPORT
FORMAT

for the academic session July 2019-June2020

1. Name of the committees/cells/boards/clubs/society :

2. Year of Establishment :

3. Brief Introduction :

4. Member Details:

Chairman	
Vice-Chairman	
Secretary	
Members	

5. No. of committee meetings held during the academic session (July2018-June2019) : _____

6. Activities/Events/Seminar/Workshop/Projects/Publications etc. undertaken:

Sl. no.	Topic/Title/Name	Date & Duration	Resource Persons	Sponsored by/ Collaborations (if any)	No of Participants	Context	Outcome

7. Any other activities/accomplishments/awards/endeavours undertaken:

For NSS/NCC/ECo-Club/SSU/YAC/Red Ribbon etc., during the year

(a) Extension Activities

Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/ECo-Club/SSU/YAC/Red Ribbon etc. etc., during the year			
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers coordinated such activities	Number of students participated in such activities

(b) Awards and recognition received for extension activities

Awards and recognition received for extension activities from Government and other recognized bodies during the year			
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

(c) Students participating in extension activities

Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities

All Committees / Cells are hereby informed to submit the Annual Report for the year 2019-2020 within **July, 2020 without fail**