

## IQAC MEETING MINUTE

Date : 3<sup>rd</sup> June, 2021  
Time : 8:00 pm  
Venue : Zoom GAWC Official Account

### Members Present:

- |                              |                       |
|------------------------------|-----------------------|
| 1. Prof. C. Lalhlengliana    | Principal & Chairman  |
| 2. Dr. Lalremruati           | Coordinator           |
| 3. Prof. B. Lalrinsanga      | Assistant Coordinator |
| 4. Dr. Samuel V.L Thlanga    | Assistant Coordinator |
| 5. Ms. Lianhlupuii           |                       |
| 6. Mr. H. Lalvulliana        |                       |
| 7. Dr. Mary Anne Lalbiakhlui |                       |
| 8. Ms. Lalnunthari           |                       |
| 9. Dr. Janet Vanlahlimpuii   |                       |

The Principal Prof. C. Lalhlengliana, chaired the meeting. After greeting the member present, the Principal gave the following report :-

1. The Chairman reported about the difficulty that the college is facing – as there non-teaching staff has been transferred recently, there is shortage of staff in the office.
2. The Chairman also pointed out the difficulty faced in term of grants/funds that can be received by the college from the Government of Mizoram because of the ongoing pandemic.
3. Due to the ongoing pandemic, PG came in History Department cannot be open till now.
4. The chairman also gave a report on the activity of the Covid Task Force, GAWC. The Committee has requested Mentoring Cell and Counselling Cell if IQAC to help implement the activities as prescribed by the UGC.
5. AAA will be ready soon after internal finance audit is done. After the chairman gave the report, the following were discussed in the meeting :
  - a) Submission of AQAR - the Coordinator reported that AQAR 2019-2020 has been successfully submitted at NAAC portal on 31<sup>st</sup> May 2021.
  - b) Action Plan – the meeting discussed and resolved that all Cells under IQAC shall submit their action Plan for the year 2021-2022. The meeting resolved that the last date of submission of the Action Plan will be on or before 25<sup>th</sup> June 2021.
  - c) Finishing School – The meeting discussed that as Finishing School for Core Students has been included as a “best practice” activity for the college, the School may be continued for every outgoing students at the end of their session. Due to the pandemic, it could not be held last year. The meeting resolved that Finishing School be organized for the outgoing students and the same be held after the Exams are over for the Core Students. The meeting also resolved that a sub-committee be formed that will be comprised of the following :-

- 1) Dr. Lalremruati
- 2) Prof. B. Lalrinsanga
- 3) Dr. Samuel V.L Thlanga
- 4) Dr. Janet Vanlalhlimpuii

The sub-committee will undertake all necessary action for organizing the Finishing School. Since the College is in short of fund, the meeting resolved that MCTA, GAWC Branch be requested to sponsor the same.

(Dr. Lalremruati)  
Coordinator

(Prof.C.LALTHLEGLIANA)  
Principal & Chairman

## IQAC STEERING MEETING MINUTE

Date : 7<sup>th</sup> July, 2021  
Time : 1:00 pm.  
Venue : Principal's Chamber, Govt. Aizawl West College

### Members Present:

- |                               |                       |
|-------------------------------|-----------------------|
| 10. Prof. C. Lalthlengliana   | Principal & Chairman  |
| 11. Dr. Lalremruati           | Coordinator           |
| 12. Prof. B. Lalrinsanga      | Assistant Coordinator |
| 13. Ms. Lianhlupuii           |                       |
| 14. Mr. H. Lalvulliana        |                       |
| 15. Dr. Mary Anne Lalbiakhlui |                       |
| 16. Dr. Janet Vanlalhlimpuii  |                       |

The Principal chaired the meeting. After greeting the members present, the Coordinator was asked to give a report of what has been done since the last meeting: -

6. The Coordinator gave a report on Finishing School which was organized from 21<sup>st</sup> June, 2021 – 2<sup>nd</sup> July, 2021. The Finishing School was successfully organized for the outgoing Core Students through online mode- Zoom platform was used and all the programmes was brought broadcasted live on Youtube - GAWC Official Channel. Feedback was taken from the participants through Google Forms and more than 90 percent of the students gave positive feedback for the programme, topics discuss and Resource Persons as well as in continuing the Finishing School Programme for every outgoing Core students.

(Dr. Lalremruati)  
Coordinator

(Prof.C.LALTHLENGLIANA)  
Principal & Chairman

## IQAC MEETING MINUTE

Date : 19<sup>th</sup> August, 2021  
Time : 1.00 pm  
Venue : Principal's Office, GAWC

### Members Present:

- |                               |                        |
|-------------------------------|------------------------|
| 17. Prof. C. Lalthlengliana   | Principal & Chairman   |
| 18. Prof. B. Lalrinsanga      | Coordinator            |
| 19. Dr. Samuel V.L Thlanga    | Assistant Coordinator  |
| 20. Dr. John C. Lallawmawma   | Assisstant Coordinator |
| 21. Ms. Lianhlupuii           |                        |
| 22. Dr. Mary Anne Lalbiakhlui |                        |
| 23. Dr. Janet Vanlalhlimpuii  |                        |
| 24. Mrs. Lalthakimi, HA       |                        |
| 25. Mrs. Lalnunmawii, UD      |                        |

The Principal Prof. C. Lalthlengliana, chaired the meeting. After greeting the members present, the Chairman gave a brief report on the status of College proposed new campus at Luangmual, AQAR 2019-2020 and other items for which the meeting was convened.

### 7. AQAR :

As invited by the Chairman, Prof. Benjamin Lalrinsanga Coordinator and Dr. Samuel V.L. Thlanga gave report on the present status of AQAR 2019-20. The Coordinator pointed out some weak points for which the college need to take few more steps. Dr. Samuel V.L. Thlanga, Asst. Coordinator reported that AQAR 2019-2020 has already been uploaded and submitted to the NAAC portal. We are now waiting for their acceptance and any further modification and update, if required from NAAC side.

### 8. Academic and Administrative Audit (AAA) :

The report given and further deliberation made clear that the AAA is a must for the upcoming NAAC assessment which the college is expecting and looking forward. The three Coordinators are given the charge to do any further necessary action and ensure AAA is completed in time.

### 9. SSR Preparation:

Coordinator, IQAC stated that Self Study Report of the college is being prepared by the concerned officials and this needs the support of all the stakeholders in the college. It was resolved that the Coordinators would look into the ongoing processes and decide any necessary action and steps in the best interest of the college.

The meeting was called off with thanks by the chairman at 2:30pm.

(Prof. Benjamin Lalrinsanga)  
Coordinator

(Prof.C.LALTHLEGLIANA)  
Principal & Chairman

(Dr. John C. Lallawmawma)  
Asst. Coordinator & Recorder

## IQAC MEETING MINUTE

Date : 12<sup>th</sup> November, 2021  
Time : 1.00 pm  
Venue : Principal's Office, GAWC

### Members Present:

26. Prof. C. Lalthlengliana	Principal & Chairman
27. Prof. Benjamin Lalrinsanga	Coordinator
28. Dr. Samuel V.L Thlanga	Assistant Coordinator
29. Ms. Lianhlupuii	Vice-Principal
30. Mr. H. Lalvulliana	
31. Dr. Mary Anne Lalbiakhlui	
32. Dr. Janet Vanlalhlimpuii	
33. DR. Vanlalvena Hnamte	Coordinator, RUSA
34. Ms. Lalnunthari	Coordinator, AISHE
35. Mrs. Lalthakimi	Head Assistance

The Principal Prof. C. Lalthlengliana, chaired the meeting. He reported various development taken place in the college. On the chair invitation, Prof. Benjamin Lalrinsanga Coordinator gave reports of activities of IQAC and actions taken from the last IQAC steering committee meeting resolutions-

- AQAR 2019-2020 after further notifications uploaded and it is approved with some suggestion.
- AAA (Academic & Administrative Audit) from 2017- 2020 was finished and it is in final stage for submission.

The Coordinator also reported that Rs. 7,14,000/- for financial requirement of NAAC assessment with justification notes is submitted to the directorate of Higher and Technical, Education Department. In this connection, as the department is not in a position to meet the mentioned requirement from the current year budget provision, the proposal is vetted by the department Finance and Accounts Offices vide NO 36/prop/GC/OC Dt 5.10.21 and requested us to move expenditure sanction under the head of accounts which the college thinks the appropriate one.

AQAR 2019-2020 : As invited by the chairman, the Coordinator gave report on AQAR 2019-2020 which is approved by NAAC, he also reported suggestions made by NAAC for enforcements.

This are :-

- 5) Efforts be made to have research funds, sanctioned and received from various agencies, industry and other organisations.
- 6) Workshops/Seminar be conducted on Intellectual Property Rights (IPR) on industry-academics, innovative practice.
- 7) Establishment of incubation centre and start-up be incubated on Campus.

- 8) To increase number of teachers attending professional development programmes.
- 9) To increase activities on gender equity.
- 10) Efforts on towards E-content developed by teachers.

The suggestions made by NAAC for improvement have been discussed and resolved.

- 1) In regards to effort be made to have research funds from various agencies, it was agreed in principle to conducted one research project involving all departments and entrusted Research and Documentation cell to take up necessary step in consultation with the IQAC Coordinators.
- 2) The meeting also agreed to conduct workshop/seminar in Intellectual Property Rights and assigned it to Research and Documentation cell to take responsibility in this matter and organized it at the earliest.
- 3) The meeting also agreed to formed gender cell and the following are the members of the cell-

Chairman : Mrs. Lianhlupuii

Coordinator : Dr. Lalremruati

Members :

Dr. Janet Vanlalhlimpuii

Ms. Jennifer Saizampuii

Ms. Lalrinkimi Khiangte

Mrs. Lalthakimi

(Benjamin Lalrinsanga)  
Coordinator & Secretary

(Prof.C.LALTHLEGLIANA)  
Principal & Chairman

## IQAC MEETING MINUTE

Date : 30<sup>th</sup> March, 2022  
Time : 2:00 pm  
Venue : Principal's Office, GAWC

### Members Present:

36. Prof. C. Lalthlengliana	Principal & Chairman
37. Mrs. Lianhlupuii	Vice-Principal
38. Dr. Samuel V.L Thlanga	Coordinator IQAC
39. Mr. H. Lalvulliana	
40. Dr. Mary Anne Lalbiakhlui	
41. Prof. Benjamin Lalrinsanga	
42. Dr. Janet Vanlalhlimpuii	
43. Mrs. Lalmunmawii Sailo	
44. Mr. Vanlalmawia	Assistant Coordinator, IQAC
45. Ms. Lalnunthari	Assistant Coordinator, IQAC
46. Dr. John C Lallawmawma	Assistant Coordinator, IQAC
47. Mrs. Lalthakimi	Head Assistance

Agenda : 1) AQAR  
2) AAA  
3) A.O.B

The Principal welcome the members and give a brief explanation on the nature of Steering Committee and give report on the on-going effort of meeting writing 4<sup>th</sup> AQAR. And mentioned about signing of MoU with Lailen Consultation pvtttd and MS Academy for the purpose of AQAR and quality service of the institution. He requested the Coordinator, IQAC, Dr. Samuel V.L Thlanga to give report.

Dr. Samuel explained the situation and time-frame of NAAC in report to AQAR submission. He briefly, highlight the urgent need to focus on waiting the next AQAR, as validity of the college in regard to NAAC assessment is at stake and issues that is involved therein.

He also suggest to start construction of Disable friendly toilet as soon as possible to be included in the AQAR(2020-2021). He finally, stress the need to formulate 'Code of Conduct' for the institution.

The chairman, request Prof. Benjamin Lalrinsanga to enlighten the meeting on the ongoing process and urgency of writing AQAR and NAAC assessment within stipulated time. He briefly stated his opinion on the issue.

Regarding AAA, the coordinator IQAC inform the meeting the need to work on it, as soon as 4<sup>th</sup> AQAR is submitted.

Resolutions :- The meeting resolves that ;

- 1) AQAR (4<sup>th</sup>) may be submitted on or before 5<sup>th</sup> April, 2022.
- 2) Disable friendly toilet for female/male students may be constructed as soon as possible.
- 3) Incubation Centre, as already reported in AISHE Report, 2020-2021, is discussed as Agenda on A.O.B. The meeting agrees to take necessary action for the establishment



of Incubation Centre at Luangmual (College New Campus). For this, Dept of Industry may be consulted, Mr. H. Lalvulliana and Dr. Mary Anne Lalbiakhlui Zadeng, and Mr. Vanlalmawia are entrusted by the Committee to take necessary action. Also Centre for Entrepreneurship Development will function as Incubation Centre.

- 4) For Fund Mobilization, Mr. Lalruatkima Minister may be requested to fund for Solar Energy Installation. And Mr. Zothantluanga MLA may be requested to fund for renovation/start-up of Incubation Centre, at Luangmual Site. Alumni MLA's, R. Lalrinsanga and C. Lalmuanpuia may be also requested to contribute for Water Cooler to be installed in the College.

(Lalnunthari)  
Recording Secretary

(Prof.C.LALTHLEGLIANA)  
Principal & Chairman

## IQAC MEETING MINUTE

Date : 28<sup>th</sup> April, 2022  
Time : 12:30 pm  
Venue : Principal's Office, GAWC

### Members Present:

48. Prof. C. Lalthlengliana	Principal & Chairman
49. Mrs. Lianhlupuii	Vice-Principal
50. Dr. Samuel V.L Thlanga	Coordinator IQAC
51. Mr. H. Lalvulliana	
52. Dr. Mary Anne Lalbiakhlui	
53. Dr. Janet Vanlalhlimpuii	
54. Mrs. Lalmunmawii Sailo	
55. Mr. Vanlalmawia	Assistant Coordinator, IQAC
56. Ms. Lalnunthari	Assistant Coordinator, IQAC
57. Dr. John C Lallawmawma	Assistant Coordinator, IQAC
58. Mrs. Lalthakimi	Head Assistance

The Principal chaired the committee, he requested the Coordinator IQAC to give a brief report and explain the agenda.

### Agenda : 1. AQAR 2021-2022

2. Restructuring IQAC Dept Incharge
3. Formation of IQAC Technical Team
4. Redistribution of IQAC works/responsibilities
5. AAA
6. A.O.B

Resolutions :- The meeting resolves, after discussion based on the agenda -

- 1) The meeting after discussion formed IQAC Technical Team as under –
  - (1) Dr. Zodingsanga Sailo
  - (2) Dr. Malsawmdawngliana
  - (3) Ms. Lalnunpuii
  - (4) R. Lalbiakzuala
  - (5) H. Lalawmpuia
- 2) The meeting restructured Dept in – Charge as follows :-
  - (1) English Dept - Ms. Jennifer Saizampuii
  - (2) Mizo Dept - Ms. Lalsangpuii
  - (3) Economics Dept – Ms. Thelma Lalmingthangi
  - (4) History Dept – Dr. Vanengmawia
  - (5) Political Science Dept – Ms. Lalrinkimi Khiangte
  - (6) Education Dept – Ms. Lalrosangi
  - (7) Psychology Dept – Ms. Malsawmtluangi Chuauhang
  - (8) Public Administration Dept – Mr. Joseph Lalmalsawma

- 3) Regarding agenda no. (4) redistribution of work/responsibilities, the meeting distribute word for 8 departments as follows:-  
Criterion I – Psychology Department  
Criterion II – Political Science Department  
Criterion III – Education & Mizo Department  
Criterion IV – Economics Department  
Criterion V – History Department  
Criterion VI – Public Administration Department  
Criterion VII – English Department
- 4) Regarding AQAR 2021-2022, the meeting agrees to start working on it as soon as possible and the Coordinator IQAC, may enquire on the issue for further classification.
- 5) AAA- (Academic & Administrative Audit) : As soon as all AAA are submitted by departments, it may be submitted for audit.
- 6) A.O.B : About 'Finishing School' is discuss on how and when to organized, for this the following Professors are assigned by the committee to take responsibilities for the same –  
(1) Mrs. Lianhlupuii  
(2) Dr. Janet Vanlalhlimpuii  
(3) Dr. Samuel V. L Thlanga

(Lalnunthari)  
Recording Secretary

(Prof.C.LALTHLEGLIANA)  
Principal & Chairman