

IQAC MEETING MINUTE

Date : 14th December 2020
Venue : Principal's Chamber, Govt. Aizawl West College

Members Present:

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| 1. Prof. C. Lalthlengliana | Principal & Chairman |
| 2. Dr. Lalremruati | Coordinator |
| 3. Prof. Benjamin Lalrinsanga | Assistant Coordinator |
| 4. Dr. Samuel V.L. Thlanga | Assistant Coordinator |
| 5. Mrs. Lianhlupuii | |
| 6. Dr. P.L. Ramliana | |
| 7. Dr. Mary Ann LalbiakhluiZadeng | |
| 8. Dr. Janet Vanlahlhimpuii | |
| 9. Mrs. Lalthakimi | |
| 10. Ms. Lalnunthari | |

Prof. C. Lalthlengliana, Principal/Chairman began the meeting by giving reports on how the Chief Minister spoke to him over the phone regarding possibilities on transfer of Handloom & Handicrafts Training Centre land, Luangmual Aizawl to the college.

As invited by the Chairman, Dr. Lalremruati, Coordinator, IQAC gave action taken report.

1. West IMPRESS Series was successfully conducted by the IQAC during September-October 2020.
2. Special Lecture Series have been successfully conducted by three departments – Psychology, Education and History during October 2020.
3. Annual Quality Assurance Report (AQAR) – As per normal timing, AQAR is to be submitted within December 2020. However, COVID-19 pandemic consideration, in which NAAC extended AQAR submission date may be availed.

RESOLUTIONS –

1. Academic and Administrative Audit – The committee resolved that Internal Academic - Administrative Audit (AAA) be undertaken by the college; 2017-2018, 2018-2019, 2019 – 2020 AAA format be separately filled. Format – 1 (Institutional Data) of AAA be taken up by the IQAC Coordinators whereas Format – 2 (Department Report Form) be worked out and filled by each academic department. The filled-up AAA forms will be submitted to the IQAC Coordinator by each department on or before 22nd January 2021.
2. Computerization of students profile – Computerization of students profile including permanent and postal address, contact numbers, tribe/caste status etc. be done. College administration is entrusted to take up the responsibility.
3. Parent – Teacher Meet – The meeting resolved that Parent – Teacher Meet be conducted and hosted as follows:
 - a. 1st Semester students - English Department
 - b. 3rd Semester students - Mizo Department
 - c. 5th Semester students - Each Core Department

All Heads of Department and IQAC Coordinators are instructed to attend 1st and 3rd Semester's meet as well. Parent – Teacher Meet is scheduled as follows –

- a. 15th December 2020 - 1st Semester Section A
- b. 16th December 2020 - 1st Semester Section B
- c. 17th December 2020 - 1st Semester Section C
- d. 18th December 2020 - 1st Semester Section D
- e. 19th December 2020 - 3rd Semester Section A
- f. 21st December 2020 - 3rd Semester Section B
- g. 22nd December 2020 - 3rd Semester Section C
- h. 23rd December 2020 - 3rd Semester Section D
- i. 28th December 2020 - 5th Semester (All Core)

4. Remedial Class - The meeting strongly felt the need of having Remedial Classes. Ms. Lianhlupuii, Vice Principal is entrusted to look into the matter and to chalk out the final detail programs.
5. Appointment of new teachers in different IQAC Cells – Appointment of new teachers to different IQAC Cells be finalized by the Principal and IQAC Coordinators.

(Dr. LALREMRUATI)
Coordinator

(Prof. C. LALTHLEGLIANA)
Principal & Chairman

(Dr. SAMUEL V.L. THLANGA)
Assistant Coordinator