

IQAC GENERAL MEETING MINUTES 23rd MARCH, 2018

Review of previous IQAC meeting minutes.

- i) Teaching/learning team was advised to submit to the Board of Management on a rough proposal budget for the upcoming Edge programme.
- ii) Henceforth all specific task give to teachers/Department concern should be dispatched with a letter signed by Principal.

MEETING AGENDAS RESOLVED

1. It was resolved to circulate a copy of IQAC guideline to all the IQAC members.
2. Resolved to include Mr. Mhonthung, HoD, Dept. of Sociology and Mrs. Sunepjungla HOD, Dept. of EVS as new IQAC members.
3. To induct as new IQAC External members, it has been resolved to approach Dr. Panger, Dr. Lanusangla and Landmark colony chairman.
4. CELL PHONES:
 - i) Usage of cell phone during class hours is totally prohibited.
 - ii) Mobile phones should be kept in total silent mode inside the college building.
 - iii) Receiving and making phone calls inside the college building is prohibited.
 - iv) Resolved to put up laminated posters on DO's and DON'T's on the mobile usage in the required area.
 - v) During exam days it was resolved that students would be asked to switched off their cell phones and submit the same to the exam invigilators.
 - vi) During exam time if student is caught cheating through cell phone then that will be dealt under exam rules and regulations.
 - vii) As per the above resolution, the first offence will be a fine of Rs.500, second offence Rs.1000 and if third offence, phone will be ceased permanently. All offenders' record will be maintained and recorded by the discipline convener.
 - viii) It was resolved that the students fined fees need to be paid at the college admission counter and the receipt to be submitted to the discipline convener for record maintenance.
5. UNIFORM MATTERS:
 - i) It was resolved that the same guideline will be followed with the same fine amount of Rs. 200.
 - ii) It was resolved that the discipline committee will talk to the tailor regarding the readymade short skirt.
 - iii) Uniform defaulters during exam time will be imposed a fine of Rs. 200 and will be asked to come in complete uniform from the next day of exam.
6. TOBACCO DEFAULTERS:
 - i) The matters will be handled by anti-tobacco cell.
 - ii) For first offence there will be a fine of Rs. 500, second offence Rs. 1000 with signing a bond along with the parents/guardian and matters will be taken up by the college authority. Third offence will be expulsion.
7. ATTENDANCE GUIDELINES:
 - i) It was resolved by the college board of management that academic dean will handle all the attendance records.
 - ii) In case if Academic Dean is absent, it has been resolved that the student need to take temporary permission or signature from Principal or Vice Principal.
8. Resolved on a new lesson plan format and to start using from the ongoing session.

Action taken

1. As resolved a copy of IQAC guideline was circulated to all the IQAC members.
2. A letter of invitation has been given to the concerned people to be inducted as new IQAC external members and we are awaiting the response.
3. Mr. Mhonthung, HoD, Dept. of Sociology and Mrs. Sunepjungla HOD, Dept. of EVS have been inducted as new IQAC members.
4. Regarding cellphone and uniform defaulters, the matter has been taken up by the Disciplinary Committee.
5. As resolved academic dean handles all the attendance records.