4th IQAC Coordination Committee Minute

Time: 3rd, September, 2010 (12:30 p.m.)
Place: Principal’s Office

Members present
Mr. Vanlalduha
Mr. Malsawmkima
Mr. K. Thangkima
Dr. R. Lalnuntluanga
Mrs. Angela Zoramthangi
Dr. T. Lalsangliana

The meeting was chaired by the Chairman of the IQAC, Mr. Vanlalduha.
After the Chairman welcomed the members, Dr. R. Lalnuntluanga offered prayers for the success of the Committee.

Reports: After a prayer has been offered, the Coordinator gave finance reports of the sub committees, that the total amount disbursed to different sub committee till date was Rs. 15,41,052/- and the Bank Account balance is –Rs. 146,948

Resolution No.1 - NCC Desk and Office fridge
With a request from the lecturer in charge, NCC, it was resolved that one of the unused office desk be repaired to accommodate the NCC request for a new desk. The Committee also finds unnecessary to purchase a new medium size fridge for office use.

Resolution No.2 - Students Welfare
The Committee resolved that the amount of Rs. 160,000/- be utilized for distribution of students stipend and allowances by Student Welfare Committee.

Resolution No.3 - Formation of Purchase Committee
Following directions from the Director, College Development Council, the Committee resolved that the following committee be formed:- Planning Board, Purchase Committee and Advisory Committee for equal opportunity Cell & Coordinators for different Cells under equal Opportunity Schemes. The Committee entrusted the Coordinator to make a draft proposal for the members of the Committee which may be finalized in the next Committee.
Resolution No. 4 - Equipment Maintenance Committee
The Coordination committee finds that our equipments that had been purchased must be properly maintained. The committee therefore finds it necessary to establish a Maintenance Committee, the structure of the committee will be as follows:-
Convener : Mr. Zohmingliana, Head of Department of English,
Members : Mr. C. Vanalavuana, Department of English
Mr. John Lalnunthara, LDC
The function of this Committee shall be to maintain all the College equipments including repairs and purchase of partsa as when necessary.

Resolution No. 5 - Usage and placement of Fax machine, Laptop. The Committee decided that the 4-in-one fax machine and laptop purchased by Research and Consultancy Committee is to be kept in the Principal’s office.

Resolution No. 6 - Usage of College Equipments. The Coordination Committee resolved that all IQAC Sub Committee be informed that the College equipments are not the property of the Sub Committee alone. For the proper functioning of the College no charge must be levied on any equipment usage as long as it is meant for the College activity and purpose. However, if any equipment is to be utilized for personal means, the Committee in charge of the equipment may levy any usage fee as deem fit.

Resolution No. 7 - Selection Exam Following suggestion from the Teaching Learning Committee, the Committee resolved that a selection exam be held after the Inter College Sport which is to be held during October 11-15, 2010. The Committee appointed the Teaching Learning Committee to finalise the date and the routine for the exam.

Resolution No. 8 - Study Tour – It has been decided that a study tour to Meghalaya and Assam be organised by the Teaching Learning and Evaluation Committee for twenty (20) IIrld year students with two Lecturers. The Tour may be held during the last week of November or 1st week of December. The Coordination Committee would like this tour to be made as worthwhile as possible and that a proper study of certain aspects of geographical/historical landmark/sociological topics be included in the tour. The Committee has put up the amount of Rs. 60,000/- for the tour which may be utilised as necessary.

Resolution No. 9 - New Project – The Coordination Committee is of the opinion that, so far, the Sub Committees in the IQAC have been very enthusiastic in pursuing our purchasing power for the College, but no proper project involving research/awareness programmes has been put forward so far. In the light of this, all IQAC Sub Committee may be requested to formulate some project within this academic calendar other than simply purchasing equipments for the College.
Resolution No. 10 - Office Xerox

The Committee is very much concerned about the repair and maintenance of the two office Xerox machines. It has come to light that the Ricoh Xerox machine is almost beyond repair and that the agency Vanso Technocraft from which we purchased the RICOH Xerox machine is not at all an authorized dealer as they seem to be. Since the guarantee period is not over and that the fore mentioned agency could not make the replacement for the defective part, the Committee resolved that the matter be brought to the State Consumer Forum. At the same time, the other Xerox machine may be repaired according to the requirements. Since the office is in constant need of Xerox machine, the committee resolved that a new Xerox machine be purchased anyway since the two existing Xerox machines are not up to standard even if repaired.

Resolution No. 11 – Financial Credit to NCC. Following the request from the College NCC in charge, Mr. Zothanhlira, the Committee resolved to disburse the amount of Rs.25,000/- on credit to NCC.

The Committee ends with a vote of thanks from the Chairman.

Sd/-
(VANLALDUHA)
Chairman

IQAC, Government Aizawl North College

(MALSAMWKIMA)
Coordinator

Co-ordinator
IQAC
Govt. Aizawl North College