

**1ST MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) OF MIZORAM UNIVERSITY
(11th NOVEMBER, 2009)**

MINUTES

The first meeting of Internal Quality Assurance Cell (IQAC), constituted vide notification no. 5-30/Estt-I/08/10449-519 (dt.12.10.09) in pursuance to UGC letter no. 20-1/2009(IUC); dt. 23.7.09, was held on 11th November 2009 at the VC's Conference Hall. The meeting was Chaired by the Vice Chancellor, Mizoram University.

The list of members present is enclosed at Annexure I.

At the outset, the Chairperson welcomed the members with a special word of thanks to external members.

The Member-Secretary then gave a brief overview of IQAC and requested Dr. Niranjan Roy, Director, IQAC of Assam University to explain modalities to be followed for enhancing data-quality to be used by the IQAC of MZU as precursor to NAAC accreditation.

Thereafter the meeting discussed at length the academic aspect of the IQAC mechanism in details. The following points were decided upon :

1. To start with, IQAC is entrusted with mandatory annual assessment of teachers between the period July-June. Relevant Circular is to be issued during March / April every year.
2. Goals and functions of IQAC is to be typed separately from the general Guidelines and to be circulated to the stakeholders. (Deans and HOD's for dissemination)
3. IQAC will function as per UGC Benchmark to be received from Expert Committee constituted by UGC.
4. IQAC will assess annual information received from teachers and suggest specific remedial measures to be adopted for removing gaps and weaknesses, such as tutorials, remedial courses etc.
5. IQAC will interact with Deans of the Schools regarding teacher-wise assessment data and the Deans, in turn, will co-ordinate the work in the Departments under their School.
6. A Proforma for collecting academic information is to be created by the Cell. Dr. Niranjan Roy from Assam University has been requested to assist.
7. Director (CDC) is requested to add a separate entry in the Affiliation Proforma for Colleges so as to generate information about the workings of IQAC in the Colleges constituted by Govt. of Mizoram.
8. IQAC will organise Seminars once in a while to highlight its activities, to collect suggestions and comments from different stakeholders and to suggest remedial measures.
9. The collected information and subsequent assessment are to be properly documented. IQAC shall maintain its own data base separately.
10. The Annual Assessment Report shall be placed before the Academic Council for its consideration

and thereafter, to be forwarded to UGC / MHRD with observations of the Academic Council.

11. A new window is to be opened in the name of IQAC on website of Mizoram University home page immediately. Notification regarding constitution of IQAC and the Minutes of the First Meeting are to be posted in this window.

12. IQAC will be provided space and supporting staff (2 computer Assistants with knowledge of Data Entries and typing and one Office Assistant) so that it can start functioning effectively.

13. The Finance Section of MZU may be informed about IQAC of Mizoram University and that all expenses incurred may be booked under "Merged Schemes".

The Meeting was also addressed by Dr. Niranjana Roy and Mr. Zochungnunga, o/c. QAC in Higher & Technical Education, Govt. of Mizoram.

The Meeting ended with vote of thanks from the Chair.



(PROF. A.N. RAI)
Chairman
IQAC, MZU



(PROF. MARGARET CH. ZAMA)
Co-ordinator & Member Secy.
IQAC, MZU