

GOVT.JOHNSON COLLEGE,AIZAWL
INTERNAL QUALITY ASSURANCE CELL (IQAC)
COMMITTEES AND RESPONSIBILITIES
(1st July,2024-30th June,2026)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

| | | |
|-------------------|------------------------|-------------------|
| Chairman | :Prof.K.Vanlalmawia | Principal |
| Co-ordinator | :Dr. Ruth Lalsawmzuali | Education Dept. |
| Asst Coordinators | :Dr. Ruatdiki Hmar | Pol.Science Dept. |
| | :Dr.V.L. Rinawmi | English Dept. |

Members:

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|------------------------------------|-----------------|
| 1. Dr.Lalrimawii Zadeng | English Dept. |
| 2. Prof. Paul Songhaulal Songate | Pol.Sc.Dept. |
| 3. Mr.Vanlalsawma | History Dept. |
| 4. Ms Zodinliani | Education Dept. |
| 5. Mr.David Lalliansanga | History Dept. |
| 6. Dr. Lalropuia | Mizo Dept. |
| 7. Dr. R.Lalhmingthanga | Economics Dept. |
| 8. Mrs. Sailo Lallianpuii | Economics Dept. |
| 9. Mrs.R. Laldingliani | Head Assistant |
| 10. Vice President S.U | |
| 11. President/Secretary, Alumni | |
| 12. Joint Director(QAC) ,H&TE | |
| 13. Local Council, Bungkawn/Khatla | |

Objectives of IQAC

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions of IQAC

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the college;
2. Dissemination of information on the various quality parameters of higher education;
3. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
4. Documentation of the various programmes/activities of the college, leading to quality improvement;
5. Acting as a nodal agency of the institution for coordinating quality-related activities;
6. Development of Quality Culture in the college;
7. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on quality parameters.

ACADEMIC AND ADMISSIONS COMMITTEE

| | | |
|-----------------|-----------------------|-----------------|
| Chairman | :Mrs.Sailo Lallianpui | Economics Dept. |
| Secretary | : Dr.C.Lalhmingliana | Pol.Sc.Dept. |
| Asst. Secretary | :Mr.C.Lalremruata | History Dept. |

Members:

1. HOD, Economics Dept.
2. HOD, Education Dept.
3. HOD, English Dept.
4. HOD, History Dept.
5. HOD, Mizo Dept.
6. HOD, Pol.Sc.Dept.
7. Mrs.R. Laldingliani , Head Assistant
8. Chairman/Secretary, Exam Committee
9. IQAC Co-ordinator/Asst.Co-ordinators

Main responsibilities:

1. To administer the admission process.
2. To determine intake capacity of the college.
3. Responsible for over-all academic improvement.
4. Preparation of annual academic calendar in consultation with relevant committees & cells. (sports, examination, observance of state, national and international days, etc).
5. Preparation and updating prospectus for the current and next year.
6. Preparing daily routine for all the classes for the current academic year.
7. Teaching & Learning- Innovative teaching, use of ICT in classroom teaching, etc.
8. Plan and organize college/department seminars/talks.
9. Work closely with Exam Cell on all exam related matters.

MODERATION COMMITTEE

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|-----------|---------------------|-----------------|
| Chairman | :Prof.K.Vanlalmawia | Principal |
| Secretary | :Ms.Zodinliani | Education Dept. |

Members:

1. HOD, Economics Dept.
2. HOD, Education Dept.
3. HOD, English Dept.
4. HOD, History Dept.
5. HOD, Mizo Dept.
6. HOD, Pol.Sc.Dept.

Main responsibilities:

- To moderate internal marks awarded to students.

EXAMINATION COMMITTEE

| | | |
|----------------|---------------------|-----------------|
| Chairman | :Ms Zodinliani | Education Dept. |
| Secretary | :Mrs. T.Lalawmpuii | English Dept. |
| Asst.Secretary | :Mrs. PC Zonunsangi | Mizo Dept. |

Members:

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|--------------------------|-----------------|
| 1. Mrs Sailo Lallianpuii | Economics Dept. |
| 2. Mr.David Lalliansanga | History Dept. |
| 3. Dr.C.Lalhmingliana | Pol. Sc.Dept. |
| 4. .Mr.C.Lalchhuankima | LDC |
| 5. Mrs. Hmangaihzuali | LDC |

Main responsibilities:

1. Conduct Internal and Semester Examinations.
2. Overall compilation of student attendance submitted by each academic department for monthly publication.
3. Overall compilation and publication of Internal marks submitted by each academic department.
4. Prepare Report at end of every exam such as total number of students exam-appeared/ fill up exam forms/results to the principal and preparation of statistics.
5. Work closely with Academic Committee.

NEP IMPLEMENTATION CELL

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|-----------|------------------------|-----------------|
| Chairman | : Dr. R.Lalhmingthanga | Economics Dept. |
| Secretary | : Dr. Ruatdiki Hmar | Pol. Sc.Dept |

Members:

1. HOD, Economics Dept.
2. HOD, Education Dept.
3. HOD, English Dept.
4. HOD, History Dept.
5. HOD, Mizo Dept.
6. HOD, Pol.Sc.Dept.
7. Chairman, Academic and Admissions Committee
8. Chairman, Examination Committee
9. IQAC Co-ordinator/Asst.Co-ordinator

Main responsibilities:

1. Formulation of action plans in accordance with NEP 2020.
2. Appointment of co-ordinators for the academic departments.
3. Entrusted with the task of making arrangements to ensure smooth implementation of NEP 2020.
4. Organizing NEP related workshops,etc for the teaching and non-teaching staff.

RESEARCH ,DEVELOPMENT AND INTELLECTUAL PROPERTY RIGHTS(IPR) CELL

Chairman : Prof Paul Songhaulal Songate Pol.Sc. Dept.
Secretary : Dr.V.L. Rinawmi English Dept.

Members:

1. Dr.Lalrimawii Zadeng English Dept.
2. Mr.Lalrammawia Ngente Mizo Dept.
3. .Dr.Ruatdiki Hmar Pol.Sc. Dept
4. Mr.David Lalrinchhana Mizo Dept.

Main responsibilities:

1. Encourage research among teachers and facilitate research projects.
2. To promote research and publication among the students and teachers.
3. Search and explore sources and funding agencies for research projects.
4. Plan and organize extension programmes.
5. Plan and organize seminars-state, national and international level.
6. Prepare feedback system of the institution.
7. Evaluation of Teachers and Non-teaching staff by students. (For this purpose, questionnaire be prepared or modified in tune with our system and the records be kept confidential and inform the assessed person)
8. Promote awareness on IPR amongst the students.
9. To explore collaborative ventures with other institutions, organizations, etc.

LIBRARY COMMITTEE

Chairman :Prof.K.Vanlalmawia Principal
Vice Chairman :Mr.Lalrammawia Ngente Mizo Dept.
Secretary :Ms.Lily Lalhruaikimi Dy. Librarian
Dept.Representatives :All HODs & Coordinator, EKC

Main responsibilities:

1. The Library Committee shall be responsible for the procurement of books and journals.
2. The Library grant may be utilized equitably over the plan period to procure the latest publications relevant to the courses being offered in the Colleges. Care may be taken not to purchase second-hand books.
3. The amount up to ten percent under this item may be utilized for stacking purposes.
4. At the end of each financial year, the colleges must submit separate lists of Books and Journals purchased along with related documents of supply order etc. as per different items of grants under this head utilized to UGC and the Affiliating University. This is mandatory for obtaining next instalment.

ICT AND WEBSITE MANAGEMENT CELL

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|-----------|---------------------|---------------|
| Chairman | :Mr.Thangnghinglova | English Dept. |
| Secretary | :Dr C.Lalhmingliana | Pol.Sc.Dept. |

Members:

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|-----------------------|-----------------|
| 1. Mr Zothlanpuia | Pol.Sc.Dept. |
| 2. Ms Lalramthari | Education Dept. |
| 3. Ms K.Zirsangliani | Mizo Dept. |
| 4. Mr C.Lalchhuankima | LDC |
| 5. Mr Vanlalthmuaka | IV Grade |

Main responsibilities:

1. Responsible for overall functioning of the college ICT.
2. Management of the college ERP.
3. The Cell will be responsible for maintenance of PA/ sound system of the institution.
4. Management of the college ICT property.
5. Maintenance of the UGC network resource centre(computer centre)
6. Regular updating the college website.
7. To develop and recommend editorial policies, procedures, and guidelines for publishing and disseminating information on the College Website.
8. To make recommendations to improve content, organization, design and enhancements.
9. To update the College Website; review the Website for broken links, incorrect information, and further edits.
10. To ensure that the site meets accessibility and other usability standards.

CAREER GUIDANCE,COUNSELING AND PLACEMENT CELL

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|-----------|----------------------|-----------------|
| Chairman | :Dr.R.Lalhmingthanga | Economics Dept. |
| Secretary | :Mr. C.Lalremruata | History Dept. |

Members:

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|--------------------------|----------------|
| 1. Dr Lalrimawii Zadeng | English Dept. |
| 2. Mr Hunpuiliana | Economics Dept |
| 3. Mr David Lalliansanga | History Dept. |
| 4. Dr. V.L. Rinawmi | English Dept. |

Main responsibilities:

1. Arrange career guidance, counseling and placement room
2. Provide career guidance and counseling for students
3. Organize students career guidance programmes
4. Provide information related to career ventures for the students
5. Arrange placement fairs, etc for the students.
6. Career counseling for the economically weaker students and provide suggestions

SPORTS COMMITTEE

Chairman :Mrs Sailo Lallianpui Economics Dept.
 Secretary :Mr. David Lalrinchana Mizo Dept.

Members:

1. Mr.C.Rosangkhuma History Dept.
2. Mrs.T.Lalawmpuii English Dept.
3. Dr.C.Lalhmingliana Pol.Sc.Dept.
4. Mr.C.Lalremruata History Dept.
5. Vice president, S.U
6. Games & Sport Secretary, S.U

Main responsibilities:

1. Work in close coordination with the Students Union in respect to Annual College Week, in organizing, and selecting venue for games and sports
2. Work in close coordination with the Students Union in respect to the annual Mizoram University Sports
3. Encourage and promote sports among students
4. Acquire and maintain sports equipment
5. Explore, survey and acquire new infrastructure for sports
6. Develop the existing infrastructure for sports

FELICITATION COMMITTEE

Chairman :Dr.Lalropuia Mizo Dept.
 Secretary :Mrs.Lalmalsawmi Renthlei Economics Dept.

Members:

1. Mr.C.Rosangkhuma History Dept.
2. Mrs Lalrinkimi Education Dept.
3. Mrs.T.Lalawmpuii English Dept.
4. Dr.C.Lalhmingliana Pol.Sc.Dept.
5. Mrs.R.Laldingliani HA.

Main responsibilities:

1. Recommend the various awards to achieving students;
2. Institute new awards and incentives for students, faculty and non-faculty staff;
3. Organize Annual Graduation Day function.
4. Others

ALUMNI PROFESSOR IN-CHARGE

1. Dr.Lalrimawii Zadeng English Dept.
2. Mr Lalrammawia Ngente Mizo Dept.

Main responsibilities:

1. Registration of Alumni
2. Co-ordination with Alumni association
3. Awareness of college alumni association
4. Organize regular alumni meetings
5. Prepare budget to initiate the alumni association-such as publicity/tea & snacks.
6. Encourage alumni contribution for the college/awards/welfare of the institution.

ANTI-RAGGING, DISCIPLINE AND GRIEVANCE COMMITTEE

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|-----------|------------------------|---------------|
| Chairman | Mr Vanlalsawma | History Dept. |
| Secretary | :Mrs. Lucy Vanlalhruii | Pol.Sc. Dept. |

Members:

1. Mrs. Rudie Pachuau English Dept.
2. Mr.Hunpuiliana Economics Dept
3. Dr. Lalropuia Mizo Dept.
4. Teachers i/c SU
5. IQAC Co-ordinator/Assistant Co-ordinators

Main responsibilities:

1. To look into grievances of students towards teachers/non-teaching staff/administrator/any cell or committees. The students' grievances shall be redressed as early as possible; any complaints against anyone which is beyond the jurisdiction of the college for redress may be forwarded to Director or QAC, Higher & Technical Education, Govt. of Mizoram.
2. Any complaints lodged against teachers by students may be redressed by the committee in consultation and direction with the Principal.
3. Complaint Box/Suggestion Box shall be opened and suggestion shall be examined and forwarded for further redress.
4. Ensure the Rules and Regulations of the college are followed and obeyed by students
5. To prohibit, prevent and eliminate ragging in the college.
6. To create awareness about ragging among the students.
7. Ensure that the behaviour and anti-ragging policies are implemented and reviewed
8. Develop strategies designed to promote and encourage good student behaviour
9. Ensure that proper records in relation to disciplinary matters are maintained in the College
10. Establish a consultative process for ascertaining the views of the principal, teachers, students and parents in matters relating to discipline and student behaviour

WOMEN'S CELL

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|-----------|---------------------|---------------|
| Chairman | :Mrs. Rudie Pachuau | English Dept. |
| Secretary | :Mrs.T.Lalawmpuii | English Dept. |

Members:

1. Mrs Zohmangaihi Ralte Pol.Sc.Dept.
2. Ms Lalramthari Education Dept.
3. Mr. Samuel J.Laltlanzaua Economics Dept.

Main responsibilities:

1. To formulate action plans, activities promoting gender sensitization in the college campus.
2. To encourage female students to be self-reliant and economically independent.
3. Spreading awareness among the students about the social, legal and constitutional rights of women.

GREEN INITIATIVES COMMITTEE

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|-----------|----------------------------|-----------------|
| Chairman | : Mrs.Lalmalsawmi Renthlei | Economics Dept. |
| Secretary | :Ms. K.Zirsangliani | Mizo Dept. |

Members:

1. Co-ordinator, EKC
2. Programme Officers, NSS
3. Teachers i/c, Eco Club

Main responsibilities:

1. To work towards a Green and Clean College Campus.
2. To establish a Waste and Water Management System.
3. To promote sustainability activities within the campus
4. To conduct Green Audit and other green initiatives
5. To establish collaborations with industries, NGOs, etc.

CLEANLINESS AND BEAUTIFICATION COMMITTEE

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|-----------|--------------------|-----------------|
| Chairman | : Ms Lalramthari | Education Dept. |
| Secretary | :Mrs PC Zonunsangi | Mizo Dept. |

Members:

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|--------------------------|----------------|
| 1. Ms.Zodinliani | Education Dept |
| 2. Mrs Lucy Vanlalhruii | Pol.Sc.Dept. |
| 3. Mrs.Lalbiakdawli | LDC |
| 4. Mrs.Lalmuanpuii | LDC |
| 5. Mr.Gospel Thlengliana | IV Grade |
| 6. Mr.Lalrammawia | IV Grade |
| 7. Teacher i/c Eco Club | |

Main responsibilities:

1. Campus cleanliness drive – weekly/monthly/bi-monthly/etc with students.
2. Prepare annual plan for the beautification of campus
3. Future plan for the beautification of the campus and institution.
4. Suggestion for the location of assets such as new construction, etc.,
5. Tree plantation inside and outside campus.
6. Submit annual report to the Principal

STUDENT DEVELOPMENT AND WELFARE

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|---------------------|------------------------|-----------------|
| Coordinator | :Dr. Ruth Lalsawmzuali | Education Dept. |
| Secretary | : Dr. Ruatdiki Hmar | Pol.Sc. Dept. |
| Assistant Secretary | : Dr.V.L. Rinawmi | English Dept. |

Main responsibilities:

1. Responsible for over-all development, well-being and welfare of students
2. Work closely with the teachers in-charge of the various clubs,etc.
3. To coordinate the various extra-curricular activities

Professors-in-charge

1. NSS

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|------|-----------------------|-----------------|
| i. | Mr.C.Rosangkhuma,PO | History Dept. |
| ii. | Mr.Thangnghinglova,PO | English Dpt. |
| iii. | Ms.Lalramthari,PO | Education Dept. |
| iv. | Ms.Ruatdiki Hmar, PO | Pol.Sc. Dept |

2. NCC Caretakers

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|-----|--------------------|--------------|
| i. | Dr.C.Lalhmingliana | Pol.Sc. Dept |
| ii. | Ms.K.Zirsangliani | Mizo Dept |

3. Students Evangelical Union

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|-----|------------------------|--------------|
| i. | Mr. Lalrammawia Ngente | Mizo Dept |
| ii. | Mrs. Zohmangaihi Ralte | Pol.Sc. Dept |

4. Student Union

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|-----|-----------------|-----------------|
| i. | Dr.Lalropuia | Mizo Dept |
| ii. | Ms. Lalmuanpuui | Education Dept. |

5. Consumers Club

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|-----|--------------------------|-----------------|
| i. | Mr. Hunpuiliana | Economics Dept. |
| ii. | Mr. Samuel J.Laltlanzaua | Education Dept. |

6. Youth Adventure Club

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|-----|------------------|---------------|
| i. | Mr.Thanghinglova | English Dept. |
| ii. | Mr.C.Rosangkhuma | History Dept. |

7. Red Ribbon Nodal Officers

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|-----|------------------------|---------------|
| i. | Ms Lalnunmawii Pachuau | English Dept. |
| ii. | Mr. David Lalrinchhana | Mizo Dept. |

8. SSU

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|-----|------------------|-----------------|
| i. | Ms. Zodinliani | Education Dept. |
| ii. | Mr.C.Lalremruata | History Dept. |

9. Eco-Club

- i. Mrs.Lalmalsawmi Renthlei Economics Dept.
- ii. Mr.David Lalrinchhana Mizo Dept.

10. Lenbuang Cultural Club

- i. Mr.Vanlalsawma History Dept.
- ii. Mrs.PC Zonunsangi Mizo Dept.

11) Rihnim Literature Club

- i. Dr.Lalrimawii Zadeng English Dept.
- ii. Mr.Lalrammawia Ngente Mizo Dept.

12) Yuva Tourism Club

Chairman : Mrs Lalmalsawmi Renthlei Economics Dept.
 Secretary :Mrs Lalrinkimi Education Dept.
 Treasurer : Dr V.L. Rinawmi English Dept.

13)Electoral Literacy Club

Nodal Officers :

- i. Prof.Paul Songhaulal Sangate Pol.Sc. Dept.
- ii. Mrs Lucy Vanlalhruaii Pol.Sc. Dept.

14) Drug Abuse and Prevention (Nasha Mukh Bharat Abhiyan)

Nodal Officer :Dr C. Lalhmingliana Pol.Sc. Dept.

15) Complaint Officer for complaints regarding the violation of provision of transgender person (Protection of Rights) Act 2019 : Mr Thangnghinglova English Dept**CANTEEN COMMITTEE**

Chairman :Ms.Lalmuanpuii Education Dept.
 Secretary : Ms.K.Zirsangliani Mizo Dept.

Members:

- 1.Mrs.Zohmangaihi Ralte Pol.Sc. Dept.
- 2.Mr.Hunpuiliana Economics Dept.
- 4.Mrs.Hmangaihzuai LDC
- 5.Mrs.Lalmuanpuii LDC

Main responsibilities:

1. Selection of persons to operate the canteen through annual advertisement
2. Ensure the smooth functioning of college canteen
3. Ensure the food in the canteen is clean, hygienic and prices reasonable

MAINTENANCE, REPAIRS & PROPERTY CELL

Chairman : Mr. Zothlanpuia Pol.Sc. Dept.
Secretary : Ms. Lalnunmawii Pachuau English Dept.

Members:

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|------------------------------|----------------|
| 1. Mr. Vanlalsawma | History Dept. |
| 2. Mrs. Lucy Vanlahruaii | Pol.Sc. Dept. |
| 3. Mrs. Zohmangaihi Ralte | Pol.Sc. Dept. |
| 4. Mr. Lalhmingthanga | Lib. Assistant |
| 5. Mr. Vanlahmuaka | IV Grade |
| 6. Mr. Kaphranga | IV Grade |
| 7. Mr. Gospel Lalthlengliana | IV Grade |
| 8. Mr. Lalrammawia | IV Grade |

Main responsibilities:

1. Maintain a register of all college property
2. Maintenance and repairing of equipment and machinery

COLLEGE DEVELOPMENT COMMITTEE

Chairman : Prof. K. Vanlalmawia Principal
Secretary : Dr. Ruth Lalsawmzuali Coordinator, IQAC

Members:

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|--------------------------|-----------------|
| 1. Mrs. Rudie Pachuau | English Dept. |
| 2. Mr. Vanlalsawma | History Dept. |
| 3. Dr. R. Lalhmingthanga | Economics Dept. |

Main responsibilities:

1. To monitor the development of the college and the fund received for that purpose
2. To make plans for utilizing the College Development Fund collected from the students.

EQUAL OPPORTUNITY CELL

Chairman : Prof. K. Vanlalmawia Principal
Secretary : Mrs. Lalma Sawmi Renthlei Economics Dept.

Members:

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|--------------------------|-----------------|
| 1. Mr. R. Lalhmingthanga | Economics Dept. |
| 2. Dr. Lalrimawii Zadeng | English Dept. |
| 3. Mr. Hunpuiliana | History Dept. |

Main responsibilities:

1. To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic financial, social and other matters and to enhance the diversity within the campus.
2. To implement students financial assistance like house rent, bus fare, stipend, etc.

BUILDING COMMITTEE (UGC)

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|-----------|---------------------|---------------|
| Chairman | :Prof.K.Vanlalmawia | Principal |
| Secretary | :Mr.C.Rosangkuma | History Dept. |

Members:

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|---------------------|---------------|
| 1.Mr.Vanlalsawma | History Dept. |
| 2.Mrs.Rudie Pachuau | English Dept. |
| 3.Mr.Zothlanpuia | Pol.Sc.Dept. |
| 4.Coordinator, RUSA | |

Main responsibilities:

1. The Building Committee will be responsible for finalizing the plans and estimate of the various building projects by the College and also for ensuring the completion of the construction of buildings in accordance with the approved plans and estimates.
2. All decisions relating the construction, renovation, extension and/or repairs of buildings, including Women Hostel and Library Building, must be first discussed in the Building Committee. All members should be provided with full details of the work proposed.
3. Minutes of all resolutions of the Building Committee should be properly maintained and be referred to UGC and University.
4. It will also be responsible for proper utilization of the fund received from the UGC, the Government and from the College, out of its own resources.

UGC SCHEME

| | | |
|-----------|--------------------------|-----------------|
| Chairman | :Mr.Samuel J.Laltlanzaua | Economics Dept. |
| Secretary | :Mr.Thangnghinglova | English Dept. |

Members:

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|-----------------------|-----------------|
| 1. Ms.Zodinliani | Education Dept. |
| 2. David Lalliansanga | History Dept. |
| 3. Mrs.K.Lalmuanpuii | LDC |

Main responsibilities:

1. Responsible for preparing of DPR of all projects/ funds received by the college.
2. Expenditure criteria on different schemes for the college.
3. Exploring/acquiring sources of funds, major or minor projects for the colleges from UGC and others.

INTERNAL COMPLAINT COMMITTEE(UGC)

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|-----------|---------------------|---------------|
| Chairman | :Prof.K.Vanlalmawia | Principal |
| Secretary | :Dr.V.L. Rinawmi | English Dept. |

Members:

1. Chairman & Secretary, Anti-Ragging, Discipline and Grievance Committee
2. Chairman & Secretary, Women's Cell
3. Mrs.R.Laldingliani HA

Main responsibilities:

1. The Committee is constituted to look into matters relating to the welfare of women in our institution and to deal with issues regarding Gender Based violence.
2. *Constituted as instructed by Secretary, UGC vide letter No.DO.F.99-3/2014(GS) dated 28th July, 2016

PURCHASE COMMITTEE (UGC)

Chairman :Prof.K.Vanlalmawia Principal

Members:

- 1.RUSA Co-ordinator
- 2.EKC Co-ordinator
- 3.IQAC Co-ordinator

Main responsibilities:

1. The Purchase Committee shall plan and purchase equipment with adequate justification.
2. All decisions relating to the purchases must be first discussed in the Purchase Committee meeting. Minutes of all resolutions of the Purchase Committee should be properly maintained and be referred to UGC and University.
3. The Purchase Committee shall be responsible for procuring equipments which may include laboratory equipments, fax, teaching aid, computer and accessories, software, reprographic facilities, sports equipment, networking etc.
4. The amount up to ten percent may be utilized for storage purpose.
5. The colleges is required to submit a lists of equipments purchase from UGC funds with related documents to the concerned UGC Regional Office and University at the end of each Financial Year.

PLANNING BOARD (UGC)

| | | |
|--|------------------------------------|---------------|
| Chairman | :Prof.K.Vanlalmawia | Principal |
| Secretary | :Mrs Rudie Pachau | English Dept. |
| Director,HT&E,Govt. of Mizoram | | Ex-Officio |
| Director,College Dev,Council,MZU | | Ex-Officio |
| Representatives from Academic Department | | ALL HODS |
| Local Person | : | |
| Administrative Staff Representative: | 1.Mrs.R.Laldingliani | |
| | 2.Mr.C.Lalchhuankima LDC | |
| Adviser of Equal Opportunity Cell | : Dr. R.Lalhmingthanga | |
| Economics.Dept. | | |
| Senior person From Account Dept | : Mrs.Lalbiakdawli UDC | |
| Dy.Librarian | : Ms.Lily Lalhruaikimi, Ex-Officio | |

Main responsibilities:

1. To define its own perspective in the light of local needs, social justice and development.
2. To formulate and prepare the proposals for development after identifying its needs and deciding on its priorities.
3. To help the college to effectively implement the various programmes approved by the State government and UGC.
4. To device measures to strengthen the administrative infrastructure in the college.
5. To bring about necessary academic reforms.

- ❖ **RUSA COORDINATOR** :Mrs. Lalmalsawmi Renthlei Economics
Dept.
- ❖ **ENTERPRENEUSHIP KNOWLEDGE CENTER(EKC) CO-ORDINATOR**
:Dr..R.Lalhmingthanga Economics
Dept.
- ❖ **AISHE COORDINATOR** :Mr.David Lalliansanga History Dept.

STUDENT MENTORING:

- 1. Principal Mentor : Ms.Lalnunmawii Pachuau English Dept.
- 2. Assistant Principal Mentor : Mrs Lalrinkimi Education Dept.

Main responsibilities:

- 1. Mentor students on academics, provide career guidance, help in personal development, help mould and shape their goals.
- 2. Encourage good rapport with students
- 3. Work in cooperation with Academic Committee