रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल एंड नर्सिंग साइंसेज़
REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES
(स्वायत संस्थान, अधीनस्थ स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)
(An autonomous Institute under Ministry of Health & Family Welfare, Govt. of India)
जेमाबोक, आइज़ोल, मिज़ौरम – 796017
Zemabawk, Aizawl, Mizoram – 796017
RIPANS
website: www.ripans.ac.in
Phone: 0389-2350521
e-mail: admin@ripans.ac.in

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ORDER

Dated Aizawl, the 19th August, 2024

No.F.13018/1/2022 -RIPANS/37: In the interest of the Institute and as per NAAC Guidelines, IQAC of RIPANS , Aizawl, Mizoram is hereby constituted with the following members.

Chairman	:	Director, RIPANS.
Teachers to represent all levels	:	1. Ms. Lalfamkimi, Professor, Dept. of Nursing. 2. Dr H.Lalrinmawia, Assoc. Prof., Dept. of RIT. 3. Dr Chawngthanliana, Assoc. Prof., Dept. of MLS. 4. Dr. Lalrosangi, Asst. Prof & O i/c T&P Section. 5. Dr. Laura VL Biakthangi, Asst. Prof, Dept. of Optometry.. 6. Dr. R. Lalduhawmi, Oi/c, Academic. 7. Dr. C. Karuppasamy, Asst. Prof., Depat. of MLS. 8. Mrs. C. Lalremruati, Tutor, Dept. of Nursing.
Senior Administrative Officers	:	1. Administrative Officer 2. Accounts Officer
Member from Local Society, Students & Alumni	:	1. Ms. Sairengpuii, Zemabawk, AL Road 2. Ms. Bibiana Laltlankimi, 2nd Year, B.Sc(N) 3. Ms. Saithanpari, M.Pharm (Alumni), Bawngkawn 'S'
Member from Employers, Industrialist, Stakeholders	:	1. Managing Director, Ebenezer Medical Center, Chawnpui, Aizawl 2. Biplab Mishra, Vice President, Ajanta Pharma Ltd. Kamrup Dist, Assam 3. Dr. Vanramliana, Assoc. Prof. Pachhunga University College, Aizawl.
Coordinator	:	Dr. H.Lalhlenmawia Assoc. Prof., Dept. of Pharmacy.

Terms of reference:

1. The term/ period of the above nominated members shall be 2 years.
2. The members shall meet at least once in a quarter
3. Quorum for the meeting shall be 2/3rd of the total no. of members.

19.08.24

(डॉ. संजय डी. सावंत/Dr. SANJAY D. SAWANT)
निर्देशक/Director
रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल/Regional Institute of Paramedical
& नर्सिंग साइंसेज़/Nursing Sciences
आइज़ोल : मिज़ौरम/Aizawl:Mizoram.

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MINUTES OF THE 1st IQAC MEEETING OF RIPANS

Time	:	**24th October,2024 11:00 a.m.**
Venue	:	**Conference Hall**
		Administrative Block, RIPANS

Member's present: *Annexure - 1*

The Chairman, Director RIPANS welcomed all members of the IQAC and highlighted the importance of the IQAC for the overall development and quality enhancement of the Institute. The IQAC Coordinator briefly explain the functions of the IQAC, followed by discussion of the agenda items as below:

1. **Item no 1. To review the mission, vision and core values of the Institute and recommend for the approval of the Executive Council.**

   Resolution: The proposed draft Vision, Mission and Quality Policy and Objectives of the Institute were carefully reviewed. With suggestion to include the sustainability and environment consciousness point in the objectives, it was approved and recommended to place in EC for approval *Annexure- 2*

   Action: IQAC Coordinator

2. **Item no 2. To review the Institute's preparedness of NAAC Accreditation.**

   Resolution: The meeting appreciated the steps taken by the Institute towards NAAC accreditation and was hopeful for the good outcome. As mandated IQAC shall guide, direct the NAAC accreditation process through its regular quarterly meetings (four meetings in one calendar year).

3. **Item no 3: To review the code of conduct for students.**

   Resolution: The draft code of conduct for students of the Institute was found relevant. The meeting suggested to obtain the undertaking from newly admitted students to be abided with the code of conducts. It is suggested to be displayed in the Institute website and other prominent places in the Depts. *Annexure- 3*

   Action: T&PO & All HoDs/Principal

4. **Item no 4: To review the existing Programme Outcomes of all programmes conducted in the Institute.**

   Resolution: The proposed draft Programme Outcomes (POs) of all existing UG and PG programmes conducted in the institute were well appreciated by the meeting. All HoD and Principal were requested to go through once again and submit their critical suggestions to the IQAC Coordinator and same be finalized in consultation with NAAC consultant. The finalized POs shall then be displayed at prominent places in all Departments, uploaded on Institute website & LMS and printed on laboratory journals/manual.

   Annexure- 4

Action: IQAC Coordinator, All HoDs/Principal and Computer Cell.

5. **Item no 5: To review the activities as per the academic and activity calendar for the Academic session 2024-25.**

   Resolution: The Academic & Activity Calendar of the Institute for the academic session 2024 - 25 as approved by the Academic Sub-Committee of the Institute was appreciated by the meeting. The draft format for "Academic & Activity Calendar Quarterly Review Report" was approved in the meeting. ***Annexure-5***

   It was decided that all HoDs/Principal shall take quarterly review of the Academic & Activity Calendar and submit its report to IQAC Coordinator before conduct of next IQAC meeting. Then IQAC coordinator shall compile all reports along with his observations and shall present in the next IQAC meeting.

   Action: IQAC Coordinator, All HoDs/Principal.

6. **Item no 6: To consider and approve the Academic and Administrative Audit Format.**

   Resolution: The draft format of the Internal Academic and Administrative Audit was approved by the meeting for immediate implementation. It was further decided to complete the Department wise academic audit by the Internal Audit Team of the Institute twice in year after the end of each semester. Academic and Administrative Audit of the Institute shall be done once in a year at the end of even semesters by External Audit Team. The Audit Reports shall be presented in the next IQAC meeting. IQAC Coordinator shall propose the constitution of both Audit Teams for approval of the Director. ***Annexure- 6***

   Action: IQAC Coordinator, All HoDs/Principal, Internal & External Audit Teams.

7. **Item no 7: To discuss about the certification courses for faculty and students.**

   Resolution: Realising the importance of Massive Open Online Courses (MOOCs) hosted by ten different National Coordinators such as NPTEL, UGC, AICTE, NITTTR, INIs etc and available on SWAYAM portal, it was advised that faculty and students should register and complete MOOCs as under.

   a. **All faculty members**: Minimum one MOOC (four Quadrant with minimum two credits) in a year preferably on Outcome Based Education / Teaching Learning and Evaluation/ Examination Reforms/Innovative Pedagogies etc.

   b. **All UG/PG Students:** Minimum two MOOCs (four Quadrant with minimum two credits) in a year preferably on Soft Skills / Employability Skills / Communication Skills, AI, ML etc and respective domain/subject related areas of interest. However, considering odd semesters nearing completion in current academic year 2024-25, one MOOC is recommended for students to complete in current academic session 2024-25.

The list of MOOCs suggested was appreciated by the meeting and decided that each Dept shall pick up most relevant MOOCs and same shall be recommended to all students and faculty. ***Annexure- 7***

In order to motivate students to upgrade their skills through MOOCs, it was further decided to reimburse the course examination fee of all such students, who will obtain Course Completion Certificate with "Elite with Gold Medal".

Action: IQAC Coordinator, All HoDs/Principal.

8. **Item no 8: To review the feedback forms.**

   Resolution: The draft feedback forms to be obtained from employers, parents, alumni, students and faculty were reviewed and IQAC members were advised to send their suggestions to the IQAC Coordinator within 7 days. It was decided that all Feedback Forms be then finalised by the IQAC Coordinator in consultation with NAAC Consultant for immediate implementation. ***Annexure- 8***

   Action: IQAC Coordinator.

9. **Item no 9: To review the policy of identification and support of the Slow, Average and Advanced learners.**

   Resolution: The draft policy framed for the identification and support of slow, average and advanced learners was reviewed and IQAC members were advised to send their suggestions if any to the IQAC Coordinator within 7 days and IQAC Coordinator was authorised to finalise the policy for immediate implementation. ***Annexure- 9***

   Action: IQAC Coordinator.

10. **Item no 10: To review the Internal Examination Policy of the Institute in line with NEP 2020.**

    Resolution: The draft Internal Examination Policy of the Institute was appreciated by the meeting and with addition of preparation of question papers as per Bloom's Taxonomy and in line with LMS module on Question Paper Setting for Internal Examinations was approved. As it is integrated with the LMS software, the meeting identified Dr. R Lalawmpuii, Asst Professor, Dept of Pharmacy and a Representative of LMS vendor to give training to all faculty members of RIPANS. ***Annexure- 10***

    Action: IQAC Coordinator & Dr. R Lalawmpuii,

11. **Item no 11: Approval of the anti -ragging policy, grievances redressal policy, Internal complaints policy and Mentor-mentee scheme**

    Resolution: The draft Anti-Ragging Policy, Grievances Redressal Policy, Internal Complaints Policy framed by the Institute in line with the existing provisions of relevant Acts/Regulations and guidelines was well appreciated by the meeting. IQAC members were advised to send their suggestions to the IQAC Coordinator within 7 days and it was decided that all policies be finalised by the IQAC Coordinator in consultation with NAAC Consultant for immediate implementation. These policies shall be uploaded on Institute website. ***Annexure- 11***

The draft Mentor-Mentee Scheme was also approved for immediate implementation.

Annexure- 12

Action: IQAC Coordinator

12. **Item no 12: To Identify best practices and distinctiveness of the institute as required in the criterion 7 of NAAC Accreditation manual.**

The meeting deliberated on few best practices and distinctiveness of the Institute. Members recommended some points like *Plastic free campus, Environmental Consciousness, promotion of harmony, Community outreach programmes, Finishing school.* The NAAC Criterion 7 members shall be working on this point and all HoDs and Principal were requested to have brainstorming sessions in their Departments and give their suggestions to Mrs. C Lalramdini, Asst Prof (Nursing) and i/c of Criteria 7 within 10 days. It was decided that based on the inputs, Head of Criteria 7, IQAC Coordinator, Director and NAAC Consultant together shall identify 2-3 Best Practices and one Distinctiveness of the RIPANS for further actions in this regard. *Annexure- 13*

Action: IQAC Coordinator

The meeting recommended to have the scheme of **"Earn and Learn"** for deserving students. It was decided that 3-5 most deserving students from each Department may be enrolled for the scheme. The IQAC Coordinator shall propose the constitution of a Committee with terms of reference to device the Scheme and determine the criteria for selection of the students for this scheme.

Action: IQAC Coordinator

The meeting ended with thanks to the Chair and Members.

25/10/24 25.10.24

(Dr. H.LALHLENMAWIA) (Dr SANJAY D SAWANT)

IQAC Coordinator Chairman & Director

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MINUTES OF THE 2ND IQAC MEETING OF RIPANS (Blended mode)

TIME : 10th June, 2025 11:00 am

Venue : Conference Room, RIPANS

Members present: Annexure-I

21.7.25

22/7/25

22/7/25

The Chairman Dr. H. Lalrinmawia i/c Director RIPANS presided the meeting and welcomed all members and expressed appreciation for their time and participation. Before moving to the main agenda, due to emergency work of the institute, Dr. H Lalrinmawia handed over the Chairmanship to Ms. Lalfamkimi, Professor and Principal, College of Nursing, RIPANS. The following items are discussed and resolved as follows: -

1. **Item no. 1. Confirmation of the previous minutes of the last meeting**

   Resolution: The minutes of the 1st IQAC meeting held on 24th Oct, 2024 was approved.

   Action taken report has been presented by the IQAC Coordinator as follows:

Sl.No	Items	Action taken	Remarks
1.	*Item no 1: To review the mission, vision and core values of the Institute and recommend for the approval of the executive council*	The vision and mission of the Institute as approved by the 1st IQAC meeting was circulated and upload in the Institute website as well as in the learning management system of the Institute.	Appreciated by the Committee
2.	*Item no 3: To review the code of conduct for students*	The code of conduct as approved by the 1st IQAC meeting has been circulated widely to staff and students and display in the institute website.	Appreciated by the Committee IQAC Coordinator,Principal and all HOD
3.	*Item no 4: To review the existing Programme Outcomes of the programmes conducted in the Institute*	The PO's and CO's of all programme and courses as approved by the 1st IAQC meeting has been circulated to all stockholder. The PO's and CO's are linked with all course content in LMS and the attainment levels are obtained through LMS. However, as the Institute has adopted the syllabus prescribed by the National Commission for Allied Health and Professions, the PO's and CO's for the programme of MLS and B.Optom are under process for modification.	Appreciated by the Committee Action IQAC cooridnator
4.	*Item no 6: To consider and*	The Academic and Administrative audit of the Institute is not completed	The Committee desire that the Academic and

Receipt No. 3837
Date 22.7.25

10/6/25

10/6/25

	approve the Academic and Administrative Audit Format.	due to shifting of some Department from one to another building and adoption of new syllabus as per the National Commission for Allied & Health Care. The audit shall be able to professions in the forthcoming Academic year 2025 – 2026.	Administrative audit is important and should be completed in the next academic year. It is also recommended to engage external agencies like- IQAC cell of other institution to perform Academic and Administrative audit. Action: Po
5	*Item No.7: To discuss about the certification courses for faculty and students*	As discussed in the 1st IQAR meeting, the different courses in NPTEL recommended for faculties and students are circulated and implemented in all Departments. The results of examinations are awaited.	The Committee appreciated the action taken report.
6	*Item No.8: To review the feedback forms.*	The feedback form of students, parents, Employers was implemented and processed through the LMS.	The Committee appreciated and recommended to the allot specific period in classes to complete student feedback form in future. The committee also suggested to collect more feedback from other stakeholders
7	*Item No.9: To review the policy of identification and support of the Slow, Average and Advanced learners*	The policy for identification of slow, average and advanced learners is implemented in the Institute.	The Committee appreciated the action taken report.
8	*Item No.10: To review the Internal Examination Policy of the Institute in line with NEP 2020.*	The internal Exam policy is implemented.	The Committee appreciated the action taken report.
9	*Item No.11: Approval of the anti-ragging policy, grievances*	Implemented as per the SOP of the Institute	The Committee appreciated the action taken report.

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	redressal policy, Internal complaints policy and Mentor-mentee scheme.		
10	*Item No.12: To Identify best practices and distinctiveness of the institute as required in the criterion 7 of NAAC Accreditation manual.*	The deliberation on best practice and distinctiveness of the Institute is under process taking inputs from all departments and shall be finalize in due course of time.	The Committee suggested to finalize the two best practices and distinctiveness of the Institute in first meeting of Academic Year 2025-26 ***Action***: IQAC Coordinator

2. **Item no. 2: To review and consider the proposed Academic Calendar of the Institution**
   Resolution: The academic calendar 2025-2026 is appreciated and suggested to include the followings.
   i. Observation of environment day
   ii. Feedback of all activities maybe done through LMS
   iii. Suggested to include the financial budget for the activity proposed for the period of April -June. of 2026 may be submitted by each department as it is not included in the annual budget of 2025-26.

Action:IQAC Cell.

3. **Item no. 3. Institution Development Plan**
   Resolution: The IQAC Coordinator reported that the Institution Development Plan is in preparation stage as per the UGC guidelines for Institutional Development Plans for Higher Education Institutions (HEIs). Due to necessity of getting approval of Competent authority, the Institution Development Plan is expected to be placed in the next IQAC meeting.

4. **Item no. 4. To review the policy for attending workshop and conference by faculty**
   Resolution: The committee appreciated the institute policy for attending workshop and conference and suggested to include the following points:
   i. Number of times the workshop and conference that can be attended by individual within a specific time period of time.
   ii. To include the sponsorship opportunity for students and research scholars of the institute.

Action:IQAC Coordinator.

10/6/25

10/6/25

5. **Item no. 5. To review and approve the policy for Professional Membership Schemes**

Resolution: The policy for Professional Body membership of the Institute was deliberated and recommended further as:

i. To sponsor 50% of the membership fee/ Renewal fee subjected to maximum Rs 10,000/- for each individual regular faculty.

ii. It is also suggested that the professional body suggested for membership should be a registered body within India.

Action: IQAC Cell.

6. **Item no. 6. To review and approve the IT policy**

Resolution: The IT policy framed by the institute is appreciated with the following recommendations for inclusion in the policy:

i. Scheme for cyber security audit should be included.

ii. Computers and other IT equipment should be procured with genuine operating system and genuine license.

iii. Seminar/ special talk on cyber security awareness programme.

Action: IQAC Cell and Computer Centre.

7. **Item no. 7. To review and approve the Institute Research Policy**

Resolution: The Institute Research Policy placed in the meeting was appreciated with the following recommendations for inclusion in the policy:

i. To increase the research output and provision of seed money for research work may be introduced.

ii. Award of best research paper maybe given to Degree and Post Graduate research publication.

iii. Research paper review competition maybe organized by the Institute for students.

Action: IQAC Cell.

8. **Item no. 8. To review and approve the Code of Conduct for Faculty and Staff**

Resolution: The Code of Conduct for Faculty and staff of the Institute placed before the IQAC Committee was appreciated with the following suggestions for incorporation:

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i. All employees are governed by any applicable Indian Law

ii. Guidelines of using social media by faculty should also be included.

Action: IQAC Cell.

9. **Item no. 9. To review and approve the Policy for Research Publication**

Resolution: **The** Research Policy was deliberated and approved with the following recommendations:

i. To include the policy of plagiarism in the dissertation of UG, PG and Ph. D thesis.

ii. Provision of sponsorship for publication fees to students and faculties, charges by publisher based on the impact factor.

iii. Each publication from the institute should give acknowledgement to the Institute.

Action:IQAC Cell.

10. Item no. 10. Preparation for NAAC accreditation

Resolution: The committee appreciated the action taken by the institute for NAAC Accreditation.

After discussion of the agenda items, Mr Biplab Mishra, Vice President of Ajanta Pharma Limited, Guwahati who has joined the meeting through Online had given the following remarks as requested by the Chairman.

1. To give more importance on the environmental awareness to students and staff especially to avoid plastic use and also to on emphasize on green energy.
2. To emphasize more on the feedback of various stakeholders as it reflects the image of the organization.
3. Cyber security needs to be taken care as many organizations were temporarily shut down due to cyber security problem.

Action: IQAC Cell.

The meeting ended with thanks from the chair.

10/6/25

(Dr. H. LALHLENMAWIA)

IQAC Coordinator

10/6/25

(Dr. H. LALRINMAWIA)

Chairman & i/c Director

2nd

Attendance of IQAC Meeting of RIPANS held on 10.06.2025 at 11:00 a.m. in the Conference Hall of RIPANS

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Sl.No.	Name	Designation	Signature
1.	**Dr. Sanjay D Sawant** **Director**	**Chairman**	
2.	Ms. Lalfamkimi Principal, Nursing	Member	
3.	Dr. H. Lalrinmawia HOD, RIT	Member	10/6/25
4.	Dr.Chawngthanliana HOD, MLS	Member	
5.	Dr. H. Lalhlenmawia Co-ordinator, IQAC and HOD, Pharmacy	Member	
6.	Dr. Laura VL Biakthangi HOD, Optometry	Member	
7.	Dr. Vanramliana Associate Professor PUC College	Member	
8.	Managing Director Ebenezer Hospital, Chawnpui, Aizawl.	Member	
9.	Mr. Biplab Mishra, Vice President, Ajanta Pharma Ltd.	Member	
10.	Shri Lalthuoilien Chhangte Administrative Officer	Member	
11.	Ms. Sairengpuii Zemabawk, Aizawl	Member	
12.	Dr. Lalrosangi T & PO	Member	10/6/25
13.	Dr. R. Lalduhawmi Officer i/c Academic	Member	10/6
14.	Dr. C. Karuppasamy Asst. Professor, MLS	Member	
15.	Mrs. Lalremruati Tutor, Nursing	Member	
16.	Rsc Rohmingliani Finance Officer	Member	10/6/2[illegible]
17.	Ms. Saithanpari, M. Pharm (Alumni)	Member	
18.	Ms. Bibiana Laltlankimi 2nd Year B.Sc Nursing	Member	