

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of the meeting of the Internal Quality Assurance Cell (IQAC)
held on 5th July, 2018 at 1:00pm in the Principal's Office
and
Action Taken Report

Members Present:

1. Prof J Zorema Principal
2. Dr Vanlalhlani Ralte
3. Ms Lalthangmawii Chhangte
4. Mr James RT Khuma
5. Dr Vanlalngaii
6. Dr Harendra Sinha
7. Mr C Vanlalsawma
8. Dr B Lalrinchhani
9. Mr P Lalnunluanga
10. Dr Irene Colbert

The Principal, Prof J Zorema chaired the meeting. He welcomed the members of the committee. Having confirmed the quorum, the meeting was started. Dr Vanlalhlani Ralte, Coordinator, IQAC gave a report and presented the agenda of the meeting.

Report:

The IQAC Coordinator reported that the results of II, IV and VI Semesters were declared by the Examinations department, Mizoram University in June 2018. The results were reviewed on 2nd July, 2018 by all the faculty members of the different departments with the Principal in the chair. Suggestions for overall academic improvements were made and departments were once again reminded to take steps to improve the results and to pay special attention to students with potential to achieve top ten positions in the university.

Agenda:

1. Department meeting:
Different departments have already been informed to maintain Department activity record book. The departments have to be reminded of the importance and necessity of this and to update the Department Semester report in every semester. The IQAC will inform the departments to have regular department meetings in this regard.

2. Department library:

Each department has been maintaining departmental libraries in their respective departments. New books have also been purchased for the libraries. The departments need to be reminded to maintain a record book and ensure that students have full access to the library. Library in charge from the students and the department faculty have to be appointed by each department. Departments also have to ensure that latest books, in keeping with the revised syllabus, need to be added in the library. The IQAC will notify each department of the matters discussed in relation to the department library.

Minute Secretary



(Dr VANLALHLANI RALTE)
Coordinator, IQAC

Chairman



(Prof J ZOREMA)
Principal, GJBC

GOV'T J BUANA COLLEGE, LUNGLEI
Action Taken Report on Meeting of the IQAC
5th July, 2018

1. Proposal/ Suggestion:

The members expressed the need for proper maintenance of department activity record book and that each department has to be reminded of the importance of updating the department record

Action Taken:

Dr Vanlalhlani Ralte the Coordinator, IQAC informed the 8 departments of the college to maintain a proper record in the department activity record book on 9th July, 2018. They were reminded of the necessity of proper maintenance and the importance of updating the record book. The different departments also held meetings regarding this matter.

2. Proposal/ Suggestion:

The members discussed the importance of maintaining a record of the department libraries. The meeting suggested that a library in charge from the faculty and from the students have to be appointed by each department. The meeting also suggested the need to procure the latest books for each departmental library.

Action taken:

The departments were informed of the decision taken by the IQAC on 9th July 2018 by the Coordinator. They were informed to maintain a record book for the library and to appoint one member from the faculty and another from the students to take care of the library. The need for procuring the latest books in keeping with the revised syllabus was stressed. Each department held a meeting with the faculty and the core students to discuss this matter.



Coordinator

Internal Quality Assurance Cell
Gov't J Buana College, Lunglei

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of the meeting of the Internal Quality Assurance Cell (IQAC)
held on 26th November,2018 at 1:30pm in the Principal's Office
and
Action Taken Report

Members Present:

1. Prof J Zorema Principal
2. Dr Vanlalhlani Ralte Coordinator
3. Ms Lalthangmawii Chhangte
4. Mr James RT Khuma
5. Dr Vanlalngaii
6. Mr C Vanlalsawma
7. Dr B Lalrinchhani
8. Mr P Lalnuntluanga
9. Dr Irene Colbert
10. Mr ZD Lalnunsanga

The Principal, Prof J Zorema, chaired the meeting. He welcomed the members of the committee. Having confirmed the quorum, the meeting was started. The chairman gave a brief report and Dr Vanlalhlani Ralte, Coordinator, IQAC presented the agenda of the meeting.

Report:

The Principal, Prof. J Zorema, reported that Partnership agreement for running IAS online coaching class was signed with Mizoram Youth Commission on 1st August 2018. He also reported that the coaching class would be held in the premises of the college.

Agenda:

1. Reconstitution of IQAC:
As per the guidelines for the creation of the IQAC by NAAC, the membership of the IQAC members is for a period of two years. The present IQAC has been functioning for two years. The coordinator, therefore, proposed the reconstitution of IQAC and the same was approved. It was resolved that the present Coordinator and the Assistant Coordinators will continue to hold their respective posts. The following members have been appointed as members of the Internal Quality Assurance Cell from Dec 2018 – Nov 2020.

Chairman:	Prof J Zorema, Principal
Coordinator:	Dr Vanlalhlani Ralte, Associate Professor
Asst. Coordinators:	i) Ms Lalthangmawii Chhangte, Associate Professor ii) Mr James RT Khuma, Associate Professor
Members:	i) Mr C Vanlalsawma, Associate Professor ii) Dr B Lalrinchhani, Associate Professor iii) Mr Laltleipua, Assistant Professor iv) Mr P Lalnunluanga, Head Assistant (Administrative Staff)
Local Society:	Mr Zohminglana, President Village Council, Bazar Veng, Lunglei
Student:	Ms Sangthanchhingi Sailung, Secretary, Debate & Culture, Students' Union
Alumni:	Mr Moses Lalrinchhana Chinzah, Chanmari, Lunglei
Employer:	Mr Lallianzuala, Joint Director QAC, Gov't of Mizoram
Industrialist:	Mr K Lalawmpua, Serkawn, Lunglei
Stakeholder:	Mr R Biakchungnunga, Venglai, Lunglei

2. Capacity Building Workshop:

The Omeo Kumar Das Institute of Social change and Development, Guwahati, Assam expressed its wish to jointly organize a National level Capacity Building Workshop on Social Science Research. The workshop will be sponsored by Indian Council of Social Science research (ICSSR), New Delhi. It was resolved that the workshop be organized by the IQAC and the Department of Education with the OKD Institute. It would be the task of the coordinator, IQAC to correspond with the said Institute and make arrangements for the successful planning of the workshop. It was also resolved that the workshop be organized at the beginning of the even semester.

3. Teachers' Profile:

Teachers' profile needs to be updated every once in a while. The Chairman and Principal emphasized the importance of updating the teachers' profile and bio-data for ready reference. The IQAC Coordinator will make a notice reminding faculty members to update their profile and submit the soft copy to the Heads of Department and the IQAC Coordinator.

Minute Secretary



(Dr VANLALHLANI RALTE)
Coordinator, IQAC

Chairman



(Prof J ZOREMA)
Principal, GJB

GOV'T J BUANA COLLEGE, LUNGLEI
Action Taken Report on Meeting of the IQAC
26th November, 2018

1. Proposal/ Suggestion:

It was proposed that the new Internal Quality assurance Cell members be appointed as per the guidelines for the creation of the IQAC by NAAC.

Action Taken:

New members of the IQAC were appointed. The Principal made notifications regarding this matter on 1st December, 2018 and the new members were intimated of their appointments and notification letters were circulated to the Heads of Department and faculty members on the same date.

2. Proposal/ Suggestion:

It was resolved to organize a National level workshop on Capacity building on social Science research at the beginning of the even semester. The IQAC Coordinator and the department of Education were given the task of planning the workshop with the OKD Institute of Social Change and Development, Guwahati, Assam.

Action Taken:

After consultation with the OKD Institute of Social Change and Development, the Workshop was organized from 12th – 14th February 2019. Invitations were sent to different colleges to present a research paper in the workshop. The IQAC coordinator Dr. Vanlalhlani Ralte, Associate Professor GJBC and Dr Joseph K. Lalfakzuala, Assistant Professor, OKDISCD were coordinators for the workshop. As the focus was mainly on Social Science Research, researchers from different colleges especially appreciated the programme. Participants from different colleges and from Mizoram University attended the programme.

3. Proposal/ Suggestion:

The Chairman, Prof. J Zorema, emphasized the importance of updating the teachers' profile and bio-data. He suggested that each Asst/Asso Professors submit their profile/ bio data in soft copy to the Heads of department and the IQAC coordinator for ready reference.

Action Taken:

The IQAC coordinator served a notice on 27th November 2018 asking faculty members to update their profile and bio-data and submit the soft copy to the Heads of department and the IQAC coordinator. A revised and upgraded format was used for the same.



Coordinator

Internal Quality Assurance Cell
Gov't J Buana College, Lunglei

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of the meeting of the Internal Quality Assurance Cell (IQAC)
held on 2nd Feb,2019 at 2:00pm in the Principal's Office
and
Action Taken Report

Members Present:

1. Prof J Zorema Principal
2. Dr Vanlalhlani Ralte
3. Ms Lalthangmawii Chhangte
4. Mr James RT Khuma
5. Mr C Vanlalsawma
6. Dr B Lalrinchhani
7. Mr Laltleipua
8. Mr P Lalnuntluanga
9. Mr Moses Lalrinchhana Chinzah
10. Mr Zohmingliana
11. Mr K Lalawmpua
12. Ms Sangthanchhingi Sailung

The Principal, Prof J Zorema, chaired the meeting. He welcomed the members of the committee. Having confirmed the quorum, the meeting was started. Dr Vanlalhlani Ralte, Coordinator, IQAC gave a report and presented the agenda of the meeting.

Report:

1. The IQAC Coordinator reported that the principal, the coordinator and assistant coordinator, IQAC attended a One day Workshop on NAAC Awareness Programme (NAP) for Assessment and Accreditation under Revised Accreditation Programme (RAP) on 3rd December, 2018. The programme was jointly organized by Mizoram University and Higher & Technical Education, Gov't of Mizoram and sponsored by NAAC, Bangalore.
2. It was also reported that the faculty members had updated their profile and bio-data, and submitted the soft copy to the respective Heads of Department and the IQAC Coordinator.
3. Dr. Vanlalhlani Ralte informed the members that the Annual Quality Assurance Report (AQAR) of GJBC was submitted to NAAC on 30th Dec. 2018.

Agenda:

1. Faculty Development Program:
The coordinator proposed that a faculty development programme on NAAC Revised Accreditation Framework (RAF) be conducted in the month of March, 2019 for the

faculty members to have a good understanding of the NAAC Manual. The members agreed to the proposal. The programme would be chaired by the Principal, Prof J Zorema. The coordinator, Dr Vanlalhlani Ralte would prepare a PowerPoint presentation on the seven criteria of the assessment process. The Annual Quality Assurance Report (AQAR) has to be submitted online only and this should also be communicated to the faculty so that they would be able to prepare the report keeping this in mind.

2. Feedback from students:

Feedback from the students have been collected, but not analysed properly. The coordinator presented the importance of collecting and analysing the feedback. The meeting resolved that students' feedback should be administered and collected from the final semester students before the start of the end semester examinations. This would be administered by the Coordinator and the results submitted to the Principal. The Principal would take necessary steps after studying the analysis report.

3. Update of institution website:

The members expressed the need for regular update of the institution website. The ICT cell and Website Management Committee has to be reminded to update the activities of the college frequently. The different department/ cell/ committees have to be informed to collect necessary data and check the webpage of their respective departments.

Minute Secretary



(Dr VANLALHLANI RALTE)
Coordinator, IQAC

Chairman



(Prof J ZOREMA)
Principal, GJBC

GOV'T J BUANA COLLEGE, LUNGLEI
Action Taken Report on Meeting of the IQAC
2nd February, 2019

1. Proposal/ Suggestion:

Organizing a Faculty Development Programme was suggested to have a thorough understanding of the NAAC Revised Accreditation Framework.

Action Taken:

Faculty Development Programme was organized by the IQAC on 5th March, 2019 at 1:00 pm in the Seminar Hall, GJBC. The IQAC coordinator prepared a power point presentation on the seven NAAC Criteria. Discussions/ deliberations were held on the qualitative and quantitative metrics of the seven Criteria. The faculty members were also informed that from then on the AQAR has to be submitted/ uploaded online only.

2. Proposal / Suggestion:

The coordinator presented the importance of not only collecting feedback from the students, but also the need for analyzing the feedback. The meeting resolved to collect, and analyze the feedback from the students.

Action Taken:

Feedback was administered to the core / final year students by the Coordinator on 11th April, 2019. The feedback was collected and analyzed using percentages by the Coordinator and the same submitted to the Principal. The Principal, after studying the analysis, took necessary steps to deal with the loopholes detected from the analysis.

3. Proposal/ suggestion:

The need for updating the Institution website was presented and stressed by the members of the IQAC.

Action Taken:

The Information and Communication Technology Cell was notified/ reminded to take necessary steps in this regard. The Heads of Department of the Eight departments and Cells / Committees / Clubs were also notified by the IQAC Coordinator to collect necessary data and upload this on the Institution website.



Coordinator

Internal Quality Assurance Cell
Gov't J Buana College, Lunglei

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of the meeting of the Internal Quality Assurance Cell (IQAC)
held on 22nd May,2019 at 11:00am in the Principal's Office
and
Action Taken Report

Members Present:

1. Prof J Zorema Principal
2. Dr Vanlalhlani Ralte
3. Ms Lalthangmawii Chhangte
4. Mr James RT Khuma
5. Mr C Vanlalsawma
6. Dr B Lalrinchhani
7. Mr Laltleipuia
8. Mr P Lalnuntluanga
9. Mr Moses Lalrinchhana Chinzah
10. Mr Zohmingliana
11. Mr K Lalawmpuia
12. Mr R Biakchungnunga
13. Ms Sangthanchhingi Sailung

The Principal chaired the meeting. He welcomed the members of the committee. Having confirmed the quorum, the meeting was started. Dr Vanlalhlani Ralte, Coordinator, IQAC gave a report and presented the agenda of the meeting.

Report:

1. The coordinator reported on the efforts made by the ICT cell and Website Management Committee and the departments in updating the institution website. Some departments faced problems in collecting data and some departments reported problems regarding poor internet connection.
2. Job Mela was organized at the college in collaboration with Labour & Employment on 5th March, 2019.

Agenda:

1. AQAR New Format:
The NAAC has prepared a new format of the Annual Quality Assurance Report (AQAR). It was resolved that the new format in soft copy/ hard copy be distributed to different committees, departments, cells and clubs so that they would be able to prepare the annual report in accordance with the new format.
2. IQAC Plan 2019-2020:
The meeting resolved that the IQAC plan for the year 2019-20 session be prepared. The IQAC Coordinator, Dr Vanlalhlani Ralte and the Assistant Coordinator, Ms Lalthangmawii Chhangte, were appointed to prepare the plan. The plan will be put up in the next meeting for approval.
3. Orientation Programme for the 2019-20 Academic session:
The meeting resolved that a Two-day Orientation programme for the fresh students and refresher programme for the III semester and V semester students be organized for the academic session 2019-20. It was decided that the programme be organized on the 1st and 2nd July, 2019 to acquaint the students with different issues relating to the teaching-learning and evaluation process. Matters regarding the programme were discussed and after highlighting the topic to be included, it was resolved that a detailed programme would be made by the Coordinator and Assistant Coordinators, and the same circulated and intimated to the concerned persons.
4. Academic calendar and routine for the 2019 – 2020 session:
The meeting resolved that the academic calendar and routine for all the semesters for the 2019 – 2020 academic session be prepared by Dr Vanlalhlani Ralte and Ms Lalthangmawii Chhangte. It was decided that personal development programme for two days a week for the VI Semester students be incorporated in the routine to be introduced in the new academic session. The programme will be arranged after the students have finished their classes. It would be the responsibility of the Career Counseling and Placement Cell to organize such programmes for the students.
5. Co-curricular activities period:
Every last period on Fridays, i.e. from 3:00 – 4:00 pm, has been reserved for co-curricular activities. It was resolved that routine for the CCA period be prepared to ensure that this period is utilized to the maximum and that there would be no clashes among the different clubs and departments. The Coordinator and Asst Coordinator would chalk out the routine for the said period.
6. Students' Profile Booklet and Mentor Ward System:
Although mentor-ward system has been carried out in the college, the IQAC Coordinator presented that a more systematic system needs to be introduced to keep track of the mentees by each mentor. The Co-Ordinator suggested preparation of Students' profile booklets. After discussions on how the booklet should be prepared and what should be included, it was resolved that the profile booklet be prepared to be ready for use from the next academic session. The booklet would record important information, both academic and personal, about each individual student in the college.

The meeting appointed the Coordinator and Asst. Coordinators to prepare the booklet and ensure that it is ready for use at the start of the next academic session.

7. Departmental Meeting:

It was pointed out that departmental meeting with the students needed to be held at the beginning of the new semester. After discussions, it was resolved that day two of the orientation programme would be planned for the meeting. The Coordinator would prepare a detailed plan for the meeting keeping in mind the discussion at the meeting. The Coordinator would also inform the Heads of Department and the faculty members.

8. Teacher Workbook/Planner:

Teachers have been maintaining work plans individually. The members expressed their wish for uniformity in making the plans. Discussions were held and after lengthy perusal, it was resolved that the same format be used for teachers to prepare work plans. The Coordinator would decide which planner works best and would recommend the same to the teachers for use in the next academic session.

Minute Secretary



(Dr VANLALHLANI RALTE)
Coordinator, IQAC

Chairman



(Prof J ZOREMA)
Principal, GJBC

GOV'T J BUANA COLLEGE, LUNGLEI
Action Taken Report on Meeting of the IQAC
22nd May 2019

1. Proposal/ Suggestion:
AQAR New Format to be distributed to the Committees, Cells, Clubs and Departments.
Action Taken:
AQAR New Format was circulated in soft copy and hard copy to Heads of Department, Chairmen of Committees, Cells and Clubs on 24th May 2019.
2. Proposal/Suggestion:
Orientation Programme be held on the first two days of the new academic session, i.e. 1st and 2nd July, 2019.
Action Taken:
A detailed programme was made by the Coordinator and Asst. Coordinators, and circulated to the persons concerned on 30th May, 2019.
3. Proposal/ Suggestion:
Academic calendar and routine including Personal Development Programme be prepared by Dr. Vanlalhlani Ralte and Ms Lalthangmawii Chhangte.
Action Taken:
Academic Calendar and Routine were prepared. The routine included two periods of Personal Development Programme for the final semester students. A copy of the routine was given to the Career Counseling & Placement Cell in the month of June so that they would be able to make arrangements for the same.
4. Proposal/ Suggestion:
Utilization of the one-hour Co-Curricular Activities Period was proposed by the members of the cell.
Action Taken:
Routine of the Co-curricular activities period was prepared by the Coordinator and Asst. Coordinators, and was circulated to the faculty members on the first day of the academic session, i.e. 1st July, 2019.
5. Proposal/ Suggestion:
Preparation of Students Profile Booklet was suggested by the Coordinator and it was resolved that the Booklet be prepared to be ready for use from the next academic session.
Action Taken:
The Students' Profile Booklet was prepared and 600 copies ordered. The booklets were distributed on the 2nd day of the academic session i.e. 2nd July, 2019 to the mentors. This booklet would help them record important information of their wards.
6. Proposal/Suggestion:
Day 2 of the Orientation programme be used for department meeting.

Action Taken:

A detailed programme for the department meeting was prepared by the Coordinator, and the Heads of department and faculty members were informed in the month of June.

7. Proposal/ Suggestion:

It was proposed that uniform work planner be used by the teachers.

Action Taken:

Work Planner books were procured by the Coordinators and distributed to the teachers at the beginning of the new academic session, i.e. 2nd July, 2019.



Coordinator

Internal Quality Assurance Cell
Gov't J Buana College, Lunglei