

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of the meeting of the Internal Quality Assurance Cell (IQAC)
held on 3rd July, 2019 at 10:00am 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 K Lalawmpuia
11. Mr R Biakchungnunga
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 co-ordinator also reported that a two-day Orientation programme was organized on 1st and 2nd July, 2019. She reported that Students' Profile Booklets were prepared and distributed to the mentors. Each department had meetings with their respective Core students of every semester.
2. It was also reported that work planners were distributed to the teachers.

Agenda:

1. IQAC Plan 2019 - 2020:
The IQAC plan for 2019 – 2020 prepared by the Co-ordinator and Asst. Co-ordinators was put up before the committee. After a lengthy discussion, the plan was approved by the meeting. The IQAC plan 2019 – 2020 is as follows:
 - a) Encourage departments, cells, and committees to participate in State/National/International Seminars and Workshops, and to organize such events.

- b) Parents-Teachers/mentors Meet to be organized by each department.
- c) Orientation programme for students: Organise Orientation programme and Refresher programme for I Semester students, and III and V Semester students respectively.
- d) Records/Documents of activities of different cells, committees, boards, and clubs to be maintained properly.
- e) Organise special lectures and talks, career awareness campaign, and interaction with eminent persons through different cells and committees.
- f) Work plan in accordance with the Academic calendar to be prepared by each teacher. Teacher planner to be maintained by each teacher.
- g) Department activity/Record book to be maintained by each department.
- h) Mentoring/Ward system: Each teacher to mentor students. Teachers to maintain records of students' performance in different fields.
- i) Feedback system: Teachers' assessment by Core students to be conducted annually.
- j) Academic Audit: To review the performance of each department, review of results may be conducted after the publication of University results.

2. Opening of the Commerce Stream:

Preparations for the opening of Commerce Stream is in its final stages. However, since the newly recruited Assistant Professors have not been issued any appointment order they are not able to join the college. Hence the committee resolved that the Gov't of Mizoram be approached to fast track the issue of the appointment orders of the recruited teachers so that I Semester classes may commence from mid July.

There being no further business, the meeting concluded with vote of thanks from the Chairman.

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
3rd July, 2019

1. Proposal/ Suggestion:

The IQAC Plan 2019 – 2020 was put up for approval and approved by the meeting.

Action taken:

The Plan was distributed to the Chairmen of committees, cells, clubs, HODs, and the faculty members for compliance.

2. Proposal/ Suggestion:

The Principal, Prof. J. Zorema, presented the opening of Commerce stream and steps needed to be taken for the immediate functioning of the same.

Action taken:

The Principal, with the search committee took necessary initiatives for the immediate commencement of classes in the Commerce stream and appointments were given by the Government of Mizoram to Ms. Laldinkimi Khiangte and Mr. Vanlalmuana on 12th July, 2019.



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 19th August, 2019 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. Mr C Vanlalsawma
6. Dr B Lalrinchhani
7. Mr Laltleipuia
8. Mr P Lalnuntluanga
9. Mr Moses Lalrinchhana Chinzah
10. Mr Zohmingliana
11. Mr R Biakchungnunga

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

Report:

1. The Principal reported that two Commerce teachers had been appointed on 12th July, 2109, and they joined their posts soon after – Ms. Laldinkimi khiangte on 12th July, 2019, and Mr. Vanlalmuana on 16th July, 2019. He also reported that the Commerce classes started from 18th July, 2019.
2. The co-ordinator, Dr. Vanlalhlani Ralte, reported that an ICSSR sponsored state level on Mizo Society Continuity and Change was organized by the Department of History on 17th – 18th July 2019.
3. Dr. Vanlalhlani Ralte reported that the IQAC Co-ordinator and the RUSA Co-ordinator, Mr F. Lalromawia, attended a State level Seminar on national Institutional Ranking Framework (NIRF) organised by Committee on Participation of Colleges in NIRF on 8th August, 2019. They also attended a State level Workshop on Best Practices for Colleges organised by Co-ordination Committee for Best Practices of Higher Education on 9th August, 2019 at Aijal Club.
4. The Principal reported that committees, cells, clubs, and boards were reconstituted as the previous term had come to an end. The term of office would be two years and effective from 7th August, 2019. The committees were:

- | | |
|---|--------------------------|
| i) Academic and Admission Committee | xiii) Eco Club |
| ii) Planning Board | xiv) Adventure Club |
| iii) Research and Documentation Committee | xv) Legal Club |
| iv) Internal Quality Assurance Cell (IQAC) | xvi) Literary Club |
| v) ICT and Website Management Committee | xvii) Cultural Club |
| vi) Equal Opportunity Cell | xviii) Examination Board |
| vii) Health and Sanitation Committee | xix) Canteen Committee |
| viii) National Service Scheme (NSS) | xx) Building Committee |
| ix) Gym Committee | xxi) Property Committee |
| x) Career Counselling and Placement Cell | xxii) Library Committee |
| xi) Add-on Course Committee | xxiii) Music Club |
| xii) Disciplinary, Anti-Ragging and Grievances Redressal Cell | |

Agenda:

1. Parents-Mentors Meet:

It was resolved that Parents-Mentors Meet be organised on 30th August, 2019. The meeting would be organised at 3pm so that regular classes would not be disturbed. As many rooms would be needed for the meeting, the Co-ordinator would assign rooms to each mentor before the meeting. The mentors would interact with the parents and feedback would be collected from them.

2. Academic Audit:

It was resolved that Academic Audit, as had been scheduled, would be held on 13th September, 2019. Each department should be reminded to have an Academic Audit to review the performances of the departments in general and to review the results and deliberate on how to improve their academic performances.

There being no further business, the meeting concluded with vote of thanks from the Chairman.

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
19th August, 2019

1. Proposal/ Suggestion:

Parents-Mentors Meet to be organized on 30th August, 2019.

Action Taken:

Parents-Mentors Meet was organized on 30th August, 2019. The Co-ordinator made a notice assigning rooms to each mentor for the meeting. Feedback was collected from the parents by each mentor.

2. Proposal/ Suggestion:

Academic Audit to be held by each department on 13th September, 2019.

Action Taken:

Each department was reminded to organize Academic Audits. Departments held meetings on 13th September, 2019 at 3:00pm.



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 8th November, 2019 at 1:30pm 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

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 Co-ordinator reported that different cells and departments had taken efforts to fulfil the IQAC Plan. The Personal Development Programme incorporated in the routine has also been taken up by the Career Counselling and Placement Cell and different programmes on various themes were organised by the cell. It was also reported that the CCA period was utilised for different programmes set for that particular time.

Agenda:

1. NAAC Accreditation:
Dr. Vanlalhlani Ralte, the IQAC Co-ordinator, presented the upcoming NAAC Accreditation. The present accreditation was valid up to 14th November, 2020, and as there was only one year left, she stressed the need to prepare for the next cycle of accreditation. It was resolved that the Co-ordinator take the responsibility of studying the earlier NAAC cycle documents to identify gaps and suggest improvements to be made.

2. AQAR submissions:

The Annual Quality Assurance Report (AQAR 2018-2019) has to be prepared and submitted. It was resolved that as the AQAR had to be submitted online, the ICT and Website Management Committee would be responsible for helping the Co-ordinator and the Asst. Co-ordinators in the preparation and uploading/submission of the AQAR.

There being no further business, the meeting concluded with vote of thanks from the Chairman.

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
8th November, 2019

1. Proposal/ Suggestion:

Preparation for the next cycle of NAAC Accreditation.

Action Taken:

The Co-ordinators studied the previous NAAC cycle documents and the last NAAC recommendations made by the peer team. Some of the recommendations had been fulfilled and some still to be worked on. So, the recommendations were circulated to the departments, committees and cells for further exertion.

2. Proposal / Suggestion:

Preparation of AQAR 2018-2019 was presented by the Co-ordinator.

Action Taken:

An informal meeting was held on 15th November, 2019 with the ICT and Website management Committee to discuss the submission of AQAR. The importance of updating information on the institutional website was also emphasized.



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 24th January,2020 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

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

Agenda:

1. Parents-Teachers Meet:

It was discussed that although Parents-Mentors had been arranged, it would be beneficial for the stakeholders, students, parents and teachers to meet and have discussions on the different aspects of development. It was agreed that if parents and teachers worked together, this would enhance the students' learning and improve their performances.

It was therefore resolved that Parents-Teachers Meet be organised for parents of the II Semester students first. It would be followed by the IV and VI Semester students' parents on a later date. The meeting would be organised on 7th February, 2020 at 1:00pm. It was resolved that the Principal chair the meeting. The IQAC Co-ordinator, Dr. Vanlalhlani Ralte, would present a paper on Choice Based Credit System (CBCS), Examinations System- Internal and External Examinations, importance of regular attendance for students and Grading System. Discussions would follow the presentation and feedback from the parents on the various aspects of education.

2. AQAR Submission:

Problems regarding the submissions of AQAR 2018-2019 was presented by the Co-ordinator. The submission of AQAR, which was expected to be finished in the month of December 2019, could not be completed because of problems with the hard disk of the IQAC laptop. The IQAC Co-ordinator corresponded with the NAAC and was told to submit the same as soon as it was possible.

3. Review of Odd-semester Results:

It was resolved that the odd semester results be reviewed and suggestions for improvement be made at a meeting arranged with all the faculty members.

4. 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.

There being no further business, the meeting concluded with vote of thanks from the Chairman.

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
24th January, 2020

1. Proposal/ Suggestion:

It was resolved that Parents-Teachers Meet for parents of II Semester students be organized to acquaint parents with the academic issues of the college and the administrative setup of the college in general.

Action Taken:

The parents of II Semester students were given notifications regarding the meeting. The notification was written in Mizo (the regional language) so that all parents would be able to understand what was written. The meeting was held at 1:00pm on 7th February, 2020 in the Seminar Hall, GJBC. The principal chaired the meeting and the IQAC Co-ordinator presented a paper. After the presentation, the parents and teachers interacted and discussions were held on various issues regarding the administrative setup and the academic performances.

2. Proposal/Suggestion:

Review of results to be held with the faculty members.

Action Taken:

Odd semester results of I, III and V semesters were reviewed with all the faculty members on 31st January, 2020. The results were analysed and suggestions for academic improvements were discussed by the members.

3. Proposal/ Suggestion:

Common Teacher Planner for all faculty members.

Action Taken:

The teachers were issued a common Work Planner recommended by the IQAC Co-ordinator which will be used from the next academic session.



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

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of Online meeting of the Internal Quality Assurance Cell (IQAC)
held on 30th June, 2020 at 1:30pm
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 K Lalawmpuia

The Principal, Prof J Zorema, chaired the meeting. He welcomed the members of the committee. Dr Vanlalhlani Ralte, Coordinator, IQAC gave a report and presented the agenda of the meeting. The meeting was conducted online using Google Meet as it was difficult to convene a physical meeting because of the Covid 19 pandemic.

Report:

The Co-ordinator reported that she attended a National level sensitization programme on NAAC Accreditation and Assessment process on 27th February, 2020 with Ms. Laldinkimi Khiangte, Asst. Professor, Commerce Department. The programme was organised by Pachhunga University College. She also highlighted the important topics discussed in the programme.

Agenda:

1. IQAC Plan & Academic Calendar for 2020 – 2021:
It was expressed by the members that although many activities had been hampered by the pandemic, the IQAC Plan and Academic Calendar for the academic year 2020 - 2021 had to be prepared. It was therefore resolved that the same be prepared by Dr Vanlalhlani Ralte and Ms Lalthangmawii Chhangte for approval in the next meeting. The academic calendar would be prepared keeping in mind the pandemic situation.
2. NAAC Accreditation and Assessment:

The Coordinator presented the difficulties faced regarding the preparations for the NAAC Accreditation and Assessment process and that the Covid 19 had hampered the functioning of preparations for the third cycle of NAAC Accreditation, especially those connected to the collection of data for preparation of Self Study Report (SSR). Discussions were held in this regard and the meeting resolved that

- a) Preparation of the SSR be done with key persons who will be responsible for drafting the same
- b) Criterion-wise conveners be appointed and responsibilities be distributed among them.
- c) The IQAC Coordinator prepare a detailed timeline of Accreditation and Assessment process.

After discussing the aforementioned points it was resolved that the Coordinator and Assistant coordinators would finalise the details and inform the persons involved of their responsibilities.

The next meeting of the committee is tentatively scheduled for 22nd September, 2020. The proposed schedule is, however, subject to change should the pandemic situation in the state worsen.

There being no further business, the meeting concluded with vote of thanks from the Chairman.

Minute Secretary



(Dr. VANLALHLANI RALTE)
Coordinator, IQAC

Chairman



(Prof J ZOREMA)
Principal, GJBC

GOV'T J BUANA COLLEGE, LUNGLEI
Action Taken Report on Online Meeting of the IQAC
30th June, 2020

1. Proposal/ Suggestion:

It was proposed that the IQAC Plan and Academic calendar 2020-2021 be prepared.

Action Taken:

The IQAC Plan was prepared by Dr Vanlalhlani Ralte and Ms Lalthangmawii Chhangte, keeping in mind the current pandemic situation, and the Academic Calendar was drafted in accordance with the latest Notification issued by Mizoram University.

2. Proposal/Suggestion:

(a) Preparation of the SSR be done with key persons who will be responsible for drafting the same.

Action Taken:

The following faculty were appointed as core members in the preparation of the SSR:

- 1) Dr Vanlalhlani Ralte, Coordinator, IQAC
- 2) Ms Lalthangmawii Chhangte, Asst Coordinator, IQAC
- 3) Mr James RT Khuma, Asst Coordinator, IQAC
- 4) Mr Vanlalmuana, Asst. Professor
- 5) Mr Lalnundika Hnamte, Asst. Professor
- 6) Mr KC Lalremsiama, Asst. Professor
- 7) Mr Mikael L Chuaungo, Asst. Professor
- 8) Ms Vanlalremruati Kiangte, Asst. Professor
- 9) Ms Lalhmingthangi Fanai, Asst Professor

(b) It was proposed that Criterion-wise conveners be appointed and responsibilities be distributed among them.

Action Taken:

The following faculty were appointed as conveners in the different criteria of SSR
The conveners would assemble a team which will work together to ensure timely submission of data for their respective criterion.

- 1) Criterion I – Mr. Laltleipuaia, Asso. Professor
- 2) Criterion II – Mr. Vanlalmuana Asst. Professor
- 3) Criterion III - Dr. Lalzarzoa Asst. Professor
- 4) Criterion IV – Mr. James RT Khuma Asso. Professor
- 5) Criterion V – Mr. Lalnundika Hnamte Asst. Professor
- 6) Criterion VI – Dr. Vanlalngaii Asso Professor
- 7) Criterion VII – Ms. Mary Lalromawii Asso. Professor

(c) It was proposed that a detailed timeline of Accreditation and Assessment process be prepared by the Coordinator.

Action taken:

The timeline of Accreditation and Assessment process was prepared as follows:

- Accreditation valid up to November 14,2020
- Preparation of IIQA & AQAR – within the month of October
- Submission of IIQA & fee payment for IIQA – last week of October
- Clarifications and acceptance of IIQA – first/second week of November
- SSR uploading and submission - Mid November to December.
The SSR has to be uploaded/ submitted in the NAAC portal within 45 days from the date of acceptance of IIQA.
- After submission of SSR, clarifications on SSR is sought by DVV (Data Validation and Verification) within 8-10 days
- During the DVV process, Institutions are given 15 days for clarifications with required supporting documents
- HEIs have to score at least 25% in Quantitative metrics to qualify for the Peer team visit.
- After DVV, institutions will be informed the status of the Pre-qualification
- Student Satisfaction Survey(SSS) will be conducted simultaneously with the DVV process

The timeline prepared was distributed on 20th July 2020 to the key persons concerned and the faculty members.



Coordinator

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