

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of meeting of the Internal Quality Assurance Cell (IQAC) &
NAAC Criterion Conveners
held on 22nd September, 2020 at 1:30pm in the Seminar Hall
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. Laltleipuia
12. Mr. Vanlalmuana
13. Dr. Lalzarzoa
14. Mr. James RT Khuma
15. Mr. Lalnundika Hnamte
16. Dr. Vanlalngaii
17. Ms. Mary Lalromawii

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

Report:

1. The Coordinator reported that preparations of the SSR had been started by the Coordinator, Assistant Coordinators and the appointed core members. The Coordinator also reported that the IQAC Plan and Academic calendar for the 2020 – 2021 academic session had been prepared

Agenda:

1. IQAC Plan 2020 - 2021:

The IQAC Plan for 2020 – 2021 prepared by the Coordinator and the Asst. Coordinator was put up and approved by the committee as follows:

- i. Encourage departments, cells, and committees to participate in State/National/International Seminars and Workshops, and to organize such events.
- ii. Records/Documents of activities of different cells, committees, boards, and clubs to be maintained properly.
- iii. Organise special lectures and talks, career awareness campaign, and interaction with eminent persons through different cells and committees.
- iv. Work plan in accordance with the Academic calendar to be prepared by each teacher. Teacher planner to be maintained by each teacher.
- v. Department activity/Record book to be maintained by each department.
- vi. Mentoring/Ward system: Each teacher to mentor students. Teachers to maintain records of students' performance in different fields.
- vii. Feedback system: Teachers' assessment by Core students to be conducted annually.
- viii. Academic Audit: To review the performance of each department, review of results may be conducted after the publication of University results.

2. SSR Preparation:

Reports were given by the IQAC coordinator and the Criterion conveners on the progress of the preparation of IIQA and data for each criterion. Discussions were held regarding the timeline for submission of the IIQA (Institutional Information for Quality Assessment) and AQAR 2018 – 2019. It was resolved that the IIQA and AQAR be submitted in the month of October as the NAAC Accreditation is valid up to 14th November, 2020 and the SSR be submitted within December, 2020.

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 &
NAAC Criterion Conveners
22nd September, 2020

1. Proposal/ Suggestion:

The IQAC Plan 2020 – 2021 was approved by the meeting

Action Taken:

The plan was distributed and communicated to the Chairmen of committees, cells, clubs, HODs and the faculty member for compliance.

2. Proposal/Suggestion:

Preparation of the IIQA, AQAR and SSR

Action Taken:

The timeline for the submission of the IIQA, AQAR and the SSR were notified to the concerned persons for immediate and necessary action



Coordinator

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

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of meeting of the Internal Quality Assurance Cell (IQAC)
held on 26th November, 2020 at 11:00 am 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

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.

Report:

1. The Coordinator reported that the
 - i. IIQA was submitted on 29th October, 2020 and after submission of clarifications it was approved on 5th November, 2020. A sum of of Rs 29500 was paid for the IIQA registration fee.
 - ii. SSR has to be submitted within 45 days i.e.5th November – 19th December, 2020
 - iii. AQAR 2018 – 2019 was submitted on 23rd October, 2020

Agenda:

1. Reconstitution of IQAC:
As the present Internal Quality Assurance Cell (IQAC) has been functioning for two years, the Coordinator proposed the reconstitution of the IQAC. After discussions, reconstitution of the IQAC was approved. The following members have been proposed as members of the Internal Quality Assurance Cell, GJBC for a period of two years i.e. December 2020 - November 2022:

Chairman: Prof J Zorema, Principal
Coordinator: Dr Vanlalhlani Ralte, Associate Professor
Asst. Coordinator: Ms Lalthangmawii Chhangte, Associate Professor
Member: 1) Mr Lalrotluanga, Associate Professor
2) Ms Mary Lalromawii, Associate Professor
3) Dr B Lalrinchhani, Associate Professor
4) Ms Lalsangpuii, Associate Professor
5) Mr Laltleipuia, Associate Professor
6) Mr Vanlalmuana, Assistant Professor
Senior Administrative Staff: Mr P Lalnuntluanga, Head Assistant
Local Society: Mr C Biakthankima, President Village Council, Bazar Veng, Lunglei
Student: Mr Lalrengpuia, Secretary, Games & Sports, Students' Union
Alumni: Mr Moses Lalrinchhana Chinzah, Chanmari, Lunglei
Employer: Director, Higher & Technical Education, Gov't of Mizoram, Aizawl or his/her nominee
Industrialist: Mr K Lalawmpuia, Serkawn, Lunglei
Stakeholder: Mr R Lalhriatpuia, Serkawn, Lunglei

2. Appointment of IQAC Coordinator:

As the present IQAC coordinator has been in office for quite a number of years, appointment of a new coordinator was discussed. After discussions, it was resolved that the present coordinator would continue to hold her post till completion of the assessment and accreditation process and that a new coordinator be appointed after the peer team visit.

3. Student Satisfaction Survey (SSS):

The Coordinator presented that Student Satisfaction Survey will be conducted by NAAC after submission of the SSR. Details of Students' enrolment and email IDs have to be provided. Discussions were held and it was resolved that the coordinators and the criterion convenors be in charge of ensuring that the students have valid email IDs.

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
26th November, 2020

1. Proposal/ Suggestion:

Reconstitution of IQAC was proposed and new members were proposed for the same.

Action Taken:

The new members were appointed by the Principal and were notified on 1st December, 2020.

2. Proposal/Suggestion:

It was proposed that the Coordinators and Criterion conveners be in charge of ensuring that the students have valid email IDs

Action Taken:

Students' credentials and email IDs were checked and validated by the coordinators and criterion conveners for the Student Satisfaction Survey.



Coordinator

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

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of meeting of the Internal Quality Assurance Cell (IQAC)
held on 31st March, 2021 at 11:30am 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 Lalrotluanga
5. Dr B Lalrinchhani
6. Ms Mary Lalromawii
7. Ms Lalsangpuui
8. Mr Laltleipuia
9. Mr Vanlalmuana
10. Mr P Lalnuntluanga
11. Mr Moses Lalrinchhana Chinzah
12. Mr K Lalawmpuia
13. Mr Lalrengpuia
14. Mr Lalhriatpuia

The Principal, Prof J Zorema, chaired the meeting. He welcomed the new members of the committee being the first meeting after the reconstitution of IQAC. Dr Vanlalhlani Ralte, Coordinator, IQAC gave a report and presented the agenda of the meeting.

Report:

1. The coordinator reported that
 - i. The SSR was submitted on 18th December, 2020.
 - ii. First instalment of Assessment and Accreditation fee amounting to Rs 109150 was paid on 15th December, 2020.
 - iii. Data Validation and Verification (DVV) was sought by NAAC on 18th January, 2021
 - iv. Clarification was sought on 9 points from extended profile and 31 metrics from different criterion
 - v. Clarifications were submitted on 1st February, 2021
 - vi. Student satisfaction survey was conducted by NAAC right after submission of the SSR.
2. It was also reported that the news members of IQAC were given appointment letters on 1st December, 2020.

Agenda:

1. Preparations for Peer Team Visit:

The institution has not been notified of the results of the DVV clarifications. But it was felt that preparations have to be made for the Peer team visit. The meeting discussed and resolved the following:

i. Documentations:

Important and relevant documents need to be compiled and prepared for the peer team visit. This will be taken up by the Documentation Committee. It was also resolved that documents for each criterion be prepared by the committee.

ii. Contributions for NAAC Peer Team Visit:

The members expressed their willingness to contribute money to prepare for the peer team visit. It was therefore resolved that monetary contributions would be made by the teaching staff and the administrative staff for this purpose. The amount to be contributed is to be deducted from the salary for the month of March as below:

- a) Professor – Rs 4000
- b) Associate Professor – Rs 3000
- c) Assistant Professor – Rs Rs 2000
- d) RUSA Teachers – Rs 1000
- e) Contract/ Part Time Teachers – Rs 500
- f) Administrative Staff:
 - Group A – Rs 1500
 - Group B – Rs 1000
 - Group C – Rs 500

iii. Infrastructure Renovations:

A sum of Rs 7 lakhs has been received from the Higher & Technical Education department, Government of Mizoram for expense towards preparation for the assessment and accreditation process. It was decided that the money is to be utilized for infrastructure renovations and preparations for the peer team visit. The following members have been appointed as Infrastructure Renovations Team. They will prepare plan and budget and submit the same to the Principal:

- a) Mr Lalrotluanga Convener
- b) Mr P Lalnuntluanga
- c) Dr Vanlalhlani Ralte
- d) Ms Lalthangmawii Chhangte
- e) Ms Lalsangpuii

2. AQAR 2019 – 2020

Timeline for submission of AQAR has been extended to 31st August 2021 due to the Covid 19 pandemic. It was therefore resolved that AQAR for the academic year 2019 – 2020 be submitted before the due date. The Coordinator, Assistant Coordinator and Mr Vanlalmuana will be in charge of preparation and 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
31st March, 2021

1. Proposal/ Suggestion:

It was proposed that important and relevant documents be prepared and compiled for the peer team visit.

Action Taken:

The documentation committee has been notified and steps have been taken to have all the documents ready for the peer team visit.

2. Proposal/Suggestion:

Monetary contributions by the teaching staff and the administrative staff

Action Taken:

The amount to be contributed as specified in the meeting was communicated to the teaching staff and the administrative staff and the same was deducted from the salary for the month of March.

3. Proposal/ Suggestion:

Infrastructure renovations

Action Taken:

The Infrastructure renovations team has taken up the task of inspecting the renovations needed to be done in the college campus. The team has submitted plan and budget for the same and submitted it to the principal. Steps have been taken to undertake the renovation projects.

4. Proposal/ Suggestion:

Submission of AQAR 2019 - 2020

Action Taken:

AQAR 2019 – 2020 was prepared by the appointed persons and submitted on 8th July, 2021.



Coordinator

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

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of meeting of the Internal Quality Assurance Cell (IQAC)
held on 30th April, 2021 at 10:30am 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 Lalrotluanga
5. Dr B Lalrinchhani
6. Ms Mary Lalromawii
7. Ms Lalsangpuii
8. Mr Laltleipuia
9. Mr Vanlalmuana
10. Mr P Lalnuntluanga
11. Mr K Lalawmpuia
12. Mr Lalhriatpuia

The Principal, Prof J Zorema, chaired the meeting. He welcomed all the members of the committee. Dr Vanlalhlani Ralte, Coordinator, IQAC gave a report and presented the agenda of the meeting. The meeting was conducted keeping in mind the SOPs and Guidelines imposed by the Government of Mizoram and physical distancing was maintained.

Report:

1. The Coordinator reported that the Self Study Report (SSR) had been prequalified for assessment and that this information was received by email from NAAC on 28th April, 2021.
2. It was also reported by the Coordinator that the second level payment and logistics advance payment had to be made along with logistics details about nearby airports and nearby hotels.

Agenda:

1. Second level payment and Scheduling of Peer Team Visits:
As the SSR had been prequalified for the next level of assessment i.e. the Peer team Visit, second level payment has to be made as follows:

(1) Assessment & Accreditation fee (second instalment) –	Rs 109150
(2) Logistics Advance payment –	Rs 177000
	Total Rs 286150

It had been notified by NAAC that three Peer Team Visit periods must be selected. The first Peer Team Visit must be 30 days after the date of submission of second level payment and the following Peer Team Visits must be 15 days apart.

Discussions were held on when to pay the second level payment and thus schedule the Peer Team Visit dates. The meeting discussed the matter keeping in mind the Covid 19 pandemic and the restrictions imposed by the Government of Mizoram and resolved that the second level payment be made on the 22nd of May, 2021. Thus the proposed dates for the Peer Team Visits would be as follows:

- (1) 21st June 2021 & 22nd June 2021 (Mon & Tue)
- (2) 7th July 2021 & 8th July 2021 (Wed & Thurs)
- (3) 23rd July 2021 & 24th July 2021 (Fri & Sat)

2. Department Evaluative Report:

Format for the Department Evaluative Report prepared by Mr Vanlalmuana was presented and corrections were made for distribution to each department. The report should be finished by each department within the month of May.

3. Formation of Teams for the Peer Team Visit:

The meeting had a discussion on how to prepare for the upcoming Peer Team Visit. It was resolved that different teams be formed and persons in charge of different tasks be appointed. Each team would have duties and tasks assigned to them. The teams should carry out the tasks assigned to them in consultation with the Principal and IQAC Coordinator. Each team should also prepare a budget and submit the same to the Principal on or before 30th May, 2021. The following faculty have been appointed as members of the different team:

(1) Transportation Team:

- i) Mr Lalrotluanga Asso. Prof, Leader
- ii) Dr Lalnundika Hnamte Asst Prof.
- iii) Mr Vanlalmuana
- iv) Ms Zosangpuii

Duties:

- i) Conveyance of Peer team Members from the Airport to Lunglei and back.
- ii) Transportation from the airport to the college -
Option 1: To take the Peer Team Members in a chartered helicopter from Lengpui Airport to the college site i.e. Lunglei

Option 2: If option 1 is not viable, arrangements should be made to take the Peer Team Members by land route. For this, separate vehicles should be engaged/ booked for each Peer Team Member.

- iii) If travelling by land route, two pit stops must be arranged – one at Aizawl and another at Thenzawl.
- iv) Arranging local conveyance –to and from the hotel to the college

(2) Reception and Hospitality Team:

- i) Ms Mary Lalromawii Leader
- ii) Dr Shankar Bhattacharya
- iii) Ms Lalsangpuii
- iv) Mr Laltleipuia
- v) Mr Francis Zodinthara
- vi) Ms Laldinkimi Khiantge
- vii) Ms Judy Lalpamawii khiangte
- viii) Ms Lalrinchhani
- ix) Mr Roluahpuia

Duties:

- i) Reception of the Peer Team members at the time of their arrival.
- ii) Mobilisation of students for various activities including the cultural programme and for meeting with the Peer Team Members
- iii) Mobilisation of Parents and Alumni members for meeting with the Peer Team Members
- iv) Catering to the different requirements of the Peer Team members and ensuring that their needs are met at the hotel where they stay.

(3) Refreshment Team:

- i) Dr B Lalrinchhani Leader
- ii) Ms PC Lalliansangi
- iii) Ms Lalramdinpuii Chhangte
- iv) Ms T Laldintluangi
- v) Ms ZD Vanlaldinpuii
- vi) Ms Vanlalremruati Khiantge
- vii) Mr KC Lalremsiama
- viii) Mr Rothangliana

Duties:

Providing food and snacks for

- i) Luncheon meeting

- ii) Lunch for Peer Team Members & the HODs on the second day of visit
- iii) Alumni meeting
- iv) Parents meeting
- v) Students meeting
- vi) Snacks for Peer Team Members at the College campus
- vii) Snacks for peer Team Members at the Cultural programme
- viii) Refreshment for cultural programme attendees and participants

(4) Cultural Programme and Sound in charge:

- i) Mr F Lalromawia Leader
- ii) Ms Brigitte B Selvy
- iii) Mr Ngurthansanga Sailo
- iv) Mr Lalrinhluna
- v) Mr Mikael L Chuaungo
- vi) Ms Lalrithangi
- vii) Ms Marlyn Lalnunmawii Sailo
- viii) Ms Lalthazuali
- ix) Ms Lalenpuui

Comperes for Cultural programme:

- i. Ms Marlyn Lalnunmawii Sailo – English
- ii. Mr Mikael L Chuaungo – Hindi

Duties:

- i) Mobilisation of students for the cultural programme. The duration of the programme will be 30 mins. The cultural programme would include Cheraw, Chheihlam, Costume parade & rendition of cultural songs.
- ii) Sound fitting for the following venues and programme –
 - a) Peer Team Office
 - b) Seminar hall
 - c) Multipurpose hall
 - d) Cultural programme

Multipurpose hall and Seminar hall are to be used for meeting with the Principal, IQAC Coordinator & with the different departments, Parents meeting, Alumni meeting, Student meeting and Exit meeting. Cultural programme will be held in the college courtyard.

(5) Information & publicity i/c:

- i) Mr KF Lalthuamluaia Leader
- ii) Mr C Lalawmpuia

iii) Mr James RT Khuma

(6) Photography i/c:

i) Dr Lalzarzoa

(7) Secretarial Assistants:

i) Mr Vanlalmuana

ii) Ms Saisangpuii Sailo

(8) Banner i/c:

i) Dr Vanlalhlani Ralte

ii) Ms Lalthangmawii Chhangte

Duties:

To make welcome banner and banners for the Cultural programme, Parents meeting, Alumni meeting, Students meeting and Exit meeting

Note:

- i) As per instructions from NAAC, any programme /activity related to Peer Team Visits may have a maximum audience of not more than 50-60 personnel. The programme may be planned with minimum number of stakeholders.
- ii) Quarantine free hotels should be booked for the Peer Team Members.

The proposed schedule of the Peer Team Visit is subject to change should the Covid 19 pandemic situation worsen. The Principal and the IQAC Coordinator would correspond with NAAC in this regard and make necessary arrangements/changes keeping in mind the Guidelines and Standard Operating Procedures (SOPs) on Covid 19 in the state and in the country.

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

Minute Secretary

Chairman


(Dr VANLALHLANI RALTE)
Coordinator, IQAC


(Prof J ZOREMA)
Principal, GJBC

GOV'T J BUANA COLLEGE, LUNGLEI

Action Taken Report on Meeting of the IQAC

30th April, 2021

1. Proposal/ Suggestion:

Second level payment for Assessment and Accreditation

Action Taken:

Second level payment for Assessment and Accreditation was made on 22nd May, 2021 as follows:

- i. Assessment & Accreditation fee (second instalment) – Rs 109150
 - ii. Logistics Advance payment – Rs 177000
- Total - Rs 286150

2. Proposal/Suggestion:

The following dates were proposed for the Peer Team Visit:

- i. 21st June 2021 & 22nd June 2021
- ii. 7th July 2021 & 8th July 2021
- iii. 23rd July 2021 & 24th July 2021

Action Taken:

The proposed dates for the Peer team visit and a list of recommended hotel details were communicated to NAAC on 22nd May, 2020.

3. Proposal/Suggestion:

Department Evaluative Report format

Action Taken:

Department Evaluative Report format prepared by Mr Vanlalmuana was distributed to each department for necessary action.

4. Proposal/Suggestion:

Formation of teams for the Peer team visit

Action Taken:

The different teams formed for receiving the Peer team members were notified and informed of their duties and responsibilities. Each team has prepared a budget and submitted the same to the Principal.



Coordinator

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