

Minutes of meeting of the Steering Committee on NAAC Assessment (SCONA) held on 8.8.2015 at 11Am in the Professors' Commonroom.

Ms. Lalbiaknii, Chairman of the SCONA was in the chair. Apart from the Chairperson, following were present:

1. Mr Zoramthanga, Coordinator.
2. Ms Rebecca Khiangte, Member.
3. Mr Lalngaihawma, Member.
4. Dr C. Lalremruata, Member & Recording Secretary.

At the outset, the chairman briefly apprised the meeting on the proposed agenda to be discussed. She expressed her feeling that the College must take up all the necessary measures on crash basis for making herself ready in the preparation for NAAC assessment which has already been due nearly for more than a year or two. The meeting was to review the actual position of the College in the preparation for NAAC assessment so as to remove any hindrances or obstacles. After a lengthy deliberation and discussion, the meeting unanimously resolved the followings for immediate action:

1. Unauthorised deletion/removal of the College official Website:

The meeting learnt that the College official Website has been removed and deleted without authorization from the College authority. On enquiry made by the coordinator, it was learnt that the removal of the Website was done from the part of the Host Palcom Server without any knowledge of the College authority. The meeting observed that the incident was very unfortunate since it was the biggest hurdle in the process of NAAC assessment for re-accreditation as the NAAC could not entertain any application for assessment in the absence of such official website. In this regard, the meeting felt that FIR may be required to submit against the Host of Palcom Server for the removal of our website. However, the meeting resolved that the Principal may be entrusted to make the final decision in the matter as deem fit and found proper by him.

Action: Principal, Govt. J. Thankima College.

2. Recreation of the College official Website on crash basis:

The meeting observed that recreation of the College Website on urgent basis is inevitable. Therefore, it was resolved that the Information & Communication Technology Department, Govt. of Mizoram may be approached for the development of our College Website urgently. Hence, the meeting entrusted Mr Zoramthanga, Coordinator and Mr Lalngaihawma to follow up all the necessary actions so that the matter can be finalized within August, 2015 poistively.

Action: Mr Zoramthanga, Coordinator & Mr Lalngaihawma.

3. Finalization of Self Study Report (SSR):

The Coordinaor reported in the meeting that approximately 90% of the SSR has already been completed and finalized. In this regard, the meeting resolved that the remaining portion of the unfinished SSR must be completed on or before 14th August, 2015 and the coordinator was entrusted to finalize the SSR as required within the stipulated time frame. In case the coordinator needs a helping hand, Dr C. Lalremruata was entrusted to give hand if and when necessary, particularly in this regard.

Action: Mr Zoramthanga, Coordinator & Dr C. Lalremruata.

4. Analysis and Implementation of SSR:

The meeting observed that if and when the SSR is completed it would be required to thoroughly examine and study for taking up necessary actualization and implementation accordingly. Hence, it was decided that a special meeting of all staff shall be convened for such examination and study of the SSR urgently after the completion of the same. In this regard, the Chairman and Coordinator were entrusted to convene the special Staff Meeting.

Action: Chairman & Coordinator of NAAC.

5. Submission of Letter of Intent (LOI):

The meeting unanimously resolved that the LOI shall be submitted immediately after the College official Website is developed and functioned and the coordinator was entrusted to make it ready all the necessary documents for online submission of LOI.

Action: Coordinator of NAAC

6. Next Review Meeting:

The meeting felt that the on-going process of our preparation for NAAC assessment needs constant and close monitor. Hence, it was resolved that next review meeting shall be convened on 14.8.2015 at 11 AM positively.

7. Conclusion:

The meeting was ended at 2 PM with a vote of thanks from the chair.

Sd/-
(ZORAMTHANGA)
Coordinator

Sd/-
(LALBIAKNII HMAR)
Chairman

Sd/-
(DR. C. LALREMRUATA)
Recording Secretary.

Memo No. Co-od/NAAC/2015

Dated, 8th August, 2015

Copy to:

1. The Principal, Govt. J. Thankima College for favour of kind information and necessary action.
2. All members concerned.
3. Notice Board of Professors' Commonroom.

Recording Secretary

Minutes of the 2nd meeting of the Steering Committee on NAAC Assessment (SCONA) held on 14.8.2015 at 11Am in the Professors' Common room.

Ms. Lalbiaknii, Chairman of the SCONA was in the chair. Apart from the Chairperson, following were present:

1. Mr Zoramthanga, Coordinator.
2. Ms Rebecca Khiangte, Member.
3. Dr C. Lalremruata, Member & Recording Secretary.

At the outset, the chairman apprised that the meeting was convened to review of actions taken, if any, in pursuance of the previous meeting. She also reported that Mr Lalngaihawma conveyed his regrets for not being able to attend the meeting in verbal owing to Inter-departmental sport in which he has to represent the H & T.E Deptt. In respond to the request from the chair, Mr Zoramthanga, Coordinator reported that all the necessary actions as per the resolutions of the previous meeting were followed up with positive result. The meeting felt happy with the report of actions in pursuance of the earlier resolutions. Consequently, the meeting deliberated on the proposed agenda and the following were the unanimous decisions of the meeting:

1. College Website development:

As was entrusted by the previous meeting Mr Zoramthanga, Coordinator and Mr Lalngaihawma approached the Chief Informatics Officer, Information and Communication Technology in person and submitted our representation for the College Website development. The CIO assured them that the matter shall be taken up immediately so that the Website could be developed and launched as early as possible. The meeting felt that the matter may be closely monitored and observed. Hence, the meeting resolved that our Coordinator and Mr Lalngaihawma may be entrusted for the close monitor of the progress of the Website development. If and when ready the Website for official launch, the two persons may also take up the necessary uploads of information. If the works of uploading information required more hands, the Chairman of the SCONA may be informed who may arrange a meeting.

2. Finalizations of the Draft SSR:

The meeting also reviewed the draft SSR in hand as to whether there is any portion remaining unfinished. It was observed that all the required items have already been completed except printing the draft copy for the portion of the College Profile which is not essentially required for the time being. Therefore, the meeting unanimously accepted and approved the draft SSR in hand for onward online submission to the NAAC. However, online submission of LOI could not be done instantly for wants of College Website. The meeting, therefore, resolved that the draft SSR may be thoroughly examined and studied urgently so as to make out list of all the necessary points for actualization and implementation. The Chairman of the SCONA and Ms. Rebecca Khiangte were entrusted to make out such necessary points of action for actual implementation. The all staff meeting may be convened by the Principal at any convenient date to discuss and sensitize for actualization and implementation of the SSR through the various concerned Committees on NAAC.

3. Re-arrangement of the Various Committees on NAAC:

The meeting also observed that the various existing Committees on NAAC need to be reviewed and re-arranged with a view to the practical framework of the College. Therefore, the meeting resolved that a

suggestion for re-arrangement of the various Committees on NAAC for the academic term of 2015-16 may be put up to the Principal as given below for his kind approval and acceptance:

Committees on NAAC:

1. IQAC
2. College Academic & Teaching-Learning Monitoring Committee (CATMOC)
3. Extension Service & Co-curricular Committee (ESCOC)
4. Library Management Committee (LMC)
5. Building & Infrastructural Development Committee (BIDC)
6. Students Welfare & Discipline Committee (SWDC)
7. Innovative Practices Committee (IPC)
8. Women Redressal Committee (WRC)
9. Parents-Teachers Committee (PTC)
10. Hostel Management Committee (HMC)
11. Health and Beautification Committee (HBC)
12. Canteen Management Committee (CMC)
13. Students Alumni Committee (SAC)
14. MCTA
15. SWA

Committees on UGC:

1. Planning Board Committee (PBC)
2. Purchase Board Committee (PBC)
3. Equal Opportunity Committee (EOC)
4. Career Oriented Course Committee (COCC)
5. Remedial Coaching Management Committee (RCMC)
6. Employment Information Management Committee (EIMCO)
7. UGC-Network Resource Centre Management Committee (URCMC)

The meeting also observed that the principal may please make necessary appointments of Chairman, Secretary and members for each Committee respectively as suggested above for the period of the on-going academic term 2015-16. Mr Zoramthanga, Coordinator of SCONA was also entrusted to discuss and put up the matter to the principal forthwith.

4. Conclusion of the meeting:

The meeting was ended at 2:30 Pm with a vote of thanks from the chair.

Sd/-
(ZORAMTHANGA)
Coordinator

Sd/-
(LALBIAKNII HMAR)
Chairman

Sd/-
(DR. C. LALREMRUATA)
Recording Secretary

Memo No. Co-od/NAAC/2015

Dated, 17th August, 2015

Copy to:

1. The Principal, Govt. J. Thankima College for favour of kind information and necessary action.
2. All members concerned.
3. Notice Board of Professors' Common room.

Recording Secretary.

MEETING MINUTE OF THE STEERING COMMITTEE

Time: June 25, 2016; 11:30 AM
Venue: Professor's Common Room

Members present:

Lalbiaknii Hmar
Zoramthanga
Lalngaihawma
Dr.C. Lalremruata
Rebecca Khiangte

Chairman: Lalbiaknii Hmar, *Chairman and Vice Principal*

Minute Recorder: Dr. C. Lalremruata

The Chairman welcomed and thanked the members for their presence. Dr. C. Lalremruata was then proposed by the Chair and unanimously consented by the member as the Minute Recorder of the meeting.

Further, for observing the resolution(s) made by the General Staff Meeting, dated 21.06.2016, the Chairman thanked all the members in various committees/cells under IQAC and various Departments of the College for complying with the request to convene meetings and submit their Action Plan as well as estimates of proposal regarding financial requirements towards the preparation for NAAC's Peer Team Visit (PTV) on or before 25th June, 2016

A report was also given by the Chairman that NAAC has accepted the proposal intimated from our end to visit the College for assessment and accreditation on 27th -29th July, 2016 and that the Peer Team's member has been appointed as follows:

NAAC's Peer Team:

Chairperson: Prof. C. Thangamuthu (Former Vice Chancellor, Bharathidasan University), Chennai, Tamil Nadu

Member Coordinator: Prof. Harish C. Sharma, Department of History, Guru Nanak Dev University, Amritsa, Punjab.

Member: Prof. (Dr.) Rajalakhsmi Mishra (Retired Professor of Political Science), Retired Principal, Rajendra Autonomous College, Sambalpur, Orissa

It was also brought to the notice of the Committee that NAAC has intimated all requisite information regarding the PTV and has sent a hard copies of guidelines and instructions regarding the same.

Deliberations and resolutions were made as follows:

Resolutions:

1. **Appointment of Finance Officer :** In view of the financial transaction incurred towards the preparation for the PTV, the Committee decided to appoint Mr. Lalngaihawma, Assistant Professor of Economics Department and Assistant Coordinator, as the Finance Officer (FO)

With regard to the functioning of the FO, the Committee envisaged the incumbent to be responsible and accountable in all financial matters. And to facilitate accountability in the financial transactions of accounts and maintenance of records, the FO shall – withdraw the total estimated budget from the Principal and shall act as the office through which the required

finances are disburse to various committee/cells. Since, proper records of the disbursements as well as procurements of goods and utilities are to be maintained, hence, cash receipts, vouchers, etc., are to be submitted to the FO by all committees, cells and departments.

To enhance appropriate coordination and to curtail chances of discrepancy in records of financial transaction, it is assumed that the maintenance of expenditure(s) by the Steering Committee through the FO would be the most appropriate practice. Therefore, all committee(s), cell(s) and departments are hereby duly informed to take note of the resolution of the Steering Committee to withdraw money as well as submit any balances of the same through the FO, namely, Mr. Lalngaihawma, Assistant Coordinator.

2. **Meeting with Heads of Department:** As resolved in the General Staff Meeting, dated 21.06.2016, all the departments are assigned a specific duty towards the PTV. The assignments are mentioned against the name of the departments as under:

English Department : *Reception, hospitality and lodging.*
Mizo Department : *Visit site preparation.*
History Department : *Tranpostation.*
Education Department : *Refreshment and food.*
Economics Department : *Documentation.*
Political Science Department : *Programme and coordination.*

To enhance appropriate coordination, the Steering Committee resolved to convene a meeting with the HOD's at the earliest convenience. The Secretary/Coordinator is assigned to take necessary action in the matter.

Assignments are further entrusted as mentioned below:

1) Health and Beautification Committee: *Decoration – meeting room(s), function and Exit Meeting.*

2) Steering Committee: *Briefing and mobilizing students.*

3) *Briefing and Mobilization of parents and Alumni:*

Convener: Lalthlamuana

Members: Lalmunsiami Khiangte, Zohmangaiha, F. Lalhlira and BC Tawna.

3. **POL and conveyance expenses regarding:** The Committee affirms that additional movement(s) within the city area of Aizawl on account of the PTV is a duty of every faculty member. However, the Steering Committee asserts that any movements outside the city area should be provided POL or conveyance expenses.

Further, the Committee resolved that the vehicles assigned by the Department of History for conveyance of the Peer Team should be provided POL or conveyance fee, whichever is applicable. This decision is made in the light of the fact that the vehicles are private vehicles owned by the faculty member, and providing such support would lower their extra spending on their vehicles.

4. **Budget and Action Plan regarding:** The estimates of budget and the Action Plan with respect to PTV, submitted by various committees are analysed and a summary of the same is made as under.

Estimates of budget:

Sl. No	Name of committee/cell	Particulars	Amount (Rs.)	Remarks
1.	Library Management Committee	1. Internet installation 2. Computer repairing 3. Bar code scanner 4. Reading table cloth 5. Subscription of journals 1) Four journals 2) E-journals 6. Reading room 7. Steel rack almirah to display journals.	15,000 TT:15,000	In case an additional budget is required, the same may be submitted to the Coordinator, IQAC
2.	CATMOC	1. Register book for- 1) Remedial 2) Tutorial 3) LCD projector log book 4) Student's field visit log book 5) Classroom log book 6) Seminar records 7) Proficiency Award register 2. Suggestion box 3. Grievance Box	1,000 (register book) 1,000 1,000 TT:3,000	a. a.
3.	Canteen Management Committee	1. Poster display 2. Daily menu display 3. Feedback form 4. Suggestion box 5. Wash basin	To be borne by the Committee	a. a.
4.	Alumni Association	1. Register book 2. Refreshment for meetings	2,000 TT:2,000	a. a.
5.	Parents – Teacher Association	1. Register book 2. Refreshment for meetings	2,000 TT:2,000	a. a.
6.	Women Committee	1. Conducting seminar	1,000 TT:1,000	a. a.
7.	BIDC	1. White washing of - IQAC, NSS, UGC rooms 2. Furnishing of Health Centre cum Counselling Centre 3. Strengthening of UGC Network Resource Centre cum Computer Centre.	1,000 1,000 30,000 (10 nos of UPS) 200 8,000	a. a.

		4. Notice Board display 5. Internet connectivity 6. Strengthening of Women Hostel – TV, desktop computer, printer, water filter. 7. Separate toilet for boys and girls. 8. Renovation of Student’s Recreation Room, SU., SEU., store room and waiting shed 9. Electrification of Boy’s Hostel	3,000 (Second hand TV) 2,500 (Water filter) 20,000 (Materials) 30,000 (Labour charge) 5,000 50,000 (Materials) 30,000 (Labour charge) TT: 1,08,700	
8.	English Department (Reception, hospitality and lodging)	1. Usher form 2. Bouquet 3. NAAC PT present – 1) Ipte chei (3 nos) 2) Quilt (3 nos)	2,500 1,500 1,800 9,000 TT:14,800	a. a.
9.	GLOMC	Steel almirah and office amenities	7,000 TT: 7,000	a. a.
10.	IBP	Projector stand	3000 TT: 3,000	a. a.
11.	Research and Consultancy Cell	1. Almirah 2. Xeroxing journals, books, tec	15,000 5,000 TT: 20,000	a. a.
Grand Total			1,76,500	

* **TT = Total, a. a = as above**

In conformity with the Self Study Report submitted to NAAC, Bangalore the Steering Committee has affected certain modifications in the in the Action Plan of some committees/cells. The SC expects the concern committees/cells to acknowledge the modifications which are mentioned as below:

1) **BIDC:** A separate room for SEU and SSU or a room shared by them may be provided only after room allotment is made for other committees/cells.

2) **LMC:** Procurement of a new desktop computer is not deemed necessary.

3) **Career and Counselling Cell:** Proposal for organizing a seminar or workshop on the theme - Soft Skills Development and competitive examination are postponed as it is not reported in the SSR.

4) **Women Committee:** Proposal to conduct seminar and workshop for one or two days on the theme Women's Rights, Domestic Violence, Human Trafficking and socio-economic development pertaining to women is postponed as it is not reported in the SSR.

5) **Alumni Association:** Maintaining records of student's progression to higher education, employment in public and private firms, etc., is postponed as it is reported in the SSR as well as in the Annual Quality Assurance Report (AQAR) submitted to NAAC that such a record is not maintained by the College.

6) **English Department:** A proposal for raising banner is acknowledged, however, the task of designing banners is assigned to the Steering Committee. The SC also regard the use of placard at the airport while receiving the Peer Team as they would be easily identified.

5. **Committees under UGC regarding:** In view of that fact that the committees under the Planning Board (UGC) forms an important part of the College quest for quality enhancement. Hence, the SC resolved to request committees mentioned as under to prepare records of their initiatives, for a period of five consecutive academic sessions (2010-2011 to 2014 – 2015), as they are likely to be assessed in the process of assessment and accreditation by the NAAC's Peer Team.

The Committees under Planning Board:

- 1) Career Oriented Course
- 2) Employment Information Cell
- 3) Anti-Ragging and Grievance Redressal Cell
- 4) UGC Network Resource Centre and Website Committee
- 5) Remedial Coaching Committee
- 6) Career and Counselling Cell
- 7) Equal Opportunity Cell

Keeping in view, the proximity of the period of NAAC's PTV and the shortage of time to convey a formal circular notice regarding the matter. The SC kindly request the committees/cells mentioned above to acknowledge this meeting minute as a circular soliciting necessary actions from their end.

6. **Hiring of typist for clerical work:** In view of the urgency and need for preparing records of initiatives and activities by various committees/cells in the Institution. The Steering Committee assumed that hiring one person as a typist would immensely relegate the workload of the faculty member and facilitate speedy preparation towards the assessment and accreditation process.

The proposal shall be forwarded to the Principal for consideration. And, with regards to the amenities provided to the typist, the SC, hereby proposed that, a separate room or desk, whichever is appropriate, would be provided along with a desktop computer, printer and a scanner (if required). A remuneration of not less than Rs. 3,900 per month or Rs. 150/- per day be given for the service rendered. Further, the typist appointment should be made at the earliest possible convenient and shall continue till the completion of the assessment process or the typist service is no longer required.

7. **Schedule of work:** The SC decides that a schedule of work be prepared to enhance the preparation of the PTV. The schedule of work would involve the preparation of various records of activities and initiatives, minutes of the committees, cells and departments. The Coordinator/Secretary is entrusted to prepare an outline for the schedule of work for all committees, cells and departments. Further, the SC implore all members to comply without fail.

The meeting concludes at 4:30 PM



(ZORAMTHANGA)

Coordinator IQAC & Secretary, Steering Committee

Copy to:

- 1) All faculty members of GJTC
- 2) All concerned committees/cells