



National Assessment and Accreditation
STEERING COMMITTEE
GOVERNMENT J. THANKIMA COLLEGE
Aizawl, Mizoram



No. GJTC/NAAC - SC/CORD/2006/FRIDAY

Dated Aizawl, the 1ST July, 2016

**MEETING MINUTE OF THE JOINT SITTING OF
THE STEERING COMMITTEE AND DEPARTMENT REPRESENTATIVES**

In fulfillment of the Steering Committee's meeting, dated 25th June, 2016, Resolution No. 2, a Joint Sitting of the Steering Committee and Department Representatives was held at the time and place mentioned below.

Time : Wednesday, June 29, 2016; 01:00 P.M.

Venue : Professors Common Room, GJTC

Members present :

Lalbiaknii Hmar	Zoramthanga	Dr. C.Lalremruata
Brenda Laldingliani Sailo	Zohmangaiha	Zairemtluangin
Rebecca Khiangte	Lalthlamuana	Lalbuatsaiha
Lalbiaktluangi Ralte	F. Sangvuana	Lalngaihawma
Sangrozami	Lalmuanpuia	Lalringzuali
Lalrinsangi Ralte		

Chairperson: Lalbiaknii Hmar, *Chairman, Steering Committee & Vice Principal*

Minute Recorder: Lalngaihawma, *FO, Steering Committee*

The Chairperson welcomed the members and conveyed her gratitude to all the Department representatives for their presence. After highlighting the details for convening the Joint Sitting, the Chairperson invited all the members to offer their valuable knowledge and freely participate in the deliberations of the agenda. Further, she expressed her earnest request to the departments to promptly carry out the tasks and works assigned to them.

On the invitation of the Chairperson, the Coordinator highlighted the major progress made in respect to the Peer Team Visit (PTV) and the various works assigned to the departments. Thereafter, deliberations on the agendas followed.

Resolutions :

1. **Sanitation and cleanliness i/c** : It was brought to the notice of the members that a proper appointment for sanitation duty has to be made, and hence, the meeting resolved that

the non-teaching faculty members be appointed for the same with Mr. F. Lalhlira, HA as the Convener.

The main task of the Sanitation and Cleanliness i/c would be to maintain a clean campus especially the toilets, to provide clean water in the toilets and ensure its availability. The 'Convener' is hereby designated by the SC to make detailments among the members for fulfillments of the responsibility/ies assigned.

2. ***Lunch with the Peer Team*** : The meeting resolved that on the third day of the PTV, all the faculty members shall have lunch with the Peer Team. This resolution has been made in the light of the fact that all faculty members, as stake holders for quality enhancement of the College and towards the preparation of the PTV have been rendering much service and labour for a fruitful outcome of the PTV.

Further, the meeting also resolved that the SC shall have lunch with the Peer Team during the three days visit.

3. ***Assignments of the departments regarding*** : After a brief discussion on the assignments of the Departments, resolutions were made as follows :

- 1) All departments should prepare a classroom logbook covering the previous five years.
- 2) Records of classroom seminars and discussion conducted be maintained through the classroom logbook.
- 3) All departments are to make a yearly teaching plan for the previous five years.
- 4) Attendance register covering the previous five or three years be maintained.
- 5) Records of monthly analysis of student's attendance be prepared covering the years of attendance register maintained.
- 6) Periodic departmental meeting minute covering the previous five years be maintained.
- 7) Based on the monthly analysis of students attendance and internal evaluation reports, each department should identify the slow and fast learners and keep records of the remedial measures as well as the encouragement given to the students.
- 8) Records of field visits and exposure programmes, if any, conducted by the departments are to be maintained. Mr. F. Sangvuana, Deptt of Mizo and Mr. Zoramthanga, deptt of Pol. Science, who have escorted students on study tour programmes conducted by the Institution should make records of the same available.
- 9) Departments are expected to employ ICT as teaching and learning aids, and records of the same be maintained by Mr. F. Lalhlira, HA through a logbook.
- 10) Proficiency award, if any, given by the departments or a student(s) of the departments given by the Students' Union be maintained.
- 11) Best Practice be identified for the previous five years.

4. ***Logbook and lesson plan format regarding*** : The meeting unanimously entrusted Mr. Lalthlamuana, Deptt of Pol. Science and Mr. Lalmuanpuia, Deptt of Economics to

prepare a format for logbook and Dr. C.Lalremruata, Deptt of Economics was assigned to prepare a format for lesson plan.

5. **Meeting of Peer Team and departments** : During the PTV, an important process of assessment of the Peer Team meeting with the departments. The meeting is scheduled on the first day of the assessment and to present the departments to the Peer Team, the Joint Meeting resolved that powerpoint presentation be employed. The presentation, as resolved by the Joint Meeting should be about 20 mins at the minimum.

The Joint Meeting concludes at 03:15 P.M.



(ZORAMTHANGA)
Coordinator/Secretary

Copy to :
1) Principal, GJTC
2) Notice Board
3) All Departments concern.
4) Guard File



National Assessment and Accreditation
STEERING COMMITTEE
GOVERNMENT J. THANKIMA COLLEGE
Aizawl, Mizoram



No. GJTC/NAAC - SC/CORD/2006/MONDAY

Dated Aizawl, the 5TH July, 2016

MEETING MINUTE OF THE STEERING COMMITTEE

Time : Monday, July 4, 2016; 04:00 P.M.

Venue : Professors Common Room, GJTC

Members present :

Lalbiaknii Hmar

Zoramthanga

Dr. C.Lalremruata

Rebecca Khiangte

Lalngaihawma

Chairperson : Lalbiaknii Hmar, *Chairman, Steering Committee & Vice Principal*

The Chairperson welcomed the members and conveyed her gratitude for their presence. Citing the reason(s) for convening an emergent meeting of the SC, the Chairperson states that a plan of action for better coordination is required to enhance the preparation for the PTV.

Deliberations on the agendas followed.

Resolutions :

1. **Meeting minutes of committees, cells and departments** : The meeting resolved that all committees, cells and departments concerned be informed to compile a meeting minute and activity records for the previous five years viz 2010-2011 to 2014-2015 academic sessions.

Action : All concern.

2. **Preparation of documents** : To enhance the compilation of necessary documents, the SC decided to call all faculty members to work in the College for preparing necessary documents on Wednesday, July 6, 2016 which is a state's holiday on account of MHIP Day. The work is scheduled to commenced at 11:00 AM and the Chairperson Ms. Lalbiaknii Hmar has been assigned to be in-charge of the refreshment.

Further, it was also decided that all Saturdays that comes before the PTV be utilized for preparation towards the PTV in the College.

3. **Review of progress** : For better coordination and enhancement towards the preparation for the PTV, it was resolved that all Fridays before the PTV would be utilized for convening a review of progress and preparation meeting of the SC and all committees, cells and departments chairpersons and secretaries. The meeting is tentatively scheduled to be convened at 3:00 PM.
4. **Additional budget regarding** : The meeting resolved that any committees yet to submit a budget proposal or an additional budget in respect to the preparation towards the PTV should be informed to submit the same to the SC on or before Wednesday, July 6, 2016.
5. **Strengthening of library** : In view of the limited service provided by the College Library on account of the lack of space, the SC decided to approach the Library Management Committee to seek ways to strengthen the Library by extending its premise with a reading room, etc.

The Meeting concludes at 06:00 P.M.



(ZORAMTHANGA)
Coordinator/Secretary

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National Assessment and Accreditation
STEERING COMMITTEE
GOVERNMENT J. THANKIMA COLLEGE
Aizawl, Mizoram



No. GJTC/NAAC - SC/CORD/2006/MONDAY

Dated Aizawl, the 20TH July, 2016

MEETING MINUTE OF THE STEERING COMMITTEE

Time : Friday, July 8, 2016; 04:00 P.M.

Venue : Professors Common Room, GJTC

Members present :

Lalbiaknii Hmar	Zoramthanga	Dr. C.Lalremruata
Rebecca Khiangte	Lalngaihawma	

Chairperson : Lalbiaknii Hmar, *Chairman, Steering Committee & Vice Principal*

The Chairperson welcomed the members and conveyed her gratitude to all the faculty members for their active participation in the preparation towards the NAAC PTV. After the chairperson highlighted the reasons for convening an emergent meeting, deliberation on the agendas followed.

Deliberations and resolutions on the agendas were made as followed.

Resolutions :

1. **Conveyance for the Peer Team** : The Department of History had meticulously made arrangements for the conveyance of the Peer Team. However, with regards to their arrival and departure i.e. conveyance from Lengpui Airport to their place of stay on the 26th July and from their place of stay to Lengpui Airport on the 29th July, 2016, the SC considered that a special arrangement has be made in view of the unforeseen weather condition. After a deliberation, it was resolved that a rental cars be hired for both the trips. And, Ms. Rebecca Khiangte was assigned the task of making arrangements as resolved.

The budget allocated for the firing of rental cars was Rs. 15,000/-

Further, the meeting also decided to approach the faculty members, namely, Mr. B. Lalzazova, Mr. Lalmachhuana and Mr. Lalngaihawma for their assistance in providing conveyance as and when required. And, the Department of History has been assigned the task to take appropriate actions in the matter.

2. **Typist for the Peer Team** : As a direction given by NAAC states that a typist has to be provided to the Peer Team for compiling report of the assessment, the SC resolved to fulfill the direction and offer the job to Mr. Dominic Vanlalfala, Chaltlang, Aizawl. Mr. Dominic is expected to be one of the driver of the car detailed by the History Department for the conveyance of the Peer Team within Aizawl, further, he has a reliable skill in computer, conversation and a good education educational background to efficiently aid the Peer Team in the compilation of the assessment report.

However, the SC decided that the remuneration of the typist be fixed in consultation with the concern.

3. **Review Meeting** : For better coordination and enhancement towards the preparation for the PTV, the SC had earlier decided that all Fridays before the PTV be fixed for convening a review of progress and preparation meeting of the SC, and chairpersons and secretaries all committees, cells and department's along the HOD of all the departments. The meeting was also tentatively scheduled to be convened at 3:00 PM.

However, the said resolution could not achieved owing to various reasons, hence, after deliberating on the matter the SC decided to prepare a 'daily schedule' / 'plan of action' for the College up-to the arrival of the Peer Team. The 'daily schedule' / 'Plan of Action' should be made to include important meetings, time and days allotted for the preparation, briefings of students and such other matters to be addressed in respect of the PTV.

The Secretary/Coordinator has been assigned to make the 'daily schedule.'

4. **Display of sign boards, such as the College sign board, rooms, etc., regarding** : The SC decided to fix sign boards for the College, and to rooms allotted for the Planning Board, IQAC, NSS and RRC, SU, SEU and toilets, as well as fixing the boundary marks at the College site of Brigade area. Mr. Lalngaihawma has been assigned to prepare a design and a soft copy for these sign boards.
5. **Complementary budget regarding** : In the view to monitor the expenditure incurred by the PTV, the SC resolved to prepare a complementary budget wherein all the estimated expenditures incurred after 19th July till the departure of the Peer Team would be included. The Secretary/Coordinator was assigned the task.

The Meeting concludes at 06:00 P.M.



(ZORAMTHANGA)
Coordinator/Secretary

Copy to : 1) Principal, GJTC
2) Notice Board
3) All persons concern.

4) Guard File



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Letter No. GJTC/NAAC-IQAC/2016/FRIDAY

Dated : 26.08.2016

**MEETING MINUTE OF THE STEERING COMMITTEE
2ND CYCLE ASSESSMENT AND ACCREDITATION, 2016**

Time : Thursday, August 25, 2016; 12:30 P.M.

Place : IQAC cum MCTA Room, GJTC

Members present:

Lalbiaknii Hmar,	Chairperson
Zoramthanga,	Secretary/Coordinator IQAC
Lalngaihawma,	Assistant Coordinator/Finance Officer
Dr. C. Lalremruata	Assoc. Professor
Rebecca Khiangte	Assoc. Professor

Chairperson: Lalbiaknii Hmar

Apologies for absence: Nil

The Chairperson welcomed the members and thanked them for their attendance. Briefly highlighting the collective effort made by the faculty members towards the 2nd Cycle Assessment and Accreditation by NAAC, Bangalore, the chairperson conveyed her sincere appreciation and gratitude to the faculty members. Thereafter, the business of the meeting was tabled with an invitation to the Secretary Mr. Zoramthanga to give a report.

I. REPORTS :

1. **Secretary :** The Secretary reports may be listed as under:
 - 1) The Steering Committee had convened five meetings and a number of informal Steering Committee meetings.
 - 2) A copy of the Self Study Report has been submitted by the Principal to the Joint Director cum Quality Assurance Cell, H&TE, GoM. The remaining three copies would be submitted to – the Library, the Principal, GJTC and the IQAC.
 - 3) All copy of the correspondences between the Principal and NAAC for the 1st and 2nd Cycle Assessment and Accreditation are compiled and maintained for record and future references.
 - 4) Application for reimbursement of Peer Team's expenses is yet to be submitted.
 - 5) Through a telephonic conversation with Dr. B.S. Madhukar, Adviser, E/NER, Bangalore, NAAC the Secretary reports that the result of the assessment can be expected in the last week of September, 2016.
 - 6) Verbal advices given by the Peer Team members, initiatives of the IQAC after the PTV, and issues in the operation of the IQAC were reported as enclosed.

2. **Finance Officer:** The Finance Officer reports that the total expenditure incurred by the PTV is yet to be ascertained. The compilation of the expenditures under various heads of expenditures was restraints on account of improper cash vouchers, which would be cleared up at the earliest.

II. **REVIEW:** The Chairperson invited the members to express their opinions and observations on the Secretary's report and the process of assessment and accreditation. After a brief deliberation, the meeting resolved that the Secretary's report with respect to the verbal advice of the Peer Team members, initiatives of the IQAC after the PTV, and issues in the operation of the IQAC be presented as official documents at the review meeting or any other appropriate Staff Committee meeting convened by the concerned authority.

The meeting established that the verbal advices are not the recommendations / suggestions of the Peer Team and should not, by any measure, be considered as one. However, they constitute a requisite to be observed for the enhancement of quality education. Therefore, in the opinion of the Steering Committee, the intention in presenting the advices is not to highlight any discrepancy, lapse or irregularity at any level of the College endeavor towards quality education, but to facilitate better understanding of the key aspects for the enhancement of quality education, quality parameters and the whole gambit of NAAC's initiatives.

III. **REVIEW MEETING REGARDING:** The meeting consented that a review meeting of the 2nd Cycle Assessment and Accreditation is a priority for initiating the preparation towards the 3rd Cycle Assessment and Accreditation. Therefore, it was resolved that a formal request effecting the same be submitted to the Principal. And, the meeting be convened at the time and place as decided by the Principal.

There being no further business, the meeting was closed at 2:30 P.M.

Sd/-
(ZORAMTHANGA)
Coordinator, IQAC

Copy to :

1. Principal
2. Members, Steering Committee
3. Secretary, GLOMC
4. Guard File


(ZORAMTHANGA)
Coordinator, IQAC



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Letter No. GJTC/NAAC-IQAC/2016/NIL

Dated : 12.10.2016

STEERING COMMITTEE MEETING MINUTE

Time : Monday, October 10, 2016; 01:15 PM

Venue : IQAC Room, GJTC

Members Present:

Ms. Lalbiaknii Hmar	Vice Principal	Mr. Lalngaihawma	Assistant Professor
Dr. C. Lalremruata	Associate Professor	Mr. Lalhmachhuana	Associate Professor
Mr. Lalthlamuana	Associate Professor	Mr. Lalmuanpuia	Associate Professor
Dr. J.V. Nunchunga	Associate Professor	Mr. Zoramthanga	Assistant Professor

Chairperson : Ms. Lalbiaknii Hmar

Secretary : Zoramthanga

Apologies for absence:

1. Ms. Rebecca Khiangte Associate Professor
2. Mrs. Zairemtluangi Associate Professor

The chairperson welcomed and thanked the members and the special invitees for their presence and cordially invited them to actively express their valuable opinions in the deliberations of the meeting. The chairperson also informed the meeting that apologies for absence on account of family matters was received from two members.

Highlighting the reasons and basis for inviting other faculty members to the meeting, the chairperson conveyed that the Staff Committee Meeting held on 04.10.2016 (Business. Resolution No. 3) had given the privileged to the Steering Committee to invite any members of the staff to provide inputs in the meeting in pursuance of the Peer Team's recommendations towards quality enhancement in the College. Hence, the following faculty members were invited.

Mr. Lalthlamuana	Associate Professor
Dr. J.V. Nunchunga	Associate Professor
Mr. Lalhmachhuana	Associate Professor
Mrs. Zairemtluangi	Assistant Professor
Mr. Lalmuanpuia	Associate Professor

After briefly elaborating the agendas of the meeting, the chairperson invited the secretary to present a report.

I. REPORT:

The secretary's report may be summarized as follows.

1. NAAC's Accreditation and Assessment result have been published by NAAC and our College has been awarded a 'C' Grade with a CGPA of 1.78.

2. A review meeting of the course of assessment and the grade attained thereof was convened by the Principal on 04.10.2016 and in compliance with the Peer Team recommendations, the Staff Committee Meeting (Vide: Business. No. 3, dated 04.10.2016) resolved that the Internal Quality Assurance Cell (IQAC) and the Steering Committee be made active and vibrant. The said Meeting also resolved that all functional committees be made active and the IQAC/SC or whichever is appropriate would take initiative. Hence, in pursuance of the same, the Steering Committee Meeting has been convened.

3. The 'Observations' and 'Recommendations' of the peer Team was read out in the Staff Committee Meeting by the principal. And verbal suggestions for quality enhancement conveyed to the Coordinator (IQAC) by the Peer Team were also presented in the said

Meeting. The 'recommendations' as well as the 'verbal suggestions' of the Peer Team would be enclosed in the Staff Committee Meeting Minute as Enclosure – I and II respectively.

II. BUSINESS:

1. **Action Plan for activating quality mechanism regarding:** The meeting was of the opinion that the organizational structure of the College has to be framed and designed afresh, in view of the existence of too many committees and cells which at times affect both the members and the committee/cell in terms of output. Consequent upon the matters, three (3) members were appointed to draft a proposal for the new organizational structure while incorporating the advices of the Peer Team. And the same was to be presented in the next SC meeting. The members appointed to prepare the draft were : Dr. J.V. Nunchunga, Mr. Lalngaihawma and Mr. Zoramthanga.

The meeting also deliberated on the relations and channels of correspondences between the functional committees/cells and their parent committee such as, the IQAC, Planning Board, Board of Governors (RUSA), to which they are accountable. Hence, it was opined that a clear line has to be drawn in the operation of the functional committees/cells and their parent committee. Therefore, the drafting meeting was entrusted to identify committees/cells under IQAC, Planning Board and the Board of Governors.

The meeting also concludes that that the office/post of the Finance Officer/Bursar and the Officer in-charge of Academics has to be created in tune with the verbal suggestions of the Peer Team. (See Enclosure – II, No. 1 of the SCM, dated 04.10.2016)

2. **Identification of key areas requiring attention for quality enhancement:** The meeting discussed various areas in the operation of quality mechanisms that requires special attention. And, it was assumed that the 'Observations of the Peer Team,' should be given priority while administering quality initiatives.

Further, the 'Recommendations for quality enhancement to the Institution,' of the Peer Team should be given priorities while initiating activities for quality enhancement by the functional committee, cells and departments.

In gathering the opinion of the Peer Team which was not reflected in their 'observations' or 'recommendations' but perceived to affect a significant impact in their allotment of grade to the College is the maintenance of financial matters and records. Hence, the meeting has the opinion that, Enclosure-II, No. 2-4 of the Staff Committee Meeting, Dated 04.10.2016 should be given priority and special attention. The excerpt of the said enclosure may be read as follows.

ENCLOSURE – II

List of verbal suggestions made by the Peer Team

- 2) *Maintenance of separate bank accounts under various heads of funding agencies.*
- 3) *Financial assistances and grants sanctioned by UGC and other institutions may be utilized according to the provisions provided thereon.*
- 4) *Financial transaction be properly recorded and maintained through proper channels.*

3. **Schedule for next meeting:** The next meeting of the SC with the invitees was scheduled on 14.10.2016 at 01:00 P.M.



(ZORAMTHANGA)

**Secretary, Steering Committee /
Coordinator, IQAC**

- Copy to :
1. Principal
 2. Members and invitees of SC
 3. Guard File



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Letter No. GJTC/NAAC-IQAC/2016/NIL

Dated : 18.10.2016

MEETING MINUTE OF THE STEERING COMMITTEE

Time : 14.10.2016; 01:15 P.M.

Venue : IQAC Room, GJTC

In attendance:

Lalbiaknii Hmar, *Chairperson*

Zoramthanga, *Secretary/Coordinator, NAAC*

Lalngaihawma

Rebecca Kiangte

Dr. C. Lalremruata

Invitees :

Lalhmachhuana

Dr. J.V. Nunchunga

Lalthlamuana

Zairemtluangi

Lalmuanpuia

Member absent : Nil

Chairperson : Lalbiaknii Hmar, Vice Principal

Secretary : Zoramthanga

The Chairperson welcomed and expressed her gratitude to the members for their attendance. Further, she informed the members that the meeting is being convened in pursuance of the last meeting resolution. After highlighting the agendas and unanimously approved by the members, the business session of the meeting commenced.

Approval of minute : On the invitation of the Chairperson the Secretary Mr. Zoramthanga presented the previous meeting minute of the Steering Committee for approval. With no suggestion for alteration in the minute, the meeting unanimously adopted the meeting minute.

Report : On the invitation of the Chairperson the secretary reported the action taken against the last meeting minute and the drafting in-charge for the College organisational structure has prepared the draft for consideration.

BUSINESS :

1. **Organizational structure of the College:** The proposal for organizational structure for the enhancement of quality administration in the College was presented by the Secretary and thereafter deliberation follows.

After modifications, the meeting approved the proposed organizational structure in principle and consented to present the draft to the Principal for final approval. Further, other resolutions made in the meeting may be summarized as follows.

- 1) **Staff Working Committee** : If the Principal approve the constitution of the 'Staff Working Committee' (SWC) along with its proposed powers, functions and role, the 'Steering Committee' resolved to be continued in the Staff Committee (SC) Meeting dated 04.10.2016 for the purpose of NAAC's / IQAC initiatives be dissolved. The Meeting is of the opinion that the SWC with its larger role in the administration of the College than the SC is more feasible a it would not only strengthened and facilitated the initiatives of the IQAC but also the Planning

Board (UGC), Rashtriya Uchchatar Shiksha Abhiyan (RUSA) scheme, all the working committees (General Staff Committee, Staff Welfare Association, MCTA Branch Committee, NSS, Students' Union, etc) thereby enhancing better systems and processes of administration.

- 2) **Tenure of Committees** : Unless otherwise, a special condition requires its continuation, all working committees, including the Staff Working Committee may be constituted for a term of three consecutive years.
 - 3) **Office of the Finance Officer** : In pursuance of the verbal suggestion towards quality enhancement by the Peer Team that visited the College during 27th – 29th July, 2016, the office of the Finance Officer (FO) of the College is proposed to be created by the Principal. The main commission of the FO is to assist the Principal in supervising the financial sanction made by the Principal for internal working of the College. Acknowledgement of the FO shall be considered mandatory in the disbursement of financial sanctions by the Principal and submission of accounts to the cashier or whoever is appointed by Principal.
 - 4) **Office of the Vice Principal** : The office of the Vice Principal may be strengthened by providing office amenities, such as, a separate room, a telephone/intercom connection, etc. Further, the Meeting is of the opinion that the creation of a separate post of the Finance Officer would facilitate red tapeism, hence, it was proposed that the Vice Principal shall hold the Office of the Finance officer.
 - 5) **Reports of activities** : To facilitate better coordination as well as the dissemination of information regarding the initiatives taken by the various working committees, the Meeting proposed that the reports of activities by the IQAC, Planning Board (UGC), Board of Governors (RUSA) as well as MCTA Branch and Staff welfare Association be made mandatory in the General Staff Committee meeting.
 - 6) **Incorporation of the organizational structure in the College Constitution** : The Meeting proposed that the organizational structure, when approved by the Principal, be incorporated in the Constitution of the College.
2. **Soliciting acknowledgement of the organisational structure regarding** : The Meeting proposed that the organizational structure, as and when approved by the Principal, be circulated to the MCTA Branch and Staff Welfare Association for acknowledgement and compliance.
 3. **Principal's approval regarding** : The Meeting consented that the proposal be placed before the Principal by the Steering Committee Members, and elaboration, if and when required on any matters be made and discussed with the Principal.
 4. **Adjournment** : The meeting was adjourned at 03:30 P.M.



(ZORAMTHANGA)
Secretary, Steering Committee
And Coordinator, IQAC

- Copy to :
1. Principal, GJTC
 2. All person concern.
 3. Coordinator, IQAC
 4. Guard File



(ZORAMTHANGA)
Secretary, Steering Committee
And Coordinator, IQAC



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**MINUTES OF THE MEETING OF THE IQAC HELD ON APRIL 13, 2017 AT 02:30
PM AT THE PRINCIPAL'S CHAMBER OF GOVT J. THANKIMA COLLEGE**

The meeting of the IQAC was held on April 13, 2017 at 02:30 PM at the Principal's Office.

Members present :

- | | |
|---------------------------------|-------------------------------------|
| 1) Dr. C.Lalremruata, Principal | 7) Dr. JV Nunchunga, Member |
| 2) Zoramthanga, Coordinator | 8) Lalngaihawma, Asst. Coord. |
| 3) Lalmachhuana, Member | 9) Zohmangaiha, Member |
| 4) Lalmunsiami Khiangte, Member | 10) KL Nunchama, SU., GJTC |
| 5) Lalmuanpuia, Member | 11) Lalzuitluanga Hnamte, SU., GJTC |
| 6) R.Lalbiaktluangi, Member | |

Chairperson : Dr. C.Lalremruata, Principal

The Chairperson welcomed the members and informs the committee that the meeting of the IQAC is the key action of the College towards the enhancement of quality in the Institution. Thereafter, the agenda(s) were taken up for discussion.

Item No. 1 : Highlight and report of the functioning of the IQAC.

Zoramthanga, Coordinator IQAC presented a highlight of the establishment, vision, strategies and objectives of NAAC and IQAC.

The report on the functioning of IQAC may be read as follows:

- A&A:** The College was visited by the NAAC Peer Team for the 2nd Cycle A&A on 27th – 29th July, 2016. The A&A result was declared on September 16, 2016 in which the College was awarded a 'C' grade with CGPA of 1.78 on a 7 point scale. The validity of the accreditation extends up to September 15, 2021.
- The Peer Team:** The NAAC's Peer Team comprised of the following members.
Chairperson : Prof. C. Thangamuthu
Member Coordinator : Prof. Harish C. Sharma
Member: Prof. (Dr.) Rajalakshmi Mishra, (Professor of Political Science Retd.)
- Expenditure towards PTV:** The total expenditure towards the Peer Team Visit and the hospitality for the Peer Team amounts to Rs. 11,61,258.81.

4. **Reimbursement for the PTV:** A claim for reimbursement towards TA and allowances of the Peer Team amounting to Rs. 1,51,623.10 was made to NAAC., Bangalore. Within the permissible heads for claiming reimbursement, a total of Rs. 1,47,918/- was credited to the College towards the same on 03.01.2017

5. **Submission of AQAR:** Annual Quality Assurance Report of the College in academic sessions submitted till date were 8 Reports i.e., 2008-2009 to 2014-2015.

6. **Establishment and strengthening of IQAC:** With reference to the Letter No.F.20013/3/2011 – DTE (HTE) QAC; Dated Aizawl, the 26th July 2012 from The Deputy Director, QAC–cum–CDO, Higher and Technical Education, Mizoram, Aizawl, the proposal of expenditure amounting to Rs. 3 lakhs for the establishment and strengthening of the IQAC under the XIth Plan Guidelines for receiving financial assistance was submitted. However, the said amount was credited to the College bank account under the 12th Plan Period on 13.05.2014

With reference to the remuneration of the Co-ordinator in which a total amount of Rs. 60,000/- was estimated and sanctioned, the Co-ordinator has been paid a total amount of Rs. 36,000/- till date.

7. **Monthly attendance analysis:** As an initiative towards the sustenance of quality in teaching-learning, all departments have been notified to submit a monthly attendance analysis since July 2016. However, only one department (Education Department) has adhered to the notification till date.

8. **Submission of reports on activities:** Reports of various activities were solicited since July, 2016. A word of appreciation may be expressed to the NSS PO's and the NO of the RRC for their numerous activities and timely submission of reports.

The SU of the College has been requested to submit a report on their activities during the academic session 2015 – 2016, however, the report is still being awaited.

Initiatives under RUSA towards equity, infrastructural development and personality development programmes taken up by various committees have given reports.

Item No. 2 : Compiling of Annual Quality Assurance Report.

The Committee resolved that the Annual Quality Assurance Report, 2015-2016 & 2016-2017 be compiled and submitted to NAAC at the earliest. The following faculty members were appointed to take up the matter.

- 1) Zoramthanga, Coordinator, IQAC
- 2) Lalngaihawma, Assistant Coordinator, IQAC
- 3) Lalmuanpuia, Member & Secretary of Planning Board (UGC)

Item No. 3 : Compiling of Academic Audit Report.

The Academic Audit Report for assessing the position of the College solicited by Prof. KL Pradhan, Additional Director, State Project Director (RUSA), Mizoram, is to be submitted within the month of June, 2017. Consequent upon the matter, the Committee resolved that the said Report be compiled and submitted in time. Further, Mr. Lalngaihawma, Assistant Coordinator has been entrusted to acquire the soft copy of the report form from the

office of the Additional Director, State Project Director (RUSA) so that it may be distributed to all the concerned faculty members at the earliest.

Item No. 4 : Compiling the Self Study Report for the 3rd Cycle Assessment and Accreditation.

The Committee decided to prepare the Self Study Report for the 3rd Cycle Assessment and Accreditation within the calendar year of 2017.

Further, it was also resolved that the Self Study Report of the College be compiled to invite the NAAC's Peer Team Visit not later than the calendar year of 2019.

Item No. 5 : Upgrading and updating of the College website (www.gjtc.mizoram.gov.in).

The Committee decided to entrust the UGC Network Resource Centre and Website Management Committee to prepare suggestion(s) for the up-gradation and updating of the College website and submit the same to the Staff Working Committee for consideration.

Item No. 5 : Submission of reports and action plan.

For compiling the Annual Quality Assurance Report, 2016-2017 the Committee decided to notify all concerned committees and cells under IQAC and within the College, to submit a report of activities and initiatives undertaken during the academic session 2016-2017 to the IQAC within the month of May, 2017.

There being no further business. The meeting was closed at 04:45 PM


(ZORAMTHANGA)
Coordinator


(DR. C. LALREMRUATA)
Chairperson

Sd/-
(LALNGAIHAWMA)
Assistant Coordinator/minute Recorder