



**INTERNAL QUALITY ASSURANCE CELL  
GOVERNMENT J. THANKIMA COLLEGE  
Bawngkawn, Aizawl, Mizoram**

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Letter No. F.2013/2/2017/IQAC/Co-ord/JTC

Dated : 03.08.2018

To

The Secretary/Coordinator/HOD

Govt. J.Thankima College  
Aizawl

Sub.- *Annual Plan and budget, 2018-19 regarding.*

Dear sir/madam,

The IQAC thanked and congratulates the various cells, committees and departments for the wonderful achievements and progresses made during the academic session 2017-18. The solidarity and unceasing efforts have facilitated desirable changes in all aspects of the College while administering quality education.

With the objective to sustain the wonderful achievements and progresses made in the preceding year, the IQAC meetings held on 20<sup>th</sup> & 23<sup>rd</sup> July, 2018 have deliberated and approved with adjustments, the Action Plan and Budgets of various committees, cells and departments for the academic session 2018-19. And, an excerpt of the minute, Report Form of Actual Implementation of Action Plan and Notification vide: No.G.20011/1/2003/JTC;, dated 2<sup>nd</sup> August, 2018 of the Principal which is self-explanatory is enclosed herewith, for your kind information and necessary actions. The minutes of the said IQAC meeting is available at [www.jtc.edu.in](http://www.jtc.edu.in)

Further, as you are aware that the IQAC has resolved to initiate NAAC's re-accreditation process during the current session, all cells, committees and departments are kindly requested to take necessary actions towards the same.

Thank you

  
(ZORAMTHANGA)  
Coordinator

Memo No. : Letter No. F.2013/2/2017/IQAC/Co-ord/JTC; Dated : 03.08.2018

Copy to : 1. Principal, GJTC – For information.  
2. Guard File

  
(ZORAMTHANGA)  
Coordinator

Encl: a.a.

**2018-2019**  
**ACADEMIC SESSION**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**ACTION PLAN AND BUDGET**

**COLLEGE ACADEMIC & TEACHING-LEARNING MONITORING COMMITTEE**

Action Plan:

1. Analysis of University Examination result of 2018-2019.
2. To organize One Week Work shop on Professional Development.
3. To give department wise incentive award to rank holder(s) in University Examination.
4. To conduct Student's Teacher Evaluation from the final year students.
5. To ask all department to make a trust in conducting seminars/discussion methods to enhance the participation of students in teaching-learning.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	One week workshop	Refreshment	30 teachers 5 days	50	7500
		5 nos of teachers	5	1000	5000
		Banner	1	1000	1000
2	Student's Teacher Evaluation	Paper	2 reams	280	560
3	Incentive Award	Cash	6 students	5000	30000
4	Teaching Diary & Plan booklet	Printing charge	200 booklets 2 semesters	25	4000
5	Contingencies				1000
<b>Total</b>					<b>49060</b>

**ADMISSION AND EXAMINATION COMMITTEE**

Action Plan:

1. Seminar on Choice Based Credit System.
2. To take up matter relating to judicious calculation of attendance at the appropriate level of committee.
3. To take up measures for proper discipline in keeping the confidentiality of attendance register.
4. To constitute an Internal Examination Question Moderation Sub Committee.
5. To revise invigilator's diary format for further improvement.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Seminar on CBCS	Refreshments	600 students 30 faculty	40	25,200
		TA/DA of resource person(s)	1 person for 3 classes	2,000	2,000
		Certificate	1 pkt of photo paper	200	3,000
<b>Total</b>					<b>27,400</b>

**RESEARCH AND CONSULTANCY COMMITTEE**

Action Plan:

1. Submission of research project to ICSSR.
2. Forming publication board for the research work.
3. Cash incentive award for research scholar and degree.
4. Afford publication fee in journal through College fund.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	ICSSR funded seminar	Self-financing			150000
2	Publication for research work				50000
3	Cash incentive award for research scholar/degree				12000
4	Publication/processing fee in journal				10000
5	Stationery, photo copy, etc				2000
6	Meeting expenses				1000
				<b>Total</b>	<b>225000</b>

### **BUILDING AND INFRASTRUCTURAL DEVELOPMENT COMMITTEE**

Action Plan:

1. Construction of additional 4 rooms at the first-floor level of RCC main building from RUSA fund, if any.
2. To shift the College Library to the Central Campus; the College Canteen may be extended to accommodate the library.
3. Construction on new building (Assam typed) for canteen besides the library building.
4. Construction of 2 separate toilets for boys and girls at the upper and lower classroom buildings.
5. Campus dressing and cleaning works shall be taken up at least twice a year.
6. Construction of steel structure Campus North Gate.
7. Arrangement of campus parking lot.
8. Submission of DPR to any appropriate funding agency(ies)
  - 1) College Library building.
  - 2) Outdoor basketball court cum amphitheater.
  - 3) Principal & staff quarters at Block C of Central Campus.
  - 4) Completion of main RCC building for classrooms under construction.

Budget: *Not applicable*

### **LIBRARY MANAGEMENT COMMITTEE**

Action Plan:

1. Shifting of College Library to Central Campus.
2. Installation of CCTV with 4 channels at the library.
3. Library orientation for 1<sup>st</sup> Semester students.
4. Procurement of at least 2000 volumes of books.
5. Digitisation of Library.
6. To institute Library Best User award.
7. Binding /archiving question papers in hard and soft copies.
8. Separate teacher's rack/copy in the Library.
9. Painting of Library roof.
10. Installation of water cooler in the Library.
11. Procurement of photo copier.
12. Construction of two urinals near the Library.
13. Professional development in ICT for Library staff.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Shifting of Library to Central Campus			40000	40000
2	Water Cooler		1	40000	40000
3	Internet Bill		12	1100	13200
4	Photo Copier		1	75000	75000
5	Urinal		4	5000	20000

6	Library Digitisation		18	10000	180000
7	Stationeries	Lumpsum			10000
8	Subscription of Newspaper		12	1900	22800
				<b>Total</b>	<b>402000</b>

### STUDENTS WELFARE AND DISCIPLINE COMMITTEE

Action Plan:

1. Conduct student's court, if and when the need arises.
2. To organised study tour, subject to the availability of fund.
3. Identification of students qualified to avail student's aid fund and disbursement of the same.
4. Formulation of guidelines for mentoring system.

Budget:

*Income :*

Sl.No	Items	Source	Units	Rate	Amount (Rs.)
1	Student's Aid Fund	Admission fee			42000

*Expenditure :*

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Financial aid				30000
2	Meeting/student's court expenses				3000
3	Stationery				1000
4	Contingency				8000
				<b>Total</b>	<b>42000</b>

### ANTI RAGGING AND GRIEVANCE REDRESSAL COMMITTEE

Action Plan:

1. To conduct sensitization programme and seminars pertaining to anti-ragging.
2. To install complaint and suggestion box
3. To prepare brochure/instructions to be published in the prospectus.
4. To display posters and notices in the College campus.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Sensitization programme and seminars	Refreshment	600	20	12000
2	Complaint and suggestion box		3	1000	3000
3	Posters and notices	Printing	10	200	2000
4	Anti-Ragging booklet	Printing	600	20	12000
				<b>Total</b>	<b>29000</b>

### CAREER AND COUNSELLING CELL

Action Plan:

1. To set up Help Desk during admission period.
2. To conduct individual counseling and interview at the time of admission.
3. To organize seminar on various issues of environment, pollution, universal values, initiative on gender equity in collaboration with Health & Reception Committee as well as Employment Information Cell.
4. To organize career awareness seminar in collaboration with Employment Information Cell.
5. To conduct training of cocoon rearing in collaboration with Sericulture Department, Govt. of Mizoram.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Honorarium	Counsellor	12	1000	12000
2	Honorarium	Resource person(s)	12	1000	12000

3	TA	Resource person(s)	20	130	2600
4	Banner (4'x3')	Printing	12	500	6000
5	Refreshment	Tea, snacks, etc	4	5000	20000
6	Stationery	Paper, etc			1000
7				<b>Total</b>	<b>53600</b>

### **GOVERNANCE, LEADERSHIP AND ORGANISATIONAL MANAGEMENT COMMITTEE**

Action Plan:

1. To conduct Internal Audit
2. Professional development training for the faculty.
3. Personality development course for the students

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Professional development training for the faculty.	Resource persons remuneration	1	1000	1000
		Banner	1	1000	1000
		Refreshment	40	100	4000
2	Personality development course for the students	Resource persons remuneration	1	1000	1000
		Banner	1	1000	1000
		Refreshment	500	40	2000
3	Stationery				1000
4	Meeting expenses				1500
				<b>Total</b>	<b>30500</b>

### **CANTEEN MANAGEMENT COMMITTEE**

Action Plan:

1. To construct new building for the College Canteen.
2. To install separate restroom in the courtyard for boys and girls.
3. To put up Body Mass Index (BMI) posters in the Canteen.
4. To have licensing of units providing catering service under FSSAI (Food Safety and Standards Authority of India).

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Construction of new canteen building				30,000
2	Meeting expenses				2,000
3	Poster printing				3,000
4	Stationery				3,000
5	Contingency				4,000
				<b>Total</b>	<b>3,12,000</b>

### **HOSTEL MANAGEMENT COMMITTEE**

Action Plan:

1. To provide additional rooms for more students.
2. To construct better water reservoir.
3. To install water cooler
4. Install desktop computer set with internet connection in the hostel warden's room.
5. To install CCTV
6. To install solar water heater
7. To provide better furnishing of the visitor's lounge.
8. To provide better recreational facilities, such as, volleyball court, table tennis, Chinese checkers, draught board, etc.
9. Repair and minor works be done.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Additional rooms				40000
2	Water reservoir				200000
3	Furnishing of visitor's lounge				40000
4	Installation of solar water heater				20000
5	Wifi connection (Dongle)				2000
6	Maintenance and repair				100000
7	Computer set				RUSA
8	4 channel CCTV				RUSA
9	Water cooler				RUSA
10	Recreational facilities				RUSA
				<b>Total</b>	<b>402000</b>

### WOMEN COMMITTEE

Action Plan:

1. To organize workshops on 'Women Rights' and 'Sexual Harassment Awareness of Women' for the 1<sup>st</sup> Semester female students.
2. To organize seminar on 'Professional Skill Development of Women,' (On beauty culture/flower arrangements, etc.) for the 3<sup>rd</sup> and 5<sup>th</sup> Semester students.
3. Field visit programme to women's centre.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Workshop on women's rights	Resource person	1	1000	1000
		Banner	1	1000	1000
		Refreshment	200	75	15000
		Documentation a. Printing photo (Rs. 200) b. Photo album (Rs. 500)			700
		Certificate			500
		Stationery			2000
2	Seminar on professional skill development	Resource person	2	1000	2000
		Banner	1		1000
		Refreshment	200	75	15000
		Documentation			500
		Certificate			500
		Stationery			500
3	Field visit	Transport	2 buses	4000	8000
		Refreshment	1	1000	1000
		Documentation	250		12500
		Certificates			500
		Stationery			500
4	Meeting expenses				1000
				<b>Total</b>	<b>64400</b>

### PARENT TEACHER COMMITTEE

Action Plan:

1. To organize Parent Teacher Meet.
2. Identifying students with poor financial support.
3. Identifying students with poor performance.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Parent Teacher Meet	Refreshment			25000
		Banner			800
2	Stationery				1000
3	Meeting expenditure				1000
				Total	278000

### INNOVATION AND BEST PRACTICE COMMITTEE

Action Plan:

- 1) Continuation of Personality Development Course under RUSA Scheme.
- 2) Organised a department-wise study tour for the final year students.
- 3) Inter -department lecture exchange on selected topic within the syllabus.
- 4) Emphasis on the use of ICT in teaching-learning.
- 5) Student seminar and discussion method in teaching-learning.
- 6) To request all departments to development innovative method in teaching
- 7) To compile and identify Best Practice and Innovation of the College.
- 8) To conduct One Day Workshop Enhancing Quality Education Through Best Practice and Innovation.

Budget:

Sl.No.	Items	Particular	Units	Rate	Amount (Rs.)
1	Personality Development Course	Remuneration of resource persons	26 (classes)	1000	$(26000+7500+26000+3090+10750)$ 73340
		Conveyance of resource persons	15	500	
		Banner	26	1000	
		Certificate (Resource person & Students)	206	15	
		Refreshments	215	50	
2	Stationery	Paper, etc			5000
3	Study tour	Destination to be decided by the concerned committee	6	30000	180000
4	One Day Workshop	Remuneration of resource person	2	1000	$(2000+1000+1000+6000)$ 10000
		Conveyance of resource person	2	500	
		Printing of seminar paper	50	20	
		Refreshment	50	120	
5	Meeting expenses				1000
6	Contingency				3000
				<b>Total</b>	<b>272340</b>

### HEALTH AND RECEPTION COMMITTEE

Action Plan:

1. Construction of flower garden at the College courtyard.
2. Plantation around the campus.
3. Cleanliness drive.
4. To organize health camp.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Flower pot				5000
2	Plants				5000
3	Gardening tools				4000
4	Manure		25 tin	200	5000

5	Labour charge		20	400	8000
6	Vehicle hiring charge				4000
7	Refreshment	Voluntary works			5000
8	Health camp	Resource person/Doctor			1000
9	Refreshment	Health camp	200	30	6000
				<b>Total</b>	<b>278000</b>

### **COLLEGE WEBSITE MANAGEMENT & UGC NETWORK RESOURCE CENTRE COMMITTEE**

#### Action Plan:

- 1) Web Management Training for Teaching an Non-Teaching faculties.
- 2) Regular updating of college website.
- 3) Maintenance of Computers at UGC Network Resource Centre.
- 4) Organise E-Mail Mela.
- 5) National Academic Depository Registration Mela / Camp.
- 6) UGC Anti Ragging Online registration Camp / Mela.
- 7) Wifi enable campus with a bandwidth of 2 mbps.
- 8) Installation of CCTV at Places within the Campus.
- 9) Subscription of e-books and e-journals.
- 10) Develop of College Data Base.
- 11) Weeding of virus and others unwanted programmes in computers at college computer centre.
- 12) Strengthening of College Computer Centre.
- 13) Issuing of Students Identity card bearing QR Code.

#### Budget :

Sl. No.	Items	Particulars	Units	Rate	Amount (Rs.)
1	Web Management Training & Training of Internet Application	a) Refreshment	45 persons	50	2250.00
		b) Banner	1	650	650.00
		c) Remuneration for Resource Person	1	1000	1000
		d) Stationary item	2 Reams Paper	500	1000.00
		e) Misc Expt			1000.00
2	Website Design	College Website Design	1	15000	15000.00
3	Website Monthly Maintenance	12 Months	1	2400	2400.00
4	Website Domain Renewal fee			769	769.00
5	E Mail Mela	Banner	1	650	650
		Refreshment ( For Committee Members and Technicians)		1500	1500
		Misc. Expt		1000	1000
6	National Academic Depository Registration Mela	Banner	1	650	650.00
		Refreshment Access Fee (if any)	lumpsum		1500.00
		Misc. Expt			3000.00
					1000.00
7	UGC Anti-Ragging Online registration Mela	Banner	1	650	650
		Refreshment			550
		Misc. Expt			1000
8	Wifi Enable Campus with Bwth 2mbps of each module	4 Modules	4	5500	22000
		Monthly Rental Charge (12 Months)	4	2200	105600

9	Installation of CCTV within the campus	(To be proposed to the RUSA Coordinator for funding)			
10	Subscription of e-books and e-journals	E-Journals & Books	6 nos	1500	9000
11	Develop College Data Base	Lumpsum			35000
12	Weeding of unwanted programmes in computers at college computer centre.				1500
13	Strengthening of College Computer Centre	Maintenance		12000	12000
		Purchase of new equipments (Computer Sets 2 Nos)			65000
14	Issuing of Students Identity Card bearing QR Code	Purchase of QR Scanner	2	2500	5000
		Laminator	1	3500	3500
				<b>Total</b>	

### REMEDIAL COACHING COMMITTEE

**Action Plan:**

1. To identify slow learners/repeaters and computer educated.
2. To organize motivational campaign for slow learners/repeaters.
3. To register under NELIET and conduct Triple C Examinations.
4. To prepare time table and conduct remedial classes through the Department.
5. To organize three shift basic computer course during 2018-19. The 1<sup>st</sup> shift for 1<sup>st</sup> semester students during July – December, 2018; the 2<sup>nd</sup> shift for 3<sup>rd</sup> semester students during October-December, 2018; the 3<sup>rd</sup> shift for 6<sup>th</sup> semester students during January – June, 2019.
6. To collect admission fee of Rs. 100/- and monthly computer course fee of Rs. 100/- per student.

**Budget:**

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Honorarium	Remedial class teacher			100000
2	Honorarium	Computer instructor			50000
3	Stationery and study materials				5000
4	Meeting expenses				3000
5	Contingency				2000
				<b>Total</b>	<b>160000</b>

### EMPLOYMENT INFORMATION CELL

**Action Plan:**

1. To install notice board/display board at the Library and EIC corner to display information.
2. To subscribe newspaper (1) and magazines (3), namely Civil Service Chronicles, Pratiyogita Darpan, Competition in Focus and Employment News.
3. To organize Career Talk
4. To CSAT coaching programme two times in a month for the first year students.

**Budget:**

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Notice Boards	Display information	2	3000	6000
2	Newspapers	Reading	1	120	1200
3	Magazines	Reading	3	1200	3600
4	Remuneration	For resource person	12	2000	24000
5	DA (to and fro)	For resource person	12	1000	12000

6	Stationery	Paper, files, etc		1000	1000
7	Refreshments	Tea & snacks	12	1000	12000
				<b>Total</b>	<b>59800</b>

### **EQUAL OPPORTUNITY CELL**

Action Plan:

1. To seek fund under UGC as well as other funding agencies.
2. To act as an agency for counseling-cum-guidance centre for students belonging to marginalized sections with regards to academic, financial and other matters.
3. To conduct Campaign/sensitization programme against Sexual Harassment for the first year students.
4. To install posters and hoardings regarding sexual harassment in the campus.

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Sensitisation programme / seminar				30000
2	Counselling programme / help centre				8000
3	Banner	Printing			3000
4	Posters & hoardings	Printing and structure			8000
				<b>Total</b>	<b>49000</b>

### **RED RIBBON CLUB**

Action Plan:

1. To conduct awareness campaign HIV/AIDS and life skill education
2. To organize quiz/debate competition

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Campaign HIV/AIDS and life skill education	Remuneration and conveyance of resource person	1	1000	1000
		Banner	1	600	600
		Refreshment	200	30	6000
2	Quiz/debate competition	Banner	1	600	
		Prizes	3	1 <sup>st</sup> : Rs. 500/- 2 <sup>nd</sup> : Rs. 300/- 3 <sup>rd</sup> : Rs. 200	1000
				<b>Total</b>	<b>9200</b>

### **SPOKEN LANGUAGE COMMITTEE**

Action Plan:

1. To conduct Spoken English Class for the 3<sup>rd</sup> Semester students two times a week.
2. Provide English language coaching for the 5<sup>th</sup> Semester two times a week through the language laboratory.
3. Inauguration of language laboratory.
4. Free access by all students to spoken English class

Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Spoken English Class	Remuneration	6x2(classes) x 15 (weeks)	300	54000
2	Language Laboratory Class	Remuneration	2x2(classes) x 15 (weeks)	300	18000
3	Inauguration of language laboratory	Banner	1		2000
		Refreshment			
4	SEC Refreshment		60x2(classes) x 15 (weeks)	30	54000

5	Language Laboratory Class refreshment		20x1(class) x 15 (weeks)	30	20000
6	Language Lab. Computer maintenance				20000
7	Stationery				1000
8				Total	169000
				<b>Total</b>	<b>402000</b>

### DEPARTMENT OF ECONOMICS

#### Action Plan:

- a) Teaching Plan & Teaching Diary: It was decided to continue and maintain teaching plan and teaching diary. Presently, it was heard that the book of teaching plan and teaching diary were prepared by the committee of College Academic Teaching and Monitoring Committee (CATMOC) and teachers were informed to collect the books from the Secretary, CATMOC.
- b) Monthly Attendance Analysis: It was decided to maintain monthly attendance analysis and the same be displayed on the official notice board.
- c) College Level Seminar: It was decided to organize college level seminar at a convenient time. In this regard, all the teachers be informed to make suitable arrangements and students also be informed to present papers which are from the topics of home assignment given by the teachers.  
Further seminar may be conducted before the commencement of second internal examination.
- d) Field Trip / Study Tour: It was resolved that Departmental Filed Trip / Study Tour may be organized during the academic session of 2018-2019. At present the department did not have any funds for the said purpose and consequently decided to make proposal to the college authority through estimated departmental budget.
- e) Site Visit : It was resolved to undertake site visit during the coming session. The other details may be decided in the next meeting and, it was resolved that budget for this may be propose in the manner of lump sum.
- f) Students Mentoring: In order to redress the problems and to cater the needs of the students, the meeting decided to begin the mentoring process, and further resolved that the details process may be initiated at the next meeting.
- g) Monthly Departmental Meeting: As it was done in the previous academic session, it was decided to convene departmental meeting at every month.

#### Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	College Level seminar	Refreshment	25 persons 5 days	50	6250
		Banner	5	650	3250
		Stationery	4	650	2600
		Contingency (if any)			1000
2	Field Trip / Study Tour	Transportation			35000
		Food/Lodging	25 persons 6 Days	440	66000
		Contingency			3000
3	Departmental Meeting Expense				1500
4	Site Visit	Transportation			25000
		Banner			600
		Food	5 Teachers + 20 Students	150	3750
		Light Refreshment	25 persons	35	875
		Contingency			1000
5	Student Mentoring Process				5500
				<b>Total</b>	<b>155325</b>

**DEPARTMENT OF ENGLISH**

## Action Plan:

1. To conduct poster/poetry/drama writing competition.
2. To organize Debate/ quiz / drama competition
3. To organize song Performance competition based on songs from Popular Studies syllabus.
4. To organize more study tours within or outside Mizoram.

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Poster/poetry/drama writing competition				3000
2	Debate/ quiz / drama competition				5000
3	Song Performance competition				6000
4	Banners				3000
5	Prizes for competition				5000
6	Refreshment for activities				7000
7	Stationery				1000
8	TV – Sony 40”				50000
9	Study Tours				100000
				<b>Total</b>	<b>180000</b>

**DEPARTMENT OF EDUCATION**

## Action Plan:

1. To organise course orientation programme for 5<sup>th</sup> Semester core students.
2. Organising tour if fund is provided to the department.
3. To invite Lecture from the faculties of colleges within aizawl city to deliver selected topic of the syllabus.
4. To monitor Teaching Plan and Diary.
5. To organize one day field trip for core students of final semester.
6. To arrange inter departmental exchange programme.
7. To conduct GJTC Education Department Alumni Meet.
8. To participate in any career programme organized if the department was invited.
9. To use projector in classroom teaching learning in order to place traditional teaching method.
10. To publish Guide Book for 5<sup>th</sup> Semester Education Core under MZU for Departmental Publication.

## Budget:

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Study Tour				40000
2	Field Visit				6000
3	Stationeries				1000
4	Banner		5 nos	500	2500
5	Refreshment				5000
				<b>Total</b>	<b>54500</b>

**DEPARTMENT OF HISTORY**

## Action Plan:

1. Organize ‘Field Trip – 2018’ inside Aizawl City with GJTC History Club.
2. Organize ‘Field Trip – 2018’ outside Aizawl City with GJTC History Club.
3. Organize students’ seminar and presentation in 5<sup>th</sup> & 6<sup>th</sup> semester.
4. Organize ‘Environmental Workshop’ and ‘group Presentation Competition 2019’ for 4<sup>th</sup> Semester students with GJTC Eco Club.
5. Organize ‘Study Tour 2019’ for final semester students with GJTC History Club.
6. Organize ‘Annual Meet 2019’ and ‘Exchange Programme’ with GJTC History Club.

## Budget :

Sl.No	Items	Particulars	Units	Rate	Amount (Rs.)
1	Field Trip – 2018’ inside Aizawl City				10000
2	Field Trip – 2018’ outside Aizawl City				30000
3	students’ seminar and presentation				10000

4	Environmental Workshop' and Group Presentation Competition 2019'				20000
5	Study Tour 2019				90000
6	History Club Annual Meet 2019 & Exchange Programme				10000
				<b>Total</b>	<b>170000</b>

### DEPARTMENT OF MIZO

Action Plan:

1. Maintaining of Department Photo Album.
2. Field Trip for 1<sup>st</sup> Semester Students.
3. Organizing State Level Seminar.
4. Invited Lecture: Invite distinguished persons to deliver the topic of Literature.
5. Study Tour: Visit historical places at Kolkata or Tahan.

Budget : NIL

### DEPARTMENT OF POLITICAL SCIENCE

Action Plan:

1. Site Visit: Visit to Office of Aizawl Municipal Corporation and Mizoram State Legislative Assembly Session.
2. Organize Seminar / Symposium / Workshop.
3. Invited Lecture: Invite renowned faculties to deliver selected topics.
4. Incentive Cash Award to top ten position holders for final semester examination under MZU.
5. Organize Study Tour.

Budget:

Sl. No.	Items	Particulars	Units	Rate	Amount (Rs.)
1	Visit to Office of Aizawl Municipal Corporation and Mizoram State Legislative Assembly Session.				10000
2	Organize Seminar / Symposium / Workshop				6000
3	Invited Lecture				4000
4	Incentive Cash Award				2000
5	Purchase f Steel Almirah for keeping Department Documents etc.				8000
6	Study Tour				140000
7	Contingencies				2000
				<b>Total</b>	<b>172000</b>