

OFFICE ORDER

No. F. 23014/4/2017-JTC, Dated Aizawl, the 17th October, 2023: Approval for the Annual plan and Budget of the IQAC for academic session 2023-24 is hereby accorded for the overall improvement of College. However, financial sanction will be subjected to the availability of adequate fund at the College since all receipts/ income of the College are based on anticipation /expectation.

All concerned committees are kindly requested to minimize expenditure without compromising quality and all efforts shall be of students-centric in nature.

Sd/-

(Prof. JV. NUNCHUNGA)

Principal

Govt. J. Thankima College
Aizawl, Mizoram

Memo. No. F.23014/4/2017-JTC, Dated Aizawl, the 17th October, 2023

Copy to

1. Coordinator, IQAC for information
2. Secretary, All Committees under IQAC for information
3. All HoDs for information
4. All staff for information through ICT system
5. System Admin(ICT) for information
6. Office Guard file


(Prof. JV. NUNCHUNGA)

Principal

Govt. J. Thankima College
Aizawl, Mizoram

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
GOVERNMENT J. THANKIMA COLLEGE**

**ABSTRACT OF BUDGET ESTIMATE
FOR VARIOUS COMMITTEES UNDER IQAC DURING 2023-24**

Sl. No	CRITERIA AND COMMITTEES	BUDGET ESTIMATE
CRITERION 1: CURRICULAR ASPECTS		
1	COMMITTEE ON NEP, 202	5000
2	PARENT-TEACHER COMMITTEE	6000
CRITERION 2 TEACHING-LEARNING AND EVALUATION		
3	ACADEMICS AND EXAMINATIONS COMMITTEE	131500
4	REMEDIAL COACHING COMMITTEE	16000
5	MENTORING PROGRAMME COMMITTEE	2000
6	TEACHING-LEARNING COMMITTEE	7000
CRITERION 3 RESEARCH, INNOVATION AND EXTENSION		
7	RESEARCH AND DEVELOPMENT COMMITTEE	70000
8	INTELLECTUAL PROPERTY RIGHTS COMMITTEE	2500
9	EXTENSION SERVICE AND CO-CURRICULAR COMMITTEE	3000
CRITERION 4 INFRASTRUCTURE AND LEARNING RESOURCE		
10	INFRASTRUCTURAL DEVELOPMENT COMMITTEE	9937000
11	HOSTEL MANAGEMENT COMMITTEE	76600
12	HEALTH AND HYGIENE COMMITTEE	20500
13	LIBRARY MANAGEMENT COMMITTEE	204028
14	ICT COMMITTEE	271250
CRITERION 5 STUDENT SUPPORT AND PROGRESSION		
15	STUDENT WELFARE AND GRIEVANCE REDRESSAL COMMITTEE	7412000
16	ANTI-RAGGING CELL	2500
17	CAREER COUNSELLING AND PLACEMENT CELL	25000
18	ALUMNI ASSOCIATION (GJTCAA)	15000
CRITERION 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT		
19	FINANCE AND MANAGEMENT COMMITTEE	58000
20	EVENTS MANAGEMENT COMMITTEE	100000
21	INTERNAL QUALITY ASSURANCE CELL	107000
CRITERION 7 INSTITUTIONAL VALUES AND BEST PRACTICE		
22	WOMEN COMMITTEE	12700
23	INTERNAL COMPLAINT COMMITTEE	7500
24	GREEN AND BEAUTIFICATION COMMITTEE	100000
25	EQUAL OPPORTUNITY CELL	6000
26	CODE OF CONDUCT COMMITTEE	0
27	INSTITUTIONAL VALUES AND BEST PRACTICE COMMITTEE	3000
TOTAL		Rs. 1,86,01,078

ABSTRACT OF BUDGET ESTIMATE FOR THE ACADEMIC DEPARTMENTS

DEPARTMENT WISE BUDGET 2023-2024			
Sl. No	Particulars of Action Plan	Budget	Source of income
1	Department of Mizo	Rs. 10,000. 00	OE/OC
2	Department of English	Rs. 12,500. 00	Rs. 10,000 from OE/OC
3	Department of Economics	Rs. 46, 000. 00	Rs. 10,000 from OE/OC
4	Department of Education	Rs. 15,000. 00	Rs. 10,000 from OE/OC
5	Department of Pol. Science	Rs. 12,000. 00	Rs. 10,000 from OE/OC
6	Department of Management	Rs. 10,000. 00	OE/OC
7	Department of Geography	Rs. 10,000. 00	OE/OC
8	Department of History	Rs. 21, 000.00	Rs. 10,000 from OE/OC
TOTAL AMOUNT		Rs. 1,30,500	

**DETAILS OF ANNUAL PLAN AND BUDGET ESTIMATE FOR
COMMITTEES UNDER IQAC DURING 2023-24**

CRITERION 1: CURRICULAR ASPECTS						
1. COMMITTEE ON NEP, 2020						
Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Selection of Subject for Multidisciplinary Course	1	Jul-23	1st sem Students	-	-
2	Identification of Skills Course to be introduced at the College	1	Jul-23	2nd sem Students	-	-
3	Orientation of NEP, 2020	1	Jul-23	1st sem Students	-	-
4	Contingencies				5000	Centre fee
				Sub total	5000	-
2. PARENT-TEACHER COMMITTEE (PTC)						
Sl. No.	Particulars of Action Plan/ Programme	Criterion	Date	Target Group	Budget	Source of fund
1	To collect Feed Back from Parents	1	2023-2024.	I & III SEM Parents	1000	IQAC
2	To organize Parent-Teacher Meet for final year students in collaboration with the Department	1	2023-2024	Parent of final year students	5000	Centre fee
				Sub total	6000	

CRITERION 2 TEACHING-LEARNING AND EVALUATION						
3. ACADEMICS AND EXAMINATIONS COMMITTEE (AEC)						
Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Formulation of college Academic Calendar & fixed in college notice board	1	Jul-23	Teachers & Students	1500	Exam fee
2	Formulation of college Daily Routine & fixed in college notice board	1	Jul-23	Teachers & Students	1500	Exam fee
3	Maintenance of proper record of teacher's activities in the curriculum development and academic matters	1	2023-24	Teachers	NIL	NA
4	Preparation and maintenance of Teachers' Diary and Teaching Plan	1	2023-24	Teachers	NIL	NA
5	Submission of weekly teaching diary	1	2023-24	Teachers	NIL	NA

6	Submission of monthly students' attendance	2	2023-24	Teachers	NIL	NA
7	Organize Academic Counseling	2	2023-24	Students	NIL	NA
8	Evaluate the attainment of learning outcomes	2	2023-24	100 students	NIL	NA
9	Organize Teacher exchange programme	2	2023-24	All Departments	NIL	NA
10	Conduct of Continuous Internal Evaluation process	1	2023-2024	Teachers	5000	Exam fee
11	Systematic Enrollment of Students, allotment of sanctioned seats and reservation of seats for SC, ST, OB Divyangjan	2	Jul-23	Teachers	-	-
12	Systematic mechanism to deal with internal assessment in a robust, transparent and efficient manner	2	2023-2024	Teachers	-	-
13	Organise the awareness programme on NEP	2	Jul-23	1st sem students	5000	Exam fee
14	Conduct of Internal examination (Odd and Even semester)	2	Two times in each semester	Students	30000	Exam fee
15	Conduct of MZU end semester examination (Odd and Even semester)	2	Nov 2022 & May 2023	Students	87500	Exam fee
16	Maintenance of invigilators' exam dairy in all examination halls	2	Nov 2022 & May 2023	Teachers	1000	Exam fee
17	To accommodate students from Manipur who are Internally Displaced people	2	2023-24	Students from Manipur	-	-
18	Students from other neighbouring states/countries will be given priority in admission	2	2023-24	Outside state students	-	-
19	Formulation of leave rules for students	2	2023-24	Students	-	-
				Sub total	131500	

4. REMEDIAL COACHING COMMITTEE (RCC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	To identify slow/weak and advanced learners from the first internal examination on the basis of their performance.	2	Sep-23	Students	500	Exam fee
2	To conduct remedial classes	2	September 2023 & May, 2024	Advanced and Slow learners	15000	PM-USHA
3	To assess/evaluate the learning level of the students who attended the Remedial classes	2	July, 2024	Identified students	500	Exam fee
				Sub total	16000	
5. MENTORING PROGRAMME COMMITTEE						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Appointment of mentors and allotment of mentees	2	7 th August, 2023	Odd Semester Student-mentees	NA	NA
2	Organize Mentoring Day on various themes: <ul style="list-style-type: none"> ■ Value added activity ■ Soft skills development ■ Career orientation programme 	2 & 5	9 th August, 2023	Odd Semester Student-mentees	NA	NA
3	Conduct E-Mentoring and Mentoring Class based on these themes: <ul style="list-style-type: none"> ■ Value added activity ■ Soft skills development ■ Career orientation programme 	2 & 5	Aug.- Nov. 2023 Jan - May. 2024 (Mentoring Class)	Odd Semester Student-mentees	NA	NA
4	Organize Mentors' Training on E- Mentoring & Mentoring skills	2	September, 2023	31 Mentors	2000	CDF
5	Conduct online mentoring feedback from the student-	2	June, 2024	Even sem students	NA	NA

	mentees					
6	Review of mentoring for the teacher-mentors	2	June, 2024	Mentors	NA	NA
				Sub total	2000	
6. TEACHING-LEARNING COMMITTEE						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	To organized one day faculty development workshop on ICT integration for effective teaching-learning	2.3	Feb-24	Teachers	6000	IQAC
2	To updated teachers' profiles and uploaded into the website	2.3	October to Decem ber 2023	Teachers	-	-
3	Distribution of TLC guidelines to all Departments	2.3	Sep-23	Teachers	1000	IQAC
				Sub total	7000	

CRITERION 3 RESEARCH, INNOVATION AND EXTENSION						
7. RESEARCH AND DEVELOPMENT COMMITTEE (RCC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Action Research	3.1	2023-2024	Teachers	NIL	
2	Cash Incentives Award	3.1	2023-2024	Teachers	6000	IQAC
3	National Seminar	3.4	2023-2024	Teachers	50000	Centre fee/ NEC
4	Collection of UGC Care List	3.1	2023-2024	Teachers	-	-
5	Publication of book	3	2023-2024	Teachers	5000	CDF
6	Incentive for publication in the UGC Care list @ Rs. 3000 per paper	3	2023-2024	Teachers	9000	IQAC
				Sub total	70000	
8. INTELLECTUAL PROPERTY RIGHT CELL (IPRC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Awareness programme on IPR	3	2023-2024	Students	-	-
2	Programme on Anti-Plagiarisms	3	2023-2024	Teachers	-	-

3	Training on filling of Patent	3	2023-2024	Students & Teachers	2500	IQAC
				Sub total	2500	
9. EXTENSION SERVICE AND CO-CURRICULAR COMMITTEE (ESCOC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	To coordinate the extension service clubs/ organization and monitor their activities	3	2023-2024	clubs/ organization	NA	NA
2	To take initiative for signing MoUs in collaborate with industry and community	3	2023-2024	clubs/ organization	NA	NA
3	To organize students' club registration mela and their activities	3	2023-2024	clubs/ organization	2000	IQAC
4	To collect and compile the activities of the extension service.	3	2023-2024	clubs/ organization	1000	NA
Sub total					3000	

CRITERION 4 INFRASTRUCTURE AND LEARNING RESOURCE						
10. INFRASTRUCTURAL DEVELOPMENT COMMITTEE (IDC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Construction of Students' Union Office (Continuation)	4	2023-2024	Students Union	400000	SU fund, donation, contribution, etc
2	Construction of Masonry Step (Approach Step to the proposed SU Building)	4	2023-2024	Students Union	50000	SU fund, donation, contribution, etc
3	Vertical Extension of RUSA Academic Building for class rooms	4	2023-2024	Students	1940000	PWD Dept
4	Fencing - Central Campus (Block - I)	4	2023-2024	All students and staff	200000	HTE Directorate
5	Construction of Water Tank (Rain Water Harvesting) at Upper Court Yard	4	2023-2024	All students and staff	6200000	AMC
6	Construction of Iron Gate and Bar at the entrance of Administrative Building	4	2023-2024	All students and staff	40000	CDF
7	Construction of Solid Waste Segregation/ Decomposed plant	4	2023-2024	All students and staff	25000	CDF
8	Installation 1 AC at Office Establishment	4	2023-2024	Adm. staff	50000	Res. Mobilisation

9	Renovation of Toilets	4	2023-2024	All students and staff	15000	CDF
10	Construction of Water Bore Well Drill at Central Campus	4	2023-2024	All students and staff	750000	HTE: 2,30,000 CSR: 5,20,000
11	Construction of security wall for Adm Building	4	2023-2024	All students and staff	65000	Res. Mobilisation
12	Maintenance of Solar Plant & Control Room	4	2023-2024	All students and staff	2000	Res. Mobilisation
13	Construction of Main entrance gate	4	2023-2024	All students and staff	200000	Res. Mobilisation
				Sub total	9937000	
11. HOSTEL MANAGEMENT COMMITTEE (HMC)						
Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Purchase of water Filter	4	2023-2024	Boys Hostellers	10000	Hostel fund
2	Construction of Gate at Boys Hostel	4	2023-2024	Boys Hostellers	10000	Hostel fund
3	Renovation of Kitchen at Girls Hostel	4	2023-2024	Girls Hostellers	15000	Hostel fund
4	Wifi connection fee	4	2023-2024	Both hostels	21600	Hostel fund
5	Repair & Maintenance	4	2023-2024	Both hostels	20000	Hostel fund
				Sub total	76600	
12. HEALTH AND HYGIENE COMMITTEE (HHC)						
Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Renovation of the Canteen	4	2023-2024	Students	7000	Canteen fund
2	Procurement of chairs and tables for the canteen	4	2023-2024	Students	2500	Canteen fund
3	To put up Body Mass Index (BMI) Posters in the Canteen	4	2023-2024	Students	500	Canteen fund
4	Maintenance of Health Centre, Drinking Water & Emergency Duty Chart	4	2023-2024	students	1000	IQAC
5	Observe State/ National/ International Health Important Days	4	2023-2024	students	NA	NA
6	Signing MoU with Corporate House/Hospital	4	2023-2024	students	NA	NA
7	Organize Awareness Programme on Personal Health and Hygiene	4	Sept. 2023	I Sem Students	1000	Canteen fund
8	Organize free clinic for physical health	4	Oct. 2023	Students & local Community	1000	Canteen fund
9	Organize one week training for youth counseling	4	Nov. 2023	Students	1000	Canteen fund
10	Monitoring of Cleanliness Duty & programme	4	Aug. 2023 to Jun.2024	Students	1000	Canteen fund

11	Maintenance of Sanitary Pad Vending Machine	4	Sept. 2023 to Jun. 2024	Female Students	1000	Canteen fund
12	Purchase of Garbage bag	4	2023-2024		4500	Canteen fund
				Sub total	20500	
13. LIBRARY MANAGEMENT COMMITTEE (LMC)						
Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Conduct of Library Orientation Programme for Freshers	4	3-4 Aug. 2023	I Semester	NA	
2	Systematic functioning of automated library using ILMS	4	2023-2024	Students and teachers	NA	
3	Subscription of journals, e-journals	4	2023-2024	Students and teachers	30000	Library fund
4	Renewal of Internet connection	4	2023-2024	Students and teachers	21228	Library fund
5	Best library user award	4	2023-2024	Students	2000	Library fund
6	Internet connection bill	4	2023-2024	Students	10800	Library fund
6	Purchase of books	4	2023-2024	Students and teachers	100000	RUSA 2.0
7	Upgrade of SOUL to 3.0	4	2023-2024	Library users	40000	Library fund
				Sub total	204028	
14. ICT COMMITTEE (ICTC)						
Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Maintenance and updating of GJTC Info-App, GTJC Website, GJTC YouTube Channel and GJTC Facebook Profile.	4	2023-2024	Students and teachers	5000	ICT Fund
2	Upkeep Of College Computer Centre and other ICT equipment	4	2023-2024	Students and teachers	30000	ICT Fund
3	Faculty Development Programme (FDP)- Training	6	2023-2024	Students and teachers	10000	RUSA Fund
4	Continuation of CCC as an add-on Course	4	2023-2024	Students and teachers	-	NIELET
5	Wi-Fi bills	4	2023-2024	Students and teachers	30000	ICT Fund
6	Enrichment of e-resource centre	4	2023-2024	Students and teachers	-	
7	Purchase of ICT Lectern- 5 nos	4	2023-2024	Students and teachers	190,750	RUSA 2.0
8	Purchase of HDMI cable- 5 metres-5 unit, 3 metres-5 units	4	2023-2024	Students and teachers	5500	RUSA 2.0
				Sub total	271250	

CRITERION 5 STUDENT SUPPORT AND PROGRESSION						
15. STUDENT WELFARE AND GREVIANCE REDRESSAL COMMITTEE (SWGRC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Increase the number of students who receive scholarships from the Government.	5	2023-2024	700 regular students	7000000	Govt. of India
2	Formulation of JTC Educational Trust	5	2023-2024	Less privilege students	50000	Individual/ Philanthropist
3	Organize Educational Tour 2023-2024	5	April, 2024	V/VI Sem students	250000	HTE
4	Provide financial assistance to lesser privilege students	5	2023-2024	Less privilege students	50000	SAF
5	Maintenance of College Rules and Discipline	5	2023-2024	All students	NA	NA
6	Transport Allowances	5	2023-2024	Boys hostellers	60000	Boys hostel fund
7	PMSBY insurance	5	2023-2024	Willing students	2000	SAF
				Sub total	7412000	
16. ANTI-RAGGING CELL (AGC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	To organize Sensitization Programme on Anti-Ragging Regulations of UGC and Registration form fill-up	5.1	July-Aug 2023	1 &3 Semester Students	500	IQAC
2	To organized UGC Anti-Ragging on-line Registration Mela	5.1	July- Aug 2023	1 st Semester students	NA	NA
3	To organized awareness campaign on Sexual harassment and undertakings UGC Anti-Ragging policies with zero tolerance.	5.1	Feb/March 2024	Final year students	2000	CDF
				Sub total	2500	

17. CAREER COUNSELLING & PLACEMENT CELL (CCPC)

Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Organize helpdesk for the fresher	5	1 st to 31 st June, 2024	All aspirants for admission	NA	NA
2	Students Development Programme - Good Setting and Skill Mapping Sessions with David LF, Owner C&C Coaching	5	1 st week of April, 2024	4 th semester students	5000	Res. Mobilisation
3	Workshop on "how to start preparing for CUET 2024" with Dr. C. Lalnunluanga MZU, System Administrator	5	2 nd week of February, 2024	6 th semester students	5000	Res. Mobilisation
1	Organize On Campus and Off Campus Placement	5	October 2023 and January - April, 2024	All students	15000	Res. Mobilisation
2	Dissemination of vacant jobs	5	2023-24	All students		
				Sub total	25000	

18. GOVERNMENT J. THANKIMA COLLEGE ALUMNI ASSOCIATION (GJTCAA)

Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	To strengthening the connectivity with the alumni in order to tap their resources and support via WhatsApp group.	5	2023-2024	Alumni students	NA	NA
2	To build strong database system of alumni for keeping a track of the students after they leave college	5	2023-2024	NA	5000	GJTCAA
3	To identified the areas where the alumni can make contribution and play more supportive role in the college.	5	2023-2024	Alumni students	NA	NA
4	To encourage the department to stay connected with their alumni through social media.	5	2023-2024	NA	NA	NA

5	To organized Alumni Homecoming Day 2024 to make Alumni Association more vibrant	5	26 th April, 2024	NA	10000	GJTCAA:3000 Res. Mobilisation: 7000
6	To take initiative for the registration in National Institute for Transforming India (NITI-AAYOG)	5	2023-2024	GJTCAA	NA	NA
7	To apply for 12A registration for the exemption of income tax	5	2023-2024	GJTCAA	NA	NA
				Sub total	15000	

CRITERION 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT						
19. FINANCE AND MANAGEMENT COMMITTEE (FMC)						
Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Conduct of a regular half yearly Internal audit	6	December, 2023 June, 2024	College Account	4000	CDF
2	External audit fee	6			50000	OC/OE
3	Organize five days professional development training/ course.	6	Feb, 2024	Faculties and staffs	2000	IQAC
4	Organize five days students' leadership training	6	Sept, 2023	SU and Club Leaders	2000	Res. Molilisation
5	Review of decentralization/ participation in the areas of administration	6	2023-2024	College and IQAC Cells	NA	NA
6	Encourage teachers and supporting staff to undergo faculty/ professional development programme.	6	2023-2024	Teaching and non-teaching staff	NA	NA
7	Evaluation of workload of Non-Teaching staff	6	2023-2024	Non-Teaching staff	NA	NA
Sub total					58000	

20. EVENTS MANAGEMENT COMMITTEE (EMC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	To organise any College events as necessary	6	2023-2024	-	100000	To be decided by the Principal/ Committee
				Sub total	100000	
21. INTERNAL QUALITY ASSURANCE CELL (IQAC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Conduct registration mela for students' club and organization	6	2023-2024	All students	NA	NA
2	Conduct registration for add-on/value added course	6	2023-2024	Outgoing students	NA	NA
3	Collect feedback from various stakeholders - students, parent, teachers, alumni & employers	6	November, 2023 May, 2024	Various stakeholders	2000	IQAC
4	Organize International/ national/ state level seminars/ workshop/ webinar etc.	6	2023-2024	Faculties & Staffs	100000	IQAC
5	Conduct half-yearly meeting with Students' Club and Cells/Committees under IQAC	6	Dec. 2023 June, 2024	Leaders of Cells/ Clubs	5000	IQAC
6	Review of e-governance policy in the areas of administration, finance and accounts	6	2023-2024	NA	NA	NA
7	Review of Appraisal System and monitoring of faculty/support staff promotion	6	2023-2024	faculty/support staff	NA	NA
8	Review of various institution policy documents and manuals	6	2023-2024	NA	NA	NA
				Sub total	107000	

CRITERION 7 INSTITUTIONAL VALUES AND BEST PRACTICE						
22. WOMEN COMMITTEE (WC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Organize 3 days' workshop/ training on self-defense practice and legal awareness	7.1	October, 2023	I Semester Students	5000	Res. Mobilisation
2	Community outreach programme on gender equality and women rights	3.3	March, 2024	MHIP, Bawngka wn	600	Res. Mobilisation
3	Observation of International/ national state important days of women	7.1	2023-2024	Outgoing students	600	Res. Mobilisation
4	Observation of sexual assault awareness month	7.1	April, 2024		1500	Res. Mobilisation
5	Community outreach programme on leadership and gender inclusiveness	3.3	November, 2023	College Students & women in the centre	5000	Res. Mobilisation
Sub total					12700	
23. INTERNAL COMPLAINT COMMITTEE (ICC)						
SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Regular and timely sitting of meetings for the prevention and Redressal of complaints of sexual harassment	7	July, 2023 June, 2024	Committee Members	NA	NA
2	Improve the way in which risk and safety issues are communicated to women and sharing ways in which others have taken action to report harm and reduce risks	7	July, 2023 June, 2024	All female workers and female students	NA	NA
3	Display (posters) at any conspicuous place in the workplace, Contacts of Committee Members and Nature of Sexual Harassment & the penal consequences	7	July, 2023 June, 2024	All students	1500	OC/OE
4	Organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act	7	Oct, 2023 Feb, 2024	Women Employees & interested students	1500	OC/OE

5	Monitor the timely submission of reports/Prepare and Submit Report to the District Officer	7	Nov, 2023	NA	NA	NA
6	Formulate orientation and training programmes for the members of Committee (Invite Resource Person from outside)	7	Oct- Nov, 2023	Members of Committee	4500	OC/OE
Sub total					7500	

24. GREEN AND BEAUTIFICATION COMMITTEE (GBC)

SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	To plant more fruits and plants	7	26. 09. 2023	College Campuses	20000	Res. Mobilisation
2	Maintenance of Campus	7	13. 02. 2024	College Campuses	60000	CDF
3	Miscellaneous	7	19. 04. 2024	College Campuses	20000	Res. Mobilisation
Sub total					100000	

25. EQUAL OPPORTUNITY CELL (EOC)

SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Identification of person with disabilities	7	2023-2024	PwDs	500	OC/OE
2	Observation of important days of person with disabilities (PWD)	7	2023-2024		2000	OC/OE
3	Identification of ST/SC/OBC	7	2023-2024	ST/SC/OBC	500	OC/OE
4	General awareness on rights and welfare of minorities	7	2023-2024	I Semester Students	3000	OC/OE
5	Maintenance of free access building for PwDs	7	2023-2024	PwDs	-	-
Sub total					6000	

26. CODE OF CONDUCT COMMITTEE (CMC):

SI. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Monitoring of College Code of Conduct	4	2023-2024	All students	-	-
2	Conduct of awareness on College Code of Conduct	4	2023-2024	All students	-	-
Sub total					-	-

27. INSTITUTIONAL VALUES AND BEST PRACTICE COMMITTEE (IBPC)						
Sl. No	Particulars of Action Plan	Criterion	Time	Target group	Budget	Source of fund
1	Identification of Best Practice and SWOC analysis by Department & Cell/Committee	7	May, 2024	All Cells/ Committee & Department	NA	NA
2	To organized a one-day workshop on Best Practice and SWOC Analysis	7	2023-2024	Cells/Committee leaders and HoD	3000	Res. Mobilisation
3	To conduct Personality Development Course	7	2023-2024	Outgoing students	NA	NA
Sub total					3000	

DETAILS OF ANNUAL PLAN AND BUDGET ESTIMATE FOR ACADEMIC DEPARTMENTS UNDER IQAC DURING 2023-24

1. DEPARTMENT OF MIZO

Sl. No	Particulars of Action Plan	Criterion	Time	Target Group	Budget (in Rs.)	Source of income
1	Conduct Course Orientation	2	03. 07. 2023	V SEM, Mizo Department	500	OE/OC
2	Conduct Seminar/ Workshop/ Invited Lecture	3	27. 07. 2023	V SEM, Mizo Department	2500	OE/OC
3	Organize Meet the Author/ Playwright/ Poet	3	22. 09. 2023	V SEM, Mizo Department	3000	OE/OC
4	Organize Parent-Teacher Meet	1	2023-2024	V SEM, Mizo Department	2000	OE/OC
5	Faculty Exchange Programme with Govt Aizawl North College	3	2023-2024	V SEM, Mizo Department	2000	OE/OC
Sub total					10000	

2. DEPARTMENT OF ENGLISH

Sl. No	Particulars of Action Plan	Criterion	Time	Target Group	Budget	Source of income
1	Life skills workshop	5	Sept. 2023	Core students & III Semester	500	Department of English
2	Visit to state museum and state library	1	27 th Sept. 2027	Core students	3500	OE/OC

3	Teacher/Students exchange programme with other college	3	Feb. 2024	Core students	3500	OE/OC
4	Meet the author programme Lalhruaitluanga Chawngte, two-time winner of MAL, Book of the Year	5	Sept. 2023	Core students	3000	OE/OC
5	To prepare question bank of internal question for all semester	1	9 th to 13 th Oct. 2023	All Core students	NA	NA
6	Organize Parent-Teacher Meet	1	Nov, 2023	Parents of Core students	2000	Department of English
				Sub total	12500	

3. DEPARTMENT OF ECONOMICS

Sl. no	Particulars of Action Plan	Criterion	Time	Target Group	Budget	Source of income
1.	Field Trip (Khanpui Village)	5	2023-2024	Economics Core Students	30000	Donation
2.	Teachers Exchange Program	3	2023-2024	Teacher & Students	2500	Dept. of Economics
3	College Level Seminar in each paper	3	2023-2024	Economics Core Students	1500	Dept. of Economics
4	State seminar	3	2023-2024	Teachers and students	10000	OE/OC
5	Organize Parent-Teacher Meet	1	Nov, 2023	Parents of Core students	2000	Department of Economics
				Sub total	46,000	

4. DEPARTMENT OF EDUCATION

Sl. no	Particulars of Action Plan	Criterion	Time	Target Group	Budget	Source of income
1.	Course Orientation	2.2	Jan. 2023 Jul. 2024	All students	NA	NA
2.	Syllabus related field study	1.3	Feb. to Apr. 2024	Core students	8000	OE/OC
3.	Observance of National Education Day	3.3	11 th Nov. 2023	Core students	NA	Dept. of Education
4.	Students & Faculty exchange programme with GHBC	3.3	Sept. 2023 to Apr. 2024	1 st Sem Students	2000	OE/OC
5.	Organize career/opportunity/	5.1	Oct. to Nov. 2023	Core students	3000	Dept. of Education

	counseling programme					
6	Organize Parent-Teacher Meet	1	Nov, 2023	Parents of Core students	2000	Department of Education
				Sub total	15000	

5. DEPARTMENT OF POL. SCIENCE

Sl. No	Particulars of Action Plan	Criterion	Time	Target Group	Budget	Source of income
1.	Observance of 76 th Anniversary of India Independence Day	7	14 th Aug. 2023	5 th semester students	-	
2.	Observance of International Day of Democracy	7	15 th Sept. 2023	5 th semester students	500	OE/OC
3.	Parents-Teachers meet		Not yet decided	5 th semester students' parents	2000	Dept. of Pol. Science
4.	Gandhi's Birthday	7	2 nd Oct. 2023	5 th Semester	500	OE/OC
5.	Faculty Exchange program	3	November 2023	1 st semester	500	OE/OC
6.	Visit of AMC	1	Oct. 2023	1 st semester	3000	OE/OC
7.	National Voters Day	7	24 th Jan. 2024	2 nd semester room	500	OE/OC
8.	Republic Day	7	26 th Jan. 2024	3 rd Semester students	NA	
9.	Mizoram State Day with invitees	7	20 th Feb. 2024	5 th semester	5000	OE/OC
				Sub total	12000	

6. DEPARTMENT OF MANAGEMENT

Sl. No	Particulars of Action Plan	Criterion	Time	Target Group	Budget	Source of income
1	Renewal MoU with Mizoram Christian College Department of Management.	3	30 th Aug. 2023	All the faculty members	NA	NA
2	Interactive session with Corporate Managers/Local Entrepreneurs	3	3 rd Oct. 2023	All BBA students	2000	OE/OC
3	Industrial/Exposure Visit	1	29 th Sept. 2023	All BBA students	4000	OE/OC
4	Organize Study Tour	1	Feb. 2024	6 th Semester Students	-	-
5	Organize Parent-Teacher Meet	1	2023-2024	All BBA parents	2000	OE/OC
6	Organize Seminar/Webinar on Entrepreneurship	3	Nov. 2023	All BBA students	2000	OE/OC

				Sub total	10000	
--	--	--	--	------------------	-------	--

7. DEPARTMENT OF GEOGRAPHY

Sl. No	Particular of Action Plan	Criterion	Time	Target Group	Budget	Source of income
1.	Signing of MoU with Department of Geography, GCC and GANC	3	Aug. 2023 to Jul. 2024	Students & Teachers	-	-
2.	Student-Faculty exchange Programme	3	2023-2024	Teachers & Students	1000	OE/OC
3	Field Trip-Purpose: Elevation measurement.	5	Sept. 2023	Geography core students	2000	OE/OC
4	Organize Parents-Teachers Meet	4	2023-2024	Teachers & Parents	2000	OE/OC
5	Organize GIS & Remote Sensing Workshop	3	2023-2024	Students and Research Scholars	5000	OE/OC
				Sub total	10000	

8. DEPARTMENT OF HISTORY

Sl. No	Particulars of Action Plan	Criterion	Time	Target Group	Budget	Source of income
1	Organize Course Orientation Programme & Academic Counselling	1	July. 2023 Jan. 2024	I, II, III, IV, V, VI Sem Students	NA	NA
2	Organize Parent-Teacher Meet 2023 to discuss the academic performance of students	1	Feb. 2024	VI Sem Core Parent	2000	Dept. of Hist
3	Organize National Seminar or workshop to promote research culture	3	Feb, 2024	Faculties & Core/ Major Students	10000	OE/OC
4	Signing MoUs in collaboration with Industry/Corporate house to seek students' internship & placement	3 & 5	2023-2024	Final Year History Core Students	NA	NA
5	Organize five days' workshop on value added activity, career counseling & soft skills development	5	April, 2024	Outgoing Core Students	5000	Dept.of Hist
6	Observance of national important days of cultural and religious harmony	7	2023-2024	History Club Members	2000	History Club & Dept.of Hist
7	Observance of international/ national/ state environmental important days	7	2023-2024	Eco Club members	2000	Eco Club & Dept.of Hist
				Sub total	21000	