



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

Phone No.: 0389-2342947 (O); 0-8974134181 (Mob)
Website :www.gjtc.mizoram.gov.in; E-mail : iqac.jtc@gmail.com



Letter No. F.2013/2/2017/IQAC/Cord/JTC

Dated : 18.08.2017

MEETING MINUTE OF THE IQAC HELD ON AUGUST 18, 2017

The IQAC meeting was held on August 18, 2017 at the Principal's Chamber of Government J.Thankima College.

Members present :

Dr. C. Lalremruata
Zoramthanga
Lalngaihawma
B. Lalzarzova
Lalbiaknii Hmar
Lalhmachhuana
Lalthlamuana
Lalmuanpuia
Dr. JV Nunchunga
Zohmangaiha
F.Lahlira

Chairperson : Dr. C. Lalremruata, Principal

The Chairperson thanked the members for their presence and requested their active deliberations in the agendas. Thereafter, the Coordinator was invited to present reports of the various activities recorded under IQAC.

Coordinator's report :

The Coordinator Zoramthanga delivered a report as follows.

1. The End Semester Examination under Mizoram University was conducted as per the guidelines and schedule notified by Mizoram university.
2. Reports regarding the Action Plan and achievement made thereof during the academic session 2016-17 was solicited and various committees, cells and departments have submitted the same along with the Action Plan and Budget for 2017-18.

Deliberations and resolutions follows.

Item No. 1 : Action Plan and budget :

The Action Plans and budgets of various committees, cells and departments were presented in the meeting for deliberations and approval. Thereafter, the meeting approved the action plans and budgets as follows.

Action Plan & Budget, 2017 – 2018

Department of English

1. To establish a Literature Club.
2. Teachers of the Department to be more IT literate.
3. To organise study tour within or outside Mizoram.
4. To act out, display topics and units within the syllabus.

Sl.No	Action Plan	Details	Rate	Units	Total
1.	Spoken English Class	Opening Function			14500
		Closing Function			13500
		Actual classes			123500
2.	English Literary Club	Poster Writing Competition			3200
		Poetry /Drama writing competition			3000
3.	Teaching aid	Procurement of 40" Sony TV		1	50000
				Total	2,07,700

Department of Political Science

1. Exposer visit to the office of the Aizawl Municipal Corporation to study the working, structure and functioning of the AMC.
2. Expose visit to the session of the Mizoram Legislative Assembly during 2017-18.
3. Seminar/Symposium for personality development be conducted for the final semester students.
4. To conduct monthly attendance analysis.
5. To conduct invited lecture programme by inviting resource person(s) from outside.
6. To give recognition by awarding incentive to students of the department attaining a top ten position in the final university examinations.
7. To make emphasis ICT in teaching-learning.
8. To conduct study tour/field trip for the final semester students.

Sl.No	Action Plan	Details	Units	Rate	Total
1	Visit to AMC	Transportation	1	4000	4000
		Refreshment	30	40	1200
2	Visit to Assembly session	Transportation	1	4000	4000
		Refreshment	30	40	1200
3	Seminar for VI Sem students	Refreshment	30	40	1200
4	Invited Lecture	RP honorarium	2	2000	4000
5	Incentive Award	Top 10	2	1000	2000
6	Study tour	Transport, food and lodging	30	3000	90000
				Total	1,07,600

Department of Mizo

1. Field visit to historical places in and around Aizawl, such as State Museum, etc.
2. Visit to the grave of the first Mizo essayist Kaphleia at Tachhip village.
3. To organise seminar in the College campus.
4. To conduct as many class test as possible.

Department of Education

1. To organise study tour.

- To conduct a field visit to Mizoram University or Gilead Special School for final semester students.
- To conduct seminar in all papers in the final semester class.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Visit to Gilead Special School	Banner	1	240	240
		Gifts	100	5	500
2	Inter-College teacher exchange programme	Banner	2	300	600
		Conveyance	22	130	2860
		Gift	1	700	700
		Refreshment at GJTC	-	800	800
				Total	5,700

Department of Economics

- To conduct monthly departmental meetings.
- To conduct student's monthly attendance analysis.
- To conduct College level seminar for the final year semester students.
- Visit to industrial centre in and outside Aizawl city.
- Visit to the budget session of the Mizoram Legislative Assembly.
- To give cash award to top ten student(s) in final semester University examinations.
- To maintain Student's Curricular Vitae/Student's Progress Card for Economics Core students.
- Study tour to Gangtok

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Monthly Department meetings	Refreshments	5x12	40	2400
2	Visit to industrial centre	Bus hiring charge	1	5000	5000
		refreshment	30	40	1200
3	Conduct College level seminar	refreshment	20	50	1200
4	Visit to Mizoram Legislative assembly session	Bus hiring charge	1	4000	4000
		refreshment	30	40	1200
5	Cash incentive award	Top 10	2	1000	2000
6	Student's Curricular Vitae/Student's Progress Card	Printing	100	10	1000
7	Study tour	Transportation, Food and lodging	16	3000	80000
				Total	97,800

Department of History

- To organise student's seminar for final year core students.
- To organise study tour to historical places in Myanmar or India.
- To organise History Club Exchange programme.
- To organise field trip to State Library, Central Library (MZU), ATC Library, Museum, etc.

Parent Teacher Committee

- Identifying weaker students in each class.
- Parents or Guardian of students with poor attendance shall be informed and seek their co-operation to encourage students to be more regular in the class.
- Parents Teachers' meet shall be organised during the academic year(2017-2018)

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Parents Teachers Meet	Refreshment			25000
		Banner			800

		Stationary			300
2.	Meeting	Refreshments			500
				Total	26,600

Hostel Management Committee

1. Proper management of hostels
2. Improvement of infrastructure and hostel amenities

Sl.No.	Action Plan	Details	Units	Rate	Amount
1	Revenue generation	Admission fee	15	7000	105000
		Monthly fee	2000x15 = 30,000x10 months		300000
				Total	40,500
2	Expenditure	Mess fee	1500x15 = 22500x10 months		22500
		Security deposits	15	1500	22500
		Monthly bills	12	1700	20400
		Maintenance & repair			70000
		Purchase of water			10000
		Remuneration of cook	10	3000	30000
					27100
				Total	4,05,000

Innovation and Best Practice Committee

1. To continue the Personality Development Course programme under RUSA Scheme during 2017-18.
2. To propose a Department wise study tour in 2017-18 academic session as per the scheme of the UGC and the policy adopted by the Institution.
3. To conduct inter-departmental lecture exchange programme. There are topics which are interrelated and interlinked in various subjects but taught by teachers with a particular approach and background. Hence, to widen the outlook and perspective of the students each Department may allot a certain topic(s) to be taught by the teacher(s) of another department.
4. More emphasis may be made on the use of ICT in teaching-learning. Hence, a request regarding the same may be made to all Departments.
5. Innovative teaching method may be developed or identified and the same be articulated for practice to the teaching faculty.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1	Meeting	Refreshments	4 meetings (10 members)	40	400
2	Stationary	Register, etc			2000
3	Study materials	Books, journals, magazines			40000
4	Documentation	Photo album, photo printing, etc			2000
5	PDC Course	Refreshment	100	50	5000 x 30 classes- 1,50,000
6		Remuneration of RP	30	1000	30,000
7	Contingency				5000
				Total	2,29,400

Women Committee

1. To take up gender sensitization and sexual harassment programme.
2. Inter-Complain Committee be established.
3. A booklet of guidelines shall be prepared on the basis of UGC guidelines.
4. Poster making regarding sexual harassment be conducted.
5. To conduct self-defense classes for women.
6. Seminar/workshop be conducted for 1st Semester.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Guidelines booklet	Printing			2000
		Banner	1	1	1000
2.	Poster making	Posters	10	250	2500
		Stationary			500
		Banner	1		1000
		Refreshments			5000
3.	Demonstration workshop	Remuneration of instructor	3	1000	3000
		Certificate printing			500
		Refreshment			15,000
		Banner	1		1000
4.	Seminar	Resource Person's remuneration	1	1000	1000
		Banner	1		1000
				Total	

College Academic & Teaching-Learning Monitoring Committee

1. To organize One Day Workshop on Teaching Methodology.
2. Result analysis of last University Examination.
3. To conduct 'Parent Teacher Evaluation' during 2017-18 using a prescribed form.
4. To conduct 'Student Teacher Evaluation for Final Year Student' during 2017-18 using a prescribed form.
5. To prepare teaching plan and teacher diary

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	One day workshop on teaching methodology	Remuneration of RP and refreshments			7000
2.	Parents Teachers Evaluation	Paper and printing charge	600	10	6000
3.	Student Teacher Evaluation	Paper and printing charge	150	10	3000
4.	Teaching diary and plan	Paper and printing charge	240 booklets	50	12000
				Total	28,000

Canteen Management Committee

1. Fencing of College Canteen Complex.
2. Installation of beach umbrella, tables and chairs at the College Canteen courtyard.
3. Installation of intercom connection between administrative building and the canteen.

Extension Service & Co-Curricular Cell Budget : Self Financing

1. To organise mass cleanliness programme.

2. To organise blood donation campaign and drive through NSS and RRC.
3. To conduct adult education programme at Brigade Area of Bawngkawn.

Students Welfare and Discipline Committee

1. To organise study tour for final semester students subject to the availability of fund.
2. To identify and provide financial assistance to students belonging to BPL families through the Students Aid Fund.
3. To evaluate campus discipline through observation/inquiry method.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Conducting disciplinary proceedings	Refreshments			500
2.	Meetings	Refreshments			500
3.	Contingency				1000
				Total	2,000

Remedial Coaching Committee

1. To conduct Remedial Class and Basic Computer Class.
2. To identify slow learners and computer illiterate among the students.
3. To conduct social media campaign for computer knowledge.

Budget : Bourne through RUSA scheme

Research and Consultancy Committee

1. To conduct state level seminar under the 12 Plan Period UGC's grant.
(Budget – Rs. 1,50,000/-)
2. To conduct state level seminar under the 12 Plan Period
(Self financing)
3. To give a cash incentive award and citation of appreciation to research scholars among the faculty. Proposal of cash incentive amount may be read as follows :
M.Phil – Rs. 3,000/-; Ph.D Degree – Rs. 5,000/- ; Admission to Ph.D programme – Rs. 3,000/-. During 2017-18, the amount of budget estimate is Rs. 15,000/-
4. Procurement of almirah for archival of research publications.
(Budget – Rs. 20,000/-)
5. Purchase of publications by faculty members.
(Budget – Rs. 25,000/-)

Total : Rs. 2,10,000

Admission and Examination Committee

1. To conduct student's data operation training
2. To conduct CBCS system awareness seminar fir II and IV Semester students.
3. To develop online admission software

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Students data operation training	Resource persons	2 periods	1000	2000
		Refreshments	40 staff	30	1200
		Certificate	40 staff	20	800
2.	CBCS seminar	Resource Person	3 periods	1000	3000
		Refreshment	440 students and staff	30	13200
		Certificate	40 staff	20	800
				Total	21,000

Governance, Leadership and Organisational Management

1. To propose the holding of periodic departmental meeting during 2017-18
2. To install 'Suggestion Box'.
3. To install 'Grievance Box'.
4. To organise a Legal Aid Clinic.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1	Suggestion Box and Grievance Box	Installation	7	500	3500
2	Legal Clinic	Refreshment	400	30	12000
		RP remuneration	1	2000	2000
				Total	17500

Anti-Ragging and Grievance Redressal Committee

1. To compile anti-ragging guidelines as per UGC guidelines.
2. To organize seminar and sensitization programme.
3. To form Anti-Ragging Squad/Monitoring Cell at the College level and conduct random survey as instructed by UGC Anti-Ragging Regulation.
4. To prepare brochure / instructions to be incorporated in the College prospectus.
5. To display poster, hoardings and notices in the Institution and other appropriate places.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1	Posters display	classrooms, canteen, common room etc	7	500	3500
2	Permanent hoardings	College campus	5	900	4500
3	Publication of booklet	Guideline	450	10	4500
4	Slogan writing	Papers, colours etc	50	50	2500
				Total	15,000

Library Management Committee

1. Subscription of not more than three journals for each department.
2. To shift the library to the Central Campus.
3. To repair the OPAC system.
4. Digitisation of library.

Health and Reception Committee

1. Painting of classrooms, UGC and language lab room
2. Installation of three waste disposal bin
3. Recruitment of plantation maali
4. Cleanliness social work

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Painting of classrooms, UGC and language lab room				50000
2.	Waste disposal bin				3000
3.	Plantation maali	Rupees 1500 per month			18000
4.	Social work		2	5000	10000
				Total	31000

Career and counseling Cell

1. To set up help desk during admission
2. To conduct group career counseling at the commencement of the semester.
3. To conduct leadership counseling for student leaders
4. To conduct regular counseling

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Counselling Service	Honorarium for Counsellor	12	1000	12000
		Honorarium for RP	12	1000	12000
		TA/DA for RP	20	130	2600
2.	Banner		12	500	6000
3.	Refreshments				10000
				Total	42,600

Building and Infrastructural Committee

1. Improvement of existing building and infrastructure.
2. Development of building and infrastructure – UGC, IQAC etc office building & Language laboratory building.
3. To seek for funds/grants under UGC, RUSA and other financing agencies.

Budget : No separate estimates of budget can be made at present on account of the lack of fund.

Item No. 2 : Revision of Action Plan and budget :

The meeting resolved that the Action Plan and Budget be revised during the month of January, 2018.


(DR. C.LALREMRUATA)
Chairperson


(ZORAMTHANGA)
Coordinator


(LALNGAIHAWMA)
Assistant Coordinator



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Letter No. F.2013/2/2017/IQAC/Cord/JTC

Dated : 08.02.2018

MEETING MINUTE OF THE IQAC HELD ON JANUARY 25, 2015

The IQAC meeting was held on January 25, 2018 at the Principal's Chamber of Government J.Thankima College.

Members present :

Dr. C. Lalremruata
Zoramthanga
Lalngaihawma
B. Lalzarzova
Lalbiaknii Hmar
Lalhmachhuana
Lalthlamuana
Lalmuanpuia
Dr. JV Nunchunga
Zohmangaiha
F.Lahlhira

Chairperson : Dr. C. Lalremruata, Principal

The Chairperson thanked the members for their presence and requested their active deliberations in the agendas. Thereafter, the Coordinator was invited to present reports of the various activities recorded under IQAC.

Coordinator's report :

The Coordinator Zoramthanga delivered a report as follows.

The last meeting of the IQAC was held on August 18, 2017. And a brief reflection of the resolutions made is listed as under.

Item No. 1 : 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)

Action : On account of various works attracting immediate attention, the AQAR are not submitted since 2015-16.

Item No. 2 : Compiling of Academic Audit Report.

Action : The AA Report was compiled and made ready for assessment since September, 2017.

Item No. 3 : 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.

Action : As reported in the General Staff Committee meeting, the compilation of the Self Study Report has not commenced on account of the fact that a new process of assessment and accreditation by NAAC was developed. Hence, the process of compiling the same was halted till date.

The IQAC meeting was to be scheduled at the commencement of the academic session of 2017-18, however, it has been postponed as a number of programmes under RUSA and UGC schemes had to be pursued. A brief highlight of the activities of the College, covering 1st July, 2017 – 25th January, 2018, enhancing quality education is listed as under.

1. **Study tour :** During the month of June – August, 2017, a department-wise study tours were organised visiting various places as mentioned hereunder.

English & Economics Department	-	Darjeeling
Political Science Department	-	Kolkata
History & Education Department	-	New Delhi
Mizo Department	-	Rih Dil and other historical places.

I am delighted to report that the teaching faculty have made financial contributions to supplement the grants of the study tour.

2. **Participation in international seminar :** The Principal Dr. C.Lalremruata read a seminar paper at the 'International Conference on Education, Psychology and Social Sciences, 2017' held during August 2-4, 2017 at Bangkok University, Thailand.
3. **Field trip :** The Department of History has organised two (2) field trips visiting Central Library (MZU), Aizawl Theological College, etc., on 2nd August and 8th September, 2017.
4. **Annual Meet of History Club :** The 1st Annual Meet and elections of leaders were organised on 11th August, 2018. A writer Pu Mafaa Hauhnar (H.Lalrinfela) was invited to deliver a talk.
5. **PDC programme :** Under the scheme of RUSA, the Innovation and Best Practice Committee has conducted a Personality Development Course covering August – October, 2017. The resource persons include Pu Lalsawta, Minister of Law and Pu Lal Dingliana, IFS Retired on behalf of the Central YMA under the programme 'Education Campaign'.
6. **SU Election :** A free and fair Students' Union Election was conducted on 4th August, 2017.

7. **Seminar and awareness talk on sexual harassment and women empowerment :** A total of five (5) seminars/awareness talks on sexual harassment and women empowerment were organised by the Women Committee.
8. **Seminar :** A seminar on 'Contributions of Enlightened Women in the Indian Independence Movement,' was organised on 19th-20th September, 2018 by the Department of History.
9. **Voluntary Blood Donation Camp :** A Voluntary Blood Donation Camp was organised in the College campus on 3rd October, 2017. It was jointly organised by NSS, AVBD and IQAC.
10. **Student Survey Programme :** The Mentoring Committee has carried out the Student survey Programme in September, 2017. And, an analysis of the same have been done.
11. **Publications of books :** A book authored by Dr. JV Nunchunga and another book edited by Dr. JV Nunchunga, Maria Lalremruati and Zoramthanga were published.
12. **Parent Teacher Meeting :** The 1st Parent Teacher meeting of the College was organised on 20th September, 2017 by the Parent Teacher Committee.
13. **Anti-ragging activities :** The Anti-Ragging and Grievance Redressal Committee has prepared a guidelines for anti-ragging in a booklet. Further, the Committee has organised one (1) seminar on anti-ragging and posters and hoardings are put up in the College campus displaying the slogans of anti-ragging.
14. **CBCS training :** A one day training on choice based credit system for the teaching faculty was conducted on September, 2017 by the Admission and Examination Committee. Pu LT Thangmawia, Assistant Professor of MZU was invited as the resource person.
15. **Students Data Operation Training :** SDO training was conducted by the Admission and examination Committee on 28th July, 2017. Pu Lalthangmawia, Associate Professor of PUC was invited as the resource person.
16. **Campus rules :** The Student's Welfare and Discipline Committee have prepared the campus rules and regulation and is currently being applied.
17. **Spoken English Course :** A Spoken English Class for the 1st Semester students was conducted two (2) times a week under RUSA scheme by the Spoken English Committee.
18. **Counselling :** The Career and Counselling Committee has conducted a special counseling of students leaders.
19. **Lesson Plan & Log Book :** Lesson Plan & Log Book were prepared by the College Academic, Teaching-Learning Monitoring Cell and followed during July-November, 2017.
20. **Teacher evaluation :** Student evaluation of department is in place.
21. **New Programme :** Initiative to introduce BBA is under-way.
22. **Action Plan for curriculum :** Action Plan for curriculum need attention.
23. **ICT matters :** Classrooms are ICT enabled.
24. **SWOC analysis :** Strength, Weaknesses, Opportunities and Challenges analysis by respective Department(s) and the Institution should be pursued.
25. **Financial support :** Financial support for BPL family students should arranged.
26. **Award :** '*J.Thankima Award for Academic Excellence*' should be given to deserving students.
27. **Health Centre :** Health Centre should be more vibrant.

28. **E-Resources** : Resources such as CDs/DVDs, online journals, audio visual aids should be collected and maintained.
29. **Online admission process** : Need attention as per UGC instructions.
30. **GJTC Info-app** : GJTC Info-App for android OS mobile phone have been developed for articulating and disseminating information to students, parents and alumni. It will be officially launched on 30th January, 2018.
31. **Website** : A new website bearing the nomenclature 'www.jtc.edu.in' is created for official purpose. The present website 'www.gjtc.mizoram.gov.in' has low storage and does not meet the requirement of the Institution and hence, shall be discontinued. More, educational institutions should bear '.edu' in the address.

After the report the agendas were taken up for deliberations, and resolutions were made as under.

Resolutions :

1. **Revision of Action Plan of 2017-18 : The Action Plan and budget for 2017-18 were approved in principle.** The meeting revised the Action Plan and Budget of 2017-18 and it was further decided that a formal approval and revision be done by the Staff Working Committee at the earliest.
Action : Coordinator IQAC
2. **Academic result analysis** : The University Examination result analysis be done for all the semesters by CATMOC and A&EC to identify slow learners and to established the correlation between external examination marks, internal examination marks as well as the attendance of students.
The meeting also resolved to conduct remedial classes for slow learners.
Action : CATMOC & A&EC. Remedial Classes be taken up by Remedial Committee.
3. **Students Teacher Evaluation regarding** : With regards to the students teacher evaluation, it was resolved that a prescribed form may be designed by the IQAC and the process of evaluation be taken up by CATMOC.
4. **Online admission process** : After considering the report given by Dr. JV Nunchunga that an online admission software is available without any cost from the State Informatics Centre (GoM), the meeting decided to pursue the matter at the earliest.
Action : Principal & A&EC
5. **E-Office** : After considering the report given by Dr. JV Nunchunga that a software for E-Governance is available without any cost from the State Informatics Centre (GoM), the meeting decided to pursue the matter at the earliest.
Action : Dr. JV Nunchunga

Revised Action Plan and Budget, 2017-18

The Action Plan and Budget, 2017-18 of the Departments and various committees and cells may be read as listed hereunder.

Department of English

1. To establish a Literature Club.
2. Teachers of the Department to be more IT literate.
3. To organise study tour within or outside Mizoram.
4. To act out, display topics and units within the syllabus.

Sl.No	Action Plan	Details	Rate	Units	Total
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		Poetry /Drama writing competition			3000
3.	Teaching aid	Procurement of 40" Sony TV		1	50000
				Total	2,07,700

Department of Political Science

1. Exposer visit to the office of the Aizawl Municipal Corporation to study the working, structure and functioning of the AMC.
2. Expose visit to the session of the Mizoram Legislative Assembly during 2017-18.
3. Seminar/Symposium for personality development be conducted for the final semester students.
4. To conduct monthly attendance analysis.
5. To conduct invited lecture programme by inviting resource person(s) from outside.
6. To give recognition by awarding incentive to students of the department attaining a top ten position in the final university examinations.
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Department of Mizo

1. Field visit to historical places in and around Aizawl, such as State Museum, etc.
2. Visit to the grave of the first Mizo essayist Kaphleia at Tachhip village.
3. To organise seminar in the College campus.
4. To conduct as many class test as possible.

Department of Education

1. To organise study tour.
2. To conduct a field visit to Mizoram University or Gilead Special School for final semester students.
3. To conduct seminar in all papers in the final semester class.

Sl.No.	Action Plan	Details	Units	Rate	Amount
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		Gifts	100	5	500
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		Conveyance	22	130	2860
		Gift	1	700	700
		Refreshment at GJTC	-	800	800
				Total	5,700

Department of Economics

1. To conduct monthly departmental meetings.
2. To conduct student's monthly attendance analysis.
3. To conduct College level seminar for the final year semester students.
4. Visit to industrial centre in and outside Aizawl city.
5. Visit to the budget session of the Mizoram Legislative Assembly.
6. To give cash award to top ten student(s) in final semester University examinations.
7. To maintain Student's Curricular Vitae/Student's Progress Card for Economics Core students.
8. Study tour to Gangtok

Sl.No.	Action Plan	Details	Units	Rate	Amount
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4	Visit to Mizoram Legislative assembly session	Bus hiring charge	1	4000	4000
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Department of History

1. To organise student's seminar for final year core students.
2. To organise study tour to historical places in Myanmar or India.
3. To organise History Club Exchange programme.
4. To organise field trip to State Library, Central Library (MZU), ATC Library, Museum, etc.

Parent Teacher Committee

1. Identifying weaker students in each class.
2. Parents or Guardian of students with poor attendance shall be informed and seek their co-operation to encourage students to be more regular in the class.
3. Parents Teachers' meet shall be organised during the academic year(2017-2018)

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Parents Teachers Meet	Refreshment			25000
		Banner			800
		Stationary			300
2.	Meeting	Refreshments			500
				Total	26,600

Hostel Management Committee

1. Proper management of hostels
2. Improvement of infrastructure and hostel amenities

Sl.No.	Action Plan	Details	Units	Rate	Amount
1	Revenue generation	Admission fee	15	7000	105000
		Monthly fee	2000x15 = 30,000x10 months		300000
				Total	40,500
2	Expenditure	Mess fee	1500x15 = 22500x10 months		22500
		Security deposits	15	1500	22500
		Monthly bills	12	1700	20400
		Maintenance & repair			70000
		Purchase of water			10000
		Remuneration of cook	10	3000	30000
					27100
				Total	4,05,000

Innovation and Best Practice Committee

Sl.No.	Action Plan	Details	Units	Rate	Amount
1	Meeting	Refreshments	4 meetings (10 members)	40	400
2	Stationary	Register, etc			2000
3	Study materials	Books, journals, magazines			40000
4	Documentation	Photo album, photo printing, etc			2000
5	PDC Course	Refreshment	100	50	5000 x 30 classes- 1,50,000
6		Remuneration of RP	30	1000	30,000
7	Contingency				5000
				Total	2,29,400

1. To continue the Personality Development Course programme under RUSA Scheme during 2017-18.
2. To propose a Department wise study tour in 2017-18 academic session as per the scheme of the UGC and the policy adopted by the Institution.
3. To conduct inter-departmental lecture exchange programme. There are topics which are interrelated and interlinked in various subjects but taught by teachers with a particular approach and background. Hence, to widen the outlook and perspective of the students each Department may allot a certain topic(s) to be taught by the teacher(s) of another department.

4. More emphasis may be made on the use of ICT in teaching-learning. Hence, a request regarding the same may be made to all Departments.
5. Innovative teaching method may be developed or identified and the same be articulated for practice to the teaching faculty.

Women Committee

1. To take up gender sensitization and sexual harassment programme.
2. Inter-Complain Committee be established.
3. A booklet of guidelines shall be prepared on the basis of UGC guidelines.
4. Poster making regarding sexual harassment be conducted.
5. To conduct self-defense classes for women.
6. Seminar/workshop be conducted for 1st Semester.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Guidelines booklet	Printing			2000
		Banner	1	1	1000
2.	Poster making	Posters	10	250	2500
		Stationary			500
		Banner	1		1000
		Refreshments			5000
3.	Demonstration workshop	Remuneration of instructor	3	1000	3000
		Certificate printing			500
		Refreshment			15,000
		Banner	1		1000
4.	Seminar	Resource Person's remuneration	1	1000	1000
		Banner	1		1000
				Total	

College Academic & Teaching-Learning Monitoring Committee

1. To organize One Day Workshop on Teaching Methodology.
2. Result analysis of last University Examination.
3. To conduct 'Parent Teacher Evaluation' during 2017-18 using a prescribed form.
4. To conduct 'Student Teacher Evaluation for Final Year Student' during 2017-18 using a prescribed form.
5. To prepare teaching plan and teacher diary

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	One day workshop on teaching methodology	Remuneration of RP and refreshments			7000
2.	Parents Teachers Evaluation	Paper and printing charge	600	10	6000
3.	Student Teacher Evaluation	Paper and printing charge	150	10	3000
4.	Teaching diary and plan	Paper and printing charge	240 booklets	50	12000
				Total	28,000

Canteen Management Committee

1. Fencing of College Canteen Complex.
2. Installation of beach umbrella, tables and chairs at the College Canteen courtyard.
3. Installation of intercom connection between administrative building and the canteen.

Extension Service & Co-Curricular Cell Budget : Self Financing

1. To organise mass cleanliness programme.
2. To organise blood donation campaign and drive through NSS and RRC.
3. To conduct adult education programme at Brigade Area of Bawngkawn.

Students Welfare and Discipline Committee

1. To organise study tour for final semester students subject to the availability of fund.
2. To identify and provide financial assistance to students belonging to BPL families through the Students Aid Fund.
3. To evaluate campus discipline through observation/inquiry method.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Conducting disciplinary proceedings	Refreshments			500
2.	Meetings	Refreshments			500
3.	Contingency				1000
				Total	2,000

Remedial Coaching Committee

1. To conduct Remedial Class and Basic Computer Class.
2. To identify slow learners and computer illiterate among the students.
3. To conduct social media campaign for computer knowledge.

Budget : Bourne through RUSA scheme

Research and Consultancy Committee

1. To conduct state level seminar under the 12 Plan Period UGC's grant.
(Budget – Rs. 1,50,000/-)
 2. To conduct state level seminar under the 12 Plan Period
(Self financing)
 3. To give a cash incentive award and citation of appreciation to research scholars among the faculty. Proposal of cash incentive amount may be read as follows :
M.Phil – Rs. 3,000/-; Ph.D Degree – Rs. 5,000/- ; Admission to Ph.D programme – Rs. 3,000/-. During 2017-18, the amount of budget estimate is Rs. 15,000/-
 4. Procurement of almirah for archival of research publications.
(Budget – Rs. 20,000/-)
 5. Purchase of publications by faculty members.
(Budget – Rs. 25,000/-)
- Total : Rs. 2,10,000**

Admission and Examination Committee

1. To conduct student's data operation training
2. To conduct CBCS system awareness seminar fir II and IV Semester students.
3. To develop online admission software

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Students data operation training	Resource persons	2 periods	1000	2000
		Refreshments	40 staff	30	1200
		Certificate	40 staff	20	800
2.	CBCS seminar	Resource Person	3 periods	1000	3000
		Refreshment	440 students and staff	30	13200
		Certificate	40 staff	20	800
				Total	21,000

Governance, Leadership and Organisational Management

1. To propose the holding of periodic departmental meeting during 2017-18
2. To install 'Suggestion Box'.
3. To install 'Grievance Box'.
4. To organise a Legal Aid Clinic.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1	Suggestion Box and Grievance Box	Installation	7	500	3500
2	Legal Clinic	Refreshment	400	30	12000
		RP remuneration	1	2000	2000
				Total	17500

Anti-Ragging and Grievance Redressal Committee

1. To compile anti-ragging guidelines as per UGC guidelines.
2. To organize seminar and sensitization programme.
3. To form Anti-Ragging Squad/Monitoring Cell at the College level and conduct random survey as instructed by UGC Anti-Ragging Regulation.
4. To prepare brochure / instructions to be incorporated in the College prospectus.
5. To display poster, hoardings and notices in the Institution and other appropriate places.

Sl.No.	Action Plan	Details	Units	Rate	Amount
1	Posters display	classrooms, canteen, common room etc	7	500	3500
2	Permanent hoardings	College campus	5	900	4500
3	Publication of booklet	Guideline	450	10	4500
4	Slogan writing	Papers, colours etc	50	50	2500
				Total	15,000

Library Management Committee

1. Subscription of not more than three journals for each department.
2. To shift the library to the Central Campus.
3. To repair the OPAC system.
4. Digitisation of library.

Health and Reception Committee

1. Painting of classrooms, UGC and language lab room
2. Installation of three waste disposal bin
3. Recruitment of plantation maali
4. Cleanliness social work

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Painting of classrooms, UGC and language lab room				50000
2.	Waste disposal bin				3000
3.	Plantation maali	Rupees 1500 per month			18000
4.	Social work		2	5000	10000
				Total	31000

Career and counseling Cell

1. To set up help desk during admission
2. To conduct group career counseling at the commencement of the semester.
3. To conduct leadership counseling for student leaders
4. To conduct regular counseling

Sl.No.	Action Plan	Details	Units	Rate	Amount
1.	Counselling Service	Honorarium for Counsellor	12	1000	12000
		Honorarium for RP	12	1000	12000
		TA/DA for RP	20	130	2600
2.	Banner		12	500	6000
3.	Refreshments				10000
				Total	42,600

Building and Infrastructural Committee

1. Improvement of existing building and infrastructure.
2. Development of building and infrastructure – UGC, IQAC etc office building & Language laboratory building.
3. To seek for funds/grants under UGC, RUSA and other financing agencies.

Budget : No separate estimates of budget can be made at present on account of the lack of fund.


(DR. C.LALREMRUATA)
Chairperson


(ZORAMTHANGA)
Coordinator


(LALNGAIHAWMA)
Assistant Coordinator



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

Phone No.: 0389-2342947 (O); 0-8974134181 (Mob)
Website :www.gjtc.mizoram.gov.in; E-mail : iqac.jtc@gmail.com



Letter No. F.2013/2/2017/IQAC/Cord/JTC

Dated : 26.04.2018

**MEETING MINUTE OF THE INTERNAL QUALITY ASSURANCE CELL HELD
13.4.2018 AT THE PRINCIPAL'S CHAMBER OF GOVT. J.THANKIMA COLLEGE**

The IQAC meeting was held on April 13, 2018 at the Principal's Chamber of Government J.Thankima College. In view of the agenda to be taken up, all faculty members were officially invited to attend the same.

Members present :

Dr. C. Lalremruata
Zoramthanga
Lalngaihawma
B. Lalzarzova
Lalbiaknii Hmar
Lalhmachhuana
Lalthlamuana
Lalmuanpuia
Dr. JV Nunchunga
Zohmangaiha
F.Lahlira

Chairperson : Dr. C. Lalremruata, Principal

The Chairperson welcomes and thanked the members for their presence and requested their active deliberations in the agendas. Thereafter, the Coordinator was invited to present reports and highlights the agendas of the meeting.

Coordinator's report :

The Coordinator Zoramthanga delivered a report as follows.

1. The IQAC has convened a meeting inviting all the faculty members of the College since the agendas of the meeting regarding the Academic Audit and the invitation of NAAC for re-assessment is of crucial importance for the development and future of the College.
2. The College has been awarded a 'C' grade with a CGPA of 1.78 in the 2nd Cycle Assessment and Accreditation; Hence, this status of the College with respect to NAAC's assessment and accreditation can have adverse effect upon the College, therefore, a collective and individual effort must be given towards

After the report the agendas were taken up for deliberations, and resolutions were made as under.

Resolutions :


1. **Academic and Administrative Audit regarding :** After the Coordinator highlighted the significance and need of undergoing AAA and its correlation with AQAR and SSR, a deliberation on the agenda ensued.

After a deliberation, the meeting resolved to conduct AAA during the academic session 2016-17 & 2017-18.

2. AAA forms : The meeting resolved that forms for AAA be prepared and circulated at the earliest by the IQAC


(DR. C.LALREMRUATA)
Chairperson


(ZORAMTHANGA)
Coordinator


(LALNGAIHAWMA)
Assistant Coordinator



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Phone No.: 0389-2342947 (O); 0-8974134181 (Mob)
Website :www.gjtc.mizoram.gov.in; E-mail : iqac.jtc@gmail.com



Letter No. F.2013/2/2017/IQAC/Cord/JTC

Dated : 7.06.2018

**MEETING MINUTE OF THE INTERNAL QUALITY ASSURANCE CELL HELD
06.06.2018 AT THE PRINCIPAL'S CHAMBER OF GOVT. J.THANKIMA
COLLEGE**

The IQAC meeting was held on June 6, 2018 at the Principal's Chamber of Government J.Thankima College at 10:30 AM.

Members present :

Dr. C. Lalremruata
Zoramthanga
Lalngaihawma
Lalbiaknii Hmar
Lalhmachhuana
Lalthlamuana
Lalmuanpuia
Dr. JV Nunchunga
Zohmangaiha
F.Lahlira

Chairperson : Dr. C. Lalremruata, Principal

The Chairperson welcomes and thanked the members for their presence and requested their active deliberations in the agendas. Thereafter, the Coordinator was invited to present reports and highlights the agendas of the meeting.

Coordinator's report :

The Coordinator Zoramthanga delivered a report in the activities of IQAC as follows.

1. Various committees, cells and departments have been actively pursuing the Action Plan of 2017-18 as resolved by the IQAC satisfactorily.
2. End Semester Examination was conducted as per the schedule and guidelines notified by Mizoram University.
3. Teaching Plan and Teaching Diary have been properly maintained by the faculty members and the CATMOC has designed a new format to be used in the next academic session.
4. An intimation to submit report(s) for compiling AQAR of 2017-18, on or before June 30, 2018 have been made to all committees, cells and departments.

After the report the agendas were taken up for deliberations, and resolutions were made as under.

Resolutions :

1. **Areas of Academic and Administrative Audit regarding :** The meeting resolved to conduct the academic and administrative audit in three areas viz individual faculty, departments, committees & cells and non teaching staff.
2. **AAA forms :** Since, the previous meeting dated 13.04.2018 did not consider the areas for AAA, the meeting resolved that the four (4) forms for AAA be prepared and circulated at the earliest by the IQAC.
3. **Submission of forms and period of AAA:** The meeting resolved to set June 30, 2018 as the last date for submission of AAA and the said Audit be carried out between July 1-15, 2018.

The meeting was closed at 12:15 PM


(DR. C.LALREMRUATA)
Chairperson


(ZORAMTHANGA)
Coordinator


(LALNGAIHAWMA)
Assistant Coordinator