



**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
Zoramthanga, Coordinator; Email: zoramathanga35@gmail.com



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

Dated: 24.07.2018

**MEETING MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
HELD ON 20TH AND 23RD JULY, 2018 AT THE PRINCIPAL'S CHAMBER**

The meeting minutes of the IQAC, GJTC may be read as follows.

Time : 20th & 23rd July, 2018; 02:00 P.M.
Venue : Principal's Chamber, GJTC

Members present:

Dr. C. Lalremruata	Lalbiaknii Hmar
Zoramthanga	Dr. JV Nunchunga
Lalngaihawma	B. Lalzarzova
Zohmangaiha	Lalmuanpuia
Lalhmunsiami Khiangte	Lalthlamuana

Chairperson : Dr. C. Lalremruata
Minute recorder : Lalngaihawma, Assistant Coordinator

Item No. 1: Chairperson's address.

The Chairperson Dr. C. Lalremruata, Principal, GJTC welcomed the members and citing the discussion on the Action Plan and allocation of Budget as the main agenda(s) for convening the meeting, he cordially invited the members to actively participate in the deliberations of the agendas. Thereafter, the Coordinator was invited to deliver reports.

Item No. 2: Reports.

Zoramthanga, Coordinator's report can be summarized as follows.

- 1. New College website:** The new College website bearing the address 'www.jtc.edu.in' has been upgraded and updated with all relevant data and in operational as well. However, a minor modification in the layout of the Home page is yet to be done. After, the required modification is completed, the website developer Mr. Lalsangpuia shall be invited to conduct training session for maintenance of the website.
- 2. Submission of AQAR Report 2018-2019:** The submission of Annual Quality Assurance Report (AQAR) which has been kept pending on account of the upgrading and updating of the website shall be submitted to NAAC as soon as the website is ready and operational.
- 3. AAA regarding:** The soft copies of the Academic and Administrative Audit reports of the teachers, committees, cells and departments submitted to IQAC were stored in

the IQAC computer for final formatting of the layout of the report pages. However, the AA report of the College is yet to be compiled.

Deliberations on the agendas and resolutions were made as follows.

Item No. 3: *Renaming and restructuring of committee.*

The meeting decided to rename the ‘*UGC Network Resource Centre & Website Management Committee,*’ to ‘*Information and Communication Technology Committee*’ (ICT Committee), since the new name is considered more appropriate for the committee’s function and areas of activities. It was further decided that the ICT Committee shall be in-charge of maintaining all the equipment of the College concerning ICT.

Restructuring the Committee, the meeting appointed Dr. C. Lalremruata, Principal as the Chairman and Zoramthanga, Coordinator, IQAC as the Vice Chairman of the ICT Committee with immediate effect. However, no change has been made in the membership of the Committee.

Item No. 4: *Study tour and field trip regarding.*

The meeting decided to prepare guidelines for study tour and field trip and a sub-committee for preparing the same shall be constituted by the IQAC at the earliest.

Item No. 5: *Meeting expenses (Refreshments).*

The meeting decided not to allocate separate budget(s) for ‘meeting expenses’ (Refreshments) to any committees, cells or departments but resolved that all meeting expenditure be borne by the Principal’s office. And with regard to the process of payment, the meeting decided that the bill/cash voucher of meeting expenditures be submitted to the Principal at the earliest.

Item No. 6: *Stationery regarding.*

The meeting decided not to allocate separate budget(s) for procurement of stationery items to any committees, cells or departments but resolved that the required stationery items be made available through the Planning Board (UGC), RUSA and IQAC by intimating the requirement(s) to the secretaries / coordinators.

Item No. 7: *Awards to rank holders in University Examinations regarding.*

The meeting decided that rank holders in University Examinations be given awards in the name of the College and not department-wise. Hence, the Student’s Welfare and Discipline Committee was entrusted to prepare guidelines for the same.

Item No. 8: *Additional Budget regarding.*

The meeting was of the opinion that the budget submitted by the committees/cells and departments could not be disbursed as proposed due to the paucity of fund. Hence, the proposed budgets have to be down-sized. However, to avoid relegation of standard and quality in the implementation of the Action Plan(s), the meeting decided to provide a provision of ‘Additional Budget’ in which any committee/cell and department can solicit sufficient fund from the Principal.

Item No. 9: *Release of fund(s).*

In considering the paucity of fund(s), the meeting decided that the fund(s) for the approved budget(s) be sanctioned by the Principal, subjected to the availability of fund and programme to be organized and conducted. Further, the meeting also resolved that fund(s) should be solicited using the ‘requisition form’ available from the Head Assistant.

Item No. 10: Banner, remuneration of resource person and refreshments for students regarding.

The meeting, unless otherwise deemed required, fixed the expenditure for banner and remuneration of resource person for all purpose as under.

<u>Item</u>	<u>Unit</u>	<u>Rate</u>
Banner	1	Rs. 700/-
Remuneration including conveyance	1	Rs. 1,000/-

Refreshments: With regard to refreshments for students while participating in activities within the academic curriculum, and if the expenditure is to be borne by the College Contingency Fund, the meeting decided that unless otherwise approved in Item No. 11 as below or provided fund under RUSA scheme or UGC, NSS or any other agency/ies, refreshments shall be served only with the approval of the Principal.

Item No. 11: Cash incentive awards for research scholar/degree.

After a deliberation on the proposal of the Research & Consultancy Committee (RCC) to give a cash incentive awards for research scholar/degree, the meeting decided to prepare a guideline for the same. Hence, the RCC was entrusted to prepare a proposal for the guideline.

Item No. 12: Action Plan and Budget regarding.

After careful deliberations, the meeting approved the Action Plans and Budgets with adjustments as follows.

The meeting was closed at 04:30 PM on Monday, July 23, 2018.


(ZORAMTHANGA)
Coordinator


(DR. C. LALREMRUATA)
Chairperson


(LALNGAIHAWMA)
Assistant Coordinator/
Minute Recorder



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Phone No.: 0389-2342947 (O); Fax : 0389-2342947
Coordinator : Lalngaihawma; Ph. No : 0-9612156740 (Mob)
Website : www.jtc.edu.in; E-mail : iqac@jtc.edu.in



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

Dated : 19.11.2018

**MEETING MINUTE OF THE INTERNAL QUALITY ASSURANCE CELL REVIEW
MEETING**

The IQAC meeting was held on 19th Nov, 2018 at the College Conference Hall at 11:00 AM.

Members present :

Dr. C. Lalremruata
Zoramthanga
Lalngaihawma
Lalbiaknii Hmar
Lalhmachhuana

Chairperson : Prof. C. Lalremruata, Principal

The Chairperson welcomes and expressed his gratitude to the members for their presence. After drawing attention of the members on the need for holding IQAC meeting, he invited the active participation of the members in the deliberation of agendas and thereafter, the Coordinator was invited to present reports and highlights the agendas of the meeting.

Coordinator's report :

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

1. Various committees, cells and departments have been actively pursuing the Action Plan for the year as resolved by the IQAC satisfactorily.
2. Teaching Plan and Teaching Diary have been properly maintained by the faculty members as designed by College Academic Teaching Learning Monitoring Committee (CATMOC).
3. All concerned have been given intimation to properly maintain documents and detailed records of their activities.
4. The College website and the android info-app have been updated regularly.

After the Coordinator's report, the Ex-Coordinator Zoramthanga was then invited to deliver report on the status of Annual Quality Assurance Report (AQAR) of the year 2015-2016, 2016-2017.

The Ex-Coordinator, Mr. Zoramthanga reported that the AQARs of 2015-2016, 2016-2017 are being compiled and would be submitted at the earliest after acquiring the Principal's approval. And the AQAR for 2017-18 would be submitted in November or December as and when the compilation is completed since the last date for submission of the same has been fixed in December by NAAC.

[Handwritten signature]
29/11/19

Resolutions :

1. **Review of action taken against the key indicators under the seven criteria of quality indicators :** A review on the action taken by various committees and cells against the key indicators under the seven criteria of quality indicators was held. And it was resolved that more efforts may be given by all committees and cells to achieve the stated action plan for the year.

Further, it was also decided that an action plan or instructions focusing on a particular committee and cell's area of activities be made by the Coordinator and the Assistant Coordinator if deemed necessary by the same.

2. **Website Management Team regarding :** In view of the need for maintenance and regular updating of the College website, which is an important aspect of NAAC's Assessment and Accreditation process, the proposal to form a Website Management Team was discussed. The meeting decided to form the same with the members as mentioned hereunder.

Convener : Lalngaihawma, Coordinator, IQAC

Members : Brenda Laldingliani Sailo, Assistant Prof. of English
Rebecca Khiangte, Associate Prof. of History
Lalmuanpuia, Associate Prof. of Economics
Ronald Lalnunmawia Royte, Assistant Prof. of Management

3. **Closure of meeting:** Thereafter no further business, the meeting was closed at 2:00 PM.


(DR. C.LALREMRUATA)
Chairperson


(LALNGAIHAWMA)
Coordinator



(ZORAMTHANGA)
Minute Recorder

Memo No. : No. F.2013/2/2017/IQAC/Cord/JTC

Dated Aizawl the 19th Nov, 2018

Copy to :

1. Principal, for information
2. Persons concern, for information and necessary actions.
3. All Secretaries / Chairman of committees under IQAC.
4. Co-ordinator RUSA
5. Guard file.


(LALNGAIHAWMA)
Coordinator IQAC



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Website : www.jtc.edu.in; E-mail : iqac@jtc.edu.in



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

Dated : 29.4.2019

IQAC REVIEW MEETING MINUTES

Place : College Conference Hall
Date : 29th April, 2019 (Monday) 11:00am


- Chairperson : Prof. C. Lalremruata, Chairman IQAC
- Meeting Recorder : Ms. Rebecca Khiangte, Asst. Coordinator IQAC
- Members present : 24 members (attached to file)


The IQAC Review Meeting was chaired by Prof. C. Lalremruata, Chairman IQAC. As invited, Mr. Lalngaihawma, IQAC Coordinator gave the reports of IQAC activities 2018-2019 and highlights NAAC-SSR (New Format). After a long deliberation, the meeting resolved the following actions for the smooth working and functioning of IQAC, Department and Committees.

1. The meeting resolved to restructure some of the Committees under IQAC. The IQAC is entrusted to do necessary actions during the month of May, 2019.
Action: IQAC
2. All teaching Faculties may be informed to submit their participation certificates in respect of Training of all types i.e. Seminar/Workshop, BOS, Academic Council etc. of the last academic session.
Action: All Faculty Staffs
3. Separate Feedback Form may be prepared for Student, Teacher, Parent and Employer by the College Academic & Teaching-Learning Monitoring Committee (CATMOC) during May, 2019.
Action: CATMOC
4. The Education Department was entrusted to formulate suitable tool for identifying Slow Learner and Advanced Learner within May, 2019.
Action: Department of Education
5. The Mentoring Programme Committee is entrusted to appoint new mentor for the academic session 2019-2020 urgently. It was resolved that all the newly appointed Mentors shall undertaken more academic or personal counseling with proper Mentor's Diary respectively.
Action: Mentoring Programme Committee
6. Of the various activities, Best Practices for academic session 2018-2019 be identified by Each concerned Committee and Department respectively within June, 2019.
Action: All Department & Committees
7. IQAC was entrusted to organize 'One Day State Level Seminar/Workshop' in the first week of June, 2019. Prof. Lalhmasai Chuaungo, College Mentor may be invited as the Resource Person in the programme.
Action: IQAC

8. The IQAC should identify and select the College adopted village and school early.
Action: IQAC
9. NSS & Eco Club, GJTC were entrusted to organize outreach programme for the students within May, 2019.
Action: NSS & Eco Club
10. National/State Important Days be identified for observation by each Department and Student's Clubs.
Action: All Department and Student's Clubs
11. The Tribal Scholarship beneficiaries from our College may be ascertained and the Principal's office was entrusted to follow up necessary action.
Action: Principal/Head Assistant
12. The Alumni Association may be expected to organize 'the Annual Meet 2019' during the month of June, 2019 positively.
Action: IQAC & Alumni Association
13. Equal Opportunity Cell is entrusted to organize 'Gender Sensitization Seminar/Workshop' during the month of May, 2019 and also entrusted to monitor the CCTV installations within the Central Campus for the safety of students.
Action: Equal Opportunity Cell
14. It was resolved to implement Green Audit and Green practices as soon as possible. The Eco Club was entrusted to follow up all the necessary actions in collaboration with the Principal and the IQAC.
Action: Eco-Club
15. It was resolved that a provision of Scribe for visually impaired students be formulated. The IQAC was entrusted to follow up necessary actions.
Action: IQAC
16. The Women Committee was entrusted to organize 'Gender Sensitization Programme' for Women in the locality of Bawngkawn Brigade during June, 2019.
Action: Women Committee

The IQAC Review Meeting was concluded at 2:00pm with a vote of thanks and distribution of certificate by Prof. C. Lalremruata, Principal & Chairman IQAC.


(PROF. C. LALREMRUATA)
Principal & Chairman
Internal Quality Assurance Committee (IQAC)


(REBECCA KHIANGTE)
Asst. Coordinator
Internal Quality Assurance Committee (IQAC)

Memo No. : No. F.2013/2/2017/IQAC/Cord/JTC, Dated Aizawl the 29th April, 2019

Copy to:

1. Principal, GJTC
2. Librarian and Head Assistant for information and necessary actions.
3. All Head of Department for information and necessary action.
4. All Chairman/Secretary of concern Committees for information and necessary action.
5. Guard File.


(LALNGAIHAWMA)
Coordinator
Internal Quality Assurance Committee (IQAC)



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 Website : www.jtc.edu.in; E-mail : iqac@jtc.edu.in



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

Dated : 8.5.2019

IQAC MEETING MINUTES

Place : Principal Chamber
 Date : 7th May, 2019 (Tuesday) 1:00pm

- Chairperson : Prof. C. Lalremruata, Chairman IQAC
- Meeting Recorder : Ms. Rebecca Khiangte, Asst. Coordinator
- Members present : 7 members (attached to file)


The IQAC Meeting was chaired by Prof. C. Lalremruata, Chairman IQAC. Mr. Lalngaihawma, IQAC Coordinator introduced the agendas for discussion. The meeting resolved the following agendas as:-

1. As it was entrusted by the IQAC review meeting, the meeting restructured the previous Committees and Members under IQAC. The new lists of Committees and Members constituted for UGC-NAAC Accreditation 2021 is attached herewith as per Annexure.
2. The Meeting discussed about One Day State Level Workshop and decided to organize on June 14, 2019 (Friday) at College Conference Hall. It was resolved that Prof. Lalhmasai Chuaungo, Department of Education, MZU & College Mentor be invited as the Resource Person. Coordinator and Asst. Coordinator were entrusted to select the theme and chalk out detail programme. The meeting also decided to invite paper from the faculty staff.
3. The meeting discussed about introduction of scribes for differently abled students. The Principal is entrusted to make necessary provisions for the introduction of scribes for differently abled students.
4. The meeting also made some suggestion to improve academic performance in the College. The Principal is entrusted to follow up necessary actions. The suggestions are as given below:
 - To ensure the secrecy of the Attendance Register, all faculties be informed to keep vigilance more strictly.
 - Finalization of students' attendance on monthly basis from the next academic session.
 - Certain periods in the afternoon during the last academic session reserved for co-curricular activities and meetings shall be replaced by normal classes/periods. If and when there is requirement for certain co-curricular activities, the Principal's office may issue necessary notice on demand basis.
 - To implement teacher attendance of minimum 5 hours duration per day in the College as per UGC regulation.
 - To appoint each teacher as Mentor with assigned students respectively this shall be followed

- up by the Mentoring Committee with proper documentation.
- To initiate students counseling programme as early as possible.


 (PROF. C. LALREMRUATA)
 Principal & Chairman

Internal Quality Assurance Committee (IQAC)



 (REBECCA KHIANGTE)
 Asst. Coordinator

Internal Quality Assurance Committee (IQAC)

Memo No.F.20013/2/2017/IQAC/Co-ord/JTC, Dated 8th May, 2019

Copy to:

1. Principal, GJTC
2. All concern person for information and necessary action.
3. Guard File.


 (LALNGAIHAWMA)
 Coordinator, IQAC

**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL,
GOVT. J.THANKIMA COLLEGE, BAWNGKAWN, AIZAWL.**

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REPORT OF ACTIVITIES INITIATED BY IQAC DURING 2018-19

Dated Aizawl, 31st June, 2019

No. IQAC-3/2019/JTC: The following are the summary of report of activities directly undertaken by the IQAC, Govt. J.Thankima College during 2018-19 apart from the activities undertaken by the various Committees of the IQAC:

1. **HIV/AIDS Awareness Campaign:**

HIV/AIDS Awareness Campaign was jointly organised by the Red Ribbon Club, Internal Quality Assurance Cell and Mizoram State AIDS Control Society (MSACS) at the Central Campus on July 31, 2018. The officials from MSACS, Lalneihzeli Sailo, Assistant Director, Youth Affairs and M.S. Dawngliana, Assistant Director attended the programme.

Report uploaded vide address: <https://jtc.edu.in/news-events/red-ribbon-club-organised-membership-drive-cum-hiv-aids-awareness-campaign/>

2. **Faculty & College Mentor meeting 2018:**

The IQAC organized a meeting of the faculty and the College Mentor Prof. Lalhmasai Chuaungo, MZU was held on 31.8.2019 at 02:30 PM at the Central Campus. The College Mentor spoke of the need to give due importance to NAAC's criterion in assessment and accreditation in the day to day working of the Institution, and while formulating plans and visions for development.

Report uploaded vide address: <https://jtc.edu.in/news-events/college-mentor-and-faculty-meeting-held/>

3. **Observation of World Ozone Day, 2018:**

The IQAC through the Eco Club held an observation of World Ozone Day, 2018 on 21.9.2018 and arranged a special lecture delivered by Mr Lalngaihawma, Assistant Coordinator, IQAC and also conducted pledge making on the occasion. The programme was attended by the Eco Club members / 5th Semester students.

Report uploaded vide address: <https://jtc.edu.in/news-events/world-ozone-day-2018-observed/>

4. **IQAC Review meeting:**

Govt. J. Thankima College IQAC Review meeting was held on 20th November 2018 (Tuesday), 11:00 a.m. at GJTC Conference Hall. The meeting was chaired by Dr. C. Lalremruata, Principal. Mr. Lalngaihawma, Coordinator gave detail report of activities during July to November 2018. Mr. Zoramthanga, the Out-going Coordinator also reported that the Annual Quality Assurance Report (AQAR) for 2017-2018 has been finalized for submission in time.

Report uploaded vide address: <https://jtc.edu.in/news-events/govt-j-thankima-college-iqac-review-meeting-20th-november-2018/>

5. **The Startup India Yatra programme:**

The IQAC through the Management Department organized the Startup India Yatra programme at the College campus on 25th Feb. 2019. Through this Yatra, students were getting registration through the submission of their mobile phone number and valid email id. It was expected that further mentorship and guidance from the Centre regarding pursue of entrepreneurial development be channelized through telephonic conversation and interactions through email.

Report uploaded vide address: <https://jtc.edu.in/news-events/startup-india-yatra-gjtc-25th-feb-2019/>

6. **Blood Donation Camp:**

The IQAC initiated the Blood donation camp through the joint effort of NSS Unit Govt. J. Thankima College, Red Ribbon Club and Aizawl Civil Hospital Blood Bank, and was duly held on 26th March, 2019 (Tuesday) at College Central Campus. 104 students donated their blood comprising of 70 Male and 34 female.

Report uploaded vide address: <https://jtc.edu.in/2019/03/>

Submitted to the Principal.



(Prof C. LALREMRUATA)
Coordinator, IQAC, Govt. J.Thankima College

Memo. No. IQAC-3/2019/JTC:

Dated Aizawl, 31st June, 2019

Copy to: -

1. The Principal, Govt. J. Thankima College for favour of kind information.
2. The Secretary, ICTM Committee for information and necessary action.



(Prof C.LALREMRUATA)
Coordinator, IQAC, Govt. J.Thankima College