



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

Website: [www.jtc.edu.in](http://www.jtc.edu.in); E-mail: [igac.jtc@gmail.com](mailto:igac.jtc@gmail.com)  
Prof. JV. Nunchunga, Chairman; Ph. no: 9862772702  
Rebecca Khiangte, Coordinator; Ph.no: 9436365863



Memo No. IQAC. 6/2019/JTC

Dated Aizawl: 12<sup>th</sup> August, 2021

**2021-2022 ACADEMIC SESSION**

**INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES**

<b>Time</b>	:	12 <sup>th</sup> August, 2021 (Thu); 12:30 PM.
<b>Venue</b>	:	College Seminar Hall
<b>Chairman</b>	:	Prof. JV. Nunchunga, Principal & Chairman IQAC
<b>Minutes recorder</b>	:	Rebecca Khiangte, Asst. Coordinator (Sr), IQAC
<b>Members present</b>	:	28 members (meeting attendance enclosed)

The meeting was chaired by Prof. JV. Nunchunga, Principal/Chairman IQAC and he gave a brief report on the ongoing preparation of SSR, AQAR 2020-2021 and the preparation of AAA. As invited by the Chairman, Rebecca Khiangte, Asst. Coordinator (Sr.) briefly explained the meeting agenda. After a discussion on agendas, the meeting resolved the following: -

**1. Annual Action Plan 2021-2022:** The meeting discussed and resolved that the Cells/Committees and Departments shall prepare their annual action plan and budget 2021-2022 by using prescribed format which should be submitted to IQAC office latest by 30<sup>th</sup> August, 2021. The Principal and Coordinator are entrusted to compile and finalize the institutional action plan and budget on or before 1<sup>st</sup> September, 2021.

**Action: Department, Cells/Committee**

**2. Preparation of Works Schedule:** The meeting discussed and prepared the work schedule of various teams as given here under for the speedy preparation of Self Study Report (SSR), AQAR 2020-2021 and AAA Report 2018-2021. The tasks should start from September, 2021 which will be notified by IQAC.

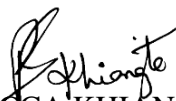
Name of Programmes	Duration	Place	Implemented by
SSR/AQAR Preparation	9 <sup>th</sup> - 10 <sup>th</sup> Sept, 2021	Team Room	Criterion Team
SSR/AQAR Compilation	13 <sup>th</sup> - 17 <sup>th</sup> Sept, 2021	Team Room	Team Leader & Asst.
AAA Submission	13 <sup>th</sup> - 17 <sup>th</sup> Sept, 2021	Department Room	All HoDs
SSR/AQAR Submission	20 <sup>th</sup> - 25 <sup>th</sup> Sept, 2021	Team Room	Criterion Team

**Action: All HoDs & Criterion Team Leaders**

**3. Virtual Consultation on NAAC Assessment:** The meeting resolved to organize State Level Virtual Consultation on Quality Improvement for NAAC Assessment on 6<sup>th</sup> November, 2021, in collaboration with Govt. J. Buana College, Lunglei which was recently accredited by NAAC.

**Action: IQAC & Principal**

The meeting was closed at 02:30 PM on Thursday, 12<sup>th</sup> August, 2021.



(REBECCA KHIANGTE)

Asst. Coordinator (Sr.), IQAC



(PROF. JV. NUNCHUNGA)

Principal/Chairman IQAC

Memo No. IQAC. 6/2019/JTC

Dated Aizawl: 12<sup>th</sup> August, 2021

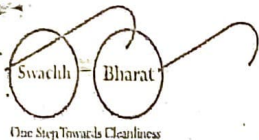
Copy to: -

1. The Principal GJTC for information.
2. The Coordinator IQAC for information and necessary action.
3. All HoDs, Criterion Team Leaders, Chairman/Secretary of Cells/Committees for information and necessary actions.
4. System Administrator for necessary actions.
5. Guard File



(REBECCA KHIANGTE)

Asst. Coordinator (Sr.), IQAC



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**GOVERNMENT OF MIZORAM  
OFFICE OF THE PRINCIPAL  
GOVERNMENT J. THANKIMA COLLEGE  
AIZAWL, MIZORAM. PIN: 796014**



ated to Mizoram University: AIZAWL, MIZORAM. PIN :796014  
Prof. JV. Nunchunga, Principal; Phone: 9862772702  
E-mail : [jthankimacollege@rediffmail.com](mailto:jthankimacollege@rediffmail.com); website : [www.jtc.edu.in](http://www.jtc.edu.in)

No. F. 23014/4/2017/JTC, Dated Aizawl, the 2<sup>nd</sup> November 2021

**MINUTES OF THE JOINT MEETING OF INTERNAL QUALITY ASSUARANCE CELL AND  
GENERAL STAFF COMMITTEE (GSC), GOVERNMENT J. THANKIMA COLLEGE**

Date : 2<sup>nd</sup> November, 2021 (Tuesday) 1:00pm  
Place : Conference Hall, Central Campus.

Meeting Chairman : Prof. JV. Nunchunga, Chairman, GSC & IQAC  
Meeting Recorder : Lalthlamuana, Secretary, General Staff Committee(GSC)  
Members Present : 40 members (meeting attendance sheet enclosed)

A. **COMMENCEMENT:** Prof. JV. Nunchunga, Principal & Chairman of the GSC & IQAC chaired the meeting and thanked to all college fraternity members in facing of the AAA. He stated that the point score is commendable and is the result of the cooperation and sincere sacrifice of all students and staff

B. **REVIEW OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA);** As invited by the Chairman, IQAC Asst. Coordinator Rebecca Kiangte gave the report on the Academic and Administrative Audit (AAA) conducted by Higher & Technical Education Department, Govt. of Mizoram during 28<sup>th</sup> -29<sup>th</sup> October, 2021. The team comprises of Dr. Lalthansangi (as Leader), Dr. Lalhmingthanga (as member) and Dr. Samuel Vanlalhlanga (as Member Secretary). She highlighted the points scored by the Institutional Data and Departments, the aggregate score is 974 out of 1500 (i.e. 65.00%). The details of their reports and recommendations are enclosed in the Annexure 1.

The representatives of eight (8) Departments also gave their respective Departmental review meeting report and future course of action for further improvement. This is followed by the general discussions and the following points were noted for implementation

- 1) While identifying the slow and advance learners, Gifted/ talented students may also be identified. The Gifted/ talented students may be identified by concerned department
- 2) Feedback system of the tour/field study/ etc. may be more insisted by the Students Welfare and Disciplinary Committee
- 3) Departmental meeting may be conducted more frequently by all Departments
- 4) All the teaching plan, Teaching diary may be countersigned by Principal and HoD
- 5) Best practice may be more focussed to outcome oriented programme/ activity
- 6) University result depicted in the departmental report may be cross-checked by departments and AEC
- 7) Attendance with signature may be insisted for all participants in any activities/programmes conducted by the College. The form may be made and distributed by the ESCOC.
- 8) Eco-Garden may be allotted again to all Departments and Non-Teaching staff. Distribution/ allotment may be made by Eco-Club
- 9) More actions may be taken for well-being of College Adopted Village. Adopted Village Committee may take necessary actions
- 10) Teacher exchange programme/ visiting lecture may be more encouraged
- 11) More Local level field study may be conducted by Departments and RCC
- 12) Nodal department may be made for various associations/ programmes of the College. Action may be taken by IQAC
- 13) Core wise students data of CCC students may be prepared by ICTMC
- 14) More advertisement may be made at the time of admission especially for BBA
- 15) The e-resources centre may be enriched by adding more e- books. College Librarian and Department may download more e-book copies
- 16) Assignment papers/script given back to students may be collected back by the concerned teachers and the same may be stored at a suitable places
- 17) List of beneficiaries (name of students/staff) availing the discount facility at the College MoU Partners (ie RIDA Dental Clinic, BD Optical and Durtlang Taekwondo Club) may be collected by SWDC
- 18) To help out other colleagues, joint authorship may be more encouraged in paper publication within the College teachers

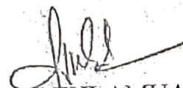
- 19) Detail departmental results may be recorded by all Departments
- 20) More number of parents- Teachers meet may be conducted by all departments
- 21) System may be put in place in Mentoring Programme that the same mentors have the same mentees throughout the three years. Mentoring committee may chalked the mechanism
- 22) The ICTMC may probe the possibility of early activation of Jio free Wi-Fi within the campus
- 23) Sign board or Wall painting may be place/made at the Indoor Sport training facility at the Northern Campus. BIDC may take necessary action
- 24) More number of chairs, tables may be placed at the College Canteen
- 25) Financial contribution (or in kind) of staff for the welfare of students/ College may be recorded properly by all staff.
- 26) The need of enhancing staff welfare measures in terms of membership in the SWA and monthly contribution made by the senior teachers is also witnessed. The meeting resolved to place the matter for appropriate action to the SWA
- 27) Monthly attendance report and meeting minutes may be given to the Principal and IQAC Coordinator by all departments

C. **RESOLUTIONS:**

- 1) **IIQA, AQAR & SSR COMPILATION AND MEETING WITH CRITERIA TEAM:** The meeting discussed the time of submission for Institutional Information for Quality Assessment (IIQA) and Compilation of SSR (2016-2021)/AQAR 2020-2021. After a long deliberation, the meeting requested the IQAC to conduct meeting with the Criterion Team on 3<sup>rd</sup> November, 2021 for monitoring their progress. It is also resolved that the IQAC Working Committee will conducted meeting within 2<sup>nd</sup> Week of November, 2021 to decide the IIQA submission and compilation of SSR/AQAR.
- 2) **WEBSITE EDITING:** This may be done by the English department and ICTMC
- 3) **WEBINAR FOR QUALITY IMPROVEMENT:** The IQAC is entrusted to conduct the Webinar as necessary
- 4) **SURVEY OF ALUMNI PLACEMENT, HIGHER STUDIES, ETC:** All departments may trace their respective students on their placements, Higher studies and other relevant information
- 5) **SOCIETY REGISTRATION OF AA AND SWA:** Society registration is a mandatory for Alumni Association and Staff Welfare Committee. The matter may be taken up with the concerned Associations
- 6) **GREEN INITIATIVES:** Green Audit Committee (GAC) & Eco Club may take initiatives for Environmental Audit & Rainwater Quality Evaluation of the College
- 7) **DOCUMENTS FROM MZU:** Collection of appointment order for paper examiner and question Paper Setting from MZU may be done by the Admission and Examination Committee (AEC)
- 8) **RENOVATION OF BOYS HOSTEL:** HMC is entrusted to renovate the Boys Hostel.

D. **CONCLUSION:** The meeting was concluded at 4:00pm and with a vote of thanks from the Chair

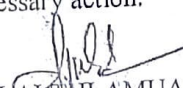
  
(Prof. V. NUNCHUNGA)  
Principal/Chairman GSC/IQAC

  
(LALTHLAMUANA)  
Secretary, GSC

Letter No. No. F. 23014/4/2017/JTC, Dated Aizawl, the 2<sup>nd</sup> November 2021

Copy to:

1. Principal for information and necessary action.
2. Coordinator of IQAC for information & necessary action.
3. All Heads of Department for information and necessary action.
4. All concern Committee Chairman/Secretary for information and necessary action.
5. Guard Files

  
(LALTHLAMUANA)  
Secretary GSC



# INTERNAL QUALITY ASSURANCE CELL GOVERNMENT J. THANKIMA COLLEGE

Bawngkawn, Aizawl, Mizoram

Phone No.: 0389-2342947 (O); 0-8974134181 (Mob)

Website: [www.jtc.edu.in](http://www.jtc.edu.in); E-mail: [iqac.jtc@gmail.com](mailto:iqac.jtc@gmail.com)

Prof. JV. Nunchunga, Chairman; Ph. no: 9862772702

Rebecca Khiangte, Coordinator; Ph.no: 9436365863



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Memo No. IQAC. 6/2019/JTC

Dated Aizawl, the 25<sup>th</sup> April, 2022

## MINUTES OF THE JOINT MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) AND GENERAL STAFF COMMITTEE (GSC)

**Time** : 25<sup>th</sup> April, 2022 (Mon); 12:30 PM.  
**Venue** : College Seminar Hall

**Chairman** : Prof. JV. Nunchunga, Principal & Chairman IQAC/GSC  
**Minute recorder** : Rebecca Khiangte, IQAC Coordinator  
**Members present** : 41 members (meeting attendance enclosed)

**A. COMMENCEMENT:** The meeting was chaired by Prof. JV. Nunchunga, Principal and thanked to all of those who attend the meeting. He requested all members to contribute their knowledge and talents for the NAAC Peer Team Visit.

**B. REPORT:** Rebecca Khiangte, IQAC Coordinator reported that

- (i) SSR was successfully uploaded into the NAAC portal on 1<sup>st</sup> April, 2022 @ 1:30am one day before the last date.
- (ii) The SSS process was commenced from 6<sup>th</sup> April, 2022
- (iii) The requirement for SSS is met and the percentage of SSS reply is 11.089% as on 10<sup>th</sup> April. The SSS was, then, closed by NAAC
- (iv) We have qualified various stages like IIQA, SSR and SSS due to the constant and endless cooperation from fellow colleagues. The next step is DVV process.

### C. RESOLUTIONS:

1. **Team composition and their duties:** The Coordinator presented the Proposed Team for NAAC Peer Team Visit with their responsibilities. After important clarifications, the meeting approved the same (*Annex-I*) and this will be in place till the completion of NAAC Peer Team Visit.

**Action: All Teams**

2. **Budget:** The Chairman presented and explained the proposal of budget during the NAAC Peer Team Visit. After a discussions and clarifications, the meeting approved the budget in principle. The approved budget is enclosed in annex-II

3. **Detail work plan:** The meeting resolved that all teams shall prepare their detail work plan and specific fund requirement which may be submit to IQAC Office on or before 29<sup>th</sup> April, 2022 (Friday).

**Action: All Team Leader & Assistant Leader**


3. **Opening of PG Course in Economics:** The Academic and Administrative Audit (AAA) recommended opening of PG Course in Economics and the Department of Economics, in their Departmental meeting, took the consent of all faculty members in this regard. They, then, put up for deliberation at the General Staff Committee. The meeting endorsed the matter and authorised the Principal and the Department of Economics to take necessary actions.

**Action: Principal & Department of Economics**

**D. CONCLUSION:** The meeting was come to an end at 02:30pm.

  
(Prof. JV. NUNCHUNGA)  
Principal & Chairman

  
(REBECCA KHIANGTE)  
IQAC Coordinator

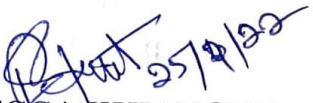
  
(LALTHLAMUANA)  
Secretary, General Staff Committee

Memo No. IQAC.6/2019/JTC

Dated Aizawl, the 25<sup>th</sup> April, 2022

Copy to: -

1. The Principal for information and necessary action.
2. All Team Leaders for information and necessary actions.
3. HoD, Department of Economics for information and necessary actions.
4. Guard File

  
(REBECCA KHIANGTE)  
Coordinator, IQAC



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Prof. JV. Nunchunga, Chairman; Ph. no: 9862772702

Rebecca Khiangte, Coordinator; Ph.no: 9436365863



**Memo No. IQAC - 6/2019/JTC**

**Dated Aizawl: 24<sup>th</sup> June, 2022**

**2021-2022 ACADEMIC SESSION**

**INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES**

<b>Time</b>	:	<b>24<sup>th</sup> June, 2022 (Friday); 10:30 AM.</b>
<b>Venue</b>	:	<b>College Conference Hall</b>
<b>Chairperson</b>	:	Prof. JV. Nunchunga, Principal/Chairman, IQAC
<b>Minute recorder</b>	:	Rebecca Khiangte, Coordinator, IQAC
<b>Members present</b>	:	21 members (meeting attendance enclosed)

The meeting was chaired by Prof. JV. Nunchunga and he gave a brief report on the ongoing preparation of NAAC Peer Team Visit. As invited by the Chairman, Rebecca Khiangte, the Coordinator, briefly explained the meeting agenda. After a thorough discussion on agendas, the meeting resolved the following: -

**1. Preparation of NAAC-Peer Team Visit:** The Chairman, Prof. JV. Nunchunga highlighted the ongoing physical preparation for NAAC Peer Team Visit under the supervision of IQAC and Steering Committee. As invited by the Chairman, all team conveners reported the progress of their preparation. The meeting appreciated all the team and requested them to continue their works.

**Action: Team Leaders**

**2. Annual Activities Report 2021-2022:** The meeting discussed submission for Annual Activities Report 2021-2022. It was requested all the HoD and Secretaries of the various Committees to submit annual activities report 2021-2022 by using IQAC Activity Report Form on or before 31<sup>st</sup> August, 2022. (Activity Report Form enclosed)


**Action: IQAC, Cells/Committee and Department**

**3. Students' Feedback Analysis Report 2021-2022:** The meeting discussed the Students' Feedback Analysis Report 2021-2022 which was conducted by the IQAC and each Department. Ms. Rebecca Khiangte, Coordinator, highlighted the overall score in each Department and the necessary improvements for the progress of the various Departments. After a long discussion, the

meeting requested all the Departments to take action for further improvements. The meeting also entrusted all HoDs to submit reports of their actions taken on or before 30<sup>th</sup> October, 2022.

**Action: All HoDs and Faculty Members**

The meeting was ended with a vote of thanks from the Chair.

  
(REBECCA KHIANGTE)  
Coordinator, IQAC


  
(PROF. J.V. NUNCHUNGA)  
Principal/Chairman IQAC

Memo No. IQAC. 6/2019/JTC

Dated Aizawl: 24<sup>th</sup> June, 2022

Copy to: -

1. The Principal GJTC for information.
2. The Coordinator IQAC for information.
3. All NPTV Preparation Team Leaders for information and necessary action.
4. All HoDs, Secretary of Cells/Committees for information and necessary actions.
5. System Administrator for necessary actions.
6. Guard File

  
(REBECCA KHIANGTE)  
Coordinator, IQAC

**INTERNAL QUALITY ASSURANCE CELL**  
**GOVT. J. THANKIMA COLLEGE**


**2021 - 2022**

**ACTION TAKEN REPORT**

**(Compilation of Department)**

The Internal Quality Assurance Cell (IQAC) analyzed the student's feedback 2021-2022. Most of the students were satisfied with the various aspects of teaching-learning and curriculum delivery. As suggested by the IQAC, the following actions were taken by the Department: -

1. Most of the teaching faculty are now using ICT for teaching learning purposes to create smart learning environment.
2. Teachers enhanced their communication skills by interacting more with the students.
3. Teachers completed syllabus within the given time frame. Available teachers are assigned to take the class in case of teachers' leave.
4. Teachers conducted more interactive sessions to improve the communicating skills of the learners.
5. More classroom seminars were held where students participated in presenting papers on the selected topic from the syllabus.
6. To help students understand the challenges and opportunities in the institution and to counsel their academic and personal problems 'Mentoring System' is effectively undertaken.
7. Industrial visits and field visits are regularly conducted with renewed vigor. Teachers are asked to undertake more experiential teaching learning process.
8. Slow learners and advanced learners are given more attention according to their needs.
9. Extension activities for social and environment sensitization are conducted.
10. More career guidance and soft skill development programmes have been organized.

  
(REBECCA KHIANGTE)  
Coordinator, IQAC