GOVERNMENT J. THANKIMA COLLEGE
College Website Mangement & UGC Network Resource Centre Committee
Bawngkawn, Aizawl, Mizoram, 796014

Phone No.: 0389-2342947 *(O)*; 9612156740 *(Mob)*
Website : www.jtc.edu.in

Letter No. GJTC/Network/1

Dated : 9.07.2018

To

The Coordinator
IQAC
Govt. J. Thankima College
Aizawl.

Subj : Submission of copy of Departmental Meeting Minute.

Referrence : Letter No. F.2013/2/2017/IQAC/Co-ord/jtc Dated 5/5/2018

Dear Sir,

   With reference to your letter cited above, I am submitting herewith a copy of Meeting minute of College Website Management & UGC Network Resource Centre Committee-2018 for your kind information.

(LALNGAIHAWMA)
Secretary

Copy to:
1) Principal, for information.
2) Committee Members, for information
3) Office guard file.

(LALNGAIHAWMA)
Secretary

UGC NETWORK RESOURCE CENTRE& WEBSITE MANAGEMENT COMMITTEE
GOVT. J. THANKIMA COLLEGE
MEETING

Time :18.06.2018 (10:00 am)
Venue : Common Room
Members Present :

1. Mr. Lalngaihawma   2.Mr. Zoramthanga   3. Mrs. LalrinsangiRalte
4. Mr. Lalmuanpuia

Absentees:

1. Mr. Lalchangliana 2. Mrs. Janet SangkungiPachuau

The Committee chairman Mr. Lalchangliana could not be available on the meeting due to family problem and the members present decided to preside the meeting by Mr. Zoramthanga. The chairman deliberated the purpose of the meeting and requested all the members presented to actively participate in the discussion.

At the outset, the chairman invited Mr. Lalngaihawma, Secretary to give report of activities done by the committee during the last academic session.

Secretary's Report:

Review of Activities during 2017-2018 academic session: The meeting thoroughly reviewed the activities performed and following are the points of activities undertaken by the committee.

1) Developed of new College website (www.jtc.edu.in) under the domain of .edu.in.
2) Organized ICT training for faculties
3) Launched student-teacher-alumni information corridor known as **jtcinfoapp**.

Following are the points of resolutions resolved by the meeting.

I. **Vision and Objectives**: It was decided to be prepared by the Secretary.
II. **Best Practice for the year 2017-18**: The meeting unanimously selected the Best Practice for the UGC Network Resource Centre and Website Management Committee was the Launching of information corridor between students-Teachers-Alumni known as **jtcinfoapp**.
III. **Action Plan during 2018-2019 academic session:**
    1) Web Management Training for Teaching an Non-Teaching faculties.
    2) Regular updating of college website.
    3) Maintenance of Computers at UGC Network Resource Centre.
    4) Organise E-Mail Mela.
    5) National Academic Depository Registration Mela / Camp.
    6) UGC Anti Ragging Online registration Camp / Mela.
    7) Wifi enable campus with a bandhwith of 2 mbps.
    8) Installation of CCTV at Places within the Campus.
    9) Subcription of e-books and e-journals.

10) Develop of College Data Base.
11) Weeding of virus and others unwanted programmes in computers at college computer centre.
12) Strengthening of College Computer Centre.

IV. **Budget (2018-2019):**

After careful deliberation of different items in action plan of the committee for 2018-2019, the following are the anticipated heads of expenditures.

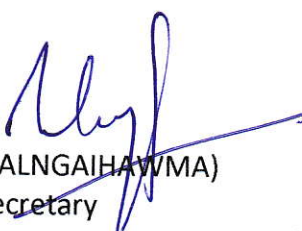| Sl. No	Head	Rate /	Amount
1	<u>Web Management Training& Training of Internet Application</u> a) Refreshment : Rs. 50 x 45 persons = Rs. 2250.00 b) Banner : Rs 650.00 c) Remuneration for Resource Person : Rs. 1000/- d) Stationary item : Rs. 1000.00 e) MiscExpt : Rs. 1000.00 Sub-Total : Rs. 5900.00	Rs. 5900.00	Rs. 5900.00
2	<u>Web Design</u>	Rs.15000.00	Rs. 15000.00
3	<u>Website Monthly Maintenance (12 Months)</u>	Rs. 2400.00	Rs. 2400.00
4	<u>Website Domain Renewal fee</u>	Rs. 769.00	Rs. 796.00
5	<u>E Mail Mela</u> a) Banner : Rs. 650.00 b) Misc. Expt : Rs. 1000.00 c) Refreshment : Rs. 1500.00 Sub-Total : Rs. 3150.00	Rs. 3150.00	Rs. 3150.00
6	<u>National Academic Depository Registration Mela</u> a) Banner : Rs. 650.00 b) Misc. Expt : Rs. 1000.00 c) Refreshment : Rs. 1500.00 d) Access Fee (if any) : 3000.00 Sub-Total : Rs. 6150.00	Rs. 6150.00	Rs. 6150.00
7	<u>UGC Anti-Ragging Online registration Mela</u> a) Banner : Rs. 650.00 b) Misc. Expt : Rs. 1000.00 c) Refreshment : Rs. 550.00 Sub-Total : Rs. 2200.00	Rs. 2200.00	Rs. 2200.00
8	Wifi Enable Campus with Bwth 2mbps of each module a) 4 Modules : 4 x Rs 5500 = Rs. 22000.00 b) Monthly Rental Charge : 2200 x 4 = 8800 x 12 Months = 105600.00	Rs.127600.00	Rs. 127600

		Sub – Total : Rs. 127600.00		
9	Installation of CCTV within the campus (To be proposed to the RUSA Coordinator for funding)	Nil	Nil
10	Subcription of e-books and e-journals a) 6 nos x Rs. 1500.00	Rs. 9000.00	Rs. 9000.00
11	Develop College Data Base	Rs. 35000.00	Rs. 35000.00
12	Weeding of unwanted programmes in computers at college computer centre.	Rs 1500.00	Rs.1500.00

13	Strengthening of College Computer Centre
	   a) Maintenance Cost : Rs. 12000.00
	   b) Purchase of new equipments : Rs. 65000.00
	   Sub-Total : Rs.77000.00
		Rs. 77000.00	Rs. 77000.00

		Total	Rs. 285696.00

(Rupees Two Lakhs Eighty Five Thousand Six Hundred Ninety Six only)

V.   **Filling Academic Audit Form:** The meeting entrusted Mr. Lalngaihawma, Secretary to prepare academic audit of the committee and be completed the same at the earliest.

VI.   **SWOT analysis :** The meeting discuss the SWOT analysis of the committee and entrusted Mr. Lalngaihawma, Secretary to prepare the same.

The meeting was ended at 12:30 p.m.

Sd/-

(ZORAMTHANGA)
Chairman

(LALNGAIHAWMA)
Secretary