



No. IQAC-6/2019/JTC

Dated Aizawl: 21st March, 2025

2024-2025
INTERNAL QUALITY ASSURANCE CELL
2ND MEETING MINUTES

Date : 21st March, 2025 at 11:00 AM
Place : New Age Learning Centre, Central Campus
No. of Participants : 10 members (attendance sheet enclosed)

A. MEETING COMMENCEMENT:

Prof. JV Nunchunga, Principal and Chairman of the Internal Quality Assurance Cell (IQAC), formally inaugurated the meeting. Rebecca Khiangte, IQAC Coordinator, presented a concise report on the actions taken by IQAC since the previous meeting, and elaborated on the agendas to be discussed during the current meeting.

B. RESOLUTIONS:

1. Review of Action Plan and Mid-Year Activities Report 2024-2025

The meeting undertook a comprehensive review of the various activities implemented by the departments, cells, and committees, as outlined in the Action Plan for 2024-2025. It was decided that a mid-year report, covering the period from July to December 2024, shall be submitted on or before March 31, 2025. The report should be submitted in the prescribed format via email to iqac.jtcreport@gmail.com. The meeting designated Rebecca Khiangte and Zoramthanga to conduct an orientation programme, aimed at guiding members on the effective writing and preparation of the report.

Action: Department, Cells & Committees

2. SSS and Students' Feedback for 2024-2025

The meeting reviewed and deliberated on the system of feedback and student satisfaction survey. It was decided to conduct the student satisfactory survey and students' feedback from April 8th to 16th, 2025. The Co-Ordinator and Academics and Examination Committee (AEC) were entrusted with designing a system for collecting students' feedback on individual teachers, which will be submitted to the principal. The principal shall maintain confidentiality while conveying the feedback reports to the respective teachers.

Action: Co-Ordinator & AEC

3. First Aid Counselling Programme:

The meeting discussed a collaborative first aid counseling programme with IQAC, Government Hrangbana College. The Coordinator and Mentoring Programme Committee (MPC) were tasked with coordinating the initiative and organizing a workshop in partnership with IQAC, Government Hrangbana College at the earliest convenience.

Action: Co-Ordinator & MPC

4. Organize International Seminar:

The meeting deliberated and decided to organize an international-level seminar during the academic session 2024-2025. The Chairman and Coordinator were entrusted with exploring possibilities and arranging for the seminar proceedings to be published in book form.

Action: Chairman and Co-Ordinator

5. Review of Official Documents under Institutions.

The meeting undertook a comprehensive review of various official documents, including plans, constitutions, Memoranda of Understanding (MoUs), policy documents, and the students' club handbook, under the institution's purview. The meeting directed all concerned teachers, departments, cells, and committees to revise their respective documents, which shall be submitted on or before April 18, 2025. All official documents shall be systematically maintained and uploaded to the college website upon approval by the Principal.

Action: Co-Ordinator & Concerned Teachers

C. CONCLUSION: The meeting was concluded at 02:30PM.


(REBECCA KHIANGTE)
Coordinator, IQAC


(Prof. JV. NUNCHUNGA)
Principal/Chairman, IQAC

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Copy to:

1. Principal, Govt. J. Thankima College for kind information.
2. All HoDs for information and necessary actions.
3. All Chairman/Secretary, Cells and Committees under IQAC for information and necessary actions.
4. Vice President/General Secretary, Students' Union, Govt. J. Thankima College for information and necessary action.
5. President/General Secretary, Alumni Association, Govt. J. Thankima College for information and necessary action
6. Lalrinawma, System Admin for information and necessary action.
7. Guard File.


(REBECCA KHIANGTE)
Coordinator, IQAC