

ACADEMIC GUIDELINES FOR QUALITY IMPROVEMENT OF CHURACHANDPUR COLLEGE

Prepared by IQAC, Churachandpur College & approved by the principal and also approved by the Academic Council (AC) on the 3rd July, 2019.

This guidelines shall be enforced with immediate effect.

FINANCIAL ASSISTANCE TO DESERVING DEPARTMENTS OR TEACHERS

A. DEPARTMENTAL ASSISTANCE

1. ASISTANCE FOR CONDUCTING DEPARTMENTAL MEETING

- I. The following assistance shall be given to the departments for conducting meeting.
 - a. Expenditure for Refreshment to the tune of Rs.50/- Per teacher present.
 - b. HOD shall be provided an honorarium of Rs.100/- for arranging and chairing such meeting.
- II. The Department can claim such expenditure for 2 meeting per month.

III. Essential Evidence:

- a. Attendance of teachers bearing signatures of the teachers' present.
- b. Minutes of the meeting and
- c. Follow up of resolutions adopted in the previous meeting, if applicable.

2. ASISTANCE FOR ORGANISING EXTENSION SERVICE

- I. Department organising observance of national and international events, cleanliness drive, blood donation, community service, etc. may apply in advance for financial assistance with a proposal.
- II. The proposal should include details of the proposed programme, and observer invited and expenditure estimate.
 - a. An observer can be one of the teachers other than the same department, preferably senior teacher.
 - b. Expenditure estimate shall be divided into the following heads;

Sl. No.	Particulars	Amount
i.	Honorarium for HOD/Co-ordinator	400.00
ii.	Honorarium for Participating Permanent teachers	100.00
iii.	Honorarium for Observer (1 only)	100.00
iv.	Refreshments per head	30.00
v.	Materials needed	As required

- III. The proposal shall be evaluated a committee appointed by the Principal and shall be either approved of rejected.
- IV. Accepted proposal shall be fully funded or partially funded by the college.
- V. **Funding process:** Approved amount shall be sanctioned in full before the actual date.
- VI. The following documents are to be submitted after the completion of the programme.

- a. Programme Report by HOD or Co-ordinator.
 - b. Photographs and or videos of the activities and events.
 - c. Remarks of the observer (observer shall be teacher of other department of the college).
- VII. In case the above documents are not submitted within one week after the event is held the HOD/Co-ordinator must refund the whole amount.

3. ASSISTANCE FOR DEPARTMENT OR TEACHER FOR ORGANISING SEMINAR/ CONFERENCE/ WORKSHOPS ETC.

- I. Finance assistance shall be provided to any department of the college or permanent teacher (Who proposed to co-ordinate Seminar/ Conference/Workshops etc.) desiring to organise Seminar/ Conference/ Workshops etc. in the college.
- II. This assistance shall involve funding by the college to the tune of Rs.50,000/- to Rs.60,000/-.
- III. Any department or teacher can apply for this assistance by fulfilling the following formalities;
 - a. Submitting the synopsis of the proposed seminar/ conference/ workshop, etc. by clearly mentioning the theme and sub-themes, tentative date, and details of the committee members, details of the estimated expenditure and funding sources.
 - b. The synopsis shall be evaluated by the research committee and consequently it may be approved with deserving amount as mentioned above or rejected or recommended for modifications.
 - c. After the synopsis is approved, 10% of the college approved amount shall be released to the co-ordinator/convenor and it shall be utilised on refreshments during committee meetings, for data collection, for preparation of details brochure, for postal expenses, stationaries and clerical services.
 - d. The research committee shall extend unconditional support and expert guidance to the co-ordinator/convenor on matters like for data collection, preparation of details brochure, etc. for successful conduct of the proposed event.
 - e. After the details about the seminar/conference/workshop etc. is chalked out, it has to be submitted to the appropriate funding agencies.
 - f. With the release of funds from the funding agencies, the college shall immediately release the remaining 90% of the college approved assistance to the co-ordinator/convenor.
- IV. In case the Department or coordinator abandons the proposal after the release of the 10% of the approved amount, the department or coordinator must refund the sanctioned amount.
- V. **The Principal shall reserve the right to limit the number of such seminar per year.**

4. ASSISTANCE FOR ORGANISING EDUCATIONAL TOUR:

- I. Financial assistance shall be provided to deserving department of the college for educational tour.
- II. This assistance shall involve funding by the college to the tune of Rs.10000.00 to Rs.15000.00.
- III. Any department can apply for this scheme once every year.

- IV. Criteria for approval of any proposal shall be based on the academic and co-curricular activities of the department, research contribution of teachers, conduct of seminar, students' results, etc.
- V. Interested department can apply assistance for educational tour along with documentary proves of various academic and co-curricular activities of the department, research contribution of teachers, conduct of seminar, students' results, etc.
- VI. Departmental Performance Index prepared by IQAC shall also be taken into account.

5. ASSISTANCE FOR LIBRARY STUDIES

- I. With the aim to encourage library studies among the students and teachers, this assistance shall be provided to the supervising teacher
- II. To avail this assistance the Department shall allocate one of the teacher from within the department to supervise department students' library works.
- III. Supervising teacher should be a permanent teachers from the department.
- IV. Supervising teachers should be assigned to all the teachers of the department on a rotation basis.
- V. Supervising teacher shall be provided an honorarium of Rs.100/- for 1 hours for supervising library works of the department students.
- VI. **Evidence to be submitted for claiming such assistance:**
 - a. Librarian certification mentioning the number of students, supervising teacher's details, date, time and hours spend in the library.

B. ASSISTANCE FOR REASEARCH ACTIVITIES

I. PAPER PUBLICATION ASSISTANCE:

- a. Permanent teachers of the college can apply of paper publication assistance in the following conditions
- b. Paper published in the UGC approved journal shall be considered for this assistance.
- c. Permanent teachers having paper publications between 1 – 8 per year may apply for paper publication assistance of Rs.1500/- in the form of reimbursement.
- d. Permanent teachers having paper publications 9 and above per year may apply for paper publication assistance of Rs.5000/- in the form of reimbursement.
- e. **Evidence required:**
 - i. Publication certificate.
 - ii. Soft copy of the paper published and also the download link for online papers, or,
 - iii. Hard copy for print publication.

II. ONE-TIME PAPER PUBLICATION ASSISTANCE (OTPPA).

- a. In an attempt to recognised and appreciate the contribution of teachers in the field of research, a one-time paper publication assistance to the tune of Rs.10,000.00 to Rs.15,0000.00 shall be provided to deserving teachers of the college under the following conditions;

- b. Permanent teachers of the college having at least 5 paper publication till 31st December, 2018, may apply for OTPPA.
- c. Essential documents:
 - i. Publication certificate.
 - ii. Soft copy of the paper published and also the download link for online papers, or,
 - iii. Hard copy for print publication.

III. ASSISTANCE FOR UNDERTAKING PROJECT WORK

- a. A permanent teacher may apply for project work assistance to the tune of Rs.5000.00 to Rs.10000.00.
- b. Desiring teacher may submit the synopsis of the proposed project work for approval.
- c. The synopsis shall be evaluated by the Research Committee and make necessary recommendation either for modification of the synopsis or recommend the deserving financial assistance to the principal.
- d. After approval of synopsis the recommended amount shall be sanctioned for conducting pilot study for the proposed project work.

C. ASSISTANCE FOR ACADEMIC PERFORMANCE

I. HONORARIUM FOR TEACHING AND EXTRA CURRICULAR ACTIVITIES

- a. A permanent teachers who did not miss any class assigned to him/her will be awarded an honorarium of Rs.5000/- per semester.
- b. A permanent teachers taking remedial class beside 100% of regular class assigned to him/her will be awarded an honorarium of Rs.250/- per remedial classes.
- c. The basis for awarding these honorariums shall be based on biometric attendance or signature attendance of the students.

II. HONORARIUM FOR PERMANENT TEACHERS ORGANISING SEMINAR CLASSES:

- a. A teacher shall be provide an honorarium of Rs.500/- for the seminar classes with minimum 30 students paper presentation and a minimum duration 5 minute per presenter.
- b. Recommendation of observer (observer can be a teacher from other department of the college).
- c. The observer shall also be provided an honorarium of Rs.100/-

III. ASSISTANCE FOR USE OF LCD PROJECTOR

- a. A teachers using projector as an aid in their teaching can claim a sum of Rs.200/- for every 5 classes using LCD projector.
- b. Such assistance can be claimed unlimited number of times based on the above condition.

c. Evidence required:

- i. Submission of soft copy.
- ii. LCD projector utilization certificate from the LCD projector in-charge.

D. SCHOLARSHIP:

- I. **Free Studentship:** Dr. T.S. Gangte Merit Scholarship may be instituted and 10 deserving students may be granted free studentship on the basis of college merit test.
 - a. **Approved for implementation after consulting Dr. T.S. Gangte's Family.**
- II. **Academic Distinction Award:** University Rank holders from the college may be award a sum of Rs.10,000/- every year under the award name as "Phungjathang Tonsing Distinction Award".
 - a. **Approved for implementation from 2019-2020**
- III. **Best Teacher award** may be instituted which shall be determined on the basis of the teacher's participation in a variety of college affairs
 - a. Provisionally approved & IQAC must come out with detailed plan

E. VARIOUS COMMITTEES

I. ACADEMIC COUNCIL

The following shall be the composition of the Academic Council of Churachandpur College;

1. Chairman: Principal
2. Record Secretary: Vice Principal
3. Members: All HOD, Co-ordinator, IQAC, Controller of Exam & Librarian

II. GUIDANCE CELL

The following shall be the composition of the Guidance Cell of Churachandpur College;

- i. Lily L. Tombing, HOD, Department of Education -Chairperson
- ii. M. Popeshwar Singh, HOD, Department of Mathematics - Secretary
- iii. Dr. Hoikhokim - Member
- iv. Sonniang - Member
- v. Dr. L. Gopendra Singh - Member
- vi. Darrokim, HOD, Department of Zoology – Member
- vii. O. Sonamani Singh - Member

III. GRIEVANCE REDRESSAL CELL

The following shall be the composition of the Grievance Redressal Cell of Churachandpur College;

- i. L. Pangamte -Chairman
- ii. Nehjasoi Simte, HOD, Department of Political Science - Member
- iii. Dr. Ngamkhai Mate - Member
- iv. Dr. Lalzagou Neihsial, HOD, Department of Geography - Member
- v. Ginzamang T. Zomi, HOD, Department of Sociology - Member
- vi. L. Ingocha Singh, HOD, Department of Chemistry –Member
- vii. R. Twana Khawbung, HOD, Department of Anthropology – Member
- viii. K. Sarat Singh, HOD, Department of Physics

IV. RESEARCH COMMITTEE

The following shall be the composition of the Research Committee of Churachandpur College;

- i. Dr. Th. Nabakumar Singh (Botany)
- ii. Dr. Jangkholum Mate (Education), Recording Secretary
- iii. Dr. Sonkhojang Haokip (History)
- iv. Dr. Lalzagou Neihzial (Geography)
- v. Dr. Tongkholal Baite (Economics)
- vi. HOD's who is/are not represented in the committee
- vii. Chairman shall be appointed by the Principal from time to time and for different discipline (Arts & Science)

VI. ANTI-RAGGING COMMITTEE

The following shall be the composition of the **Anti-Ragging Committee** of Churachandpur College;

- i. Dr.Th. Siamkhum, Principal - Chairman
- ii. L. Pangamte, Vice Principal – Vice Chairman, Secretary
- iii. Singthuam Thawmte, Controller of Examination - Member
- iv. Bliss Haubiakching - Member
- v. Esther Gangte - Member
- vi. Dr. Th. Nabakumar Singh, HOD, Department of Botany – Member
- vii. Caroline Zothangmawi - Member

VII. LIBRARY COMMITTEE

The following shall be the composition of the **Library Committee** of Churachandpur College;

- i. Dr. Th. Siamkhum, Principal – Chairman
- ii. Librarian - Secretary
- iii. L. Pangamte, Vice Principal - Member
- iv. Nehzasoi Simte, HOD, Department of Political Science - Member
- v. Dr. Lalzagou Neihzial, HOD, Department of Geography - Member
- vi. Ginzamang T. Zomi, HOD, Department of Sociology – Member

VIII. SEXUAL HARASSMENT COMMITTEE

The following shall be the composition of the **Sexual Harassment Committee** of Churachandpur College;

- i. Dr. Th. Siamkhum, Principal – Chairman
- ii. L. Pangamte, Vice Principal, Secretary
- iii. Nemngaichin - Member
- iv. Shilla Devi - Member
- v. Caroline Zothangmawi - Member
- vi. Dr. Tongkholal Baite - Member

IX. STERING COMMITTEE IQAC

The following shall be the composition of the Stering Committee IQAC of Churachandpur College;

Chairman :- Dr. Th. Siamkhum

Secretary Member :- Dr. Jangkholum Mate

Others Members

1. Caroline Zothangmawi, Vice Principal
2. Librarian
3. Singthuam Thawmte, Controller of Exam
4. R. Tawna Khawbung, HOD, Department of Anthropology - Member
5. O. Sanamani Singh, (Statistics) - Member
6. Vungzamawi, (Geography) - Member
7. Nehjamang Haokip, (Mathematics) - Member
8. Singthuam Thawmte, (English) - Member

EXTERNAL

- 1.
- 2.

X. ENVIRONMENT PROTECTION COMMITTEE

- i. L. Pangamte, Vice Principal – Chairman
- ii. L. Ingocha Singh, HOD, Department of Chemistry –Member
- iii. Lalzuitluanga HOD, Department of Mizo –Member
- iv. Esther Gangte – Member
- v. Lily L. Tombing – Member
- vi. Nenei Lhungdim -Member
- vii. Bliss Haubiakching – Member
- viii. Pumsiankim - Member
- ix. Dr. Lalzagou Neihzial, HOD, Department of Geography – Member
- x. Lalrengliani – Member

F. AD-ON COURSES

1. **SELF-FINANCED FOUNDATION COURSE IN COMPUTER APPLICATION, DTP & INTERNET TO MANAGED BY IQAC:** In an attempt to spread computer literacy among the students of Churachandpur College IQAC desired to run a computer courses from the academic session 2019-2020.

a. Requirements:-

- i. Computer needed:- 15 PCs
- ii. Cost per PCs Rs.10000/-
- iii. 1 (one) Computer Laboratory Room which shall also be used as college computer lab room with adequate no. of fans installed.
- iv. 1 (one) class room with the capacity of 330 students.
- v. PA system.
- vi. 1 (one) LCD Projector

- vii. 1 (one) white board.
 - viii. 1 (one) Instructor & 1 (multitasking office assistant). Their monthly honorarium will be managed by IQAC without affecting the college funds.
 - b. Intake capacity 330 students
 - c. Course duration 2-6 months
 - d. Fee Rs.500/- per student or lesser or depending upon the financial requirement.
 - e. Time slots:- there will be 5 practical slots and 1 theory slot per alternate days and 6 practical slots the other alternate days. The time slots shall be divided as follows; 9am -10am, 1pm-2pm, 2pm-3pm, 3pm-4pm, 4pm-5pm, & 5pm – 6pm
2. **Needed Loan:** In order to implement this computer course IQAC seek loan to the tune of Rs1,50,000/- from the college. IQAC shall repay the loan within 2 years from the date of sanction.

G. JOURNAL SUBSCRIPTION:- 5 UGC approved Journals in social Science and 5 UGC approved Journals in Science. IQAC shall workout the list.

Principal Remark: No remark

H. COMMUNITY SERVICE: The College shall adopt one village each year wherein the college would participate in the village development activities. For this purpose each teacher of the college shall donate a sum of Rs.300/- or more every year and it shall be utilized for providing scholarship, stipend, book grants to the students, studying from pre-primary to Xth class, who are bonafide residence of the adopted village and falls under the below poverty line categories or extend financial assistance for the infrastructural development of the school in the adopted village or the nearest schools where majority of the children of the adopted village are schooling.

The above guidelines were thoroughly analysed and discussed by the Academic Council (AC) and unanimously approved for implementation as the guidelines are stated above for it will revolutionise the academic atmosphere and quality of the college.

(DR. JANGKHOLUN MATE)
Co-ordinator
IQAC

(DR. TH. SIAMKHUM)
Principal