**GOVERNMENT OF MIZORAM**

**HIGHER AND TECHNICAL EDUCATION DEPARTMENT**

**MIZORAM**

**HIGHER EDUCATION INSTITUTION**

**ACADEMIC & ADMINISTRATIVE AUDIT**

**DEPARTMENT REPORT FORM**

**2019 (July) TO 2020 (June)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department**

**Government Aizawl North College**

**Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions :** 1. *Verifiable documents should augment the descriptions provided.*

*2. Distribution of points are given in italics in the weightage column.*

***Red Colour marked will be filled by the faculty.***

1. **PROFILE OF THE DEPARTMENT.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | **Description(s)** | | | |
| 1.1 | **Name of the Department** |  | | | |
| 1.2 | **Name of the Head of Department** |  | | | |
| 1.3 | **Faculty’s strength and paper/subject taught** | | | | |
|  | *▪ Name of regular faculty* | *▪ Designation* | *▪ Qualification(s)* | *▪ Paper Number/Code* | *▪ Name of Paper* |
|  |  |  |  |  |
|  |  |
| 2) |  |  |  |  |
|  |  |
| 1.4 | *▪ Name of attach, guest faculty, contract faculty, part-time faculty* | *▪ Designation* | *▪ Qualification(s)* | *▪ Paper Number/Code* | *▪ Name of Paper* |
|  |  |  |  |  |  |
|  |  |
| 2) |  |  |  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| 1.5 | **Details of awards, honours, recognitions received by faculty member(s) and Department(s)** |  |
| 1.6 | **Number of Departmental meetings held.** |  |

1. **ENROLLMENT AND EVALUATION.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | **Description(s)** | | | | | | | | | | | | | | | | | |
| 2.1 | **Intake capacity** |  | | | | | | | | | | | | | | | | | |
| 2.2 | **Teacher-student ratio** |  | | | | | | | | | | | | | | | | | |
| 2.3 | **Semester-wise student’s enrollment.** | | | | | | | | | | | | | | | | | | |
|  | *Semester* | *Male* | | | | | | | | *Female* | | | | | | | | *Total* | |
| 1st / 2nd Semester |  | | | | | | | |  | | | | | | | |  | |
| 3rd / 4th Semester |  | | | | | | | |  | | | | | | | |  | |
| 5th / 6th Semester |  | | | | | | | |  | | | | | | | |  | |
| 2.4 | **Category-wise student’s enrollment.** | | | | | | | | | | | | | | | | | | |
|  | *Semesters* | *Male* | | | | | | | | *Female* | | | | | | | | *Total* | |
| SC | ST | | OBC | | Gen | | | SC | | ST | | OBC | | Gen | |  | |
| 1st / 2nd Semester |  |  | |  | |  | | |  | |  | |  | |  | |  | |
| 3rd / 4th Semester |  |  | |  | |  | | |  | |  | |  | |  | |  | |
| 5th / 6th Semester |  |  | |  | |  | | |  | |  | |  | |  | |  | |
| 2.5 | **External Examination results.** | | | | | | | | | | | | | | | | | | |
|  | *Semesters* | *Number of students appeared* | | | | | | | | | | | | *Number of students passed* | | | | | |
| Male | | | Female | | | | | *Total* | | | | Male | | | | Female | *Total* |
| 1st / 2nd Semester |  | | |  | | | | |  | | | |  | | | |  |  |
| 3rd / 4th Semester |  | | |  | | | | |  | | | |  | | | |  |  |
| 5th / 6th Semester |  | | |  | | | | |  | | | |  | | | |  |  |
| 2.6 | **Division-wise external examination results** | | | | | | | | | | | | | | | | | | |
|  | *Semesters* | *Number of students passed grade wise* | | | | | | | | | | | | | | | *Position attained in the Top Ten rank*  *(In 6th Semester Under Graduate Examination)* | | |
| *F* | | *C* | | *B* | | *B+* | | | *A* | | *A+* | | *O* | |
| 1st / 2nd Semester |  | |  | |  | |  | | |  | |  | |  | |
| 3rd / 4th Semester |  | |  | |  | |  | | |  | |  | |  | |
| 5th / 6th Semester |  | |  | |  | |  | | |  | |  | |  | |  | | |
| 2.7 | **Teacher-wise record of pass percentage in the last External Examination.** [**https://ganc.mizoram.gov.in/page/result-analysis**](https://ganc.mizoram.gov.in/page/result-analysis) | | | | | | | | | | | | | | | | | | |
|  | *Name of teacher* | *Semester taught* | | | | | | | *Paper Number / Code* | | | | | | | | *Pass Percentage* | | |
| 1) |  | | | | | | |  | | | | | | | |  | | |
|  | | | | | | |  | | | | | | | |  | | |
| 2) |  | | | | | | |  | | | | | | | |  | | |
|  | | | | | | |  | | | | | | | |  | | |

1. **CURRICULAR ASPECT. (70 Points)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | | | | | **Description(s)** | | | | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 3.1 | **Contributions towards curriculum design and development.** *(Approx. 100 words)* | | | | |  | | | | **5** |  |  |
| 3.2 | **How is curriculum delivery administered?** *(Approx. 100 words)* | | | | |  | | | | **10** |  |
| 3.3 | *(Tick the appropriate response)* | | | | | *Maintaining both :*  *Maintaining one only :* | | | | **5**  *Maintaining both = 5*  *Maintaining one only = 3* |  |
| 3.4 | **Whether monthly/periodic faculty meeting is conducted? Mention the date of meetings** | | | | | | | | | **10**  *Monthly = 10*  *Periodic = 5*  *Others = 3* |  |
|  | 1. *Monthly* | | | | |  | | | |
| 1. *Quarterly* | | | | |  | | | |
| 1. *Others* | | | | |  | | | |
| 3.5 | **Value added courses, diploma introduced, if any.** | | | | | | | | | **20**  *30 days or more : 20*  *29 days and below : 10* |  |
|  | *Name of course* | *Duration* | | *Sponsoring agency* | | *Certifying authority* | | | *Nos of participants* |
| *1)* |  | |  | |  | | |  |
| *2)* |  | |  | |  | | |  |
| 3.6 | **Number of students awarded honours, recognitions, etc., at state, national and international level** | | | | | | | | | **10**  *State level = 2*  *National level = 3*  *International level = 5* |  |
|  | *Level* | | *Name* | | *Award* | | | *Event* | |
| *State :* | | *1)* | |  | | |  | |
| *2)* | |  | | |  | |
| *National :* | | *1)* | |  | | |  | |
| *2)* | |  | | |  | |
| *International :* | | *1)* | |  | | |  | |
| *2)* | |  | | |  | |
| 3.7 | **Whether structured feedback is received and analysed from :** *(Tick the appropriate response)* | | | | | | | | | **10**  *All three = 10*  *Any two = 7*  *Anyone = 3* |  |
|  | 1. *Alumni* | | | | | |  | | |
| 1. *Students* | | | | | |  | | |
| 1. *Parents* | | | | | |  | | |
| **Total** | | | | | | | | | | **70** |  |  |

1. **TEACHING-LEARNING AND EVALUATION. (120 points)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | | **Description(s)** | | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 4.1 | **Whether classrooms are ICT enabled?** | |  | | **10**  *5 or more items = 10*  *4 or less items = 5* |  |  |
| 4.2 | **Percentage of teachers using ICT in teaching** | |  | | **10**  *80% and above = 10*  *60% - 79% = 5*  *59% and below = 3* |  |
| 4.3 | **E-Resources and tools available**  *(Approx. 100 words)* | |  | | **5** |  |
| 4.4 | **Utilisation of teaching aids** | |  | | **5** |  |
| 4.5 | **Aggregate of syllabus coverage in percentage** | |  | | **10**  *90% - 100% = 10*  *80% - 89% = 7*  *60% - 79% = 5*  *59% and below = 3* |  |
| 4.6 | **Whether parents teacher meeting was organized? If yes, give details.**  *(Approx. 100 words)* | |  | | **10** |  |
| 4.7 | **Was remedial class arranged? If so, how often was it arranged?** *(Approx. 50 words)* | |  | | **10** |  |
| 4.8 | **Mention the category for which Remedial Class has been arranged.** *(Tick the appropriate response)* | | | | **5**  *For both category = 5*  *For one category = 3* |  |
|  | 1. *Backlog learners* | |  | |
| 1. *Slow learners* | |  | |
| 4.9 | **How were gifted learners supported? (Approx. 50 words)** | |  | | **10**  *5 items or more = 10*  *4 items or less = 5* |  |
| 4.10 | **Number of teachers pursuing M.Phil/Ph.D/ higher studies.** | | *Ph.D :*  *M.Phil :*  *Higher Studies :* | *Total :* | **10**  *3 or more = 10*  *2 or less = 5* |  |
| 4.11 | **Number of teachers awarded M.Phil / Ph.D during the reporting period.** | | *Ph.D :*  *M.Phil :*  *Higher Studies :* | *Total :* | **15**  *2 or more = 15*  *1 person = 10* |  |
| 4.12 | **Whether invited / guest lecture organized? If yes, mention :** | | | | **10**  *2 or more = 10*  *1 person = 5* |  |
|  | *Name of programme* | *Name of guest* | *Date/Duration* | *No of participants* |
| *1)* |  |  |  |
| *2)* |  |  |  |
| 4.13 | **Were the students given back answer papers in internal evaluation for self assessment**?  *(Tick the appropriate items)* | | | | **10**  *Sl.No. 1) = 10*  *Sl.No. 2) = 5*  *Sl. No. 3) = 3* |  |
|  | 1. *All teachers give back* | |  | |
| 1. *Some teachers give back* | |  | |
| 1. *No teachers give back* | |  | |
| **Total** | | | | | **120** |  |  |

1. **RESEARCH, INNOVATION AND EXTENSION. (120 points)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | | | | | | | | |  | | | | | **Description(s)** | | | | | | | | | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 5.1 | **Students (research) project (Other than college syllabus)** *[Approx. 100 words]* | | | | | | | | |  | | | | |  | | | | | | | | | **5** |  |  |
| 5.2 | **Brief outline of extension activities organized by the department**  *(Approx. 100 words)* | | | | | | | | |  | | | | |  | | | | | | | | | **5** |  |
| 5.3 | **Number of students participating in extension activities organized by the Institution and other departments** | | | | | | | | |  | | | | |  | | | | | | | | | **5**  *100 students and above=5*  *99 students and below=3* |  |
| 5.4 | **Collaborative activities for research, faculty exchange organized** *(Approx. 100 words)* | | | | | | | | |  | | | | |  | | | | | | | | | **5** |  |
| 5.5 | **Linkages with industries, institution, corporate houses. *(Approx. 100 words)*** | | | | | | | | |  | | | | |  | | | | | | | | | **10** |  |
| 5.6 | **Availability of consultancy service(s).** *(Approx. 100 words)* | | | | | | | | |  | | | | |  | | | | | | | | | **5** |  |
| 5.7 |  | | **Details of grants for research project awarded to faculty** | | | | | | | | | | | | | | | | | | | | | **15**  *Major = 10*  *Minor = 5* |  |
|  | *Name of teacher* | | | | *Title of project* | | | |  | | | | *Minor / Major* | | | | | *Sponsoring agency* | | | | | *Amount (Rs)* |
| *1)* | | | |  | | | |  | | | |  | | | | |  | | | | |  |
| *2)* | | | |  | | | |  | | | |  | | | | |  | | | | |  |
| 5.8 |  | | **Whether seminar, symposia, workshop conducted? If so, mention excluding student seminar.** | | | | | | | | | | | | | | | | | | | | | **10**  *3 or more = 10*  *2 or less = 5* |  |
|  | *Name of programme* | | | | | *Spornsoring agency* | | | |  | | | | | *Duration* | | | | *Nos of participants* | | | | |
| *1)* | | | | |  | | | |  | | | | |  | | | |  | | | | |
| *2)* | | | | |  | | | |  | | | | |  | | | |  | | | | |
| 5.9 |  | | **Publications by faculty** | | | | | | | | | | | | | | | | | | | | | **20**  *5 or more = 20*  *3 – 4 = 15*  *1 – 2 = 10* |  |
|  |  | | ▪ ***Research papers published by teachers in journals.*** | | | | | | | | | | | | | | | | | | | | |
| Name of author | | Title of paper | | | | | Name of journal | | | Peer Reviewed or Refereed Journal | | | | | | Recognized by UGC. | | | | ISBN/ISSN number | | |
| *1)* | |  | | | | |  | | |  | | | | | |  | | | |  | | |
| *2)* | |  | | | | |  | | |  | | | | | |  | | | |  | | |
| Name of author | | Title of paper | | | | | Name of journal | | | Peer Reviewed or Refereed Journal | | | | | | Not recognized by UGC. | | | | ISBN/ISSN number | | | **10**  *5 or more = 10*  *3 – 4 = 5*  *1 – 2 = 3* |  |
| *1)* | |  | | | | |  | | |  | | | | | |  | | | |  | | |
| *2)* | |  | | | | |  | | |  | | | | | |  | | | |  | | |
|  | | ▪ ***Research papers / articles published by teachers*** | | | | | | | | | | | | | | | | | | | | | **5**  *5 or more = 5*  *3 – 4 = 3*  *1 – 2 = 2* |  |
| Name of author | | | | | | Title of paper | | | | | | | | Name of journal / Newspapers/ Magazines | | | | | Vol number/Date | | | |
| *1)* | | | | | |  | | | | | | | |  | | | | |  | | | |
| *2)* | | | | | |  | | | | | | | |  | | | | |  | | | |
|  | | **▪ *Books and chapters in edited volumes/books published and papers in state/national/international conference-proceedings.*** | | | | | | | | | | | | | | | | | | | | | **10**  *5 or more = 10*  *3 – 4 = 5*  *1 – 2 = 3* |  |  |
| Name of author | | | Title of paper/book | | | | | | | | Name of publisher | | | | ISSN/ISBN number | | | | | | Year of publication | |
| *1)* | | |  | | | | | | | |  | | | |  | | | | | |  | |
| *2)* | | |  | | | | | | | |  | | | |  | | | | | |  | |
| 5.10 |  | | **Participation in seminars, workshop, etc as resource persons and reading seminar papers/Radio/Television Talk** | | | | | | | | | | | | | | | | | | | | | **15**  *5 or more = 15*  *3 – 4 = 10*  *1 – 2 = 5* |  |
|  | *Name of teacher* | | | | | *Title of paper* | | | | | | | | *Title of programme* | | | | | *Time* | | | | |
| *1)* | | | | |  | | | | | | | |  | | | | |  | | | | |
| *2)* | | | | |  | | | | | | | |  | | | | |  | | | | |
|  | | **Total** | | | | | | | | | | | | | | | | | | | | | | **120** |  |  |

1. **INFRASTRUCTURE AND LEARNING RESOURCES. (30 points)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | **Description(s)** | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 6.1 | **Whether departmental library is available? If yes, mention the number of volumes, journals, magazines, etc.** | Yes / No | **10** |  |  |
| 6.2 | **Availability of internet connection / wifi for teachers.** *(Approx. 50 words)* |  | **10** |  |
| 6.3 | **Availability of internet connection / wifi for students.** *(Approx. 50 words)* |  | **10** |  |
| **Total** | | | **30** |  |  |

1. **STUDENTS SUPPORT AND PROGRESSION. (80 points)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | | | **Description(s)** | | | | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 7.1 | **Mentoring system adopted.** *(Approx. 100 words)* | | |  | | | | **10** |  |  |
| 7.2 | **Mechanism for timely redressal of student’s grievances.** *(Approx. 100 words)* | | |  | | | | **10** |  |
| 7.3 | **Were records of student’s progression to higher studies/placement maintained? If so, highlight the system.** *(Approx. 50 words)* | | |  | | | | **10** |  |
| 7.4 | **Were records of students / Alumni members qualifying at state and national examination maintained. If so, mention the name and examination** | | |  | | | | **10** |  |
| 7.5 | **Was study tour, field trip, exposure visit conducted. If yes, mention:** | | | | | | | **30**  *Study tour = 15*  *Exposure visit = 10*  *Field trip = 5* |  |
|  | *Name of activity* | *Duration* | | *Place of visit* | | *Number of participants* | |
| *1)* |  | |  | |  | |
| *2)* |  | |  | |  | |
| 7.6 | **Percentage (%) of students benefitting guidance for competitive examination, counseling, skill development programmes, etc.** | | *Name of programme* | | *Nos of students benefitted* | | *Percentage* | **10**  *60% and above = 10*  *50% - 59% = 5*  *49% and below = 3* |  |
| *1)* | |  | |  |
| *2)* | |  | |  |
| *Total* | |  | |  |
| **Total** | | | | | | | | **80** |  |  |

1. **GOVERNANCE, LEADERSHIP AND MANAGEMENT. (40 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | | | **Description(s)** | | | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 8.1 | **Whether activity records are maintained?** | | | Yes / No | | | **10** |  |  |
| 8.2 | **Number of professional development training programmes organized** | | | | | | **15**  *7 days or more = 10*  *6 days or less = 5* |  |
|  | *Name of programme* | *Duration* | | *Nos of participants* | | *Sponsoring agency* |
| *1)* |  | |  | |  |
| *2)* |  | |  | |  |
| 8.3 | **How were required reports submitted to IQAC?** *(Tick the appropriate item)* | | | | | | **10**  *Monthly = 10*  *Quarterly = 5*  *End of Semester = 3*  *As and when solicited = 2* |  |
|  | 1. *Monthly* | | |  | | |
| 1. *Quarterly* | | |  | | |
| 1. *End of semester* | | |  | | |
| 1. *As and when solicited* | | |  | | |
| 8.4 | **Number of faculty attending professional development, training programmes, etc.** | | | | | | **5**  *More than 10 program= 5*  *5-9 program= 3*  *1-4 program= 2* |  |
|  | *Name of faculty* | | *Name of programme attended* | | *Duration of programme* | |
| 1) | |  | |  | |
| 2) | |  | |  | |
| **Total** | | | | | | | **40** |  |  |

1. **INSTITUTIONAL VALUES AND BEST PRACTICES. (40 points)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | | **Description(s)** | | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 9.1 | **Describe one Best Practice adopted by the Department** | |  | | **10** |  |  |
| 9.2 | **Contribution towards campus life and development** *(Not more than 100 words)* | |  | | **5** |  |
| 9.3 | **Differently abled friendliness** | |  | | **5** |  |
| 9.4 | **Whether Gender Equity programme organised, if yes mention** | | | | **10**  *3 or more = 10*  *2 programme = 5*  *1 programme = 3* |  |
|  | *Name of programme* | *Time/Duration* | *Number of participants* | *Sponsoring agency* |
| *1)* |  |  |  |
| *2)* |  |  |  |
| 9.5 | **Organised programmes/lectures on birth/death anniversaries on great indian personalities, rights of citizens, etc.** | | | | **10**  *3 or more = 10*  *2 programme = 5*  *1 programme = 3* |  |
|  | *Name /Title of programme* | *Time/Duration* | *Number of participants* | *Sponsoring agency* |
| *1)* |  |  |  |
| *2)* |  |  |  |
| **Total** | | | | | **70** |  |  |

1. **STRENGTH, WEAKNESS, OPPORTUNITIES & CHALLENGES (SWOC) analysis** *{Highlight 2 points}*

|  |  |
| --- | --- |
| *▪* ***Strength :*** |  |
| 1) | |
| 2) | |
| *▪* ***Weakness :*** |  |
| 1) | |
| 2) | |
| *▪* ***Opportunities :*** |  |
| 1) | |
| 2) | |
| *▪* ***Challenges :*** |  |
| 1) | |
| 2) | |

Date of Submission : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature of the faculty

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature of the HOD Name and signature of the Principal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OBSERVATIONS OF THE ACADEMIC AUDIT TEAM:**

**TOTAL POINTS : 500 TOTAL SCORE : \_\_\_\_\_\_\_\_\_\_\_\_**

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Member Member Chairman

Academic Audit Team Academic Audit Team Academic Audit Team