**GOVERNMENT OF MIZORAM**

**HIGHER AND TECHNICAL EDUCATION DEPARTMENT**

**MIZORAM**

**HIGHER EDUCATION INSTITUTION**

**ACADEMIC & ADMINISTRATIVE AUDIT**

**DEPARTMENT REPORT FORM**

**2020 (July) TO 2021 (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