**GOVERNMENT OF MIZORAM : HIGHER & TECHNICAL EDUCATION DEPARTMENT**

Academic & Administrative Audit of Affiliated Colleges

Format – I (Institutional Data)

­For the Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **I-COLLEGE PROFILE** |
| 1 | Name of the College, Website, email and Ph. No. |  |
| 2 | Name of the Principal, email & Mod. No. |  |
| 3 | Name of the Vice-Principal, email & Mob. No. |  |
| 4 | Name of the IQAC Coordinator, email & Mob. No. |  |
| 5 | Name of RUSA Coordinator, email & Mob. No. |  |
| 6 | Year of Establishment & own land if any |  |
| 7 | Affiliating University |  |
| 8 | NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not accredited) |  |
| 9 | UGC Recognition (2F & 12 B) with dates |  |
| 10 | National Institutional Ranking Framework (NIRF) Rank |  |
| 11 | Online Admission status |  |
| 12 | College Working Hours (if shift system mention details of both shifts & give reasons for shift system)  |  |
| 13 | No. of Teaching Posts Sanctioned | Regular |  | Filled |  | Vacant |  |
| Contract |  |  |  |  |
| Guest/Part-time |  |  |  |
| TOTAL |  |  |
| 14 | No. of Non-Teaching posts sanctioned | Librarian |  | Filled |  | Vacant |  |
| Deputy Librarian |  |  |  |
| Library Assistant |  |  |  |
| Assistant |  |  |  |
| UDC |  |  |  |
| LDC |  |  |  |
| 4th Grade |  |  |  |
| TOTAL |  |  |  |
| 15 | Students strength | 1st/2nd Semester |  |
| 3rd/4th Semester |  |
| 5th/6th Semester |  |
| Total |  |

**II – CURRICULAR ASPECTS (100)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Item | **Status (Give Details)** | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 16 | Implementation of Annual Institutional Plan/College Calendar | *50 words approx.*  | 15 |  |  |
| 17 | Whether the above plan circulated among students | *If Yes, provide verifiable document* | 10 |  |
| 18 | College Activity Register (e.g. 2019-2020) | *List (with document)* | 10 |  |
| 19 | Academic flexibility | *Verifiable document* | 10 |  |
| 20 | Add-on Courses (Department-wise) completed during last academic year | *List (with document)* | 15 |  |  |
| 21 | Feed- back from students/parents/alumni on curricular aspects | *Summary of analysis* | 10 |  |
| 22 | New UG & PG Courses introduced this year | *List (with document)* | 20 |  |
| 23 | Maintenance of Student Attendance Registers | *Verifiable document* | 10 |  |

**III – TEACHING, LEARNING & EVALUATION (350)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | **Status (Give Details)** | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 24 | Are students’ enrollments and profiles computerized and well documented? | *50 words approx. (with document)* | 40 |  |  |
| 25 | Number of International students & students from other states | *List (with document)* | 20 |  |
| 26 | Teaching Diaries & Teaching Plans in prescribed format | *Verifiable document* | 30 |  |
| 27 | Tutorials- Assignments, students’ seminar, students’ project etc. | *50 words approx. (with document)* | 40 |  |
| 28 | Academic Competitions (College level & above) | *List (with document)* | 40 |  |
| 29 | Conduct of Internal Exams – semesters, evaluation etc. | *50 words approx.* | 40 |  |
| 30 | Subject wise result analysis (percentage) | *Verifiable document* | 40 |  |
| 31 | Remedial classes  | *50 words approx. Be specific on the types of students catered(with document)* | 30 |  |
| 32 | Record of evaluation of Teachers by Students | *50 words approx. (with document)* | 30 |  |
| 33 | Teachers’ profile | *List (with document)* | 40 |  |

**IV – RESEARCH, INNOVATIONS AND EXTENSION (120)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | **Status (Give Details)** | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 34 | Is the College a recognized/accredited Research Centre? | *15 words approx. (Type, Research subject etc)* | 10 |  |  |
| 35 | No. of Research (Co) Guides in the College | *List (with document)* | 10 |  |
| 36 | Major/Minor/Other Research Projects(Major=5/Minor=3/Others=2) | *List (with document)* | 10 |  |
| 37 | Research Papers Published during last academic year (International=5/National=3/State=2) | *List (with document)* | 10 |  |
| 38 | Papers presented during last academic year (International=5/National=3/State=2 level) | *List (with document)* | 10 |  |
| 39 | Books/Text Books published during last academic year (Single Author=7/Co Author=3) | *List (with document)* | 10 |  |
| 40 | Seminars/Workshop/Training Programme conducted during last academic year (International=5/National=3/State=2 level) | *List (with document)* | 10 |  |
| 41 | Record of MoUs during last academic year | *List (with document)* | 05 |  |
| 42 | Record of subject/Department related extension activities | *List (with document)* | 10 |  |
| 43 | Name of NSS PO & Mobile No. |  |   |
| 44 | NSS activity  | *List (with document)* | 05 |  |
| 45 | Name of the NCC ANO & Mobile No. |  |
| 46 | NCC activity  | *List (with document)* | 05 |  |
| 47 | Name of Red Ribbon Club Coordinator & Mobile No. |  |
| 48 | Red Ribbon Club activity | *List (with document)* | 05 |  |
| 49 | Name of Women Empower Cell Coordinator & Mobile No. |  |
| 50 | Women Empowerment Cell activity | *List (with document)* | 05 |  |
| 51 | Name of Eco Club/Adventure Club Coordinator & Mobile No. |  |
| 52 | Club activities | *List (with document)* | 05 |  |
| 53 | Name of Consumer Club Coordinator & mobile No. |  |
| 54 | Consumer Club activity | *List (with document)* | 05 |  |
| 55 | Any other Club (if any) | *List (with document)* | 05 |  |

**V – INFRASTRUCTURE & LEARNING RESOURCES (100)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | **Status (Give Details)** | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 56 | Name of the Librarian & Mobile No. |  |  |
| 57 | Circulation of Library Books among students | *Verifiable document* | 10 |  |
| 58 | Availability of previous years question papers | *Verifiable document* | 05 |  |
| 59 | Record of Librarys visitors | *Verifiable document* | 05 |  |
| 60 | Status of library automation(E-lessons & e-resources/e-journals) | *Verifiable document* | 10 |  |
| 61 | ICT enabled classrooms | *Number (with document)* | 10 |  |
| 62 | Availability of WI-FI & Internet within the campus | *Verifiable document* | 10 |  |
| 63 | Students’ recreational/sports amenities | *50 words approx. (evidence proof)* | 10 |  |
| 64 | Computer/Language labs (No. of labs & working systems) | *List (with document)* | 10 |  |
| 65 | Availability of students’ centre | *Area, types etc. in 15 words approx..* | 10 |  |  |
| 66 | Availability of separate toilets for male and female (for both students and teachers) | *15 word approx.* | 10 |  |
| 67 | Special facilities for Persons with Disability (PwD) | *List (with proof)* | 10 |  |  |

 **VI – STUDENT SUPPORT & PROGRESSION (130)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | **Status (Give Details)** | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 68 | Name of Physical Director/Teacher i/c Sports & Mobile No. |  |  |
| 69 | Records of Sports events conducted | *List (with document)* | 10 |  |
| 70 | Records of significant achievements in games & Sports | *List (with document)* | 10 |  |
| 71 | Records of Cultural Program conducted | *List (with document)* | 10 |  |
| 72 | Any other extra-curricular activities conducted | *List (with document* | 10 |  |
| 73 | Name of Career Guidance Cell Coordinator |  |
| 74 | Record of Career Guidance Cell activities | *List (with document)* | 10 |  |
| 75 | Record of support by Alumni Association | *List (with document)* | 20 |  |
| 76 | Record of Grievance Redressal Cell | *List (with document)* | 10 |  |
| 77 | Record of Anti-Ragging cell | *List (with document)* | 10 |  |
| 78 | Maintenance of sanitation & Cleanliness | *List (with document)* | 10 |  |
| 79 | Maintenance of drinking water | *List (with proof)* | 10 |  |
| 80 | Health Care facility | *List (with proof)* | 10 |  |
| 81 | Canteen/Cafeteria | *Standard & Facilities* | 10 |  |

 **VII – GOVERNANCE, LEADERSHIP AND MANAGEMENT (100)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | **Status (Give Details)** | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 82 | Realization of Institutional vision by the administration | *30 words approx.* | 10 |  |  |
| 83 | Distribution of works among the administrative staff | *Distribution List (with document)* | 10 |  |
| 84 | Faculty Development Program initiatives | *List (with verifiable documents)* | 15 |  |
| 85 | Staff Welfare initiatives  | *15 words approx..* | 10 |  |
| 86 | Internal Audit of finances | *Verifiable document* | 10 |  |
| 87 | Resource Mobilization | *Verifiable document* | 10 |  |
| 88 | Functioning of Committees in administration (Minutes of the meetings) | *Meeting & Resolution Nos. (with verifiable documents)* | 15 |  |
| 89 | IQAC activities & maintenance of records (Action plan/minutes/proof of submission of AQAR to NAAC/Activity register) |  | 20 |  |

**VIII – INSTITUTIONAL VALUES AND BEST PRACTICES (100)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Item | **Status (Give Details)** | **Weightage** | **Score** | **Remark(s) by Assessor** |
| 90 | Adopted Village/School | *50 words approx.* | 20 |  |  |
| 91 | Social Responsibility initiatives | *50 words approx.* | 20 |  |
| 92 | Best/innovative practices undertaken by the institution | *50 words approx.*  | 20 |  |
| 93 | Hard copy of AQAR of last academic year (should be available with the Principal) |  | 20 |  |
| 94 | Awards / Achievements  | *List of Awards/Achievements* | 10 |  |
| 95 | Uniqueness/distinctiveness of the institution | *50 words approx.* | 10 |  |
| **SWOC Analysis** |
| **Strengths** |  |
| **Weaknesses** |  |
| **Opportunities** |  |
| **Challenges** |  |
|  | **Name & Signature of the Principal** |  | **Name & Signature** **Member, Academic & Administrative Audit** |
|  | **Name & Signature****Member, Academic & Administrative Audit** |
|  | **Name & Signature****Chairman, Academic & Administrative Audit** |
|  | Note: the format is to be filled by the Principal and submitted to the Academic Audit Team |