Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

➡ Having a functional IQAC.
➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
➡ Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Govt. Aizawl West College

1.2 Address Line 1

Dawrpui Vengthar

Address Line 2

City/Town

Aizawl

State

Mizoram

Pin Code

796009

Institution e-mail address

govtaizawlwestcollege@gmail.com

Contact Nos.

(0389) 23417241

Name of the Head of the Institution:

Dr. P. Lalremliana

Tel. No. with STD Code:

(0389) 2325945

09436195158

Mobile:

Name of the IQAC Co-ordinator:

Dr. Samuel V.L.Thlanga

Mobile:

09436362173

IQAC e-mail address:

iqacgawc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

MZCOGN11293

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/25/A&A/2.3

1.5 Website address:

http://www.gawc.mizoram.gov.in

Web-link of the AQAR:

http://www.gawc.mizoram.gov.in

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C+		2004	5 years
2	2nd Cycle	C	1.83	2011	5 years
3	3rd Cycle	B+	2.57	2017	5 years
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

07/09/2009

1.8 AQAR for the year *(for example 2010-11)*

2017 - 2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i. AQAR 2017 – 2018   15.3.2018   (DD/MM/YYYY)4

1.10 Institutional Status

| University | State | - | Central | | Deemed | | Private | |

| Affiliated College | Yes | √ | No | |

| Constituent College | Yes | | No | ., |

| Autonomous college of UGC | Yes | | No | ., |

| Regulatory Agency approved Institution | Yes | | No | √ |

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√] Men [ ] Women [ ]

                        Urban   [√] Rural [ ] Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [√] UGC 12B [√]

                   Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

         Arts [√]   Science [ ] Commerce [ ] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) | . |

1.12 Name of the Affiliating University *(for the Colleges)* | Mizoram University |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | Nil |

University with Potential for Excellence | Nil | UGC-CPE | Nil |

DST Star Scheme | Nil | UGC-CE | Nil |

UGC-Special Assistance Programme | Nil | DST-FIST | Nil |

UGC-Innovative PG programmes | Nil | Any other (*Specify*) | Nil |

UGC-COP Programmes | Nil |

2. IQAC Composition and Activities

2.1 No. of Teachers | 8 |

2.2 No. of Administrative/Technical staff | 3 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | 1 |

2.5 No. of Alumni | - |

2. 6 No. of any other stakeholder and

    community representatives

1

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

2

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

6

2.11 No. of meetings with various stakeholders:　　No. [ ]　　Faculty | 1 |

Non-Teaching Staff Students [ ]　Alumni | 1 |　Others | 2 |

2.12 Has IQAC received any funding from UGC during the year?　Yes [ ]　No [√]

    If yes, mention the amount | N.A. |

2.13 Seminars and Conferences (only quality related)

  (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 1 |　International [ ]　National [ ]　State [ ]　Institution Level | 1 |

  (ii) Themes | Social Issues |

2.14 Significant Activities and contributions made by IQAC

- Motivational Talk called "West IMPRESS" was organised successfully
- Enhancement in teaching – learning
- Seminars and invited lectures
- Engage students in community services
- Arranged remedial classes

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To conduct Institutional level 'Interdisciplinary Academic Interaction programme'	Students better understand interdisciplinary approach and better appreciate other subjects
To organize 'Leadership Training' for Students' Union Leaders.	Students' Union leaders and class representatives are better equipped and became more effective as leaders.
To conduct awareness campaign on 'Ragging' amongst the students	The college campus became Ragging-free.
To conduct 'Career Awareness Talk' amongst the students	Students are better aware and are more focussed on their career
To organise 'Career Awareness Programme' where resource person from outside may be invited	Students became more knowledgeable on avenues of career especially in Life Insurance Corporation as the resource person invited was from LIC.
To maintain placement record	Placement Record Book has been maintained and updated on a regular basis.
To renovate complaint boxes and make more of it for the new classrooms	New complaint boxes have been installed and the old ones have been renovated.
Each teacher will be assigned student-mentees and all first semester students will be mentored within the present academic session	Students and teachers started realizing the importance of mentoring system

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [ ]   No [√]

Management [ ]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

- Inter-disciplinary Academic Interaction Programme was organised for the 6th semester students by conducting joint classes for students of different core subjects during 27th and 28th March, 2018.
- Leadership Training for leaders of Students' Union of the college was organised on 21st February, 2018. Ms. Lalremruati, asst. professor, Dept. of Psychology was the resource person and 29 student leaders attended.
- Written notices and helpline numbers on Anti-Ragging have been displayed in and around the college.
- Career and Placement Cell members have given career guidance to all the semester students by talking on the topic for 15 minutes before the end of their classes.
- Career Guidance Programme for 5th Semester students with Engineer Lalnunmawia from Life Insurance Corporation, Govt. of India as a resource person was held on 21st July, 2017.
- Placement Record Book has been maintained and updated on a regular basis.
- Four new complaint boxes have been installed within the reporting year.
- Each Teacher has been assigned 10/11 student-mentees from first semester students. Issues and challenges faced by the students have been discussed. Mentors have regular contacts with their mentees by having individual and group sessions as well as through media.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil

PG	Nil	Nil	Nil	Nil
UG	8	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	1	Nil	Nil	1
Diploma	1	Nil	Nil	1
Certificate	3	Nil	Nil	3
Others	Nil	Nil	Nil	Nil
Total	13	Nil	Nil	4

Interdisciplinary	
Innovative	

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [-] Parents [-] Employers [-] Students [√]
   (On all aspects)

      Mode of feedback :   Online [-] Manual [√] Co-operating schools (for PEI) [-]

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Nil

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	11	23	1	-

2.2 No. of permanent faculty with Ph.D.   [12]

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
11	3	23	Nil	1	1	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

1	Nil	2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	8	20
Presented papers	3	2	1
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- New projector screens are installed in all the classrooms.
- Skill training programme on Flower Arrangements for interested students organised.
- Mentoring system

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

7	1	Nil

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
I Semester	301	Nil	1	21.26	21.93	44.51
III Semester	242	1	8.26	30.58	19.42	58.67
V Semester	174	Nil	18	45	9	74.13

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- By organizing meeting of teaching staff, students and parents.
- By collecting feedback from Student Union leaders and Alumni.
- By introducing mentoring system where all the teachers are assigned to student- mentees.
- By taking initiative in the instalment of overhead projectors and screens in all the classrooms.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	3
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	2	Nil	1
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC-

- Suggested research topics to all the academic departments of the college for research project.
- Explore various funding agencies for research projects.
- Organised One- day Seminar on "Research Methodology" on 19th March, 2018.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	2	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [-]　　Average [√]　　h-index [-]　　Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil

Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published   i) With ISBN No. | 1 | Chapters in Edited Books | Nil |

ii) Without ISBN No. | 2 | | Nil |

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | Nil | CPE | Nil | DBT Star Scheme | Nil |

INSPIRE | Nil | CE | Nil | Any Other (specify) | Nil |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	-	-
Sponsoring agencies	-	-	ICHR & MHA	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 3 |

3.13 No. of collaborations   International | Nil | National | Nil | Any other | Nil |

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil | From Management of University/College | Nil |

Total Nil

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   Nil
     and students registered under them   Nil

3.19 No. of Ph.D. awarded by faculty from the Institution   NA

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil   SRF Nil   Project Fellows Nil   Any other Nil

3.21 No. of students Participated in NSS events:

University/College level 200   State level 200

National level Nil   International level Nil

3.22 No. of students participated in NCC events:

University level NA   State level NA

National level NA   International level NA

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	NA	College forum	1		
NCC	NA	NSS	4	Any other	Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- One public bath cum toilet and one public urinal have been constructed at Baktawng village.
- Public waiting shed was erected at Sesih village.
- Bus waiting shed was constructed at Zonuam, Aizawl.
- Motivational Talk was organised in the College under the banner of "West IMPRESS" in which final semester students, staff of the college, principals and IQAC coordinators from other colleges in Aizawl, public and community leaders from Dawrpui Vengthar and Dinthar locality participated.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total

Campus area	781.90 Sq. m	-	-	-
Class rooms	17	-	-	-
Laboratories	2	-	-	-
Seminar Halls	-	1	RUSA	4
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	15		80,000
Value of the equipment purchased during the year (Rs. in Lakhs)		1	UGC	4.2
Others			RUSA	1.3 Lacs

4.2 Computerization of administration and library

Computerization of the administrative office of the college is underway. Both the administrative section and the library are connected with Broadband Internet and WIFI. Teachers Common Room and other sections of the college are WIFI enabled.

The Library is equipped with SOUL and nlist (inflibnet). Bar-coding and LAN systems are being used in the Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8502	-	386	-	8888	7,38,400
Reference Books	300	-	51	-	351	1,40,520
e-Books	12	-	-	-	12	-
Journals	12	-	-	-	-	48,000
e-Journals	10	-	-	-	-	5,000
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others

Existing	52	1	1	5	1	7	1	43
Added	5	-	1	-	-	1	-	5
Total	57	1	2	5	1	8	1	48

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Certificate Course in Computer Applications for students, in collaboration with National Institute of Electronics and Information Technology (NIELIT), Aizawl is conducted in the College round the year.
- Website management Training on CMS Version 2, condcted by ICT Dept. Govt. of Mizoram during 13-15 March, 2018 was attended by IQAC Coordinator and one administrative staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT

> 0.53 lacs

ii) Campus Infrastructure and facilities

> 4.1 lacs

iii) Equipments

> 0.2 lacs

iv) Others

> -

Total :

> 4.83 lacs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation for the 1st Semester classes was held at the beginning of the semester.

5.2 Efforts made by the institution for tracking the progression

- Suggestion/Complaint boxes are placed in all the classrooms.
- Counselling is available for the students free of cost.
- Mentoring of students being spearheaded by the Mentoring cell.
- Incentive cash awards given to meritorious students.
- Remedial classes available for academically challenged students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
865	Nil	Nil	Nil

(b) No. of students outside the state

12

(c) No. of international students

Nil

Men

No	%
461	53.29

Women

No	%
404	46.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3	6	931	-	-	940	7	-	857	1	-	865

Demand ratio   Dropout % - 8.55%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Coaching classes for competitive examinations was arranged for the 5th Semester students.
- Program on Interview skills has been conducted.

No. of students' beneficiaries

5.5 No. of students qualified in these examinations

NET | Nil | SET/SLET | Nil | GATE | Nil | CAT | Nil |

IAS/IPS etc. | Nil | State PSC | Nil | UPSC | Nil | Others | 2 |

5.6 Details of student counselling and career guidance

- Career guidance was given to each class during the last semester.
- An employee from Life Insurance Corporation was invited as Resource Person at the Career Awareness Programme organised by the Career Guidance and Placement Cell.
- Register of Alumni placement is being maintained by the Career Guidance and Placement Cell

No. of students benefitted

| 120 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	2

5.8 Details of gender sensitization programmes

- Awareness program on 'Sexual harassment' was conducted.
- Self-defense classes for female students organized.

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 74 | National level | Nil | International level | Nil |

No. of students participated in cultural events

State/ University level | 60 | National level | 20 | International level | Nil |

    5.9.2   No. of medals /awards won by students in Sports, Games and other events
Sports:
State/ University level | 2 | National level | Nil | International level | Nil |

Cultural:
State/ University level | Nil | National level | Nil | International level | Nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	
Financial support from government	790	Through Direct Benefit Transfer
Financial support from other sources	Nil	
Number of students who received International/ National recognitions	Nil	

5.11   Student organised / initiatives
Fairs:
State/ University level | Nil | National level | Nil | International level | Nil |

Exhibition:
State/ University level | Nil | National level | Nil | International level | Nil |

5.12   No. of social initiatives undertaken by the students | 2 |

5.13 Major grievances of students (if any) redressed:

- The college is still under construction and most complaints have been about the poor maintenance on the cleanliness of the college area.
- Insufficient water supply in the toilets.
- Demand for drinking water dispenser in the mini-gym and library.
- Need for more books in the library.

Criterion – VI
6. Governance, Leadership and Management
6.1 State the Vision and Mission of the institution

Vision

- To develop the society by means of educating the youth.
- To minimize social evils, poverty and ignorance.
- To maintain social harmony within the society.

Mission

6.2 Does the Institution has a management Information System

Yes, the college has a management Information System in the following ways:

- Suggestion/Complaint boxes has been placed in all the classrooms.
- The college has a Students Information System.
- The college Notice Boards are regularly updated.
- Students profile has been computerized.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Eight faculty members are Members of Board of Studies in Mizoram University.
- As curriculum development is totally under the authority of the University, the college has no scope of designing curriculum. However, every department strictly follows the academic calendar based on their Lesson Plan.

6.3.2 Teaching and Learning

- Mode of teaching includes lecture, presentations, group discussions and seminars.
- Use of ICT in teaching.
- Reading materials and hand-outs given to students.
- Field study and project work carried out.
- Remedial classes conducted regularly for slow learners.
- Students mentoring system regularly carried out.
- Feedback from students.
- Interdisciplinary academic interactions conducted.

6.3.3 Examination and Evaluation

- Semester system with continuous Internal Assessment.
- The Examination Committee conducts two internal tests and external examination (University) in each semester.
- Students' performance is analysed by all the departments.
- Moderation committee actively monitors the questions set in internal tests and moderate the marks given in the tests and assignments.

6.3.4 Research and Development

- Research & Project Cell is formed to motivate and monitor all research based activities.
- Teachers are guided with available research funding agencies.
- Workshop on 'Research Methodology' conducted for teaching faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library committee monitors all the quality enhancements of the library including infrastructure.
- Library is regularly updated and is fully equipped with computers and internet connection.
- Orientation program on Uses and Available services of the library has been held for the 1st Semester students.

6.3.6 Human Resource Management

- A well-established Staff Welfare Committee looks after the affairs of the staff (teaching and non-teaching).
- Students' Union looks after the welfare of the students.
- All faculty members actively participate in all IQAC activities.

6.3.7 Faculty and Staff recruitment

As the college is a government institution, all the faculty and staff of the college are recruited as per the norms/rules of the government.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

- The college follows first come first serve basis where admissions are given to students irrespective of their gender, ethnicity, religion, and socio-economic status.
- Special quota is given to physically challenged individuals and special consideration is given for proficiency in sports at the National and International level.

6.4 Welfare schemes for

Teaching	College Welfare Fund, College Teachers' Fund
Non teaching	College Welfare Fund
Students	Payment of college fee on instalment basis Conveyance allowance (UGC sponsored)

6.5 Total corpus fund generated

| Nil |

6.6 Whether annual financial audit has been done   [√] Yes   [ ] No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Yes
Administrative	No	No	Yes	Yes

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [-]   No [-]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

| |

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

| |

6.11 Activities and support from the Alumni Association

- Alumni meet conducted every year.
- Supporting various activities of the college by funding seminars and sponsoring students in Inter-college sports.

6.12 Activities and support from the Parent – Teacher Association

- Annual Parents-teachers meet.
- Feedback from parents.

6.13 Development programmes for support staff

- Non-teaching staff attends different training organized by various agencies on a need basis.
- College welfare loan is available for the staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Rain water harvesting system.
- Maintaining a polythene-free campus.

Criterion – VII
7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Solidarity Students Exchange Programme was held during 21st March to 28th March, 2018 with ALVAS Institute, Moodbidri, Karnataka. Students from both the institutions appreciated each other's culture.
- 20 students with a teacher in-charge participated at the Bihar Diwas- 2018 during 21st to 24th March, 2018 under "Ek Bharat Shrestra Bharat" Programme. Student-participants gained knowledge and experiences from the visit.
- Legal Aid Clinic and Legal Literacy Club have been inaugurated. Students show immensely interests.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> Annexure - 2

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Student-exchange and cultural exchange programmes.
- Legal Aid Clinic and Legal Literacy Club

7.4 Contribution to environmental awareness / protection

- The students as part of the NSS program participated in the "Save Chite Lui" project, an initiative taken by the Government of Mizoram in reviving and conserving the dying Chite river.
- Water-shed/waiting shed constructed at Baktawng village
- Environmental awareness program conducted at Baktawng village

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis

Strengths

- Conducive atmosphere for teaching and learning.
- Committed and qualified faculty.
- Good relationship among stakeholders.
- Dedicated staff of the college.
- Sensitive to students from socially backward sections.

Weakness

- Limited academic flexibility in the choice of subjects.
- Lack of linkages and collaborations with industries.
- Limited capacity for extension of the main college building.

Opportunities

- Mentoring system is practiced in the college.
- Pursuance of higher studies by faculty.
- Centre for Entrepreneurship Development established.

Threats

- Employment rate of the students is not very encouraging.
- Congested environment of the college due to limited college campus is not conducive to education itself.

8. **Plans of institution for next year**

- To send certain number of students under student-exchange programme to different parts of the country.
- To get the Cultural Club of the College affiliated to Art & Culture Department, Govt. of Mizoram.
- To organize study tour programme for students of different academic departments.
- To organise at least one National Level Seminar.
- To observe IT Month.
- To move towards having a new and more educational-friendly college campus.

Name: Dr. Samuel V.L. Thlanga   Name: Dr P.Lalremliana

Signed   Signed
Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure – I

ACADEMIC CALENDAR

i)	Commencement of Session and Orientation for First Semester Students	3rd July , 2017
ii)	Commencement of regular classes for all semesters	4th July, 2017
iii)	Freshers' Social	2nd Week of July
iv)	Elections a)Class Representatives b)Students Union O.B.	2nd Week of July Last Week of July
v)	First Internal Examination	3rd Week of August & Last week of February
vi)	Second Internal Examination	1st Week of October & 1st Week of April
vii)	Examination of I,III & V Semester	10th November - 6th December
viii)	Winter Vacation	7th December – 16th January
ix)	Commencement of II,IV & VI Semesters	16th January
x)	Examination of II,IV & VI Semesters	1st May – 21st May
xi)	College activities	22nd May – 7th June
xii)	Semester Break	8th June – 30th June

Annexure – 2
Actions Taken (2017-2018)

- Inter-disciplinary Academic Interaction Programme was organised for the 6th semester students by conducting joint classes for students of different core subjects during 27th and 28th March, 2018.
- Leadership Training for leaders of Students' Union of the college was organised on 21st February, 2018. Ms. Lalremruati, asst. professor, Dept. of Psychology was the resource person and 29 student leaders attended.
- Written notices and helpline numbers on Anti-Ragging have been displayed in and around the college.
- Career and Placement Cell members have given career guidance to all the semester students by talking on the topic for 15 minutes before the end of their classes.
- Career Guidance Programme for 5th Semester students with Engineer Lalnunmawia from Life Insurance Corporation, Govt. of India as a resource person was held on 21st July, 2017.
- Placement Record Book has been maintained and updated on a regular basis.
- Four new complaint boxes have been installed within the reporting year.
- Each Teacher has been assigned 10/11 student-mentees from first semester students. Issues and challenges faced by the students have been discussed. Mentors have regular contacts with their mentees by having individual and group sessions as well as through media.