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

> GOV'T. J. BUANA COLLEGE

1.2 Address Line 1

> BAZAR VENG

Address Line 2

>

City/Town

> LUNGLEI

State

> MIZORAM

Pin Code

> 796701

Institution e-mail address

> govtjbc@gmail.com

Contact Nos.

> 0372-2324634

Name of the Head of the Institution:

> PROF. J. ZOREMA

Tel. No. with STD Code:

> 0372-2324634

Mobile:

> 9436147170

Name of the IQAC Co-ordinator: DR. VANLALHLANI RALTE

Mobile: 9436147140

IQAC e-mail address: hlaniralte@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   MZCOGN13477

1.4 **NAAC Executive Committee No. & Date:**   EC/(SC)/10/A&A/88.2 dated 15.11.2015
    (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)

1.5 Website address: www.jbc.ac.in

Web-link of the AQAR:

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	1.68	2007	
2	2nd Cycle	C	1.85	2015	
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01/04/2008

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 2016-2017 submitted to NAAC on 21/11/2017

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 [   ]

University with Potential for Excellence		UGC-CPE	

DST Star Scheme		UGC-CE	

UGC-Special Assistance Programme		DST-FIST	

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

UGC-COP Programmes	

2. IQAC Composition and Activities

2.1 No. of Teachers   8

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   0

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

        community representatives   1

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   1

2.9 Total No. of members   13

2.10 No. of IQAC meetings held

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

        Non-Teaching Staff Students [   ]   Alumni [0]   Others [0]

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

If yes, mention the amount [ ]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [0]   International [0]   National [0]   State [0]   Institution Level [0]

(ii) Themes [ ]

2.14 Significant Activities and contributions made by IQAC

1. It supervises the workings of the various committees, cells and clubs of the college

2. It organized orientation programme for first semester students and refresher programme for the third semester students

3. It supervises the activities of the different departments

4. It checks and assesses the attendance and performance of the students.

5. It organized Faculty Recharge Programme for the faculty.

6. It administered and collected feedback from students.

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
1.To organise an orientation programme for the I semester students and refresher programme for III semester students	1. An orientation programme for the I semester students and refresher programme for the III semester students were organised
2. Encourage departments and cells to participate in state/national/international seminars	2. Associate and Assistant Professors from different cells and committees participated in state and national level seminars and some presented papers in such events
3.To organise special lectures and career awareness campaigns through different cells and committees	3. Special lectures and career awareness campaigns were organised by different cells and committees
4.Organise faculty recharge programme	4. Faculty recharge programme was organised by the IQAC
5.Academic Audit be done after the publication of university results	5. The performances of each department was reviewed after the publication of the university results and suggestions for improvements discussed
6. Mentoring/ Ward system be introduced	6. Assistant and Associate professors were assigned students to mentor. They prepared students' profile and maintained students' academic records etc
7. Department record/activity book to be maintained by each department	7. Department record book has been maintained by each department
8. Record of different cells and	8. Activities of the different cells and committees were recorded and reports

committees to be maintained	submitted to the IQAC coordinator
9. Feedback from the students to be prepared	9. Feedback form was prepared , administered and collected from the students

* 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

☐

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				
PG				
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1			
Others				2
Total	2			2

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	1
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.

Most departments have revised the syllabus for the transition from the semester system to Choice Based Credit System (CBCS)

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
22	4	17	1	Nil

2.2 No. of permanent faculty with Ph.D.   6

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
0	0	0	2	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	21	7
Presented papers	0	9	2
Resource Persons	0	0	2

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

1. Seminars/Presentations are organized where students take part in presenting papers. Students are familiarised with the use of modern technology such as power presentation

2. Classroom discussions and debates are introduced at the end of the lecture to enhance the learning of students

3. Use of Audio-Visual Aids in the classrooms for progressive learning.

4. Students were taken on Educational Tours to widen their knowledge and horizons.

5. Quizzes are also used as a diagnostic tool for learning

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

200

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

Done by Affiliating University, MZU

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

2 – BOS, 1- Academic Council, 1- BOSS

2.10 Average percentage of attendance of students

75%

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	202	Nil	11.6	25	18.8	55.4
II Semester	159	Nil	3.7	21.5	4.98	30.18
III Semester	127	Nil	17.3	37.55	10.5	65.35
IV Semester	110	Nil	21.5	42.65	11.3	75.45
V Semester	135	Nil	26.7	33	3.3	63
VI Semester	82	Nil	33.46	44.62	9.7	87.78

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

        IQAC assesses the continual assessment and end semester examinations. It also takes under
its wings the assessment of attendance of the students. Seminars and workshops conducted by different
departments are also supervised by the IQAC. It also monitors departmental activities and each
department keeps records of their activities. It prepares, administers and monitors the feedback system
followed by the college. It implements the preparation of work plans by every teaching faculty. Academic
audit is carried out through review of university results with all departments. The strengths and
weaknesses of each department are assessed and remedial measures for improvements are suggested and
implemented.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	22
Others	0

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	10	0	10	0
Technical Staff	1	0	1	0

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages the teaching staff to undergo research programmes or undertake research projects. Students are encouraged to attend seminars and workshops. They are also taken on Educational Tours and encouraged to write reports on them. There are some teachers who are currently taking up doctoral research work

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3　　　Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1		1 lakh	1
Outlay in Rs. Lakhs				

3.4　　　Details on research publications

	International	National	Others
Peer Review Journals	1	0	1
Non-Peer Review Journals	0	0	2
e-Journals	0	0	0
Conference proceedings	0	2	1

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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total	0	0	0	

3.7 No. of books published   i) With ISBN No. | 6 | Chapters in Edited Books | 2 |

ii) Without ISBN No. | 1 |

3.8 No. of University Departments receiving funds from

UGC-SAP | 0 | CAS | 0 | DST-FIST | 0 |

DPE | 0 | DBT Scheme/funds | 0 |

3.9 For colleges   Autonomy | 0 | CPE | 0 | DBT Star Scheme | 0 |

INSPIRE | 0 | CE | 0 | Any Other (specify) | 0 |

3.10 Revenue generated through consultancy | 0 |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	1	0	0	0
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons | 5 |

3.13 No. of collaborations   International | 0 | National | 0 | Any other | 0 |

3.14 No. of linkages created during this year | 0 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 0 | From Management of University/College | 0 |

Total | 0 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
2	1	1	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides

0

and students registered under them

0

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

0

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

JRF 0   SRF 1   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events:

University level 0   State level 0

National level 0   International level 0

3.22 No. of students participated in NCC events:

University level 0   State level 0

National level 0   International level 0

3.23 No. of Awards won in NSS:

University level 0   State level 1

National level 0   International level 0

3.24 No. of Awards won in NCC:

University level | 0 | State level | 0

National level | 0 | International level | 0

3.25 No. of Extension activities organized

University forum | 0 | College forum | 0

NCC | 0 | NSS | 13 | Any other | 0

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

1. Blood Donation Camps were organized by NSS twice and more than 200 students donated blood

2. Cleanliness awareness campaign was organized by the Health and Sanitation Cell. The cell organised 10 clean-up programmes where the college campus, classrooms and offices, the roadsides and the surrounding areas near the campus were cleaned. The college also participated in the District Sanitation Task Force programme of cleaning the Nghasih River.

3. Plantation of trees at different places and maintenance of the plantation site was done by NSS volunteers and staff. More than 100 students participated in the programme

4. NSS Special Camp was held at the Adopted village, Mausen. The village was cleaned by the volunteers and a cave in the vicinity of the village called 'Limestone Cave' was explored and studied. Cleanliness awareness campaign was organised for the villagers.

6. Students attended the closing function of Fire Prevention Week.

7. The Youth Adventure Club participated in the First Lunglei District Climbing competition and received two individual medals, gold and bronze. The club also participated in the local Youth Adventure Club course training at Vaipuanpho.

8. Neighbourhood clean-up programme was organised by NSS where 250 volunteers participated

9. Observation of NSS Day by cleaning Saikuti Hall campus where 340 volunteers participated

10. Observation of Swatch Pakwara programme where 210 students participated

11. National Unity Day observed in the college where a speech was delivered by the Principal.

12. National Voters' Day observed in the College Hall. The principal delivered a short speech and administered the 'Oath taking' ceremony.

13. The college delegated a number of NSS volunteers to attend an Entrepreneurship Training programme

14. College campus clean-up programme was organised by NSS five times

15. NSS Cultural Troupe performed in the District Chapchar Kut Festival.

16. Students participated in the function organised by Association of Voluntary Blood Donation (AVBD) Lunglei on the occasion of the World Voluntary Blood Donation day.

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	1976.9 sq/mt	0		1976.9 sq/mt
Class rooms	14	0	RUSA	14
Laboratories	2	0		2
Seminar Halls	1	0	RUSA	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	20	20	RUSA	40
Value of the equipment purchased during the year (Rs. in Lakhs)	7.59	10	RUSA	17.59
Others (Computer Study Centre)	1	0	RUSA	1

4.2 Computerization of administration and library

> Data of students are recorded and maintained in the office computer. Most administrative works are computerized. The library is being computerized and it will be fully computerized soon. Most of the volumes in the library are bar-coded.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5539	407025	692	142753	6231	549778
Reference Books	69	13750	5	1000	74	14750
e-Books	0	0	0	0	0	0
Journals	5	8000	0	0	5	8000
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	10	3000	0	0	10	3000
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	65	13	8	1	21	13	8	1
Added	6	0	0	0	0	6	0	0
Total	71	13	8	1	21	19	8	1

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

> BSNL Broadband with Wifi connection was installed for the teachers, students and administrative staff. The whole campus is wifi-enabled. The college website serves as a platform of information for the students and the public as well. Relevant information of the college and the various activities of the different departments are available in the website

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.50

ii) Campus Infrastructure and facilities   1.75

iii) Equipments   1.5

iv) Others   0

Total: 3.75

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Students are made aware of the student support services by the IQAC in various meetings and in the orientation classes. The Disciplinary and Grievances Redressal cell is responsible for maintaining discipline and to offer support to the students when needed

5.2 Efforts made by the institution for tracking the progression

> The college maintains a record of all the students who avail student support services. Students' progression is tracked and recorded through the Alumni Association, where students register after leaving the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
537	0	0	0

(b) No. of students outside the state

3

(c) No. of international students

0

Men

No	%
281	52.33

Women

No	%
256	47.67

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	3	569	0	2	573	0	1	536	0	1	537

Demand ratio 2:1   Dropout % 5

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

> Coaching for competitive examinations could not be carried out in the college due to lack of funds.

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

NET   0   SET/SLET   0   GATE   0   CAT   0

IAS/IPS etc   0   State PSC   0   UPSC   0   Others   0

5.6 Details of student counselling and career guidance

The Career Counselling and Placement Cell organized various awareness programmes a number of times. At the beginning of the academic session, the cell prepared questionnaires with a list of career choices to be made by students. The questionnaire was administered to the students. Based on their choice of careers, students were given career awareness programmes by organising Career Fest. The main purpose of the fest was to develop the students' potential and skills which are crucial to enhancing their career prospects. Resource persons from various disciplines were invited to speak on various topics. Members of the committee were appointed to be available for students in need of counselling in terms of personal, career and academic problems.

The cell also manned a help desk at the time of admission with the intention of rendering guidance and assistance to the new students seeking admission

In collaboration with NABARD (National Bank for Agriculture and Rural Development), the cell organised 'Vigilance awareness campaign' in the college campus. The theme of the campaign was 'Eradicate Corruption- build a new India'

The cell gave counselling to students on various issues related to career prospects, personal and academic problems

Under the initiatives of the cell, the following awards were received:

1. The college team won the champion trophy at the Inter-Post Matric Extempore Speech Competition organised by the Mizo Students' Union (MSU). One of the team members was awarded the 'Best Speaker' prize'

2. At the 'On the Spot Extempore Speech Competition' organised by the District Election Office, the third prize was bagged by a III semester student

3. Extempore speech competition was organised at the closing function of 'Cleanliness Week' by the Department of Urban Development & Poverty Alleviation. A student of V semester won the first prize in this competition

No. of students benefitted

425

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
0	0	0	0

5.8 Details of gender sensitization programmes

The Equal Opportunity Cell organized Awareness campaign on Gender Sensitization where Resource Persons were invited to speak. Around 250 students attended the programme. The programme focussed on the need for students to be aware of gender issues and the need for gender sensitisation in all areas especially in educational institutions.

Awareness campaign on mental health of women was also organised. The resource person highlighted the importance of maintaining the mental health of women and the conditions and roles of women in the society. The programme was attended by the teaching staff and around 300 students.

An essay writing competition on the topics 'Mizo Women and Education', 'Gender Equality' and 'Gender Equality in Upbringing of Children' was held to encourage students and sensitise them about gender issues in the society. Around 100 students participated in the competition.

5.9 Students Activities

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

State/ University level 40   National level 0   International level 0

No. of students participated in cultural events

State/ University level 50   National level 0   International level 0

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level 1   National level 0   International level 0

Cultural: State/ University level 0   National level 0   International level 0

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	1	2000
Financial support from government	423	2749500
Financial support from other sources	0	0
jjNumber of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 7 |

5.13 Major grievances of students (if any) redressed: <u>Nil</u>

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of the college is to impart quality education which would be accessible for all and to develop the personality of the students. The college motto "Service, Diligence, Honesty" is the guiding light of the college in its endeavour to achieve excellence in teaching and learning processes. It also tries to bring about awareness among the students regarding service to the society. The main mission of the college is therefore to provide education and thereby inculcate values such as integrity, honesty and diligence which would enable them to be better citizens, and serve the state and the country. Its objective is to produce quality human resources who would be employable in all areas and would prove to be good citizens for the country.

6.2 Does the Institution has a Management Information System

No

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

6.3.1 Curriculum Development

Curriculum is designed and revised by MZU. However, teachers often give suggestions to the Board members regarding the syllabus. At present, 2 teaching faculty from the institution are members of Board of Studies in their respective departments and 1 teaching faculty is member of the Academic council. They are involved in revision of the courses.

6.3.2 Teaching and Learning

Lecture method is the most common form of classroom teaching. Visual and audio aids are also used. Internet sources are used to update materials. Discussions and interactive sessions are organized in the classroom so that more students would be involved in the teaching-learning process. Presentations are done by students in their respective classes with the aid of concerned teachers to help the students learn to do their own research and help them with reading more books outside of the prescribed texts.

Group projects and presentation are also given with a view to inculcate team spirit and cooperative work in the students. Field research and practical work are also carried out by certain departments. Tutorial and remedial classes are incorporated as supplementary teaching strategies.

6.3.3 Examination and Evaluation

Continual Assessment in the form of internal tests and assignments/projects during each semester is conducted by the college and the papers are evaluated internally. The college conducts oral examination in language classes in the first semester which is a mandatory requirement stipulated by the university. The end semester examinations are conducted by the University and hence, the question papers and evaluation are all conducted by it. However, members of the teaching faculty are involved in paper setting and evaluation of university exams.

6.3.4 Research and Development

Teaching staff are encouraged to pursue further studies and take up research projects. Some members are involved in doctoral research and other project works. Students are encouraged and made to interact with research scholars and other resource persons who are present in the seminars organized by the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

A Language Lab has been installed which is currently used by the English department for linguistics and spoken language classes and also serves as a multi-media classroom for different departments. The library is almost fully computerized with most of the volumes bar-coded. Computers, with access to the internet, have been installed in the Resource Centre and free Wifi is made accessible for everyone in the campus.

The college has a functioning website with the address www.gjbc.mizoram.in which provides relevant information about the college and updates current and upcoming events in the college.

The college has a computer classroom equipped with 20 computer sets. Construction of digital Seminar Hall is currently underway.

6.3.6 Human Resource Management

There is no separate department of Human Resource Management. All the staff members of the college are under the supervision and guidance of the Principal.

6.3.7 Faculty and Staff recruitment

Requirements, if any, are made by the Principal to the Higher & Technical Education, Government of Mizoram. The college has no authority to recruit any workers and hence, need the approval of the government.

6.3.8 Industry Interaction / Collaboration

The college in collaboration with NIELIT and the Industry Department of the Government of Mizoram runs a certificate Course on Computer Concepts (CCC) which has become a mandatory requirement for any job under the state government. The industry department, government of Mizoram and NGOs often invite the Economic Faculties as Resource Persons in their various training programmes

6.3.9 Admission of Students

Anyone eligible for UG programme can seek admission in the college. Admission is done transparently. Applicants are interviewed and they are given admission on the basis of merit. There is no discrimination on the basis of gender, religion, caste, or race. Special considerations are given for physically challenged/differently-abled applicants. Outstanding sports persons and specially gifted persons are also given special consideration.

6.4 Welfare schemes for

Teaching	Available
Non teaching	Available
Students	Available

6.5 Total corpus fund generated

250,000

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		Yes	IQAC
Administrative	No		No	

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?

The University tries to make the examinations as fair as possible. Since the last semester the use a single answer book for objective and descriptive questions was introduced to minimise errors on the part of the examinees and the examiners. Questions are set by the college teachers and moderated by the Moderation board in each department. Answers are evaluated centrally and efforts are made to publish the results as soon as possible.

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

The university has been encouraging its affiliated colleges to be autonomous. In the process, 25% of marks have been assigned to colleges for internal evaluation.

6.11 Activities and support from the Alumni Association

The college has a strong alumni association. Alumni members are invited to the various functions organized by the college. They render moral and physical support to the college in various ways. There is a positive response from the members for the development of the college.

6.12 Activities and support from the Parent – Teacher Association

> The Parent-Teacher Association members show support in many of the college activities and developmental works. They are mindful of the college activities and offer pertinent advice in various matters.

6.13 Development programmes for support staff

> The administrative staff and some of the teaching staff undergo trainings conducted by various departments such as Accounts Department, the Administrative Training Institute (ATI) in Aizawl and the University.

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

> Trees are preserved; shrubs and flower pots are planted and maintained in the college campus. Rain water harvesting is also undertaken by the college. A huge underground water tank was built for this purpose. Efforts are underway to make the college campus eco-friendly in a number of ways among which the replacement of CFL bulbs/tubes by LED bulbs/tubes has been done.

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.

> More efforts are given to extension activities. Monitoring of the college model village is carried out at frequent intervals where cleanliness, health and sanitation programmes are organised. Roadside cleaning, planting of trees, blood donations and various awareness campaigns are done by the students. Students realize their responsibility towards their fellow citizens, society and environment as a whole. It is hoped that by realizing their duties and responsibilities, they would improve their character and would result in them being more responsible towards their studies.
>
> Mentor-Ward system: Teachers are assigned a number of students, their role being watchful of the physical/mental well-being and academic performances of their wards often providing support through counselling and meetings with them.

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

1. Orientation Classes for the new students and refresher programme for the other semester students were organized.

2. Associate and Assistant Professors from different cells and committees participated in state and national level seminars and some presented papers in such events

3. Special lectures and career awareness campaigns were organised by different cells and committees

4. Faculty recharge programme was organised by the IQAC

5. The performances of each department was reviewed after the publication of the university results and suggestions for improvements discussed

6. Assistant and Associate professors were assigned students to mentor. They prepared students' profile and maintained students' academic records etc

7. Department record book has been maintained by each department

8. Activities of the different cells and committees were recorded and reports submitted to the IQAC coordinator

9. Feedback form was prepared, administered and collected from the students

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

1. **Title of the Practice**: 1) Conduct of Orientation Programme for new semester students 2) Mentor-Ward System

2. **Goal**: 1) To acquaint the new students with the rules and regulations of the college, semester systems and their roles in teaching learning process and also to motivate them to achieve success. 2) To monitor the physical/mental well-being of students so as to help them achieve optimal academic success

3. **The context:** 1) Students need to be familiarised with the choice based credit system, examination procedures as well as the functioning of the college. 2) Students need personal and academic guidance as they adjust to life in college

4. **The Practice:** 1) The programme was conducted by the IQAC. Teachers were assigned different topics which would be essential for the students. Topics on the CBCS system, examination procedure to etiquettes and discipline were discussed. 2) Individual teachers were assigned a group of students whose behaviour and performance they had to monitor. Students with problems ranging from personal to social, economic and academic issues were diagnosed and necessary support given to them.

5. **Evidence of Success:** 1) Students are aware of the CBCS system and the various examinations which are involved in it. They are also aware of the disciplines and rules of the college. 2) The practice has resulted in improved discipline, academic performances, teacher-student relationship, and has seen an overall improvement in various aspects of campus life.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Environmental Awareness programmes are carried out in the college. Staff and students are involved in planting trees in and around Lunglei town. They not only plant the trees, but cleaning of the plantation site is also done. The college has planted and maintains two different stretches of the roadside plantation along the National Highway 54. Students are given hands-on guidance on waste management and are sometimes given the task of nurturing the plants within the campus.

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:** Qualified and dedicated staff in all departments .The college maintains an environment that is congenial to the proper functioning of an educational institution. The college provides Add-on courses in spoken English and Hindi and Basis Computer course to equip the students for life after college.
>
> **Weaknesses:** Teaching staff are less than the prescribed UGC norms in all the departments. Paucity of funds leads to certain developmental works.
>
> **Opportunities:** Improved results have given better career opportunities and improved students' chances of pursuing further studies. Remedial coaching classes, Spoken English and Hindi courses and basic computer courses equip the students with life skills that increase their career opportunities.
>
> **Threats:** Limited infrastructure – absence of playground and auditorium

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

1. To conduct seminars and workshops
2. To organize educational tour for the students to enhance their knowledge
3. To improve academic performance
4. To provide better facilities for the students.
5. To acquire additional land for the expansion of the college
6. To initiate the process of adding a new stream in the college

Name : Dr VANLALHLANI RALTE   *Name* : Prof. J.ZOREMA

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

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

****

ACADEMIC CALENDAR FOR 2017 – 2018 ACADEMIC SESSIONS

1	Commencement of Odd Semester	3rd July 2017
2.	Orientation for 1st, 3rd & 5th semesters	3rd July 2017
3.	S.U.Election	28th July 2017
4.	Freshers' Social	11th August 2017
5.	1st Continual Assessment Test	14th – 18th August, 2017
6.	2nd Continual Assessment Test	19th – 22nd Sept, 2017
7.	Annual Sports	28th Sept – 5th Oct 2017
8.	Annual Sports Closing Function	6th October 2017
9.	Submission of Internal Marks	20th October 2017
10.	**End Semester Examination**	10th Nov – 6th Dec, 2017
11.	Winter Vacation	7th Dec 2017– 15th Jan, 2018
12.	Commencement of Even Semester	16th January 2018
13.	1st Continual Assessment Test	20th – 23rd Feb, 2018
14.	2nd Continual Assessment Test	20th – 23th March, 2018
15.	Submission of Internal Marks	20th April, 2018
16.	**End Semester Examination**	1st – 21st May, 2018
17.	College Activities	22nd May – 7th June 2018
18.	Semester Break	8th – 30th June, 2018

Note: 1. Assignment topics should be given and submitted as follows:

Odd Semester: Topic to be given in July 2017 and submitted by the students latest by 25th August, 2017.

Even Semester: Topic to be given by the first week of February, 2018 and submitted latest by 9th March, 2018.

2. Assignment/ Seminar/Project will be compulsory and will carry 10 marks.

3. There will be two tests carrying 40 marks (to be converted into 10) out of which the higher mark scored will be used for internal marks.

4. The break up of test marks will be

    MCQ   8 (1mx8q),   S.A 12 (3mx4q),   L.A 20 (10mx2q) = 40.

5. Criteria for eligibility in the End Semester Exams: Assignment + 1st Test + Attendance.

6. Attendance shall be counted till the last days of regular classes after which marks for attendance shall be given.

7. Attendance during the internal exams shall be counted.

8. The first and second continual assessment test shall be conducted by the exam board.

9. The scheme of awarding marks in internal assessment for theory courses shall be as below:

1. Class tests	10 marks
2. Assignment/seminar/project	10 marks
3. Attendance	5 marks

10. The scheme of awarding marks in internal assessment for a practical course (Geography) shall be as below:

1. Evaluation in the lab and record	10 marks
2. End semester test	10 marks
3. Attendance	5 marks

11. Attendance evaluation for each course shall be given as below:

Attendance	Marks
90% and above	5
85 to 89.9%	4
80 to 84.9%	3
76 to 79.9%	2
75 to 75.9%	1

FEEDBACK PROFORMA

TEACHER ASSESSMENT

Name of the Teacher: _____

Name of the Department: _____

Sl No	CRITERIA	1	2	3	4	5
1	Knowledge base of the teacher (as perceived by you)					
2	Communication Skills (in terms of articulation and comprehensibility)					
3	Sincerity/ Commitment of the teacher (in terms of preparedness and interest in taking classes)					
4	Interest generated by the teacher in the class					
5	Ability to integrate course material with environment/ other issues to provide a broader perspective					
6	Accessibility and availability of the teacher in the Department					
7	Regularity and punctuality in taking classes					
8	Care/ Counselling of fall-back students					
9	Completion of courses					
10	Fairness in evaluation of student performance					
	Total					