

**ACADEMIC & ADMINISTRATIVE AUDIT REPORT  
(July 2018 – June 2019)**

**DEPARTMENT OF MANAGEMENT  
GOVERNMENT J. THANKIMA COLLEGE**

**1. PROFILE OF THE DEPARTMENT**

Sl. No	Items	Description(s)
1.1	Name of the Department	Management Department
1.2	Name of the Head of Department	Dr. Josephine Lalrindiki
1.3	Faculty's strength and paper/subject taught	

	▪ Name of attached/guest faculty	▪ Designation	▪ Qualification(s)	▪ Paper Number/Code	▪ Name of Paper
<b>2018-2019</b>	Dr. Josephine Lalrindiki	Assistant Professor	MBA, Ph. D	BBA/1/CC/02	Fundamental of Management & Organizational Behaviour
				BBA/1/CC/03	Statistics for Business Decisions
				BBA/2/CC/06	Principles of Economics
				BBA/2/CC/07	Business Accounting
	Ronald Lalnunmawia Royte	Assistant Professor	MBA	BBA/2/CC/04	Entrepreneurship Development
				BBA/2/EC/08 (C)	Business Environment.

	▪ Name of attached/guest faculty	▪ Designation	▪ Qualification(s)	▪ Paper Number/Code	▪ Name of Paper
<b>2019-2020</b>	Dr. Josephine Lalrindiki	Assistant Professor (Casual)	MBA, Ph. D	BBA/1/CC/03	Statistics for Business Decisions
				BBA/2/CC/06	Principles of Economics
				BBA/4/EC/17(A)	Business Research
				BBA/4/CC/15	Computer Fundamentals & Applications-II (Practical)
	J. Lalbiakdika	Assistant Professor (Casual)	M.Com	BBA/1/CC02	Fundamentals of Management & Organizational Behaviour
				BBA/2/CC/07	Business Accounting
				BBA/3/EC/12(A)	Cost & Management Accounting
				BBA/4/CC/16	Basics of Financial Management
	C. Lalnunfela	Assistant Professor (Part-time)	MBA	BBA/1/CC/04	Entrepreneurship Development
				BBA/2/EC/08 (C)	Business Environment
			BBA/4/CC/14	Computer Fundamentals & Applications-I (Theory)	

2020-2021	▪ Name of regular faculty	▪ Designation	▪ Qualification(s)	▪ Paper Number/Code	▪ Name of Paper
	Dr. Josephine Lalrindiki	Assistant Professor (Casual)	MBA, Ph. D	BBA/1/CC/03	Statistics for Business Decisions
				BBA/2/CC/06	Principles of Economics
				BBA/3/CC/11	Foundations of Human Resource Management
				BBA/4/EC/17(A)	Business Research
				BBA/5/CC/18	Industrial Training Project
				BBA/6/EC/23 (A)	Retailing
	J. Lalbiakdika	Assistant Professor (Casual)	M. Com	BBA/1/CC/02	Fundamentals of Management & Organizational Behaviour
				BBA/2/CC/07	Business Accounting
				BBA/3/EC/12 (A)	Cost & Management Accounting
BBA/4/CC/16				Basics of Financial Management	
BBA/5/EC/20 (B)				Taxation	
C. Lalnunfela	Assistant Professor (Part-time)	MBA	BBA/1/CC/04	Entrepreneurship Development	
			BBA/5/EC/21 (A)	Small Business Marketing	
Alexius Lalchhandama	Assistant Professor (Part-time)	MBA	BBA/3/CC/10	Principles of Marketing	
			BBA/4/CC/15	Computer Fundamentals & Applications-II (Practical)	
			BBA/5/CC/19	Introductory Operations Research	
			BBA/6/CC/22	Essentials of Strategic Management	
Matthew Lalremsanga	Assistant Professor (Part-time)	MBA	BBA/4/CC/14	Computer Fundamentals & Applications-I (Theory)	
			BBA/6/EC/24 (A)	Consumer Behaviour	
Albert Nuntharmawia	Assistant Professor (Casual)	MBA	BBA/2/EC/08 (C)	Business Environment	
			BBA/6/EC/25 (C)	Marketing of Services	

1.5	<b>Details of awards, honours, recognitions received by faculty member(s) and Department(s)</b>	NIL		
1.6	<b>Number of Departmental meetings held.</b>	<i>2018-2019</i>	<i>2019-2020</i>	<i>2020-2021</i>
		4	4	4

## 2. ENROLLMENT AND EVALUATION.

Sl. No	Items	Description(s)									
		<i>2018-2018</i>				<i>2019-2020</i>				<i>2020-2021</i>	
2.1	<b>Intake capacity</b>	20				20				20	
2.2	<b>Teacher-student ratio</b>	5:1				4:1				4:1	
2.3	<b>Semester-wise student's enrollment.</b>										
	<i>Semester</i>	<i>Male</i>				<i>Female</i>				<i>Total</i>	
		<i>2018-2019</i>									
	1 <sup>st</sup> Semester	6				9				15	
		<i>2019-2020</i>									
	1 <sup>st</sup> Semester	10				5				15	
	3 <sup>rd</sup> Semester	4				6				11	
		<i>2020-2021</i>									
	1 <sup>st</sup> Semester	7				5				12	
	3 <sup>rd</sup> Semester	9				5				14	
	5 <sup>th</sup> Semester	4				6				10	
2.4	<b>Category-wise student's enrollment.</b>										
	<i>Semesters</i>	<i>Male</i>				<i>Female</i>				<i>Total</i>	
		SC	ST	OBC	Gen	SC	ST	OBC	Gen		
		<i>2019-2019</i>									
	1 <sup>st</sup> Semester		6	-	-		8		1	15	
		<i>2019-2020</i>									
	1 <sup>st</sup> Semester	-	10	-	-	-	4	-	1	15	
	3 <sup>rd</sup> Semester	-	4	-	-	-	6	-	1	11	
		<i>2020-2021</i>									
	1 <sup>st</sup> Semester	-	7	-	-	-	5	-	-	12	
	3 <sup>rd</sup> Semester	-	9	-	-	-	4	-	1	14	
	5 <sup>th</sup> Semester	-	4	-	-	-	5	-	1	10	

2.5 External Examination Results.							
Semesters	Number of students appeared				Number of students passed		
	Male	Female	Total		Male	Female	Total
<b>2018-2019</b>							
1 <sup>st</sup> Semester	5	8	13		3	5	8
2 <sup>nd</sup> Semester	4	7	11		2	3	5
<b>2019-2020</b>							
1 <sup>st</sup> Semester	9	5	14		6	4	10
2 <sup>nd</sup> Semester	9	5	14		5	5	10
3 <sup>rd</sup> Semester	4	6	10		4	4	8
4 <sup>th</sup> Semester	4	6	10		4	6	10
<b>2020-2021</b>							
1 <sup>st</sup> Semester	7	5	12		5	5	10
3 <sup>rd</sup> Semester	9	5	14		7	5	12
5 <sup>th</sup> Semester	4	6	10		4	6	10
2 <sup>nd</sup> Semester	7	4	11		6	4	10
4 <sup>th</sup> Semester	8	4	12		8	4	12
6 <sup>th</sup> Semester	4	6	10		4	6	10

2.6 Division-wise external examination results 2018 Nov (Odd)								
Semesters	Number of students passed grade wise							Position attained in the Top Ten rank (In 6 <sup>th</sup> Semester Under Graduate Examination)
	F	C	B	B+	A	A+	O	
<b>2018-2019</b>								
1 <sup>st</sup> Semester	5	0	0	6	2	0	0	<b>Rank holder in 2021 June Examination:</b> 5 <sup>th</sup> rank - Lalruatkimi -roll.no 1808BBA008 6 <sup>th</sup> rank - Puja Joshi -roll.no 1808BBA010 9 <sup>th</sup> rank - Lalhriatpuia -roll.no 1808BBA006 10 <sup>th</sup> rank - Lalawmpuia Chhangte -roll.no 1808BBA004
2 <sup>nd</sup> Semester	6	0	0	5	0	0	0	
<b>2019-2020</b>								
1 <sup>st</sup> Semester	4	0	1	7	2	0	0	
3 <sup>rd</sup> Semester	2	0	1	7	0	0	0	
2 <sup>nd</sup> Semester	4	0	0	1	7	2	0	
4 <sup>th</sup> Semester	0	0	0	0	4	6	0	
<b>2020-2021</b>								
1 <sup>st</sup> Semester	2	0	0	0	5	5	0	
3 <sup>rd</sup> Semester	2	0	0	4	7	1	0	
5 <sup>th</sup> Semester	0	0	0	0	4	6	0	

2 <sup>nd</sup> Semester	1	0	0	0	01	5	4
4 <sup>th</sup> Semester	0	0	0	0	0	4	8
6 <sup>th</sup> Semester	0	0	0	0	0	5	5

2.7 **Teacher-wise record of pass percentage in the last External Examination.**

<i>Name of teacher</i>	<i>Semester taught</i>	<i>Paper Name</i>	<i>Paper code</i>	<i>Pass Percentage</i>
<b>2018-2019</b>				
Dr. Josephine Lalrindiki	1 <sup>st</sup> Semester	Fundamentals of Management & Organizational Behaviour	BBA/1/CC/02	69.23%
	1 <sup>st</sup> Semester	Statistics for Business Decisions	BBA/1/CC/03	92.30%
	2 <sup>nd</sup> Semester	Business Accounting	BBA/2/CC/07	63.63%
	2 <sup>nd</sup> Semester	Principles of Economics	BBA/2/CC/06	99.90%
Ronald Lalnunmawia Royte	1 <sup>st</sup> Semester	Entrepreneurship Development	BBA/1/CC/04	76.92%
	2 <sup>nd</sup> Semester	Business Environment	BBA/2/EC/08	93.90%
<b>2019-2020</b>				
Dr. Josephine Lalrindiki	1 <sup>st</sup> Semester	Statistics for Business Decisions	BBA/1/CC/03	85.71%
	2 <sup>nd</sup> Semester	Principles of Economics	BBA/2/CC/06	100%
	3 <sup>rd</sup> Semester	Principles of Marketing	BBA/3/CC/10	100%
	4 <sup>th</sup> Semester	Computer Fundamentals & Applications-II (Practical)	BBA/4/CC/15	100%
	4 <sup>th</sup> semester	Business Research	BBA/4/EC/17 (A)	100%
J. Lalbiakdika	1 <sup>st</sup> Semester	Fundamentals of Management & Organizational Behaviour	BBA/1/CC/02	71.42%
	2 <sup>nd</sup> Semester	Business Accounting	BBA/2/CC/07	92.8%
	3 <sup>rd</sup> Semester	Cost & Management Accounting	BBA/3/EC/12 (A)	100%
	4 <sup>th</sup> Semester	Basics of Financial Management	BBA/4/CC/16	100%
C. Lalnunfela	1 <sup>st</sup> Semester	Entrepreneurship Development	BBA/1/CC/04	79%
	2 <sup>nd</sup> Semester	Business Environment	BBA/2/EC/08 (C)	92.8%
	3 <sup>rd</sup> Semester	Foundations of Human Resource Management	BBA/3/CC/11	90%
	4 <sup>th</sup> Semester	Computer Fundamentals & Applications-I (Theory)	BBA/4/CC/14	100%

<b>2020-2021</b>				
Dr. Josephine Lalrindiki	1 <sup>st</sup> Semester	Statistics for Business Decisions	BBA/1/CC/03	96.66%
	2 <sup>nd</sup> Semester	Principles of Economics	BBA/2/CC/06	91%
	3 <sup>rd</sup> Semester	Foundations of Human Resource Management	BBA/3/CC/11	85.7%
	4 <sup>th</sup> semester	Business Research	BBA/4/EC/17(A)	100%
	5 <sup>th</sup> Semester	Industrial Training Project	BBA/5/CC/18	100%
	6 <sup>th</sup> Semester	Retailing	BBA/6/EC/23 (A)	100%

	J. Lalbiakdika	1 <sup>st</sup> Semester	Fundamentals of Management & Organizational Behaviour	BBA/1/CC/02	83.33%
		2 <sup>nd</sup> Semester	Business Accounting	BBA/2/CC/07	100%
		3 <sup>rd</sup> Semester	Cost & Management Accounting	BBA/3/EC/12 (A)	100%
		4 <sup>th</sup> Semester	Basics of Financial Management	BBA/4/CC/16	100%
		5 <sup>th</sup> Semester	Taxation	BBA/5/EC/20 (B)	100%
	C. Lalnunfela	1 <sup>st</sup> Semester	Entrepreneurship Development	BBA/1/CC/04	91.66%
		5 <sup>th</sup> Semester	Small Business Marketing	BBA/5/EC/21 (A)	100%
	Alexius Lalchhandama	4 <sup>th</sup> Semester	Computer Fundamentals & Applications-II (Practical)	BBA/4/CC/15	100%
		3 <sup>rd</sup> Semester	Principles of Marketing	BBA/3/CC/10	100%
		5 <sup>th</sup> Semester	Introductory Operations Research	BBA/5/CC/19	100%
		6 <sup>th</sup> Semester	Essentials of Strategic Management	BBA/6/CC/22	100%
	Matthew Lalremsanga	4 <sup>th</sup> Semester	Computer Fundamentals & Applications-I (Theory)	BBA/4/CC/14	100%
		6 <sup>th</sup> Semester	Consumer Behaviour	BBA/6/EC/24 (A)	100%
Albert Nuntharmawia	2 <sup>nd</sup> Semester	Business Environment	BBA/2/EC/08 (C)	100%	
	6 <sup>th</sup> Semester	Marketing of Services	BBA/6/EC/25 (C)	100%	

### 3. CURRICULAR ASPECT (70 Points)

Sl. No	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
3.1	<b>Contributions towards curriculum design and development.</b> (Approx. 100 words)	<ul style="list-style-type: none"> <li>▪ Dr. Josephine Lalrindiki was appointed as Member of Board of Professional Studies (BOPS), Mizoram University from 16.08.2018 to till date.</li> <li>▪ Dr. Josephine Lalrindiki was appointed as a member of Moderation Board, Bachelor of Business Administration (BBA) for the period of 2 years. i.e. 2018-2020.</li> </ul>	<b>5</b>		
3.2	<b>How is curriculum delivery administered?</b> (Approx. 100 words)	<ul style="list-style-type: none"> <li>▪ Since our department is new and is a management course, we planned many activities to mould the students like Personality &amp; Training Development Class.</li> <li>▪ The Department meeting systematically planned the activities for the academic session and distributed duties and responsibilities.</li> <li>▪ Faculties of the department has maintained regular teaching plan and teaching dairy following the academic calendar of the institution</li> <li>▪ ICT equipment are regularly utilized by the teachers in classroom teaching.</li> <li>▪ Students Presentation/ Seminars, Assignments and group discussions are regularly organized.</li> <li>▪ Each faculty is very dedicated to complete the syllabus as well as help the students to make them understand the courses offered.</li> </ul>	<b>10</b>		
3.3	<b>Whether teaching plan and teaching diary are maintained?</b> (Tick the appropriate response)	Maintaining both:        Both    ✓ Maintaining one only:	<b>5</b> <i>Maintaining both = 5</i> <i>Maintaining one only = 3</i>		
3.4	<b>Whether monthly/periodic faculty meeting is conducted? Mention the date of meetings</b>		<b>10</b>		
	1) Monthly		<i>Monthly = 10</i>		
	2) Periodic	Periodic	<i>Periodic = 5</i>		
	3) Others		<i>Others = 3</i>		

3.5	<b>Value added courses, diploma introduced, if any.</b>					<b>20</b> <i>30 days or more: 20</i> <i>29 days and below: 10</i>		
	<i>Name of course</i>	<i>Duration</i>	<i>Sponsoring agency</i>	<i>Certifying authority</i>	<i>Nos of participants</i>			
	Course on Computer Concept	3 months (Jan-Mar. 2021)	College & NIELIT	NIELIT Aizawl Centre	9 students registered			
3.6	<b>Number of students awarded honours, recognitions, etc., at state, national and international level</b>					<b>10</b> <i>State level = 2</i> <i>National level = 3</i> <i>International level = 5</i>		
	<i>Level</i>	<i>Name</i>	<i>Award</i>	<i>Event</i>				
	<i>State:</i>	1) Lalthlamuani, IV Sem	Finalist	Mizoram Kailawn Business Contest, 2019				
		2) II Semester Students	3 <sup>rd</sup> Prize	Hackathon, 2019				
	<i>National:</i>	1)						
		2)						
	<i>International:</i>	1)						
		2)						
3.7	<b>Whether structured feedback is received and analyzed from: (Tick the appropriate response)</b>					<b>10</b> <i>All three = 10</i> <i>Any two = 7</i> <i>Anyone = 3</i>		
	1) Alumni		✓					
	2) Students		✓					
	3) Parents		✓					
<b>Total</b>						<b>70</b>		

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

Sl. No	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
4.1	<b>Whether classrooms are ICT enabled?</b>	<ul style="list-style-type: none"> <li>▪ A semi smart classroom is prepared which is well equipped with i) Smart lectern, ii) Projector, iii) Laptop, iv) Pen drive, v) Mobile Phones.</li> <li>▪ I) College wifi, ii) Personal mobile and data, iii) Portable sound system are also used by some teachers for classroom teaching.</li> </ul>	<p style="text-align: center;"><b>10</b></p> <p><i>5 or more items = 10</i> <i>4 or less items = 5</i></p>		
4.2	<b>Percentage of teachers using ICT in teaching</b>	<ul style="list-style-type: none"> <li>▪ 100% of the teachers are using ICT in the classroom.</li> </ul>	<p style="text-align: center;"><b>10</b></p> <p><i>80% and above = 10</i> <i>60% - 79% = 5</i> <i>59% and below = 3</i></p>		
4.3	<b>E-Resources and tools available</b> <i>(Approx. 100 words)</i>	<ul style="list-style-type: none"> <li>▪ E-Resource and tools like N-LISTS, SOUL 2.0 and OPAC are available in College Library.</li> <li>▪ E-Journals and E-Books are also subscribed by the College Library.</li> <li>▪ PDF E-Books, study materials, power point presentation are also uploaded to LMS, Google Classroom, Telegram and WhatsApp group. Old Question Papers also uploaded to College website.</li> <li>▪ The availability of LMS during the pandemic has significantly improved the use of e-resources by the students. The college has provided e-resources mainly through college library.</li> </ul>	<p style="text-align: center;"><b>5</b></p>		
4.4	<b>Utilization of teaching aids</b>	<ul style="list-style-type: none"> <li>▪ Traditional teaching aids like whiteboard, marker, pictures, books, reference books, journals are used for teaching aids in the class-room.</li> <li>▪ The modern teaching aids like computer, laptops, power point, internet, online dictionaries, google search, doc scanner and YouTube.</li> </ul>	<p style="text-align: center;"><b>5</b></p>		
4.5	<b>Aggregate of syllabus coverage in percentage</b>	<ul style="list-style-type: none"> <li>• 90% - 100% covered syllabus in each paper</li> </ul>	<p style="text-align: center;"><b>10</b></p> <p><i>90% - 100% = 10</i></p>		

			80% - 89% = 7 60% - 79% = 5 59% and below = 3	
4.6	<b>Whether parents-teacher meeting was organized? If yes, give details.</b> (Approx. 100 words)	<ul style="list-style-type: none"> <li>▪ In collaboration with the Parent-Teacher Committee, the Department had organized Parent-Teacher Meet 2020. Parent's feedback was conducted.</li> </ul>	<b>10</b>	
4.7	<b>Was remedial class arranged? If so, how often was it arranged?</b> (Approx. 50 words)	<ul style="list-style-type: none"> <li>▪ In collaboration with Remedial Coaching Committee (RMCC), the Department conducted Remedial Classes during this academic session.</li> <li>▪ During odd semester, RMCC conducted survey to identify Backlog and Slow learners which informed the Department to conduct remedial classes.</li> <li>▪ Students with lower grades were put in this class and any interested students who wish to attend the remedial class were also invited. Proper register was maintained for student's attendance and for further evaluation of the students' progress.</li> <li>▪ Remedial class were taken after regular class end i.e. mainly from 3:30 pm. Students were given the privilege to visit teachers beyond teaching hours if any setback or difficulties occur in their learning.</li> </ul>	<b>10</b>	
4.8	<b>Mention the category for which Remedial Class has been arranged.</b> (Tick the appropriate response)		<b>5</b>	
	Backlog learners	✓	For both category = 5 For one category = 3	
	Slow learners	✓		
4.9	<b>How were gifted learners supported?</b> (Approx. 50 words)	Faculty members supported gifted learners through- <ul style="list-style-type: none"> <li>• Special mentoring</li> <li>• Provided study materials</li> <li>• Academic counselling</li> <li>• Home visit</li> <li>• Giving cash incentive</li> </ul>	<b>10</b> 5 items or more = 10 4 items or less = 5	
4.10	<b>Number of Teachers pursuing M. Phil/ Ph. D/ higher studies.</b>	Ph. D :1 M. Phil:1 Higher Studies:	<b>10</b> 3 or more = 10 2 or less = 5	Total: 2

4.11	<b>Number of teachers awarded M. Phil / Ph. D during the reporting period.</b>	<i>Ph. D:</i> <i>M. Phil:</i> <i>Higher Studies:</i>	<i>Total:</i>	<b>15</b> <i>2 or more = 15</i> <i>1 person = 10</i>	NIL	
4.12	<b>Whether invited/guest lecture organized? If yes, mention:</b>			<b>10</b> <i>2 or more = 10</i> <i>1 person = 5</i>		
	<i>Name of programme</i>	<i>Name of guest</i>	<i>Date/Duration</i>			<i>No of participants</i>
	Management Tech Meet, 2019.	1. Dr. Laldinliana 2. Dr. Vanramhlimpuii 3. Dr. C.Vanramsanga 4. Rinzuala 5. Sarah Lalnunsangi 6. Goosh Vangchhia 7. Hlutea Chhakchhuak 8. Teresy Lalmuanpuii 9. Afaki Hahnar	21 <sup>st</sup> -22 <sup>nd</sup> February, 2019			400 students from Management & Arts Department participated
	Design Thinking	1) Prof. Bartendhu Singh 2) K.C Malsawmtluangi 3) Lalnunmawii Ralte	23 <sup>rd</sup> July,2019			25
	Entrepreneurship Development	Ronald Lalnunmawia Royte, EKC Master Trainer.	26 <sup>th</sup> May, 2021			31
4.13	<b>Were the students given back answer papers in internal evaluation for self-assessment?</b> <i>(Tick the appropriate items)</i>			<b>10</b> <i>Sl. No. 1) = 10</i> <i>Sl. No. 2) = 5</i> <i>Sl. No. 3) = 3</i>		
	1) All teachers give back	✓				
	2) Some teachers give back					
	3) No teachers give back					
<b>Total</b>				<b>120</b>		

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

Sl. No	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
5.1	<b>Students (research) project (Other than college syllabus) [Approx. 100 words]</b>	Lalthlamuani 4 <sup>th</sup> semester student has done project research for her small business in the year 2019. This project was done with the help of Kailawn Entrepreneurship Competition. This project has further helped her in academics as well as her personal business.	5		
5.2	<b>Brief outline of extension activities organized by the department (Approx. 100 words)</b>	<ul style="list-style-type: none"> <li>▪ One remarkable activity by the Department of BBA course was holding a grand Management-Tech Meet, where young minds meet entrepreneurs; the first of its kind in Mizoram; even before the course completed a year.</li> <li>▪ Two days' Management-Tech Meet named VARTIAN 2019 was held on 21st &amp; 22nd Feb 2019 at Central Campus of Govt. J. Thankima College, where students from Mizoram University, NIT, NIELIT, PUC, ICFAI, etc, came together with leading business houses in the state and other national and international companies. Ministers, MLAs, Secretaries and eminent persons from the state blessed this auspicious occasion.</li> <li>▪ The event was greatly appreciated by the government officials, business houses and students from various institutes in Mizoram.</li> <li>▪ Entrepreneurship Knowledge Cell Was set up in our college with the initiatives taken by our department. Funded by Planning and Program Implementation Dept. Mizoram.</li> <li>▪ These cells will become a catalyst in facilitating the emergence of competent group of entrepreneurs.</li> <li>▪ With a strong focus on creation of a vibrant entrepreneurship eco-system, the Gov.t of Mizoram has set up EKC at different schools and colleges in different districts under Entrepreneurship Development Scheme</li> </ul>	5		
5.3	<b>Number of students participating in extension activities organized by the Institution and other departments</b>	<ul style="list-style-type: none"> <li>▪ The Department did not organize any separated extension programme. Our students actively participated in the activities of Eco Club, NSS and EU Programme.</li> <li>▪ Students have participated in Blood Donation Camp, Cleanliness Drive, Tree Plantation organized by College, NSS and Eco Club</li> </ul>	5 <i>100 students and above=5</i> <i>99 students and below=3</i>		

5.4	<b>Collaborative activities for research, faculty exchange organized</b> (Approx. 100 words)				With the initiatives taken by the Department of Management, Entrepreneurship Knowledge Cell (EKC-MEDMOC) was set up in our college in 2019 funded by planning & Programme Implementation Department, Mizoram.	5	NIL
5.5	<b>Linkages with industries, institution, corporate houses.</b> (Approx. 100 words)				<ul style="list-style-type: none"> <li>With the initiatives taken by the Department of Management, Entrepreneurship Knowledge Cell (EKC-MEDMOC) was set up in our college in 2019 funded by planning &amp; Programme Implementation Department, Mizoram.</li> <li>With the initiatives taken by the Department of Management, Entrepreneurship Knowledge Cell (EKC-MEDMOC) was set up in our college in 2019 funded by planning &amp; Programme Implementation Department, Mizoram.</li> <li>MOU was signed with Medhavi Foundation, PMKK Aizawl 25th March 2020</li> </ul>	10	NIL
5.6	<b>Availability of consultancy service(s).</b> (Approx. 100 words)				NIL	5	NIL
5.7	<b>Details of grants for research project awarded to faculty</b>					15	NIL
	<i>Name of teacher</i>	<i>Title of project</i>	<i>Minor / Major</i>	<i>Sponsoring agency</i>	<i>Amount (Rs)</i>	Major = 10 Minor = 5	
5.8	<b>Whether seminar, symposia, workshop conducted? If so, mention excluding student seminar.</b>					10 3 or more = 10 2 or less = 5	
	<i>Name of programme</i>	<i>Sponsoring agency</i>		<i>Duration</i>	<i>Nos of participants</i>		
	Vartian Management Tech Meet, 2019	Vivo, College & RUSA		21 <sup>st</sup> -22 <sup>nd</sup> Feb, 2019	400		
	Seminar on Thinking	EDC, Planning & Programme Implementation		23 <sup>rd</sup> July, 2019	25		
	Entrepreneurship Development	EKC		8 <sup>th</sup> Dec, 2020	30		
	Skill Development Training	Department of Management & MEDHAVI Foundation, PMKK Aizawl		6 <sup>th</sup> – 31 <sup>st</sup> Mar, 2021	35		
						20	

<b>5.9</b>	<b>Publications by faculty</b>				<i>5 or more = 20</i> <i>3 – 4 = 15</i> <i>1 – 2 = 10</i>				
▪ <b>Research papers published by teachers in journals.</b>									
Name of author		Title of paper	Name of journal	Recognized by UGC.	ISBN/ISSN number				
Dr. Josephine Lalrindiki		Understanding the Behaviour of Online Consumers in Aizawl, Mizoram	Research Review International Journal of Multidisciplinary.	Yes	ISSN: 2455-3085 (Online)				
Dr. Josephine Lalrindiki		The Role of E-Banking Services in the Banking Sector at Aizawl, Mizoram	LENTUPUI, 14 <sup>th</sup> Annual Magazine 2019-2020	Yes	ISSN: 978-81-935-8350-0				
J. Lalbiakdika		A Study on Performance of Selected Equity Mutual Fund	LENTUPUI 14 <sup>th</sup> Annual Magazine 2019-2020	Yes	ISSN: 978-81-935-8350-0				
▪ <b>Research papers / articles published by teachers</b>									
Name of author		Title of paper	Name of journal / Newspapers/ Magazines		Vol number/Date				
▪ <b>Books and chapters in edited volumes/books published and papers in state/national/international conference-proceedings.</b>									
Name of author		Title of paper/book	Name of publisher	ISSN/ISBN number	Year of publication				
Dr. Josephine Lalrindiki		Mizoram : Economics, Education and Political Scenario	EBH Publishers	ISBN: 978-93-90434-40-4	2021				
<p style="text-align: center;"><b>5</b></p> <i>5 or more = 5</i> <i>3 – 4 = 3</i> <i>1 – 2 = 2</i>								NIL	
<p style="text-align: center;"><b>10</b></p> <i>5 or more = 10</i> <i>3 – 4 = 5</i> <i>1 – 2 = 3</i>								NIL	

5.10	<b>Participation in seminars, workshop, etc as resource persons and reading seminar papers.</b>						
	<i>Name of teacher</i>	<i>Title of paper</i>	<i>Title of programme</i>	<i>Time</i>	<b>15</b> <i>5 or more = 15</i> <i>3 – 4 = 10</i> <i>1 – 2 = 5</i>		
	Alexius Lalchhandama	“An overview of the motivating factors in research among women research scholars in Mizoram University Campus.”	Women’s Participation in Research & Development in North-East India	4 <sup>th</sup> & 5 <sup>th</sup> February, 2020			
<b>Total</b>					<b>120</b>		

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

Sl. No	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
6.1	<b>Whether departmental library is available? If yes, mention the number of volumes, journals, magazines, etc.</b>	<ul style="list-style-type: none"> <li>▪ Yes, the Department set up a Departmental Library of its own during academic session 2019-2020. Thirty (30) volumes of books are available in the Library.</li> </ul>	<b>10</b>	10	
6.2	<b>Availability of internet connection / wifi for teachers. (Approx. 50 words)</b>	<ul style="list-style-type: none"> <li>▪ NETSURF Internet connection is installed in the College Campus, Computer Centre and Teacher's common Room</li> <li>▪ The College Library is also well equipped with NETSURF Internet connection for getting information and teaching materials.</li> </ul>	<b>10</b>	10	
6.3	<b>Availability of internet connection / wifi for students. (Approx. 50 words)</b>	<ul style="list-style-type: none"> <li>▪ With the help of the AMC, the College installed free wifi within the College campus.</li> <li>▪ NETSURF Internet connection and wifi are available in the College Campus, Computer Centre and Classroom</li> <li>▪ The College Library is also well equipped with NETSURF Internet connection for getting information and teaching materials.</li> </ul>	<b>10</b>	10	
<b>Total</b>			<b>30</b>		

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

Sl. No	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
7.1	<b>Mentoring system adopted.</b> (Approx. 100 words)	<ul style="list-style-type: none"> <li>▪ Mentoring program has been conducted continuously throughout the academic session. Each teacher of the department was assigned a particular number of students for the mentorship and the assigned teachers were given responsibility to seek and evaluate problems or difficulties faced by the students.</li> <li>▪ Necessary actions are to be taken in terms of financial and emotional support through college aids and personal counseling and motivational programmes if and when needed by any students.</li> <li>▪ The department has maintained regular mentoring programmes and fortunately has not yet come across students that require college aids. Teachers actively monitor students' classroom behaviour and performance where necessary measures are taken if any deviations are derived. Informal communication is also found very helpful in the mentoring process.</li> </ul>	<b>10</b>		
7.2	<b>Mechanism for timely redressal of student's grievances.</b> (Approx. 100 words)	<ul style="list-style-type: none"> <li>▪ In collaboration with the Anti-Ragging, Grievance and Redressal Cell (AGRC), the Department redressed student's grievance in time.</li> <li>▪ AGRC installed complain box and informed the student's helpline number.</li> <li>▪ If any grievances or complain, the AGRC referred the case to concerned Department which can easily helped the students.</li> <li>▪ Department also conducted student's feedback during odd semester which identified students' problems within the college campus.</li> <li>▪ The AGRC and Department properly maintained the records of student's redressal.</li> </ul>	<b>10</b>		
7.3	<b>Were records of student's progression to higher studies/placement maintained? If so, highlight the system.</b> (Approx. 50 words)	<ul style="list-style-type: none"> <li>• The Department is planning to undergo an Alumni survey and keep the record of students' progression to higher studies/placement.</li> </ul>	<b>10</b>		
7.4	<b>Were records of students/Alumni members qualifying at state and national examination maintained. If so, mention the name and examination</b>	<ul style="list-style-type: none"> <li>• Yes. Register is maintained by the Department to record such lists.</li> </ul>	<b>10</b>		

7.5	<b>Was study tour, field trip, exposure visit conducted. If yes, mention:</b>						
	<i>Name of activity</i>	<i>Duration</i>	<i>Place of visit</i>	<i>Number of participants</i>			
	Industrial Visit/Study Tour	12 <sup>th</sup> April, 2021	Koinonia Juice Plant & Koinonia Water Plant, Lengte	34 students and 5 teachers participated			
	Field Trip	9 <sup>th</sup> June, 2018	Participated in the Launch of New Economic Development Policy (NEDP) at Vanapa Hall.	12 students and 2 teachers participated			
		25 <sup>th</sup> November, 2019	Mizoram Food Processing Research and Training Centre (MFPRTC), Seling	25 students and 3 teachers participated			
		12 <sup>th</sup> April, 2021	Mizoram ISPAT Industries, Lengte	34 students and 5 teachers participated			
	Exposure Visit	18 <sup>th</sup> October, 2018	Participated in the Management Fest at Department of Management, MZU	10 students and 2 teachers participated			
		25 <sup>th</sup> November, 2019	MULCO Ltd. Thuampui	25 students and 3 teachers participated			
					<b>30</b>		
					<i>Study tour = 15</i>		
					<i>Exposure visit = 10</i>		
					<i>Field trip = 5</i>		
7.6	<b>Percentage (%) of students benefitting guidance for competitive examination, counseling, skill development programmes, etc.</b>	<i>Name of programme</i>	<i>Nos of students benefitted</i>	<i>Percentage</i>	<b>10</b>		
		Entrepreneurship Knowledge Cell	18	30%	<i>60% and above = 10</i>		
		<i>Total</i>	18	30%	<i>50% - 59% = 5</i>		
					<i>49% and below = 3</i>		
<b>Total</b>					<b>80</b>		

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

Sl. No	Items	Description(s)	Weightage	Score	Remark(s) by Assessor	
8.1	Whether activity records are maintained?	Yes, the Department activity record was maintained from time to time.	10			
8.2	Number of professional development training programmes organized		15 7 days or more = 10 6 days or less = 5			
	<i>Name of programme</i> Vartian Management Tech Meet, 2019	<i>Duration</i> 2 days				<i>Nos of participants</i> 300-500
8.3	How were required reports submitted to IQAC? (Tick the appropriate item)		10 Monthly = 10 Quarterly = 5 End of Semester = 3 As and when solicited = 2			
	1) Monthly					
	2) Quarterly	✓				
	3) End of semester					
	4) As and when solicited					
8.4	Number of faculty attending professional development, training programmes, etc.		5 More than 10 faculty = 5 5-9 faculty = 3 1-4 faculty = 2			
	<i>Name of faculty</i>	<i>Name of programme attended</i>				<i>Duration of programme</i>
	Dr. Josephine Lalrindiki	Towards Inclusive Innovations and Network Based Entrepreneurship.				1 Day
		The Politics and Space of Belonging.				1 Day
		Cross Cultural Translation				1 Day
	J. Lalbiakdika	New Education Policy: Issues and Challenges of Higher Education in Mizoram.				1 Day
		Technology And Its Impact On Accounting	1 Day			
<b>Total</b>			<b>40</b>			

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

Sl. No	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
9.1	<b>Describe one Best Practice adopted by the Department</b>	<p><b>Best Practice 1</b>  <b>Management Tech Meet “Where Young Minds Meet Entrepreneurs”</b></p> <p><b>Best Practice 2</b>  <b>Launching of Entrepreneurship Knowledge Cell (EKC)</b></p> <p><b>Best Practice 3:</b>  <b>Industrial Visit/Study Tour</b>                      With an aim to go beyond academics, the department of management has provided an opportunity for BBA Students to have a practical knowledge on business administration, production process and technical knowhow of the business scenario by organising an industrial visit and a study tour on industries and business within the state. During the academic year 2020-21 the department have an industrial/exposure visit to two places viz. Koinonia Juice and Water Plant and ISPAT Steel Industry.</p>	10		
9.2	<b>Contribution towards campus life and development</b> <i>(Not more than 100 words)</i>	<ul style="list-style-type: none"> <li>▪ Apart from the Departmental activity, faculty members were involved in the administration through Committees under IQAC.</li> <li>▪ Dr. Josephine Lalrindiki was appointed as Chairman of Employment Information &amp; Placement Cell, Students’ Union Debating Teacher- In-charge, Members in College Academic Committee (CAC), Teaching Learning Committee (TLC), Mentoring Programme Committee (MPC), Admission &amp; Examination Committee (AEC), Library Management Committee (LMC) and Equal Opportunity Cell.</li> <li>▪ J. Lalbiakdika as a member of Anti-Ragging, Grievance Redressal Committee (AGRC), Reception &amp; Beautification Committee (RBC), Employment Information &amp; Placement Cell (EIPC), Member of Career and Counselling Cell (CCC) and a Member of Health and Reception Committee (HRC). C. Lalnunfela was appointed as Care Taker Officer (CTO) in</li> </ul>	5		

		<ul style="list-style-type: none"> <li>▪ NCC Air Wing.</li> <li>▪ Entrepreneurship Knowledge Cell was set up in collaboration with MEDMOC</li> <li>▪ Ronald Lalnunmawia Royte was appointed as Care Taker Officer in NCC. Member of Anti Ragging Grievance Redressal committee (AGRC) and Parents Teacher Committee (PTC).</li> <li>▪ The newly appointed faculties viz. Albert Nuntharmawia, Alexious Lalchhandama, Mathew Lalremsanga were also very much involved in the works of IQAC.</li> </ul>					
9.3	<b>Differently abled friendliness</b>	<ul style="list-style-type: none"> <li>▪ As we have co-worker, Lalbuatsaiha, differently abled teacher. Faculty members helped in every possible way. Motivated in his day-to-day life challenges.</li> </ul>			<b>5</b>		
9.4	<b>Whether Gender Equity programme organized, if yes mention</b>				<b>10</b> <i>3 or more = 10</i> <i>2 programmes = 5</i> <i>1 programme = 3</i>	NIL	
	<i>Name of programme</i>	<i>Time/Duration</i>	<i>Number of participants</i>	<i>Sponsoring agency</i>			
9.5	<b>Organised programmes/lectures on birth/death anniversaries on great indian personalities, rights of citizens, etc.</b>				<b>10</b> <i>3 or more = 10</i> <i>2 programmes = 5</i> <i>1 programme = 3</i>	NIL	
	<i>Name /Title of programme</i>	<i>Time/Duration</i>	<i>Number of participants</i>	<i>Sponsoring agency</i>			
	1)						
	2)						
<b>Total</b>					<b>70</b>		

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

<b>▪ Strength:</b>	
1) Rigorous academic programs.	
2) Students' knowledge and entrepreneurial skills are enhanced through participation in various state level programmes organized by the state government.	
<b>▪ Weakness:</b>	
1) The Department has been established recently and hence in the absence of a commendable examination performance the attraction level for students is still low.	
2) Lack of fund(s) to facilitate proper teaching-learning infrastructure and aids.	
<b>▪ Opportunities:</b>	
1) The Department has a bright prospect to produce innovative entrepreneurs as it is being managed by highly qualified and young faculty augmented with sincere support from the Principal and other staff.	
2) Field Visits to industrial sites to acquire entrepreneurial skill, knowledge and information were organized in every classes.	
<b>▪ Challenges:</b>	
1) To enhance the number of enrolments.	
2) To seek for the regularization of the faculty by the concern government.	

Date of Submission: 20<sup>th</sup> September, 2021

**Name and signature of the faculties**

  
(J. LALBIAKDIKA)

  
(ALEXIUS LALCHHANDAMA)

  
(ALBERT NUNTHARMAWIA)

  
(MATHEW LALREMSANGA)

**Name and signature of the HOD**

  
(Dr. JOSEPHINE LALRINDIKI)

**Name and signature of the Principal**

  
(PROF. J.V. NUNCHUNGA)

**OBSERVATIONS OF THE ACADEMIC AUDIT TEAM:**

**TOTAL POINTS: 500**

**TOTAL SCORE: \_\_\_\_\_**

( \_\_\_\_\_ )  
Member  
Academic Audit Team

( \_\_\_\_\_ )  
Member  
Academic Audit Team

( \_\_\_\_\_ )  
Chairman  
Academic Audit Team