ANNUAL QUALITY ASSURANCE REPORT

2017-2018

J. THANKIMA COLLEGE

AIZAWL, MIZORAM

Motto : '*Soar High*'

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE - 560 072

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

AQAR for the year *(for example 2013-14)*

> AQAR 2017-2018

1. Details of the Institution

1.1 Name of the Institution

> Govt. J.Thankima College

1.2 Address Line 1

> Brigade Area

Address Line 2

> Bawngkawn

City/Town

> Aizawl

State

> Mizoram

Pin Code

> 796014

Institution e-mail address

> www.jtc.edu.in

Contact Nos.

> 2343947

Name of the Head of the Institution:

> Dr. C. Lalremruata

Tel. No. with STD Code:

> 0389-2342947

Mobile:

09436366369

Name of the IQAC Co-ordinator:

Lalngaihawma

Mobile:

9612156740

IQAC e-mail address:

iqac.jtc@gmail.com

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

OR

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)/17/A&A/35.2

1.5 Website address:

www.jtc.edu.in

Web-link of the AQAR:
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++	-	2007	2012
2	2nd Cycle	C	1.78	2016	2021
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

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

25.06.2007

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

    i.   AQAR : 2013 – 2014, submitted to NAAC on December 14, 2015 (DD/MM/YYYY)
    ii.   AQAR : 2014 – 2015, submitted to NAAC on December 14, 2015 (DD/MM/YYYY)
    iii.   AQAR : 2015 – 2016, submitted to NAAC on December 31, 2018 (DD/MM/YYYY)
    iv.   AQAR : 2016 – 2017, submitted to NAAC on December 31, 2018 (DD/MM/YYYY)

1.9   Institutional Status

    University   State ☐   Central ☐ emed ☐ rivate ☐

    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 ☐

1.10 Type of Faculty/Programme

    Arts ☑   Science ☐   Commerce ☐   Law ☐   PEI (PhysEdu) ☐

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

    Others   (Specify) | . |

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

1.12 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	10
2.2	No. of Administrative/Technical staff	2
2.3	No. of students	-
2.4	No. of Management representatives	2
2.5	No. of Alumni	1
2. 6	No. of any other stakeholder and community representatives	2
2.7	No. of Employers/ Industrialists	-
2.8	No. of other External Experts	-
2.9	Total No. of members	18
2.10	No. of IQAC meetings held	2

2.11   No. of meetings with various stakeholders: No. 10   Faculty 3

Non-Teaching Staff 2   Students 7   Alumni 1   Others 1

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. | - | International | - | National | - | State | - |

Institution Level | - |

(ii) Themes | - |

2.14   Significant Activities and contributions made by IQAC

- ✓ The IQAC formulates plans for various academic and non academic activities
- ✓ IQAC has been involved in helping the principal & other committee by auditing the
- ✓ Activities by giving suggestions & measures in order to have consistency in maintainingthe quality of education.
- ✓ Various initiative towards infrastructural development taken up by the IQAC.
  .

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) See annexure – I 2) Academic calendar : Annexure - II	

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

Nil

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	-	-	-	-
Others	-	-	-	-
Total	1	-	-	**1**

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

   Annexure – III : Feedback

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
26	13	13	-	-

2.2   No. of permanent faculty with Ph.D.

> 2

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
-	-	-	-	-	-	-	-	-	-

2.4   No. of Guest and Visiting faculty and Temporary faculty4 | | - | - |

2.5   Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	5	21
Presented papers	1	3	11
Resource Persons	-	-	-

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

> 1. Teaching Diary and Teaching Plan were modified and upgraded to enhance effectiveness in leaching and learning.
> 2. Student Seminars were organised to facilitate learning.
> 3. Students were provided study materials through social networking site in soft copies.

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

> 182

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

Conducting Internal Examination as per University rules

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

3	-	-

2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wisedistribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG (Arts)	114	-	11.4	28.07	4.39	43.86

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

IQAC monitors the entire academic program, evaluate and assist all the different programmes of the College from time to time through its members. The portion of syllabus covered, lesson plan and the notes prepared by the staff are often cross checked through department committee meetings.

Admission and Examination Committee duly constituted by the Principal in consultation with the faculty meeting has been entrusted to formulate the College plan for the teaching-learning and evaluation schedules as required from time to time. College plan includes formulation of internal annual academic calendar such as the number of working days, monthly events, and daily classes routine for each Department. Distribution of classes within individual Department has been entrusted to the concern Head of Department.

Lesson plan is prepared by each teacher and the daily classroom transaction is monitored by the Principal.

Students are evaluated by conducting class test and examination schedule is given well in advance to the students.

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	2
Others *(Short Term Training)*	15

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	14	-	-	-
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 constitute a Research and Consultancy Committee and the Committee is entrusted to perform the function of sensitizing and promoting research climate in the institution. The Research and Consultancy Committee has not only informed the faculty member to pursue the suggestions made by the NAAC Peer Team (2007) towards research but has also motivated the faculty members to promote research and a spirit of scientific inquiry in their teaching to the students, so as to develop and inculcate a spirit of research among the students.
>
> Through assignments involving certain research work on relevant topics within and outside the syllabi, the students are assigned works by the various departments.

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	1	3	3
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5   Details on Impact factor of publications:

Range   0.1– 1   Average   .9   h-index   -   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	-	-	-	-

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

ii) Without ISBN No. | - |

3.8   No. of University Departments receiving funds from

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

DPE | - | DBT Scheme/funds | - |

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

INSPIRE | - | CE | - | y Other (specify) | - |

3.10   Revenue generated through consultancy | Nil |

3.11   No. of conferencesorganized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	3
Sponsoring agencies	-	-	-	-	-

3.12   No. of faculty served as experts, chairpersons or resource persons | 13 |

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

3.14   No. of linkages created during this year

3.15   Total budget for research for current year in lakhs : | - |

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

Total | - |

3.16   No. of patents received this year

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

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
-	-	-	-	-	-	-

3.18   No. of faculty from the Institution

who are Ph. D. Guides | - |

and students registered under them | - |

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

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

JRF | - | SRFProject | - | Fellows | - | Any other | - |

3.21   No. of students Participated in NSS events:

University level | 45 | State level | 320 |

National level | - | International level | - |

3.22   No. of students participated in NCC events:

University level | - | State level | - |

National level | - | International level | - |

3.23   No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.24   No. of Awards won in NCC:

University level   [-]   State level   [-]

National level   [-]   International level   [-]

3.25   No. of Extension activities organized

University forum [-]   College forum   [5]

NCC   [-]   NSS   [7]   Any other   [1]

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

a) Tree Plantation at College Campus: Under the joint effort of IQAC Govt. J. Thankima College, Eco-Club of Govt. J. Thankima College an Environmental Information System Hub (ENVIS Hub), Govt. Of Mizoram, a tree plantation programme was organised on 27th June, 2018.
b) Divination of Youth Adventure Club, Govt. J. ThankimaCollge has organised One Day Training on 16 February, 2018 at College Campus.
c) Two Days Workshop: Two Days Workshop on Environmental Education : Issues and Challenges was organised on 1st & 2nd, February 2018 at Central Campus. The Workshop is jointly organised by Mizoram ENVIS HUB and Eco-Club of Govt. J. Thankima College.
d) On 11th August,2018 Tree Plantation Programme was organised at College campus by NSS Unit & Eco-Club.

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	5114.41 Sq. Mt	-	-	5114.38 Sq. Mt
Class rooms	19	2	UGC	20
Laboratories	-	-	-	-
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	19.19	4.5	RUSA	23.69

				lakhs
Others: Nil				

4.2   Computerization of administration and library

> Computer facilities were used for keeping records, data and for printing.
>
> As an initiative towards e-governance, a student's data base software was development for maintaining records and analysing student's academic performance.
>
> Digitisation of College Library was done with SOUL 2.0 software.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	5306	1302530	155	45000	5461	1347530
Reference Books	218	85722	15	7500	233	93222
e-Books	-	-	-	-	-	-
Journals	9	21700	2	6000	11	27700
e-Journals	-	-	-	-	-	-
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	46	20	3	-	8	5	4	6
Added		20	-	-	-	-	-	-
Total	46	40	3	-	8	5	4	6

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

> -

4.6   Amount spent on maintenance in lakhs :

i) ICT

| .5 |

ii) Campus Infrastructure and facilities

| 1.2 |

iii) Equipments

| .3 |

iv) Others

| .2 |

Total :

| 2.2 |

Criterion – V
5. Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC has constituted a Students Welfare and Discipline Committee with a responsibility of looking after the welfare of the students. Through this Committee and through IQAC meetings and in the Staff Committee meetings the IQAC make valuable contribution in enhancing awareness regarding the importance on Student Support Services
>
> Through Anti Ragging and Grievance Redressal Committee, Career and Counselling Cell and Women Cell, various support is given to students.
>
> The Admission and Examination Committee also provide assistance in admission process, giving detailed information of the position of students in internal assessment.

5.2   Efforts made by the institution for tracking the progression

> The Institution has an Alumni Association. All students who have passed out from the College are expected to be a member of the Association. And one important function of the Alumni is to keep records of the progression of students after college. However, such data are not properly maintained as the Alumni Association is not usually informed of the various career pursuit by the students after leaving College.

5.3   (a) Total Number of students

UG	PG	Ph. D.	Others
688	-	-	-

(b) No. of students outside the state

| - |

(c) No. of international students

| - |

Men	No	%		Women	No	%
	467	60.4			306	39.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	3	766	3	-	773	1	3	627	3	-	634

Demand ratio : 100%   Dropout % : NA

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

> -

No. of students beneficiaries | - |

5.5   No. of students qualified in these examinations

NETSET/SLET | - | GATE | - | CAT | - | | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6   Details of student counselling and career guidance

> The IQAC has constituted a Career Guidance and Counselling Cell. On the initiative of the Cell appropriate services is availed by the students.
>
> 1. On the first day of the commencement of the College, all teachers are requested to deliver orientation lecture of their paper taught and as well as on career guidance so as to encourage the students to choose the subject most appropriate for them. The career options and the means through which the aims and goals of the students are to be achieved are clearly informed.

> 2. As and when decided by the Cell, a career talk is organised in the College in which successful personalities and academicians are invited to deliver lecture.

No. of students benefitted | 70 |

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
-	-	-	-

5.8   Details of gender sensitization programmes

> 1.   RUSA sponsored Seminar on Legal Awareness was organised on 17th October, 2017 BY Women Committee.

5.9   Students Activities

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

State/ University level | 11 | National level | - | International level | - |

No. of students participated in cultural events:

State/ University level | 31 | National level | - | International level | - |

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

Sports : State/ University level | - | National level | - | International level | - |

Cultural: State/ University level | 6 | National level | - | International level | - |

5.10   Scholarships and Financial Support :

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	NA	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

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

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

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

5.13   Major grievances of students (if any) redressed:

Nil

Criterion – VI

6. Governance, Leadership and Management

6.1   State the Vision and Mission of the institution

The vision of the College is reflected in the College motto 'Soar High,' where each learner, nurtured with values, dignity, integrity and courage clothed with determination strives to achieve excellence and attain the highest possible limit in his endeavour for the good of his individuality and the society. The curriculum of the degree course should be administered meticulously to enlighten the social, political, economic and cultural issues faced by the society along with the possible solution derived through scientific outlook to facilitate good and responsible citizenry. Learners must be made sensitive to global issues with practical approach. Therefore, the College strives for fostering global competencies among students, inculcating a spirit of healthy competition, hard work and determination in the quest for excellence.

The students should exhibit a good moral discipline and conduct complemented with adequate life skills to face the challenges of life with leadership qualities. Leadership qualities with free and independent thinking strengthened with moral dignity should form the foundation of every individual personality which is to be attained through association in various activities of the College.

Education, in general, must be the centre of transformation, preservation, and redefinition of traditional and contemporary values. And higher education plays the most significant role in the process of proliferating a cultured man and women. As such, the College envisioned an education system that nurture good citizenry with leadership qualities exhibiting a good moral discipline, in the quest for excellence andaccomplishment.

Through education, the College has a mission to train the youth to contribute to wealth generation and to overcome physical, mental, social, economic, national and international impediment. The students of the College should become a valuable resources for the enhancement and sustenance of development for the nation and the state of Mizoram. Through the principle of 'First Come, First Serve,' in admission procedure the College aim to realize its mission of educating the youth of the rural areas, students with limited means and slow learners to acquire global competencies and necessary skills. In fine, the College foundation rest on the maxim that the means of work are as important as the end. 'If the means are ethical, the end is bound to be productive' - Vivekananda.

6.2   Does the Institution has a management Information System :

> The principal as Head of the Institution plans, implements and monitors all the activities with various committees for co-curricular and extra-curricular activities, and subject departments for academic activities along with the IQAC and the Planning Board.
>
> The Principal conveys adequate information to the top management i.e. the Higher and Technical Education Department of the Government of Mizoram through correspondence and during visits of officials to the College. Delegated works and other information sought by the governing Department are conveyed meticulously by the Principal.
>
> The achievements in various fields are communicated through the annual College magazine. Students and other stakeholders like parents, alumni, University, etc., can review the activities of the Institution through the website and committees.
>
> The prospectus highlights various information regarding the College, its administration, activities, as well as the rules and regulation observed in the College.
>
> The College has a properly maintained website with the nomenclature www.jtc.edu.in. The website provided various information about the College as well as academic calendar. Performances of students, questions bank, etc.
>
> For dissemination of information and notices, the College developed an android software application. The application can be installed in any android devices and information and notices were disseminated using the same.
>
> Whatsapp application also plays an useful role articulation of information and notices. A number of groups for various classes were created and students and teachers easily interact with each other.

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

6.3.1   Curriculum Development

> The Institution is affiliated to Mizoram University and the curriculum is designed and developed by the members of the Board of Study under the University. Hence, the Institution adheres to the curriculum adopted and formulated by MizoramUniversity.

6.3.2   Teaching and Learning :

IQAC monitors the entire academic program, evaluate and assist all the different programmes of the College from time to time through its members. The portion of syllabus covered, lesson plan and the notes prepared by the staff are often cross checked through department committee meetings.

Admission and Examination Committee duly constituted by the Principal in consultation with the faculty meeting has been entrusted to formulate the College plan for the teaching-learning and evaluation schedules as required from time to time. College plan includes formulation of internal annual academic calendar such as the number of working days, monthly events, and daily classes routine for each Department. Distribution of classes within individual Department has been entrusted to the concern Head of Department.

Lesson plan is prepared by each teacher and the daily classroom transaction is monitored by the Principal.

Students are evaluated by conducting class test, monthly test and examination schedule is given well in advance to the students.

6.3.3   Examination and Evaluation

The College sincerely adheres to the provision of Mizoram University in conducting examinations. The Examination Committee takes up all matters concerning examination. Records of the examination are properly maintained and direction is given by the Committee to obtain optimum results.
- Internal examination was conducted.
- Sample questions were given.
- Complaint Periods were allotted after every Internal Examination.
- Answer papers were given out and questions were discussed after every Internal Examination.
- Exam Question paper are discussed after evaluation.

6.3.4   Research and Development

The Research and Consultancy Committee has not only informed the faculty member to pursue the suggestions made by the NAAC Peer Team (2007) towards research but has also motivated the faculty members to promote research and a spirit of scientific inquiry in their teaching to the students, so as to develop and inculcate a spirit of research among the students.

Through assignments involving certain research work on relevant topics within and outside the syllabi, the students are compulsorily assigned works by the various departments.

The objectives of the research committee:
- To circulate various pamphlet and invitation of regional/state /national/ international seminars, workshops, conferences and to encourage the teachers to attend them.
- To motivate the teaching staff for submitting proposals for various fellowships for the research funded by the UGC and other state /national research funding agencies. Some recommendations of the Research and Consultancy Committee :
- Faculty members are motivated to do research for career advancement and knowledge.
- Funds available for research and areas of research are informed to the faculty members.
- To encourage the faculty members to do research and involve themselves in writing seminar paper, and publication of books.
- Remission of workload of teachers to engaged themselves in research and attend
- seminars, workshops, training courses, etc. To motivate the teachers to publish articles in state /national/ international Research Journals.
- To motivate the teachers for submitting proposals for major and minor research projects.

6.3.5   Library, ICT and physical infrastructure / instrumentation

The Library has been strengthened by procuring more books.
- The faculty can also use the computers for their academic work.
- Question paper of previous University examinations in different subjects, as well as any other information regarding the curriculum is made available in the library.
- The faculty can use the computers for teaching-learning purpose as well as for research work.
- Faculty members are requested to use powerpoint presentation in teaching.
- Projectors were installed in all classrooms.
- Computer technician was employed at the College expense.

6.3.6   Human Resource Management

Educational institutions are Human Resource Development (HRD) institutions. And the teaching and administrative staffs are the Human resource of the Institution. Since, the success of an academic institution like college depends on the management of their human resources, the College makes every effort to recognize the potential of the faculty and create a congenial environment for their career development.

The IQAC guide the teachers for preparing their career development plan for the academic year based on the requirements of Academic Performance Indicator (API), introduced by the UGC.

The Research and Consultancy Committee provides notices of seminars, workshops and conferences as and when an invitation is received.

Teachers are also encouraged to submit proposals for Minor and Major research projects to enhance their professional acumen.

The College encourages teachers to attend seminars/conferences and workshops of international /national/ state level and to present research papers.

Teachers are also encouraged to publish articles and their research papers in reputed journals and magazines.

The College has always encourages and support the involvement of the staff in improving the effectiveness and efficiency of the institutional processes. Through democratic internal organizational structure, the College has achieved participative management.

Various committees are formed by the Principal in the staff meeting with detailed deliberations and the committees are distributed amongst the faculty members considering the inclination and expertise of the staff member in a particular task.

6.3.7   Faculty and Staff recruitment

The recruitment of teaching faculty is done as per the rules and regulations of Mizoram University and the State Government of Mizoram. The applications from qualified candidates are invited by giving advertisement in leading newspapers. The selection committee constituted by the Government of Mizoram with experts from MizoramUniversity or from other government funded college nominated by the Government of Mizoram selects the qualified candidates through interview.

The College does not have the prerogative of recruitment and retention of any staff as mentioned above, however, the Principal of the concerned college is usually nominated as a member of the selection committee by the state government in the process of recruitment.

6.3.8   Industry Interaction / Collaboration

The College is an undergraduate Arts college and the papers offered does not compel the College develop industry interaction or collaboration at present.

6.3.9   Admission of Students

The College published the College prospectus in which all the admission criteria, academic programme and other related information are highlighted. Apart from this, advertisement and notice for admission has also been floated through the leading local newspapers and in the College website.

There is absolute transparency in the admission process. There is an Admission and Examination Committee which prepare the prospectus and guidelines for admission process. Applicants and anyone coming with any nature of academic enquiry is addressed by the Committee.

> *Admission is given on the following basis*:
>
> i) Marks obtained by the students in XII standard
> ii) Admission is done on the basis of 'First Come First Serve'.
> iii) As per government norms.
> To uphold the principle of equal access to quality education for all, admission of students has been done on the basis of "first come first serve" without any rejection to students on grounds of caste, language, religion and background. In spite of such openness, the College has achieved one of the highest pass percentage amongst the Colleges located within Aizawl City.

6.4   Welfare schemes for

Teaching	PF, Gratuity, Medical Insurance
Non teaching	Medical Insurance, loan facility
Students	Coveyance, allowances, stipend, scholarships

6.5   Total corpus fund generated | 4.1 Cr |

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	No	No
Administrative	No	No	No	No

6.8   Does the University/ Autonomous College declares 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 controlling University takes up measures to develop examination systems and gives directions to colleges; hence, the College makes arrangements for conduction examination as per direction and schedule prepared by the University.

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

> The Mizoram University has one constituent college and affiliation is given as per norms, to colleges.

6.11   Activities and support from the Alumni Association

> The Institution works in close cooperation with the alumnae and formal faculty of the Institution through the Alumni Association.
>
> The members of the Alumni Association are invited to attend important functions and occasion in the College. Their advice and opinion on matters such as admission and for the College development are given due consideration by the Institution.

6.12   Activities and support from the Parent – Teacher Association

> The Parent-Teacher Association forms an important channel for involvement through of the stake holders in the functioning and policy of Insitution.
>
> The members are invited to attend important functions and occasion in the College. Their advice and opinion on matters such as admission and for the College development are given due consideration by the Institution.

6.13   Development programmes for support staff

> Support staffs are employed in coaching classes, computer learning classes and as clerks to assist the College in various developmental programmes under UGC.They are recruited as per the qualification prescribed.

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

> The NSS and the College Forum works to see that plants and trees in the College campuses are well preserved and looked after.

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.

> 1.   Award of appreciation
> 2.   College Annual Week

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

> 1. To promote research culture the College encourage the faculty to pursue Ph.D. Programmes, to present research papers at seminars/ conferences/workshops, publication of research papers and to encourage the faculty to contribute their knowledge and research works towards the society through participation in professional association and publication of articles in newspaper, journals, etc.
>
>   This innovative practise have proved beneficial as two faculty members have completed their Ph.D programmes and five others have completed their M.Phil programmes. And during the reporting year one faculty has completed M.Phil programme.
>
> 2. As admission to College is done on the principle of 'first come, first serve basis,' to provide access to higher education to more number of learners, many of the students passed their higher secondary school with a low percentage. Such students need special attention and guidance as such providing study materials and hand out notes becomes an in important assistance to them.

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

> **Annexure – IV : Two Best Practises of the Institution.**

>   **Provide the details in annexure*

7.4   Contribution to environmental awareness / protection

>   Through extension activities undertaken by NSS an environment awareness/protection programme is organised by planting tree saplings and providing protection with a bamboo guard.
>
>   Visit to the NSS plantations also served as a medium through which environmental awareness /protection is organised.

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

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

> Nil

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

1. Strengthening of infrastructure.
2. Institutionalisation of quality in administration.
3. Departmental study tour for all final year students.
4. To constitute various students club.

Name : LALNGAIHAWMA   Name : Dr C LALREMRUATA

_____   _____

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

_____ *** _____

ANNEXURE – I

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:

The action plan of the IQAC :

1. Strengthening of infrastructure.
2. Creation of new website for the College.
3. Departmental study tour for all final year students

Outcome achieved against the action plan of the IQAC :

1. The new campus with the given nomenclature 'Central Campus' was inaugurated by Lal Thanhawla, Chief Minister of Mizoram during the Silver Jubilee celebrations on 25th October, 2017. And the Chief Minister assured that proper fencing as well as infrastructural development would be a priority. Hence, under the Government of Mizoram flapship programme of New Land Use Policy the College infrastructure was strengthened by black topping of campus approach road, internal roads as well as fencing of the campus. Under the government's scheme retaining walls were constructed at various places.

   All classrooms were strengthened from the regular classrooms to ICT enabled classrooms by installing overhead projectors and sound systems.

   College Canteen and Library buildings were extended to provide more space for the students.
2. As the website was not sufficient to meet the need of the Institution, a new website with the address www.jtc.edu.in was created.

3. With the funds availed from UGC and RUSA a study tour was conducted for the six classes of the final year students. Various destinations chosen by the College such as N.Delhi, Kolkata, Myanmar were visited.

Principal
Govt. J. Thankima College
Aizawl : Mizoram

ANNEXURE – II
ACADEMIC CALENDAR :2017-2018
GOVT. J.THANKIMA COLLEGE

Academic Calendar :2017-18

1. **Commencement of New Session i.e. Odd Semester -   1st July 2017**

2. **Fresher's Social   -   14th July 2017**

3. **Students' Union Election   -   4th August 2017**

4. **Filling up of End semester Examination form(Repeater)   -   21st -22nd Aug. 2017**

5. **College Week   -   28thAug. – 1st Sept. 2017**

6. **First Round Internal Examination for Odd Semester- 14th – 22nd Aug. 2017**

7. **Counting of Attendance   (First counting)   -   upto30th Sept. 2017**

   Counting of Attendance   (Second counting)   -   upto20th Oct. 2017

8. **Second Round Internal Examination for Odd Semester-   3rd – 10th Oct. 2017**

9. **Filling up of End semester Examination form   -   15th -16th Oct. 2017**

10. **Last date of Second Round & Assignment marks submit – 16th   Oct.2017.**

11. **Publication of Internal marks -each department   -   23th Oct. 2017**

12. **University End semester Examination for Odd Semester   -6th Nov. - 6th Dec. 2017**

13. **Semester break/Winter vocation   -   7th Dec.2017 - 15th Jan. 2018**

    EVEN SEMESTER

14. **Commencement of Even Sem.   -   16th Jan. 2018**

15. **Filling up of End semester Examination form(Repeater)   -   15th -16th Feb. 2018**

15 **First Round Internal Examination for even sem   -   26th Feb - 5th Mar.2018**

16 **Counting of Attendance   -   upto 30th March 2018**

    Counting of Attendance   -   upto 20th April 2018

16. **Filling up of End semester Examination form   -   6th -7th April. 2018**

17 **Second Round Examination   -   2nd – 9th April.2018**

18. **Last date of Second Round & Assignment marks submit**

19. **Publication of Internal marks -each department   - 20th April 2018**

20. University Exam. – Even Sem.   -   1st – 21st May 2018

21. Any College activities. (Co. / Extra Carricular)   -   22nd -31st May 2018

22. Semester Break   -   1st   – 30th June 2018

Principal
Govt. J. Thankima College
Aizawl : Mizoram

ANNEXURE – III

FEED BACK ANALYSIS

- The students support system engaged by the College is deeply appreciated by the students.

- The students are happy that syllabi are covered within the stipulated time framed by the teachers.

- The use of ICT in teaching greatly helps the students grasp of the topic taught and provide better insight in the subject.

- Alumni of the College were satisfied with the gradual progress of the College through the grants received from UGC. They have suggested on paying more attention on preparation of competitive exams.

- Suggestion is received from the students that curriculum should be updated to suit the need of job market.

- Majority of students have suggested to extend/construct new building, seminar hall because the number of students admitted to the College has been increasing from last five years.

- Majority of the students were satisfied with the teaching learning activities in the college. They are satisfied with the progress of the college and the facilities provided to the students.

- The students want that the college should start job oriented courses.

- Students feel that opening more subject such as Geography, Public Administration, etc., of Arts stream would result in better academic performance and the wider choice of subject would benefit the students greatly.

Principal
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Aizawl : Mizoram

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ANNEXURE – IV
TWO BEST PRACTISE OF THE INSTITUTION

</div>

Two of the Best Practices followed in the Institution are elaborated as below :

Best Practice I:

1. ***Title of Practice***: Internal Audit

2. ***Goal*** :

   - To make all the accounts auditable at any time.
   - To ensure transparency in all the financial management of the college.
   - To institutionalised the process of audit as an integral part of the College administration.
   - To check misappropriation or any irregularities in the financial administration of all the college development fund from time to time.

3. ***The Context***:

   Mutual trust and cooperation amongst the faculty is a key aspect to bring quality education in teaching-learning situation. To ensure such reciprocal confidence and collaboration especially within the working environment in a college, transparency in the entire financial decision making is a prerequisite. As such, financial administration void of transparency tends to develop suspicion and loss of mutual trust. If such confidence and trust is lost it is not easy to regain or create a cordial environment strengthened with trust and assurance. Therefore, all the financial decisions and processes of administration must be made transparent and accountable.

   Under the circumstance stated above, Govt. J.Thankima College introduced the practice of internal auditing system within the College without any direction or instruction from the concern higher authority. The purpose of the practice of this internal audit of the College account and transaction is to uphold transparency in the entire financial decision making process of the College..

4. ***The Practice***:

   - A policy of transparency and accountability must be strictly followed by all the appointed officers/staff.

   - All the receipt and expenditure of accounts must be kept auditable by using the prescribed receipt & payment voucher as in Form I & II.

   - All the required building materials identified must be procured only through the Material Procurement Board (MPB). The existing identified building materials include – iron rod, cement, stone, sand, bricks and timber woods.

- All 'Treasurers' appointed, must be held responsible for the safe and truthful maintenance of cash book and Voucher Guard File which must be auditable at anytime.

- The expenditure accounts shall be audited quarterly or after every three months of the completion of work from the date of the commencement.

- The 'Work Managers' and 'Assistant Work Managers' appointed, shall be held responsible for controlling the quality of the work which must be done strictly as per the approved architectural and structural design prepared by the qualified and registered Architect and Engineers engaged by the College.

- Any misunderstanding or misinterpretation in the process of work should be referred to the 'Building Executive Sub-Committee' immediately to solicit appropriate solution as well as interpretation.

- Each and every Work Manager may be held responsible to attend the Building Executive Sub-committee provided as and when called for.

5. *Evidence of Success*:

- Transparency in financial management regarding construction is achieved.
- Progresses in the constructions are known by all concerned.
- Quality control is facilitated by the Material Procurement Board.
- Timely completion of proposed work is accomplished.
- Irregularities in the financial management is not observed.

6. *Problems encountered and solution* :

No particular problem to be mentioned except that the normal classroom duties of the faculties who were engaged in the operation of building construction could not be relieved by the College owing to staff constraint and the work load was found very heavy for them.

Best Practice II

1. *Title of the Practice*: Award of Appreciation

2. *Goals* :

- To encourage the faculty for doing Ph.D.
- To encourage the faculty for doing research works.
- To encourage the faculty for presentation of research papers at seminars/ conferences/workshops.
- To encourage the faculty for publication of research papers.
- To encourage the faculty to contribute their knowledge and research works towards the society through participation in professional association and publication of articles in newspaper, journals, etc.

1. *The Context* :

The two essential pillars of higher education are teaching and research. 'Research,' in higher education, in particular has assumed significance in the globalised world of today. The accrediting agencies like NAAC also have research expectations from institutions of higher education. Through the syllabus, the UGC has also ensured the faculty and student's engagement in research and scholarly activities and providing adequate resources and support to encourage such engagement. In the light of this initiative, faculty members are encouraged to register for Ph.D., M.Phil., and to pursue research works so as to facilitate and enhanced their knowledge and learning.

As a member of the civil society and being expected to contribute towards the healthy growth and development of the society, the faculty members are encouraged to contribute towards the healthy growth of the society through their participation and publication of their work and learning in newspapers and journals.

4.   *The Practice*:

To achieve this goal, certain steps are taken as follows :

- The Research and Consultancy Cell give encouragement towards the initiative to the faculty members.
- Information regarding invitation to seminars/conferences/workshops are given to the faculty members.
- Records and documentations are maintained.

5.   *Evidence of Success*:

The achievement of the initiative can be briefly highlighted as follows :

Since, 2007 ie., after NAAC accreditation, the following faculty members have attain a Ph.D and M.Phil degree –

Ph.D. degree awardee -

1.   Dr. J.V. Nunchunga, Department of Economics
2.   Dr.C.Lalremruata, Department of Education

M.Phil degree awardee -

1.   LalbiaktluangiRalte, Department of History
2.   C.Vanlalruati, Department of History
3.   Rebecca Khiangte, Department of Hisory
4.   LalthanchamiKhiangte, Department of Hisory

C.Vanlalruati, Department of History has registered for Ph.D programme and Zoramthanga, Department of Political Science has enrolled for M.Phil programme un Mizoram University.

5.   *Problems and solutions*:

With a minimum number of faculty members in each department, there is a strain upon the Principal to grant a study leave to all the faculty members intending to pursue research.

Some of the faculty members are house wife and can spare little or no time to pursue research activities or to write seminar papers or articles.

However, the Principal has given encouragement to all the faculty members that problems arising from pursuing of research and related activities would be addressed within his capacity.

Principal
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Aizawl : Mizoram