

# Annual Quality Assurance Report (AQAR)

**GOVERNMENT HRANGBANA COLLEGE**

**Aizawl, Mizoram**

**(2013-2014)**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# The Annual Quality Assurance Report (AQAR) of the IQAC Government Hrangbana College

## Part – A

AQAR for the year

2013-2014

### I. Details of the Institution

1.1 Name of the Institution

Government Hrangbana College

1.2 Address Line 1

Chanmari

City/Town

Aizawl

State

Mizoram

Pin Code

796007

Institution e-mail address

hrangbanacollege2014@gmail.com

Contact Nos.

0389-2340984

Name of the Head of the Institution:

Lal Rinawma

Tel. No. with STD Code:

0389-2306540

Mobile:

9436195966

Name of the IQAC Co-ordinator:

John K. Laldinglana

Mobile:

9436156174

IQAC e-mail address:

iqacghbc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

BC/56/RAR/40

OR

1.4 NAAC Executive Committee No. & Date:

BC/56/RAR/40 dated 16-9-2011

1.5 Website address:

www.ghbc.edu.in

Web-link of the AQAR:

[http:// www.ghbc.edu.in/AQAR2013-14.doc](http://www.ghbc.edu.in/AQAR2013-14.doc)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	80.15	2006	5
2	2 <sup>nd</sup> Cycle	A	3.06	2011	5
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10/01/2007

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

- i. AQAR 2011-12 on 28-12-2013
- ii. AQAR 2012-13 on 18-09-2017

## 1.9 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 ☒

Type of Institution      Co-education   ☒      Men   ☐      Women   ☐

Urban ☒ Rural ☐ Tribal ☒

Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
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Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

### 1.10 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

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

Others (Specify)	
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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	---
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DST Star Scheme 

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UGC-CE	---
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UGC-Special Assistance Programme 

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

UGC-COP Programmes 

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## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff  Students  Alumni  Others

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

One day workshop on, "Language Teaching Tools" organised by Govt. Hrangbana College in collaboration with Sanako, New Delhi on the 23rd January 2014 at Govt. Hrangbana College Language Lab.

## 2.14 Significant Activities and contributions made by IQAC

1. Preparation, implementation and review of the action plan of the college.
2. Documentation of various activities of the college.
3. Initiated and guided quality related activities of the various committees.
4. Provided assistance and information for the Community College proposal.
5. Conducted and monitored academic performance audit on all the departments.
6. Facilitated in organising coaching class for entry into government services.
7. Facilitated in organising remedial classes for students with poor academic performance.
8. Conducted and analysed the teaching learning evaluation feedback from students.
9. Conducted and organised Parents-Teachers-Meeting and Alumni Association Meetings.
10. Created awareness on various quality related issues such as research works, environment, cleanliness, institutional social responsibilities etc.

## 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
Strengthen the college community for promoting corporate social responsibility	Various social works activities has been undertaken by the various Departments, NSS, NCC, SSU, Psychology Club, Cleanliness and Beautification Committee etc.
Invite eminent professors and experts for special lectures on various fields of knowledge.	A series of lectures were organised by the various departments, committees and the college as a well.
Renovation and Re-furbishment of the Girl's hostel	The hostel has been furnished to accommodate 32 beds in 16 two sitter rooms. Water reservoir has been extended. An additional floor has been built for the chapel. Renovation of the warden's room, kitchen, veranda and fencing for the campus has been done as well.

Organise competitions for students to improve their skills in organising, team building, creative thinking and interpersonal relationships.	Participated and competed in a number of events at the inter-college, university, state and national levels
Promotion and nurturing of the culture of academic excellence.	Recognition and felicitation for academic excellence through the distribution of Certificate of Appreciation and Cash Incentives to University toppers, Distinctions and First Division holders in the Freshers' Social Functions
Improve student support programmes and to strengthen the mentoring system.	Parents-Teachers Meeting for all departments were organised. Mentoring of students through allocation/assignment of teacher-mentor for each student, for academic/career guidance as well as personal/spiritual mentorship.
Extension and enrichment of library and laboratories	Purchased new books, periodicals, reference books, journals and equipment.

*\* 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

#### I. 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	2			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	2			
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: **Core/Elective option**

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
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.

NA - Due to the status of the college, revision/update of regulation or syllabi cannot be taken at the institutional level.

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

NA



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Selection Grade	Associate Professors	Professors	Others
	51	7	1	43	0	1

2.2 No. of permanent faculty with Ph.D.

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
		4								

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/		12	17
Presented papers		6	
Resource Persons		3	7

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

<ol style="list-style-type: none"> <li>1. Use of Powerpoint Presentation, and other visual aids.</li> <li>2. Networking with various related institutions and organisations.</li> <li>3. Educational trips to different institutions and historical sites (inside and outside the state)</li> <li>4. Organisation of various seminar and workshops based on survey and research by the students concerning their respective subject areas.</li> <li>5. Making easy accessibility to the internet and library networks for further learning .</li> <li>6. Problem solving, case studies and role play.</li> </ol>
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2.7 Total No. of actual teaching days during this academic year

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

Examination/Evaluation reforms cannot be initiated independently of the University Examination Department, the institution therefore follows the required norms. In addition, initiatives are taken to adopt the most effective performance of examination by organising systematic seating arrangement, documentation and analysis of results etc.

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

6	8	8
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2.10 Average percentage of attendance of students

79%

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	183		30	55.1	3.2	88.52
B.Com	69		18.8	37.6	1.4	57.97

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

The IQAC of the college contributes towards the teaching and learning processes by consciously inculcating a learning culture, aligning the activities of the various concern groups to meet the specific needs of the students.

The IQAC monitors and evaluates by developing accountability centres by periodic reviews, meetings and reports. Based on the reviews and evaluations, improvements are implemented accordingly.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	17
Summer / Winter schools, Workshops, etc.	50

### 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	21	1	21	
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 has been taking initiatives to create awareness on research based learning. It propagates that it is the key to excellence in education and works to develop a research culture amongst the students and faculty. The IQAC has been enabling and encouraging the faculty and students to take up research activities by providing them with timely information about research prospects, funds and other opportunities available. It collaborates with the Research and Consultancy Committee in establishing research climate within the institute.

3.2 Details regarding major projects - NIL

3.3 Details regarding minor projects - NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	1	1
Non-Peer Review Journals		2	6
e-Journals			
Conference proceedings			4

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. NIL

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 **NIL**

3.9 For colleges

Autonomy	<input type="text"/>	CPE	<input type="text"/>	DBT Star Scheme	<input type="text"/>
INSPIRE	<input type="text"/>	CE	<input type="text"/>	Any Other (specify)	<input type="text"/>

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			4		10
Sponsoring agencies					

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

5

3.13 No. of collaborations

International

National

Any other

2

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : NA

3.16 No. of patents received this year : NA

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

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

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

2

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

5

State level

410

National level

50

International level

\* All the students of the college are volunteers. There are some core group however, that actively participate for particular events.

3.22 No. of students participated in NCC events:

University level

State level

110

National level

20

International level

3.23 No. of Awards won in NSS:

University level

State level

1

National level

International level

\* First prize for voluntary blood donation.

3.24 No. of Awards won in NCC:

University level

State level

1

National level

2

International level

\* CSUO M.S. Dawnganga has been selected as an army officer through the NCC Special Entry Scheme.

3.25 No. of Extension activities organized

University forum

College forum

5

NCC

NSS

Any other

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

#### ***Major activities during the year 2013-2014 in the sphere of extension activities and Institutional Social Responsibility:***

- Participated and won the championship in the 12<sup>th</sup> Mizoram University Inter-College Sports Meet.
- Participated and secured third position in the Mizoram Rural Bank Inter-College Quiz Competition 2013
- GHBC Cultural Club participated in the Anthurium Festival 2013 (Reiek Tlang) and Thalfavang Kut 2013 (Hmuifang Tlang) organised by the GOM.
- Participated and won the Best Female Model and Best Choreography at the Vibrio MZU Festival, 2014.
- Participated and won the first and second prize in the Inter-college on the spot poetry writing competition organised by the Mizoram English Literary Society.
- Participated and won the second prize in the The Water Challenge 2014 Inter-college quiz competition and also in the inter-college debate competition on "Importance of Drinking water" securing the first prize, both events were organised by the Public Health Engineering Department (PHED)
- Participated and won the second prize in the Elocution Competition on National Bamboo Day.
- The Youth Adventure Club won the Champion Trophy in the Inter-College Top Rope Climbing Competition. Also won the third prize in the Mizoram lead climbing competition. Three members participated in the Mizoram Eastern Expedition at Rih Dil and Lurh Tlang. Eight members finished the search and rescue training. Two of the leaders trained as judge and route setters training. Beside the awards, the members participated in various programmes the year. Blood donation campaign was also organised by them.
- Cleanliness Drive were organised five times by the NSS within the campus and the neighbouring areas; blood donations were organised several times; tree plantation/weeding in the adopted villages were also organised; campaigns were organised and supported with regard to blood donation, aids control activities and anti-plastic campaigns. Contructions and renovation of public urinals camps in the adopted villages were organised several times. Training, seminars, workshop and competitions have been conducted as well.
- Educational tours have been undertaken by the final year students of the various discipline within as well as outside the state.(Kolkata, Guwahati, Sikkim, Champhai etc.)

## 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	1410.57 sq.m	-	-	-
Class rooms	19	-	-	-
Laboratories	3	-	-	-
Seminar Halls	1	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Computerization of administration and library has been initiated. Local Area Networking, Internet facilities, Various Library softwares, etc. has been applied.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25935	44,57,853	588	2,98,205	26,523	47,56,058
Reference Books	2170	2,30,800	18	11,700	2188	2,42,500
e-Books	128	12,800	52	5,200	180	18,000
Journals	35	5,43,500	35	17,500	35	5,61,000
e-Journals	6		3		9	
Digital Database						
CD & Video	54		14		68	
Others (specify)						

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	67	1	13	4	1	1		
Added	7							
Total	74	1	13	4	1	1		

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

The partnership with the NIELIT study centre within the campus has facilitated various training and study courses on IT related subjects which has been availed by the teachers and the students.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	4,00,830
ii) Campus Infrastructure and facilities	5,82,638
iii) Equipments	5,54,182
iv) Others	41,500
<b>Total :</b>	15,79,152



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC enhances awareness about the Student Support Services through dissemination of information through the prospectus, orientations, freshers' socials and other such functions, social media, classroom campaigns, banners senior students and the concerned teachers. Establishment of responsibility-accountability benchmarks amongst each committee concerned with the various student support services, continuous propagation if the importance of organising student support services.

#### 5.2 Efforts made by the institution for tracking the progression

To track the progression of the progression, regular meetings for performance appraisal and plan of action is taken by each concerned committee and departments, which are then reported on a monthly basis.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	1311			

(b) No. of students outside the state

2

(c) No. of international students

NIL

Men

No	%
639	49

Women

No	%
672	51

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3	2	1658	3	1	1664	2	3	1305	1	1	1311

Demand ratio

2:1

Dropout %

4%

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

- UGC Sponsored Entry into Government services coaching is undertaken.
- Special lectures inviting prominent and inspiring government officials.
- Career guidance and counselling for all aspirants into the services.
- Personality Development Programmes for soft skill development.

No. of students beneficiaries

240

#### 5.5 No. of students qualified in these examinations

NET	NA	SET/SLET	NA	GATE	NA	CAT	NA
IAS/IPS etc	NA	State PSC	NA	UPSC	NA	Others	NA

Students of this college after completion of their Undergraduate studies get employed and hold prominent positions in different departments of Central and State Governments, Financial Institutions, Corporations, Public and Private Sectors, and under Self Employment Schemes. Obtaining specific statistics is rather a difficult task.

#### 5.6 Details of student counselling and career guidance

- The college has a Career and Counselling Cell, which has been actively functioning.
- The Cell has separate counselling room, where students are often called on for counselling especially with students having special needs. The Psychology department faculty have trained counsellors, who cater to this needs.
- Careers Guidance seminars are regularly organised inviting resource persons from different fields.
- Collaborations with business houses, educational/professional institutions and the government to look into employment opportunities.

No. of students benefitted

All the students of the college avail to the services. Seminars are generally held batch-wise so that all students are given the opportunity to benefit from such seminars.

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

Since the college mostly offers courses in humanities, there is very little chance to get the corporate sector interested in campus interviews. Exact statistical data of graduating students getting employment is not available to the college. The Department of Commerce, at the local level, has developed reasonable number of networks that enables them to secure employment for majority of its graduates.

#### 5.8 Details of gender sensitization programmes

Seminars/Awareness programmes are organised by the Equal Opportunity Cell as well as the Women Development Cell for gender sensitisation at regular intervals.

#### 5.9 Students Activities

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

State/ University level  National level  International level

##### No. of students participated in cultural events

State/ University level  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

***The college won the 12<sup>th</sup> Mizoram University Inter-College Sports Championship***

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	1176	11,030,400

#### 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: NONE

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision** : Providing and quality education within the reach of all.  
**Mission** : To mould the students to be intellectually competent, morally upright, socially committed and spiritually inspired persons capable of building a more humane social order within the context of the nation's religious and cultural pluralities and diversities.

#### 6.2 Does the Institution has a management Information System

Management Information System, as in the real sense with fully accessible database is yet to be institutionalised

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

##### 6.3.1 Curriculum Development

- Curriculum Development is done at the University level and therefore the college is limited to making proposals for improvement. Accordingly, the curriculum is carefully studied and in case, changes are required or improvement is needed, it is promptly noted and included in the proposals.
- The University prepares the Academic Calendar specifying the duration of the semester, the date of commencement and the end of the semesters.
- The Academic and Examination Committee prepares a master routine as per the norms stipulated by the UGC.
- The curriculum for teaching is assigned to each Head of Department and lesson plan is prepared in accordance with the given framework of time.

##### 6.3.2 Teaching and Learning

- The curriculum delivery is effectively done through lectures, supported by LCD projectors.
- The Curriculum is also delivered by undertaking research and survey projects, group works, seminars and mock drills of real life situations.
- The students are taken for educational tours to fairs, offices, exhibitions and places of political, industrial and historical importance to provide them first hand knowledge
- Orientation course for English and Maths for new admissions.
- Extra classes are conducted if there are constraints to complete the curriculum and remedial classes for students with poor performance.
- Mentoring through personal counselling, house visits, tutorials etc.

### 6.3.3 Examination and Evaluation

The Academic & Examination Committee undertakes the planning, information dissemination and follow-up of the examination and evaluation activities.

### 6.3.4 Research and Development

The Research and Promotion Cell of the institution facilitates to promote research culture, research publication, & professional development of faculty members for quality enhancement of the teaching community. The Cell encourages and monitors the research activities of the college, infrastructure provided and required by the faculty members to carry out research activities.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The institution has had a democratic set-up where representatives from every department are the basis of decision-making and this is true for the procurement and development of all physical facilities. The concerned committees on the library, ICT and physical unanimously decide in the meeting their plan of action based on the available resources and accordingly, follow up actions are taken by the secretary in tandem with the principal and staff.

### 6.3.6 Human Resource Management

The teaching faculty works in various committees and sub committees and participates in the cultural activities of the College in addition to regular academic activities. They are also engaged in research and publication and participation in seminars, workshops, training etc.. The College encourages them to follow their academic, social and cultural interests. The non-teaching staff is involved in the smooth functioning of the official activities.

### 6.3.7 Faculty and Staff recruitment

The recruitment process is done independently of the institution by the Government of Mizoram through the Higher and Technical Department. The institution however, may be represented by senior faculty as expert, and the principal is part of the interview panel. In addition, in the pursuit of the well-being and proper functioning of the institution, the head of the institution may send request to fill-up vacant post from time to time

### 6.3.8 Industry Interaction / Collaboration

The Commerce Department of the college interacts annually with existing industries and business houses. The Economics Department has also collaborated at various times in field work and seminar with the Horticulture Department, the Forest Department, CMERI-CDAR Post Harvest Processing and Research Centre of the Government of Mizoram.

### 6.3.9 Admission of Students

The institution ensures wide publicity in the admission process through admission notices. Each department receives application forms of the aspirant students for the admission. Special help desks, with the faculties on duty throughout the day, to facilitate applicants operate throughout the phase of application. Screenings are conducted through a combination of merit, interviews and written tests in a meaningful and transparent fashion by respective departments comprising of senior faculty members.

### 6.4 Welfare schemes for

Teaching	Government Welfare Schemes as per State Government Rules and Institutional welfare schemes are made available for all. Special contributions are also done in emergency cases as well.
Non teaching	
Students	

### 6.5 Total corpus fund generated

Rs. 182.2 lakhs

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			yes	GHBC
Administrative	yes	CAG	yes	GHBC

### 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 Mizoram University has made efforts for examinations periodically, the various affiliated colleges participate in such endeavours through active reports and reviews and suggestions.

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

Not Applicable

6.11 Activities and support from the Alumni Association

The Alumni Association hold meetings at least once in a quarter, and takes initiatives in corporate social responsibility works; renders active support and participation in the college community through seminars, felicitations and other such valuable contributions.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher Meetings are organised every year by the various departments, discussions are held with regard to all relevant aspects of the students' progression, college administrations and any other relevant subjects. The college is proud to state that the parent teachers association is its pride and joy.

6.13 Development programmes for support staff

Computer training is made available through NIELIT. Staffs are sent regularly for training made available by the Government of Mizoram through ATI(Administrative Training Institute), ICT Department, H&TE (Higher and Technical Education Department), Mizoram University etc.

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

The institute has been working towards making the campus as eco-friendly as possible through energy conservation, awareness of needs and importance of energy conservation has been communicated to all concerns.

## 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.

Educational and industrial tours within and outside Mizoram.

Organisation of seminars and special lectures from external personalities and experts.

Proposal for Community College has been initiated.

Laptops have been provided to all the department, which has had tremendous impact in improvement teaching quality.

Book fair was organised successfully.

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

- Proposals and rationale for addition of UG& PG course has been appealed to the Higher & Technical Education Department, Government of Mizoram
- Initiatives has been taken, special committees have been instituted for the Community Development College.
- Initiatives undertaken for vertical extension of the college building.
- Various social works activities has been undertaken by the various Departments, NSS, NCC, SSU, Psychology Innovation Club, Cleanliness and Beautification Committee etc.
- A series of lectures were organised by the various departments, committees and the college as a well.
- Participated and competed in a number of events at the inter-college, university, state and national levels.
- Recognition and felicitation for academic excellence through the distribution of Certificate of Appreciation and Cash Incentives to University toppers, Distinctions and First Division holders in the Freshers' Social Functions.
- Parents-Teachers Meeting for all departments were organised. Mentoring of students through allocation of mentor-mentee.
- Purchased new books, periodicals, reference books, journals and equipment.

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

1. Mentoring of Students

2. Promotion of Institutional Social Responsibility

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



#### 7.4 Contribution to environmental awareness / protection

1. Plantation of trees and after care of such plantations in adopted villages on regular basis.
2. Constructions and renovations of public urinals, waiting sheds for adopted villages.
3. Cleanliness drive were organised several times.
4. Seminar/workshops/essay-writing/rally for environmental awareness.
5. Organised anti-plastic drives, distributions of paper bags to shopkeepers etc.

#### 7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

##### **STRENGTH :**

- Campus is located in the heart of the city and public utilities are easily accessible, and well-equipped with external facilities and infrastructure.
- The institution is one of the oldest and most reputed educational institution.
- Holistic approach to education for every student with emphasis both on skill development and knowledge building.
- Strong commitment to community, service and social justice.
- A well-structured mentoring system.
- Excellent facilities with well-equipped laboratories.
- Experienced faculties and strong support staff.
- Consistent merit listing in University examinations.

##### **WEAKNESS :**

- Limited involvement in curriculum development and evaluation system.
- Inadequate teaching and non-teaching staff.
- Dependency on the government for funds and decision-making.
- Inability to admit all aspiring candidates due to seat limits.

##### **OPPORTUNITIES :**

- Endowed with talented and gifted pool of students.
- Ample potential for growth and development in all areas.
- Experienced and well-qualified teachers and staff.
- Collaborations and Networking with external agencies/institutions for career and skill development.
- Shaping and influencing the next generation for social and economic change.
- Uplift and mentor students from rural areas, underprivileged and minority group.

##### **THREAT:**

- External constraints such as student related political issues leading to stagnation in working/teaching time/days.
- Insufficient filling of gaps between the required and vacant posts by the government.

## 8. Plans of institution for next year

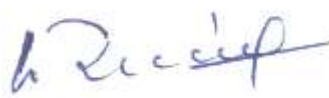
1. Preparation for NAAC Third Cycle.
2. Classroom upgradation and modernization
3. Continuation of construction of the Boys' Hostel at Muthi.
4. Construction of Vertical extension of the College Building.
5. Continuation for the Community Development College.
6. All classrooms be equipped with projector.
7. Organise faculty enrichment activities.
8. Flooring tiles for teacher common room and Administration office.
9. Mentoring and extension activities to be the vital point of focus.

Name **JOHN K.LALDINGLIANA**



*Signature of the Coordinator, IQAC*

Name **LAL RINAWMA**



*Signature of the Chairperson, IQAC*

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**Abbreviations:**

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

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**Annexure II: ACADEMIC CALENDAR 2013-2014**

**GOVT. HRANGBANA COLLEGE  
ACADEMIC CALENDAR 2013-2014 SESSION**

1	Opening of New Session	4 June, 2013
2	Fresher Social	25 June, 2013
3	S.U Election	28 June, 2013
4	1 <sup>st</sup> Internal Test	3 -5 July, 2013
5	College Week	19-26 July /6-13 Dec, 2013
6	Submission of Home Assignment	26 July, 2013
7	2 <sup>nd</sup> Internal Test	12-14 Augt, 2013
8	Submission of Internal to the Principal	10 Sept, 2013
9	University Sport	19 -23 Augt, 2013
10	Publication of Selected list for Semester Exam	19 Sept, 2013
11	Filling up of Examination Form	20 - 28 Sept, 2013
12	University Semester Examination, I, III, V	17 Oct - 4 Nov, 2013
13	Mid Semester Break	5 - 13 Nov, 2013
14	Commencement of Even Semester (II,IV,VI)	15 Nov, 2013
15	Winter Vacation	17 Dec – 16 Jan, 2014
16	Re-opening of Class after Winter Break	17 Jan, 2014
17	1 <sup>st</sup> Internal Test	5 – 7 Feb, 2014
18	Home Assignment	20 Feb, 2014
19	Publication of Selected list for Semester Exam	11 March, 2014
20	Filling up of Examination Form	12 – 14 March, 2014
21	Annual Exam (Old Course)	17 Feb – 20 March, 2014
22	2 <sup>nd</sup> Internal Test	16 – 18 April, 2014
23	Preparatory Leave for Exam	28 – 30 April, 2014
24	Semester Exam (II,IV,VI)	1 - 21 May, 2014
25	Closing of 2013-2014 Academic Session	31 May, 2014
26	Commencement of I, III, V Semester for 2014-15 Session	1 June, 2014

**Title of the Practice MENTORING OF STUDENTS**

**Goal and Objectives:**

- To foster a relationship in which the student feels that there is someone on the faculty who cares about his or her academic success and to whom he or she can turn to when the need arises
- To sensitize more faculty, staff and administrator to important issue that students face on the campus
- To assist student in adjusting to academic life as well as mentor through life's lesson.
- To have someone accountable for the students who can encourage and motivate as the student's faces the reality of life's challenges.

**Context:**

Mizo people hold the value of mentoring very highly in the society. 'Zawlbuk' in the pre-colonial days was a community dorm- like for boys. In this place, the elders counseled and mentored the younger generation of boys, teaching them traditions, laws and providing them support and advice. This practice of mentoring is placed very highly among the Mizo people. Mentoring is a valuable strategy to provide students with the emotional and instrumental support students need to achieve the goal of a college degree and life-skills. By providing information, guidance, and encouragement, mentors can play an important role in nurturing college students. Mentoring of students by the teachers helps them to feel more connected and engaged on campus which ultimate improve the student's outcome. Mentoring programs place a strong emphasis on a positive youth development, reducing the likelihood that students will be engaged behaviors such as poor class attendance or drug use or any other bad conduct. It imbibes within the student a concern for the community such as civic engagement and college and career exploration as well as enhances confidence in dealing with challenges and issues.

**The Practice**

- Students are divided into groups of 7 to 14. Each group is assigned to a particular teacher who is to guide them academically and whenever need arise. The teacher becomes the mentor and the student is the mentee.
- Different activities are planned and organized in groups. A mentor assists and guides the mentee in academic projects and research project. They are taken for field visits and other educational places for exposure. The mentor becomes accountable for the student of their respective groups.
- Personal interaction: Mentors and Mentees have personal interactions on issues concerning the mentees.
- Financial assistance: There are some students who are not financially well-off. In such cases, mentors often help their mentees financially as well.
- Communication and interaction are one of the key factors for mentoring.

- There are various clubs which are established based on the interest of the students and mentors for each of these clubs who guide them and help them to grow as an individual and develop their skills.

### **Evidence of Success:**

Mentorship program has helped the teacher (mentor) and the student (mentee) to benefit in a lot of ways. This program has enabled the relationship of the teacher-student to grow which has resulted in many gains. We have witness success in ways as follows:

- Satisfaction in enhancing skills in helping someone else to grow
- Gain fresh perspectives through interaction
- Further develops leadership skills including providing feedback, communication and interpersonal skills
- Create an environment that fosters personal and professional growth through the sharing of business information, skills, attitudes and behaviors
- Increased motivation and work satisfaction (for mentees and mentors)
- Enhanced people skills
- Improved performance of the student
- An enriched learning culture
- Accelerate processes for the identification, development and Provides a ‘personalised’ development opportunity to address individual learning needs
- Provides an opportunity to develop new skills and expertise
- Provides access to independent and objective perspectives
- Enhances confidence in dealing with challenges and issues
- Enhances networking opportunities
- Drives the student to set goals and to strive towards them
- Increases individual visibility and recognition in the organization
- Helps to clarify and enhance career direction and advancement
- Provides support during times of change and transition

### **Problems encountered and resources required:**

The practice of mentoring is a carried out by the lecturers to the best of their ability that there is a high rate of success in achieving its purpose. Yet, there are few problems that limits the smooth working of the mentorship.

Activities with the mentees cannot be planed or organized as much due to lack of funds. To encourage students, there is a need to provide a platform for exposure or to build confidence. Very often, it is not possible to organized events where the talents and the skills of the students can be show cased due to lack of financial assistance.

Students are different and special in their own way. Though there are students who are willing to open up and share their concerns freely, there are students who are more introvert and reclusive, often these student provide a tough time for the mentors to talk and counsel them in areas and issues which concerns them. This provides a challenging situation for the mentor. Therefore, there is a need for the mentor to build a skill of mentoring to overcome this limitation.

## Title of the Practice **PROMOTING SOCIAL RESPONSIBILITY**

### **Goal**

1. To provide social dimension to the educational system of the college and inculcate social responsibility and commitment in the students.
2. To bring forth the team spirit and leadership qualities of the students and broaden their social outlook that will help them work for the welfare of the community.
3. To equip the students with skills, attitude and knowledge to work with the disadvantaged sections of society.
4. To play an integral role in developing, advancing, and serving the local community.
5. To assume responsibility for all our decisions and actions and ensure the best use of available resources.

**Context:** Government Hrangbana College has always encouraged its students to inculcate compassion towards their fellow human beings and to be a blessing for the society. Mizoram is a state which has strong civil society and therefore the values of caring and sharing with the less privileged or the collective responsibility to empower the underprivileged is deeply imbibed in the nature of the students which is rather advantageous in carrying out the practice of social responsibility. The purpose of education is not just preparing the students for a livelihood but also to make them good citizens and above all good human beings. The objective is to make themselves self-reliant so that they can live with respect and dignity. Our college encourages a lifelong ethic of community service.

**Practice:** The institution promotes social responsibility where students acquire attitude for services and training, contributive to community development, environmental awareness and holistic development:

The various groups of the college, after careful social survey and research of the people around Aizawl city, chalk out a list of what people around them are in need of, especially the underprivileged and vulnerable section. In accordance with these needs, their actions and activities are planned. These activities are as presented below:

- Blood Donation camp is regularly organized several times annually for Government and Non-Government hospitals.
- Constructions of Public Water Reservoirs benefit the local people to have adequate supply of water for their domestic purposes during dry season.
- Cleaning of public water reservoirs benefit the community to have water safe for drinking.
- Construction of waiting sheds benefits the passengers waiting for bus services to have shelter from sun and rain.
- Cleaning of Streets and Roads benefits the community to maintain clean, healthy and hygienic environment.
- HIV/AIDS/Malaria awareness campaign benefits the community to acquire knowledge on precaution from these pandemic/vector-borne diseases. Red Ribbon Club is established with peer educators appointed from each class.

- Special campaign in adopted villages benefits the concerned villagers to have community assets like Passengers Sheds, Water Reservoirs, and Urinals etc.
- Participation in the various programmes for social causes such as rally for blood donations,
- Various programmes to create awareness on anti-trafficking of human, tobacco and other drugs, liquor control etc.
- Organised Anti-Plastic Drive several times at adopted villages and in the city market area, the volunteers educated the shop owners on the harmful effects of plastic and distributed and demonstrated how to make paper bags. The institution and the various committees for extension activities understands that the highest participation can be achieved only through active participations.
- The promotion of activities begins by creating awareness among the students by announcements on the college website and other social media, through Principal's address during orientation, notices circulated in class rooms and displayed on notice board and the concerned faculty inform the students.
- The committees/agencies/services/societies also visit each classroom as a group, giving brief introduction to their activities, distributing forms and inviting them to register as members.
- Orientation programme are organised and all required information and requirements are given out. The students, who have special interest in training or undergoing special courses are given consideration in their attendance and due recognition is given as well for their participation and achievements.
- The faculty in each activity are appointed to supervise over the various committees, and participate in extension activities including training programs, workshops, seminars and field visits on related topics.
- The Department of Commerce undertakes various surveys in order to study the socio-economic state of Mizoram. A comparative study of the state budget with the annual expenditure incurred on the import of the beetlenuts & pan leaves for consumption of pan was studied by Mr. LalrochuangaPachau(HOD,Commerce Department) and the sixth semester students. The results so derived gave an amazing insight to the ill effects of the pan eating habits of the Mizo people. Furthermore, Pu Lalrochuanga Pachau and the students teamed up and took up the challenging task of studying the number of illegal immigrants undertaking business in Aizawl under a fake Mizo name/ownership. This was done to put notice to the community at large the need to curb such activities as it is a direct violation to law of the land.
- The Department of Political Science visited an Orphanage home 'HmangaihnaIn', cleaned up the campus and babysitted the children in the home.
- Psychology Department conducted Seminar on 'Sensitization and Prevention of Suicides' whereby awareness was created among the participants. They also visited schools of differently-abled students and helped them in their development.
- Education Department visited Govt.MiddleSchool, Chanmari and Tender Pre-Schools, conducted classes, tests and other co-curricular activities etc.



**Evidence of Success:**

The social responsibility programs have benefitted a lot of under-privileged section of the society. The media has given coverage to the work done by the college. Also several NGOs approach us for volunteers. The students have benefited a great deal. It has given them confidence in working with the community. It has been a process of self discovery for many.

2013-2014	<b>Second Prize</b> in Overall Category in Voluntary Blood Donation by MSACS.
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**Problems Encountered and Resources Required:**

- There is limitation on funding. Though, there may many programs which can be planned and carried out for conducting social responsibility outreach program very often it cannot be done due to financial constraints.
- There is also problem of time constraints. These programs are conducted in between classes and holidays. Therefore, it is rather difficult to spare time for these programmes.

### Annexure IV: CAMPUS SKETCH

