

One Day Workshop on NAAC Awareness Programme

Venue : Lecturer's Common Room

Date & Time : 25th September 2019 1:00 p.m

Chairman : Dr.Lalhmingliana Hnamte ,IQAC Co-ordinator

Resource Persons :1.Prof.Lalnundanga,Registrar,MizoramUniversity

2.Dr.lalbiakzuali,Govt.Hrangbana college

The Chairman welcomed the faculty present and invited Dr.R Lalengmawia to give a short speech. On invitation, he spoke on the accreditation process and stressed on the need to give our utmost for the next NAAC Team visit and the importance of the seminar. He then declared the workshop opened.

The resource person Dr.Lalbiakzuali was then invited to give her talk. She began with an introduction of the National Assessment and Accreditation Council which has it's headquarter at Bangalore. Recently a new office has been opened at New Delhi. She highlighted the fact that a new system of evaluation has been introduced which is entirely technical in nature. The self assessment process is done through online report submission. The third party assessment has also been introduced in the new system.

The Accreditation Framework of NAAC Consist of :

- Contribution to National Development
- Global Competencies among students
- Maintaining value system among students

The process of registration

- Institutional information for quality assessment.
- SSR : Self study report (45 days)
- Data Verification and validation : Third party
- Students Satisfaction Survey : from Student's admission
- Peer team (If DVV and SSR is accepted)

Contents of SSR

1. Executive Summary
 - a) Introduction
 - b) Vision and Mission
 - c) SWOC
 - d) Criteria wise summary
2. Profile
 - a) Basic Info

- b) Academic Info
3. Extended profile
Prog /students/academic/institutional
 4. Quality indicator Framework criteria – facts & figure
 5. Conclusion

Quality Indicator Framework

Criteria 1

1. Curricular Aspects (100)
2. Teaching learning and Evaluation (350)
3. Research, Innovation and Extension (120)
4. Infrastructure and learning Resources (100)
5. Students Support and Progression (130)
6. Governance, leadership and management (100)
7. Institutional Values and Best Practices(100)

Points to be noted

Criteria 1

- Is the syllabus inclusive of environmental issues and gender equality?
- Does it include learning objectives and outcomes?
- Feedback from parents, students and stakeholders on curriculum.

Criteria 2

- Urge students to have email address
- Grievance Cell are very important-needs to be properly documented
- Meeting minutes should be ready for perusal of the peer team
- Different status of the teachers need to be documented –Fulltime and Part-time
- Mentoring is important
- Differently-abled students and how we care for them
- Different teachers and their pay/appointment letters to be documented.

Criteria 3

- Stressed on the importance of collaboration with others with a proper MOU.
- Blood donations undertaken for whom?
- Code of ethics to be maintained to check malpractices /plagiarism

Criteria 4

- Deals mostly with the physical aspect
- Maintenance of two different cashbook

- Accessibility of library resources online.
- Availability of rare books, manuscripts and report.

Criteria 5

- Heavily stressed on student's performances outside the state
- Keep track of students who attained high levels in jobs with appointment letters

Criteria 5

- IQAC has to organise a lot of activities. The entire institution has to be aware of the importance of the IQAC.
- Redressal forum has to be established.

Criteria 7

- Stress on nationalism
- Transparency is required
- Best practices to highlighted
- Number of LED bulbs, eco friendly premises

General points to be noted

- Website/web links are very important
- Keeping track of alumni is very important
- Certified finance Report
- Meeting minutes to be properly maintained.

Session 2

Resource Person : Prof.Lalnundanga, Registrar, MZU

The Principal was invited to address the second session. He acknowledged the contribution of the IQAC co-ordinator in organising the one day workshop on NAAC Awareness. He also thanked the Resource persons for sparing their precious time.

In the second session Prof Lalnundanga was invited to give his talk on the NAAC accreditation process. The following are important points to be noted:-

- He stressed on the importance of NIRF ranking, especially in terms of funding. The criteria is almost similar hence every institute should attempt to acquire NIRF ranking simultaneously.
- The accreditation process is essentially a process of self-reflection.
- The new process is very different from the previous one .The peer team is responsible for only 30% of the accreditation process.
- IIQA is not to be submitted before SSR is ready as the IIQA cannot be corrected once it is submitted.
- The quantitative matrix which forms 70% of the SSR component should be addressed first after which the qualitative matrix which can be taken care of (not to exceed 500

words)Suggest that one person or not too many persons should be responsible for writing the SSR as distribution of work could lead to lapse in documentation.

- Quantitative Matrix : there has to be consistency in all activities during reporting year.
- Log in number of the past NAAC Assessment to be used.
- Data has to be fed year-wise. It should be criteria-based.
- All events must be documented with attendance sheet, some photos& videos and summary of the event
- Activities must be organised properly with a vision of the remaining years ahead. Too many activities may not count
- Teacher's profile with documents must be kept ready: Appointment orders, adhaar, pan cards, ST/SC Certificate, seminars, conferences.
- Teachers with PhD have higher scores but there has to be some uniformity in matters of publication etc
- Information on Alumni during the assessment period is required. Appointment letters/order to trace placement record.
- Profile of students for the last five years to be collected.
- Student satisfaction survey is activated as soon as SSR is approved. Students information to be collected: name, email, college id, ST/SC, valid phone number.
- Identification of job-oriented course /curriculum.
- Extension activities are important. The reports must be supplement with award letters.(DVV does not recognise appreciation letters)
- Co-ordinators must be aware of the requirements of the SSR. Criteria –wise distribution of tasks to be given to core committee in charge of writing the SSR
- SSR carries 70 % of the grading and hence utmost care must be given in filling up the forms.
- Examination department has a great responsibility in tracing the performance of the students. Percentage of marks for the last 5 years
- The number of students opting for higher students must be documented.
- Feedback to be collected on Curriculum: Students, Teachers, Parents, Alumni, Employers.
- Academic Audit to be carried out.
- Administrative and green audit must be done atleast once within the assessment period .
- ISO Certification must be obtained.
- Documents to be uploaded 45 days prior to the due date.

Attendance

Summary of Faculty Attendance
on - One Day NAAC accreditation Workshop.
Date - 25th Sept. 2019.
Venue - Professors Common Room.

Sl. No.	Department	Total Faculty	Present.	%.
1.	Principal	1	1	100%
2.	Zoology	6	6	100%
3.	Botany	7	7	100%
4.	Chemistry	5	4	80%
5.	Physics	5	5	100%
6.	Mathematics	5	5	100%
7.	English	3	3	100%
8.	Electronics	3	3	100%
9.	Geology	4	4	100%
10.	Biochemistry	3	3	100%
11.	Head Assistant	1	1	100%
Total →		43	42	97.67%

Ram
25/9/19.
Secretary
Reception Committee

B. Zoliana

Prof. B. ZOLIANA
Principal
Govt. Ziri Resi. Sc. College
Aizawl : Mizoram