

ACADEMIC & ADMINISTRATIVE AUDIT REPORT
(July 2019 – June 2020)
DEPARTMENT OF EDUCATION
GOVERNMENT JOHNSON COLLEGE

1. PROFILE OF THE DEPARTMENT

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

	Name of regular faculty	Designation	Qualification(s)	Paper Number/Code	Name of Paper
	2019-2020	Lalramthari	Associate Professor	M.A.	EDN/I/EC/01
EDN/II/EC/02					Philosophical and Sociological Foundations of Education
EDN/III/EC/03					Development of Education in India
EDN/IV/EC/04					Issues and Trends in Contemporary Indian Education
EDN/V/CC/07					Educational Evaluation
EDN/V/CC/12 (b)					Pedagogy
Zodinliani		Associate Professor	M.A.	EDN/I/EC/01	Psychological Foundations of Education
				EDN/II/EC/02	Philosophical and Sociological Foundations of Education
				EDN/III/EC/03	Development of Education in India
				EDN/IV/EC/04	Issues and Trends in Contemporary Indian Education
				EDN/V/CC/05	Research Methodology in Education
				EDN/V/CC/11	Development of Educational Thought
Lalmuanpuui		Associate Professor	M.A.	EDN/I/EC/01	Psychological Foundations of Education
				EDN/II/EC/02	Philosophical and Sociological Foundations of Education
				EDN/III/EC/03	Development of Education in India
	EDN/IV/EC/04			Issues and Trends in Contemporary Indian Education	
	EDN/V/CC/8 (b)			Educational Guidance and Counselling	

	K. Zothanpuii	Associate Professor	M.A.	EDN/V/CC/12 (c)	Special Education
				EDN/I/EC/01	Psychological Foundations of Education
				EDN/II/EC/02	Philosophical and Sociological Foundations of Education
				EDN/III/EC/03	Development of Education in India
				EDN/IV/EC/04	Issues and Trends in Contemporary Indian Education
				EDN/V/CC/8 (a)	Educational Technology
	Dr. Ruth Lalsawmzuali	Associate Professor	M.A., NET, Ph. D	EDN/V/CC/9	Curriculum Development
				EDN/I/EC/01	Psychological Foundations of Education
				EDN/II/EC/02	Philosophical and Sociological Foundations of Education
				EDN/III/EC/03	Development of Education in India
				EDN/IV/EC/04	Issues and Trends in Contemporary Indian Education
				EDN/V/CC/06	Statistics in Education
				EDN/V/CC/10	Educational Planning and Management

1.5	Details of awards, honour, recognition received by faculty member(s) and Department(s)	NIL
1.6	Number of Department meetings held	2019-2020
		8

2. ENROLLMENT AND EVALUATION

SL. No	Items	Description(s)
2.1	Intake capacity	75 seats (2019-20)
2.2	Teacher - Student ratio	2019-2020
		1:36
2.3	Semester-wise student's enrollment.	
	2019-2020	
	Semester	Male Female Total
	1 st /2 nd Semester	219 180 399
3 rd /4 th Semester	131 104 235	

	5 th /6 th Semester	18	29	47						
2.4	Category-wise student's enrollment									
	2019-2020									
	Semester	Male				Female				Total
		SC	ST	OBC	GEN	SC	ST	OBC	GEN	
	1 st /2 nd Semester	4	215	0	0	1	179	0	0	399
	3 rd /4 th Semester	0	131	0	0	2	102	0	0	235
	5 th /6 th Semester	0	18	0	0	0	29	0	0	47
2.5	External Examination Results									
	2019-2020									
	Semester	Number of Students Appeared			Number of Student passed					
		Male	Female	Total	Male	Female	Total			
	1 st Semester	160	157	317	59	68	127			
	3 rd Semester	100	103	203	43	60	103			
	5 th Semester	18	28	46	12	26	38			
	2 nd Semester	137	146	283	123	143	266			
	4 th Semester	96	110	206	87	105	192			
	6 th Semester	17	31	48	13	34	47			
2.6	Division-wise external examination result									
	2019-2020									
	Semester	Number of students passed grade wise					0			
		F	C	B	B+	A		A+		
	1 st Semester	190	80	30	13	3	1	0		
	3 rd Semester	100	54	37	11	1	0	0		
	5 th Semester	8	12	12	4	2	8	0		
	2 nd Semester	17	88	93	62	21	2	0		
	4 th Semester	14	60	65	51	15	1	0		
	6 th Semester	1	0	4	7	14	20	2		
2.7	Teacher-wise record of pass percentage in the last External Examination									
	2019-2020									
	Lalramthari	1 st Semester		EDN/I/EC/01	40					
		2 nd Semester		EDN/II/EC/02	93.9					
		3 rd Semester		EDN/III/EC/03	50.7					
		4 th Semester		EDN/IV/EC/04	93.20					

		5 th Semester	EDN/V/CC/07	82.60
		6 th Semester	EDN/V/CC/12 (b)	97.9
	Zodinliani	1 st Semester	EDN/I/EC/01	40
		2 nd Semester	EDN/II/EC/02	93.9
		3 rd Semester	EDN/III/EC/03	50.7
		4 th Semester	EDN/IV/EC/04	93.20
		5 th Semester	EDN/V/CC/05	86.95
		6 th Semester	EDN/V/CC/11	100
	Lalmuanpuii	1 st Semester	EDN/I/EC/01	40
		2 nd Semester	EDN/II/EC/02	93.9
		3 rd Semester	EDN/III/EC/03	50.7
		4 th Semester	EDN/IV/EC/04	93.20
		5 th Semester	EDN/V/CC/8 (b)	82.60
		6 th Semester	EDN/V/CC/12 (c)	93.75
	K. Zothanpuii	1 st Semester	EDN/I/EC/01	40
		2 nd Semester	EDN/II/EC/02	93.9
		3 rd Semester	EDN/III/EC/03	50.7
		4 th Semester	EDN/IV/EC/04	93.20
		5 th Semester	EDN/V/CC/8 (a)	86.95
		6 th Semester	EDN/V/CC/9	97.91
	Dr. Ruth Lalsawmzuali	1 st Semester	EDN/I/EC/01	40
		2 nd Semester	EDN/II/EC/02	93.9
		3 rd Semester	EDN/III/EC/03	50.7
		4 th Semester	EDN/IV/EC/04	93.20
		5 th Semester	EDN/V/CC/06	80.43
		6 th Semester	EDN/V/CC/10	93.75

3.CURRICULAR ASPECT (70 Points)

Sl. No	Items	Descriptions	Weightage	Score	Remark(s) by Assessor
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3.1	Contributions towards curriculum design and development. (Approx. 100 words)		<ul style="list-style-type: none"> Lalramthari was appointed as Member, Core Committee for UG Syllabus Revision from 2019 Ruth Lalsawmzuali was appointed as Member, Change Management Team under Higher & Technical Education from 2018 Lalramthari was appointed as Member, Moderation Board, UG (2018 – 2020) 			5		
3.2	How is curriculum delivery administered? (Approx. 100 words)		<ul style="list-style-type: none"> The department has teaching plan and kept teaching diary (log book) following the academic calendar made by the Academic Committee. The department meeting organized systematic programme for every academic session and administered duties and responsibilities The teaching-learning process was done through lecture, discussion, question and answer, presentation etc. Field trip/study tour was organized by the department to enhance the students learning 			10		
3.3	Whether teaching plan and teaching diary are maintained? (Tick the appropriate response)		Maintaining both : Yes			5 Maintaining Both = 5 Maintaining one only = 3		
3.4	Whether monthly/periodic faculty meeting is conducted? Mention the date of meetings					10 Monthly=10 Periodic=5 Others=3		
3.5	Value added course, diploma introduced, if any					20 30 days or more: 20 29 days and below: 10		
3.6	Name of Course	Duration	Sponsoring agency	Certifying authority	Nos of participants	10 State level = 2		

	Level	Name	Award	Event	National Level = 3 International Level= 5		
	State:						
	National:						
	International :						
3.7	Whether structured feedback is received and analyzed from : (Tick the appropriate response)				10 All three = 10 Any two = 7 Any One = 3		
	1. Alumni						
	2. Students		Yes				
	3. Parents						
Total							

4. TEACHING - LEARNING AND EVALUATION (120 Points)

Sl. No.	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
4.1	Whether classrooms are ICT enabled?	Classroom is well furnished with ICT. Projector, Laptop, Pen-drive, Projector pointer, Mobile phone are accessible for classroom teaching.	10 5 or more items=10 4 or less items = 5		
4.2	Percentage of teachers using ICT in teaching	85% of teachers make use of ICT in classroom teaching	10 80% and above = 10 60% - 79% = 5 59% and below = 3		
4.3	E-Resources and tools available (Approx. 100 words)	<ul style="list-style-type: none"> E-classroom is available in college website PDF, study material, power-point presentation are uploaded to e-classroom Old question papers uploaded to college website 	5		

4.4	Utilization of teaching aids	<ul style="list-style-type: none"> Conventional teaching aids like whiteboard and marker, maps, charts, reference books, books, journals were used for teaching aids in offline classes. Modern teaching aids like computer, laptops, power-point, and Google search were used for teaching and assignment. E-classroom, Google Meet, Zoom, audio-visual, power-point etc. were used as teaching aids in online classes and discussion. E-classroom is used for providing reading material, class test, home assignment, internal and external examination. Tutorial video made by the teachers available on YouTube. 	5		
4.5	Aggregate of syllabus coverage in percentage	90% - 100% of the syllabus were covered in each paper	10 90% - 100%=10 80% - 89%=7 60% - 79%=5 59% and below=3		
4.6	Whether parents-teacher meeting was organized? If yes, give details. (Approx. 100 words)	<ul style="list-style-type: none"> Parent-Teacher Meeting was organized on 9th April, 2020 in an online mode via Google Meet with Core students' parents. The meeting focused mainly on the importance of attending online classes for the students. 	10		
4.7	Was remedial class arranged? If so, how often was it arranged? (Approx. 50 words)	<ul style="list-style-type: none"> Remedial classes was conducted by the department for the backlog and slow learner students The department arranged remedial classes once a week for core students 	10		
4.8	Mention the category for which Remedial Class has been arranged. (Tick the appropriate response)		5 For both category=5 For One category=3		
	1. Backlog learners	Yes			

	2. Slow learners	Yes					
4.9	How were gifted learners supported? (Approx. 50 words)	Using these gifted learners were supported: a) Top scorer award for core students b) Teacher's proficiency award for 1 st , 2 nd , 3 rd and 4 th Semester top scorer students c) Tutoring d) Impart study material e) Academic counseling f) Financial assistance			10 5 items or more=10 4 items or less = 5		
4.10	Number of teachers pursuing M.Phil/Ph.D/higher studies.	Ph. D. : M. Phil : Higher Studies :			10 3 or more =10 2 or less=5		
4.11	Number of teachers awarded M.Phil/Ph.D/ during the reporting period.	Ph. D. : 1 M. Phil : Higher Studies:			15 2 or more = 15 1 person = 10		
4.12	Whether invited/guest lecture organized? If yes, mention:						
	Name of Programme	Name of Guest	Date/Duration	No. of Participants	10 2 or more = 10 1 person = 5		
	Workshop on Skills Development	1. C Lalrammuani , Instructor, Health & Culinary Club, Women Studies, MZU 2. Lalremzuali, Cake Baker, Dinthar, Aizawl 3. Lalthakimi, Home Decorator, Khatla, Aizawl, Mizoram	24 th & 25 th Oct., 2019	70 students from Core semester			
4.13	Were the students given back answer papers in internal evaluation for self-assessment? (Tick the appropriate items)					10	
	1. All teachers give back		Yes		Sl. No.1) = 10 Sl. No.2) = 5		

	2. Some teachers give back		Sl. No.3) = 3		
	3. No teachers give back				
Total			120		

5. RESEARCH, INNOVATION AND EXTENSION (120 Points)

Sl. No.	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
5.1	Students (research) project (Other than college syllabus) [Approx. 100 words]	NIL	5		
5.2	Brief outline of extension activities organized by the department (Approx. 100 words)	<ol style="list-style-type: none"> 1. Organized Outreach Programme to Lalsavunga Park, Hlimen for Core students on 1st November, 2019 2. Organized Outreach Programme to Jitters, Ngaizel on November, 2019 3. Organized Outreach Programme to Delhi for Core Students (2nd - 14th March, 2020) 	5		
5.3	Number of students participating in extension activities organized by the institution and other departments	100	5 100 students and above = 5 99 students and below=3		
5.4	Collaboration activities for research, faculty exchange organized. (Approx. 100 words)	NIL	5		
5.5	Linkages with industries, institution, corporate houses. (Approx. 100 words)	NIL			
5.6	Availability of consultancy service(s) (Approx.	NIL			

	100 words)						
5.7	Details of grants for research project awarded to faculty					15 Major=10 Minor = 5	
	Name of teacher	Title of Project	Minor/ Major	Sponsoring agency	Amount (Rs)		
5.8	Details of grants for research project awarded to faculty					10 3 or more = 10 2 or less = 5	
	Name of Programme	Sponsoring agency	Duration	Nos of participants			
5.9	Publications by faculty					20 5 or more=20 3-4=15 1-2 = 10	
	▪ Research papers published by teachers in journals.						
	Name of author	Title of Paper	Name of journal	Recognized by UGC	ISBN/ISSN number		
	Ruth Lalsawmzuali	Infrastructural facilities in the DIETs of Mizoram	Mizoram Educational Journal	Yes	ISSN 2395-731X		
	Name of author	Title of Paper	Name of journal	Recognized not by UGC	ISBN/ISSN number	5 3-4=3 1-2=3	
	▪ Research papers/articles published by teachers					5 5 or more = 5 3-4=3 1-2=2	
	Name of author	Title of paper	Name of journal/Newspaper/ Magazines	Vol Number/Date			
Books and chapters in edited volumes/books published and papers in state/national/international conference					10 5 or more=10 3-4=5 1-2=3		
Name of author	Title of Paper/book	Name of publisher	ISBN/ISSN number	Year of Publication			

5.10	Participation in seminars, workshop etc. as resource persons and reading seminar papers.				15 5 or more=15 3-4=10 1-2=5		
	Name of teacher	Title of Paper	Title of Programme	Time			
	Ruth Lalsawmzuali	Infrastructural facilities in the DIETs of Mizoram : An Evaluation	National Seminar on Teacher Education Programme : New Panorama and Challenges in the Context of Draft NEP 2019	28 th – 29 th November, 2019			
	Total				120		

6. INFRASTRUCTURE AND LEARNING RESOURCES (30 Points)

Sl. No.	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
6.1	Whether departmental library is available? If yes, mention the number of volumes, journals, magazines, etc.	Yes, departmental library is available in faculty room which is kept in book shelf. The faculty members as well as the students, especially Core students, make use of these collections. The departmental library consists of the following: 1. Books - 70 2. College Magazine – 14 3. MZU Annual Magazine - 4 4. The Frontier Despatch - 12 5. MCQ Question Bank – 39 6. Mizoram Educational Journal – 74 7. EduExplorer – 2 8. Department photo album - 2	10		

6.2	Availability of internet connection/Wi-Fi for teachers. (Approx. 50 words)	NIC internet connection is available in college campus for teachers. Most of the teachers used their personal data for conducting classroom lectures.	10		
6.3	Availability of internet connection/Wi-Fi for students. (Approx. 50 words)		10		
Total			30		

7. STUDENTS SUPPORT AND PROGRESSION (80 points)

Sl. No.	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
7.1	Mentoring system adopted. (Approx. 100 words)	<ul style="list-style-type: none"> Under the supervision of Principal Mentor the teachers were appointed as mentor for every semester. Each teacher was allotted 25 mentees. Personal data of the mentees were collected by the mentors. Based on their personal data the mentor conducted face to face interaction and academic counseling which are being recorded. The mentors assist their mentees bridge their personal and family problems, academic and vocational enhancement. 	10		
7.2	Mechanism for timely redressal of student's grievances. (Approx. 100 words)	<ul style="list-style-type: none"> The college has an Anti Ragging and Grievance Redressal Cell where the students capitulated their complaints. The department in association with Anti Ragging Cell and Grievance Redressal Cell, redressed student's grievance in time. Both the cells inaugurate complain box inside the campus and acknowledge the helpline number to students. If any grievance or complain occurs, ARC and GRC allude the case to the concerned departments. 	10		

7.3	Were records of student's progression to higher studies/ placement maintained? If so, highlight the system. (Approx. 50 words)	The department maintained the records to higher studies or placement of Core students.			10		
7.4	Were records of students/ Alumni members qualifying at state and national examination maintained. If so, mention the name and examination				10		
7.5	Was study tour, field trip, exposure visit conducted? If yes, mention:				10 Study tour = 15 Exposure visit =10 Field trip = 5		
	Name of activity	Duration	Place of Visit	Number of Participants			
	Study Tour	2 nd to 14 th March, 2020	Delhi	3			
7.6	Percentage (%) of students benefitting guidance for competitive examination, counseling, skill development programmes, etc.	Name of Programme	Nos of students benefited	Percentage	10 60% and above=10 50%-59%=5 49% and below=3		
		Workshop on Skill Development	20	42.55%			
Total					80		

8. GOVERNANCE, LEADERSHIP AND MANAGEMENT (40 Points)

Sl. No.	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
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8.1	Whether activity records are maintained?		2019-2020		10		
			Yes, the department activity record was maintained properly in the register.				
8.2	Number of professional development training/programmes organized				15 7 days or more = 10 6 days or less=5		
	Name of Programme	Duration	Nos of participants	Sponsoring Agency			
8.3	Number of professional development training/programmes organized				10 Monthly=10 Quarterly=5 End of Semester = 3 As and when solicited = 2		
	1.Monthly						
	2. Quarterly						
	3. End of semester						
	4. As and when solicited						
8.4	Number of faculty attending professional development training/programmes, etc.				5 More than 10 faculty = 5 5- 9 faculty = 3 1- 4 faculty =2		
	Name of faculty	Name of programme attended	Duration of programme				
	Lalramthari	State Level Two-Days Workshop on Skills Dvelopment at Govt. Johnson College	24 th – 25 th October, 2019				
		Online Workshop for NSS Program Officer on NSS Manual	12 th June, 2020				
		National Seminar/Webinar on Strengthening Cyber Security by Proactive Measures	19 th June, 2020				
		International Webinar on Nepal in the midst of India-China Rivalry: A Perspective from Southeast Asia	22 nd June, 2020				
	Zodinliani	National Seminar/Webinar on Strengthening Cyber Security by Proactive Measures	19 th June, 2020				

		International Webinar on Nepal in the midst of India-China Rivalry: A Perspective from Southeast Asia	22 nd June, 2020			
	Lalmuanpuii	State Level Two-Days Workshop on Skills Development at Govt. Johnson College	24 th – 25 th October, 2019			
	K. Zothanpuii					
	Dr. Ruth Lalsawmzuali	National Seminar on Teacher Education Programme : New Panorama and Challenges in the Context of Draft NEP 2019	28 th – 29 th November, 2019			
Total				40		

9. INSTITUTIONAL VALUES AND BEST PRACTICES (40 Points)

Sl. No.	Items	Description(s)	Weightage	Score	Remark(s) by Assessor
9.1	Describe one Best Practice adopted by the Department	<p>Title: Skill Development</p> <p>Objective: To develop students' personal skills on teaching. Students selected from Core were taken to rural schools to give lectures on Personal Hygiene and Cleanliness to school students for the development of their personal skills in teaching.</p>	10		

9.2	Contribution towards campus life and development (Not more than 100 words)		<ul style="list-style-type: none"> • Associate Prof. Lalramthari – Programme Officer NSS, Academic Committee Member, Chairman Career and Counselling Cell, Principal Mentor • Associate Prof. Zodinliani – Secretary Examination Cell, Nodal Officer Equity RUSA, College Development Committee Member, IQAC member • Associate Prof. Lalmuanpuii – Programme Officer NSS, Anti-Ragging Committee Secretary, Felicitation Committee Member, Maintenance, Repair and Property Committee Member • Associate Prof. K. Zothanpuii – UGC Scheme Committee Member, Cleanliness and Beautification Committee Member, ICT Committee Member • Associate Prof. Dr. Ruth Lalsawmzuali – IQAC Asst. Coordinator, SU Teacher In-charge, Research & Extension Cell Committee Member 	5		
9.3	Differently abled friendliness		NIL	5		
9.4	Whether Gender Equity programme organized, if yes mention			10 3 or more=10 2 Prog=5 1 prog=3		
Name of Programme	Time/Duration	Number of participants	Sponsoring agency			
9.5	Organized programmes/lectures on birth/death anniversaries on great Indian personalities, rights of citizens, etc			10 3 or more=10 2 programmes=5 1 programme = 3		
Name/Title of programme	Time/Duration	Number of participants	Sponsoring agency			

Total	40		
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10. STRENGTH, WEAKNESS, OPPORTUNITIES & CHALLENGES (SWOC) analysis {Highlight 2 points}

Strength:	
1. Involvement of senior faculty members for revision of UG Syllabus, Moderation Board members, for the progress and development of the institution	
2. Making use of College e-classroom in online teaching – learning system during Covid-19 pandemic has been utilized effectively by the teachers and students.	
Weakness	
1. Teacher’s involvement in research field needs to be improved	
2. Involvement of teacher’s in research paper publication in journals etc. are lesser in number	
Opportunities	
1. A visit to educational places gives an opportunity to students in developing their skills and potentials.	
2. Introduction of online teaching learning system enriched both teachers and students skills in ICT.	
Challenges	
1. To provide effective and practical teaching- learning environment for students to pursue higher studies.	
2. To motivate the students for their career development.	

Date of Submission: _____

Name and Signature of faculty

(ZODINLIANI)
Associate Professor

(LALMUANPUII)
Associate Professor

(K. ZOTHANPUII)
Associate Professor

(DR. RUTH LALSAWMZUALI)
Associate Professor

Name and Signature of the HOD

(LALRAMTHARI)
HoD Associate Professor

Name and Signature of the Principal

(PROF. K. VANLALMAWIA)
Principal

OBSERVATIONS OF THE ACADEMIC AUDIT TEAM:

TOTAL POINTS: 500 TOTAL SCORE: _____

(_____)
Member
Academic Audit Team

(_____)
Member
Academic Audit Team

(_____)
Member
Academic Audit Team