



## PACHHUNGA UNIVERSITY COLLEGE

### GUIDANCE MANUAL *for* MENTEE INSTITUTE *under* UGC PARAMARSH SCHEME

Sl. No	C	KI	M	Action/s Required	Recommendations
1	1	1	2	Creation of Academic Calendar	Academic Calendar should be prepared before the start of every semester and prominently displayed on Institutional website and Prospectus. The Principal/Head/Director of the Institute may invite the help of an Academic Committee or HOD Committee if he/she so chooses for the creation of the Academic Calendar. The Academic Calendar should also keep into account the National and State Holidays. For this purpose if an " <b>Academic Committee</b> " does not exist, it may be newly formed.
2		2	2	Introduction of Add On Courses	<b>Certificate and Add-On Courses</b> are a must nowadays for any HEI. The UGC has developed its own Community College under this very notion. HEIs should try to introduce at least one course within this spectrum. Certain departments can or may take up certain courses on its own or the Institution may also create one on its own by assigning a particular teacher in-charge of the course.
3		3	1	Inclusion of Professional Ethics, Gender, Human Values etc.	A new committee named " <b>Human Values &amp; Professional Ethics Committee</b> " may be set. This new committee will look into the demand of the Metric in consultation with the Head of the Institution.
4			2	Experiential learning through project/field work etc...	Certain departments require experiential learning while some may not. Departments like Education, Psychology, EVS, Political Science needs experiential learning through field work and projects. The college may allocate a few funds for such requirements.

5	2	3	Record of Students' project	Proper records of students' participation should be maintained by any department entertaining projects to students or conducting field works.		
6			4	1	Conduct Feedback System	Feedback system should be conducted in various levels such as Students, Teachers, Employers and Alumni. These feedbacks should be properly maintained and analysed by the IQAC.
7			1	1	Proper Documentation of Enrolment	Institutions should have a proper record of every enrolment against every available seat in a department. Newly enrolled students should be properly categorized as per the requirement of NAAC, such as religion, caste, nationalities, etc. These records should be properly maintained by the office for AQAR, SSR writing process.
8						
9			2	1	Advance and Slow Learners identification and program	Advance and Slow Learners can be identified through result analysis process. Institutions may conduct <b>Result Analysis</b> departmentally and then identify Slow and Advance learners. After identification, special programs in the form of Remedial or Extra Class may be undertaken especially for Slow Learners.
10			3	1	Implementation of student centric methods of learning	Student centric methods of learning such as experiential, participative and problem solving methodologies may be implemented within the teaching learning process so as to enhance student's participation and increase overall learning experiences. Institutions may organize courses on such methodologies for teachers by inviting experts.
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12		3	Implementation of Mentor-Mentee	<b>Mentor-Mentee System</b> may be adopted to encourage better teacher-student relationship and for effective cooperation. This system is also useful for <b>Students' Tracking</b> as every Mentor is assigned the task of tracking their respective mentees. Teachers should, however, maintain a file and document every action conducted within the system.
13	4	2	Promotion of Teachers' Quality - M.Phil., PhD	Teachers should be encouraged to obtain a PhD Degree as Teacher's Quality is effectively highlighted by their degree. This particular metric carry 20 points.
14	5	1	Transparency of Internal Assessment System	Institutions may ensure that the system followed within the Internal Assessment is transparent and that the stakeholders are made aware of the entire system. <b>Exam Committee</b> may conduct programs on the Internal Assessment System for students and teachers. Students should be made fully aware of the marking system and the question patterns followed.
15		2	Exam Related Grievances	Any grievances related to Exam process should be directed to the Exam Committee. The Committee should ensure that the Grievances Redressal employed within the exam system is student's friendly and that it caters to the need of the students. Grievances of any kind related to the exam process should not be kept pending.
16	6	1, 2	Learning Outcome	Every HEI is expected to upload their Learning outcome in their official institutional website. Learning Outcome may be prepared by every department specifically focussing on <b>Program Outcome, Program Specific Outcome and Course Outcome</b> . Teachers and Students should also be made aware of the entire Programme and Course Outcome.

17			3	Implementation of Annual Result Analysis	As already mentioned in 2.2.1, Institutions may carry out an Annual Result Analysis Process. This may be done departmentally. This process is not only useful to identify Slow and Advance learners but can also be a useful mechanism for combating fail percentage.	
18	3	1	1	Proper Documentation of Research Funds	<b>Project/Research Committee</b> may be set up to efficiently coordinate with Office Staff who is in charge of Funds related to Research and Projects. Every Projects/Research should be properly recorded by the secretary of the committee in order to gain a better understanding of the scenario of the institution. This committee will also be responsible for organizing sensitization programs and workshops on Research Projects.	
19			2	Proper documentation of Research Projects		
20			3	Proper Record of Seminars/Workshop etc. conducted		
21		2	1	Proper record of paper/chapter in books/books publications	Every individual teacher should keep proper records of their publications or academic activities and not just rely on the office staff for safekeeping. A separate file may be maintained for this purpose.	
22			2			
23		3	1	1	Extension activities on neighbouring communities	Extension activities such as Cleanliness Drive, Academic Interference on Schools, and Programs for the community may be organized. NSS and NCC may also be utilized for this purpose.
24				2	Proper record of Awards	Any awards received by any teacher or students or the institution may be recorded properly.
25	3			No. of extension through NSS/NCC etc.	Extension activities conducted by the NSS/NCC may be recorded properly by the concerned authority with full write up and pictures supporting the program. For this purpose a Record Book and an album may be maintained.	

26		4	Record of % of students participation in extensions	Every department /Secretary is responsible for keeping records of students' participation in any events organized by the department/institution/cells/clubs etc. These records should be properly maintained and kept safely for future references.	
27	4	1	Initiate MOUs and collaborations	MOUs of any kind should be properly maintained.	
28		2			
29	4	1	Classrooms/Labs/Centres etc.	Institutions should ensure that there are sufficient classrooms/labs etc. to meet the demands of the stakeholders. Additional sports facilities may also be procured as per the requirements. These classrooms may also be ICT enabled.	
30					2
31					3
32		4	Record of % of expenditure	Expenditure on purchase, renovation and up-gradation of classrooms, equipment etc. should be properly recorded and maintained by the finance department.	
33	4	1	Automation of library	Library should be automated using the latest technology if possible.	
34			2	Creation of e-resources database	Library should have e-resources such as e-books, e-journals etc. and should also have subscription to Shodhganga. Every faculty member should be given the privilege of having a membership supplied by the library staff on N-List.
35		2	3	Proper record of expenditure of library	Library should keep a proper record of all expenditure under various heads annually. Number of newly acquired books and existing books should also be updated annually.
36			4	Maintenance of usage of library	Library should have a proper record of visitors through Visitors Log Book. In order to promote the use of library various programs ( <i>such as Library Week, Meet the Author etc.</i> ) may be organized by the library in collaboration with various departments of the institution.
37	3	1	Installation of IT equipment including WIFI	In an ever changing and growing world of technology, HEIs also needs to upgrade its global status by installing Wi-Fi, internet etc. for the benefit of the stakeholders. Classroom teachings should be supplemented by the usage of such technologies and innovations in this particular area may also be documented.	

38	4	1	Proper record of expenditure on maintenance of infrastructure	Expenditure on renovation, maintenance and up-gradation of classrooms, equipment etc. should be properly recorded and maintained by the finance department.	
39		2	Systems and procedures for maintaining and utilizing infrastructure	Every HEIs should have a well written procedures and policy for utilization of infrastructure within the institution. Such policies and procedures should be clearly highlighter in the Institutions website.	
40	5	1	1	Proper record of scholarships and freeships	Details of scholarships distributed and freeships awarded may be recorded departmentally or by the institution.
41			2		
42		1	3	Implementation of Soft Skills: Soft skills/Language & Comm. Skills/Life Skills/ICT Computing Skills	Apart from the general lines of education afforded in an institution, every HEIs are advised to promote soft skills, life skills etc. Institutions are, therefore, advised to set up a program, looking into the strength of the faculty and introduce at least one Skill program.
43			4	Introduction of guidance on career counselling and competitive exams	Guidance and Counselling on Competitive Exams may be given by the institution.
44			5	Formation of Grievances Redressal Cell	<b>Grievances Redressal Cell</b> may be newly formed to look into the grievances of the stakeholders.
45	2	1	Formation of Placement Cell - Record Keeping	<b>Placement Cell</b> may be newly formed to look into matters regarding student's placement and to keep record on such activities conducted within the institution.	
46		2	Students' Tracking for Students' Progression	Students' Tracking is a very important part within the fabric of an institution. Every department through all individual teachers may track their respective wards under <b>Tutor-Ward System</b> to effectively keep up the Tracking process. Files and documents should be properly maintained as the process involves a span of more than 3 years.	
47		3	Record of Students' achievements in competitive exams	Records, if any, of students in competitive exams may be properly recorded and documented. This can be easily collected from the Students' Tracking file maintained by every individual teacher.	

48	3	1	Record keeping of awards received by students in sports etc.	Records, if any, of student's achievements in sports may be properly recorded and documented. This can be easily collected from the Students' Tracking file maintained by every individual teacher.
49		2	Initiate Students' representation in various administrative, co-curricular & extra-curricular activities	Students are the main stakeholders in every HEI. Their representation in every body of administration is deemed a must. Students should be kept as members in every decision making body so as to enhance the overall representation of students.
50		4	1	Formation of Alumni Association - to be registered
51	2			
52	1	1	Preparation of Vision and Mission - display on website	Every HEI within India is expected to have a Vision and Mission which is displayed on the institution's website. Preparation of these ( <i>if not already in place</i> ) can be taken up by the IQAC or any senior teacher in consultation with the Principal.
53		2	Decentralization of administrative responsibilities through setting up of committees/cells etc	Setting up various committees/cells is a very good exercise to decentralize administrative responsibilities. However, the performances of these committees and cells may also be closely monitored
54	6	1	Construct a strategic/perspective plan for deployment	A <b>Strategic Plan</b> may be generated which can comprise of many features for eg: 1. Introduction, 2. Student Success, 3. Teaching and Learning, 4. College Life and Culture, 5. Community Enrichment and Engagement etc. This plan should be clearly highlighted in the Institution's website.
55		2	Description of organogram of the Institution	An organizational chart may be prepared and a link given on the website
56		3	Implement e-governance: Administration/Finance/ Admission/Exam	For this specific purpose an <b>Enterprise Resource Planning (ERP)</b> system may be utilized.

57		3	1	Welfare for Teaching and Non-Teaching	Setting up of <b>Welfare for Teaching and Non-Teaching Staff</b> . Their representation as welfare must also be entertained in various administrative bodies such as boards and committees.
58			2	Financial Support to Teachers to attend conferences	An institution may give support in the form of Financial Assistance to teachers to attend Seminar/Workshop/ Conferences.
59			3	Develop Professional Development courses	In the absence of HRDC and ASC this particular metric may be Opted Out
60			5	Performance Appraisal System for Teaching and Non-Teaching	HEIs under MZU follow PBAS for promotion under CAS. The same system may be implemented.
61		4	1	Conduct : Internal and External Audit	Internal & External Financial Audits may be conducted annually as per the desire of the Institution.
62			2	Proper record of Funds received from NGO, individuals, philanthropers etc	Any amount of Grants/Funds received from any NGO, Individuals or Philanthropers may be registered properly and amount clearly recorded.
63			3	Develop strategies for mobilisation of funds/utilization of resources	In order to mobilize funds of any HEI, Administrative and Finance Committees may look into the matter. Various departments, committees, cells and clubs may submit their expenditure estimate to the Finance Committee for approval.
64		5	1	IQAC contributions - develop Annual Plan	IQAC may prepare its Annual Plan to be put up before the <b>IQAC Board</b> . Annual Plan of the IQAC should include strategies and processes to assure quality in the institution.
65			2	Review - Teaching Learning Process etc.	Incremental Improvements of Activities may be recorded by the IQAC in various activities of the Institution, e.g.: Research, Results, Teaching Process etc.
66			3	Initiatives of IQAC	Quality Initiatives such as participating in NIRF or applying for ISO Certification may be pursued.
67	7	1	1	Promote Gender Equity - Programs organized	Gender Equity programs may be organized within the Institution annually. This program may be kept under the Women's Cell or any other such body that may exist within the institutional set up.



68		2	Energy conservation measures	Use of LED Bulbs, Solar Power, Rain water harvesting, may be exercised within the campus.
69		3	Set up waste management system	Waste Management system may be introduced with special focus on waste particularly generated by the Institution. Such as solid, liquid and e-waste.
70		5	Green Campus Initiatives	Depending on the campus of the HEI, green initiatives such as pathways for pedestrians, no-plastic and landscaping etc. may be initiated.
71		6	Audits on Environment and Energy	Green/Energy/Environment Audit may be initiated through auditing agency such as ISO etc.
72		7	Disabled friendly infrastructure - ramps/special toilets etc.	Institutions may upgrade existing facilities to accommodate differently-abled sections of the community by building ramps, special washrooms etc.
73		8	Organize program on Cultural Harmony	Cultural Harmony program such as Cultural Day or any such programs may be organized by the institution.
74		9	Organize sensitization program on Basic human rights	<b>Human Values and Professional Ethic Committee</b> may be set up to look into organizing of programs focussing on sensitization on various issues such as values, rights, duties etc. of a citizen or an individual.
75		10	Prepare Code of Conduct	<b>Code of Conduct</b> may be prepared and highlighted or link provided on the institutional website.
76		11	Create programs on National/ International commemorative days	National/International days, events and festival may be commemorated by the Institution. Certain departments, committees and cells may be particularly fit to conduct such programs.
77	2	1	Best Practice	Develop at least two best practices. A best practice could be any practice which can have an evidence of success and which is beneficial for the stakeholders. It should be exclusive to an institution, preferably not a practice within the general context of an educational institution.

78		3	1	Institutional distinctiveness	Every institution has its own distinctiveness which is reflective of its priority and thrust areas. This should be identified and properly displayed in the institutional website.
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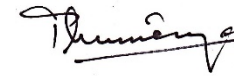
**Note:** The above recommendations are based solely on the experiences gained by Pachhunga University College during the process of undergoing two cycles of Accreditation under NAAC's Assessment and Accreditation process. One should remember that these are mere recommendations and its execution lies solely within the discretion of every Mentee HEI. However, PUC strongly recommends every Mentee Institute to take this *Guidance Manual* under careful and serious consideration as it might generate new ideas and course of action which might prove useful to several areas in need of improvement before applying for NAAC Accreditation.

*Optional Metrics listed at the back end of the NAAC Manual may be looked into and opted out if so desired.*

**Disclaimer:** This *Guidance Manual* is prepared by Internal Quality Assurance Cell of Pachhunga University College as instructed by the Guidelines under the UGC PARAMARSH Scheme. The views, opinions and instructions/guidance/recommendations offered are solely for the benefit of the Mentee Institutions namely Helen Lowry College, St. Xavier's College, Higher and Technical Institute of Mizoram (HATIM), Mizoram Hindi Training College and Regional Institute of Paramedical and Nursing School (RIPANS). Pachhunga University College reserves the right to reproduction or distribution of this document in any format- soft or hard.



(Dr. HENRY LALMAWIZUALA)  
Coordinator

(Dr. TAWNENGA)  
Accreditation Ambassador