PACHHUNGA UNIVERSITY COLLEGE
(A constituent college of Mizoram University)

BEST PRACTICE – II

1. **TITLE OF THE PRACTICE - <u>QUALITY REPORT MECHANISM</u>**

2. **GOAL** – Internal Report of activities and actions is a crucial element within the structure of every HEI in the country today. Without a proper system or mechanism of report much of the activities conducted and implemented tend to get lost or forgotten. The goal, therefore, is to implement a quality report mechanism which will enable every HEI to keep proper maintenance and record of every activity performed within an institution by every department, cells, and committees.

3. **THE CONTEXT** – Although several committees and cells exist within the college, there has not been a proper system of report for them to follow. As a result of this gap, much crucial information are being misplaced and lost. Departments also did not have a proper report system which in turn causes useful information regarding actions and activities performed to go missing and unaccounted for. The need of the hour was to introduce a report system for departments, committees and cells of the Institution, which will be submitted to the IQAC. The IQAC will keep proper record of all these reports and analyze them to give feedback and suggestions for improvement in the future.

4. **THE PRACTICE:**
   - Introduction of various report formats for departments and cells and committees such as Departmental Monthly Report (DMR), Departmental Semester Report (DSR), Departmental Annual Report (DAR), Departmental Result Analysis (DRA) and Annual Activity Report (AAR).
   - Appointment of IQAC-in-charge in every department.
   - Fixation of dates for submission of every report.
   - Submission of reports by IQAC-in-charge and Secretaries of Cells and Committees to IQAC within the stipulated time.
   - Analysis of different types of report by IQAC.
   - Dissemination of analysis report to Departments and faculty.

5. **EVIDENCE OF SUCCESS**
   - *Departmental Monthly Report* (DMR) keeps account of all the daily activities of the teachers including classes taken, tests conducted, counseling sessions taken and various other activities performed within a month.
   - *Departmental Semester Report* (DSR) keeps account of all activities performed by a department within a semester i.e., 6 months. DSR also gives information of Internal Tests conducted, Performances of students, attendance of students and various other useful information including publication details of teachers within the semester.
   - *Departmental Annual Report* (DAR) keeps account of all activities performed within an entire academic year i.e., 2 semesters. It gives information on all exam related

information, publication information of teachers, extension activities and other departmental related activities.

- *Departmental Result Analysis* (DRA) is where departments analyze the performances of their students within a given format from 1$^{st}$ Semester to 4$^{th}$ Semester. This analysis allows departments to identify Advance and Slow learners which in turn enable them to conduct special classes and programs for such students. It also allows departments to make decisions on students based on their performances.
- *Annual Activity Report* (AAR) provides opportunity for all Committees and cells to give a detailed report of any activities performed within an academic year. This report is given by Secretaries of all cells and committees.
- PUC started using DMR since 2009. The format has been occasionally changed to enhance better input and information. It is now uploaded digitally using the college's ERP System. All departments are kept alert and active because of this report system and it has been recommended to many other HEIs of the state as well. DMR Analysis is conducted every year which is conducted by the IQAC.
- The preparation and submission of DSR and DAR enables every department to be aware of the current status of both faculty and students in terms of performance in academics. It creates a platform for departments to observe its performances and make plans to enhance or curb different features of its activities.
- Many cells and committees are activated automatically with the introduction of the AAR. The report system acts as a catalyst for non-performing cells and committees to stay alert, focused and active. The analysis of the AAR allows the Head of the Institution to look into the performances of different cells and committees and take appropriate action based on it.
- All these report system demands action and thus negates the chance of slacking from departments, cells and committees.

## 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED
- The main problem faced is punctuality and regularity in submission of reports.
- Proper maintenance of records for different activities
- Data Collection of all activities and performances
- Lack of timely responses from teachers
- Lack of team work in departments

### RESOURCES REQUIRED
- Departments could benefit a lot if an office assistant could be present in every department to write reports and keep records.
- Basic office requirements such as a printer, computer and paper.
- Office supplies such as files, folders etc...

## 7. CONTACT DETAILS

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