

BEST PRACTICE - I

QUALITY MONITORING SYSTEM



GOVERNMENT AIZAWL COLLEGE

B+ in 3rd Cycle of NAAC Accreditation

Salem Veng, Aizawl, Mizoram-

I. QUALITY MONITORING SYSTEM

1. College Management System (CMS)

Objectives:

- a) Need for Quality Monitoring System in the Colllege
- b) For Financial Administration
- c) Proper Recordings
- d) Proper Financial Management
- e) For Promoting Transparency
- f) To assess achievements & identify loophole of the function of the college
- g) To develop a new strategy

Measures:

CMS is the college ERP System, CMS has the following features:

- a) College Management: i) The College Management serves as data bank for DMR, IQAC Files, Cells and Committees Report, Files & Documents of Extension Bodies and Clubs, files and documents of RUSA.

ii) It contains College Academic Calendar, Daily Time Table, Continuous Assessment Test Routine, MZU Examination Routine, Duty Rosters, College Bus Timings which is easily accessible for the students.
- b) Teachers Documents: It contains Research and Academic Contributions, and services portal for the Teachers.
- c) Students Management : It contains Students Data, Student Academic Configuration, Student Data Statistics and Report
- d) Mentoring Portal : This contains the lists of mentees and mentors
- e) Attendance Portal : This contains Monthly Attendance, Paper-Wise and Overall Semester Attendance
- f) Examinations Portal: This contains the Internal & External Marks of the students.
- g) e-Classroom : It features Online Classroom Management, Study Material and References.

Outcome:

- a) Improve Data maintenance and security
- b) Enhance productivity
- c) Facilitate standardization of data
- d) Easy accessibility and visibility
- e) It leads to an organised work-flow
- f) Real-time reporting
- g) Operational efficiency

2. Departmental Monthly Report

Departmental Monthly Report features the following items:

Features:

- a) Profile – Department Profile : Numbers of Teachers
Numbers of Students
- b) Department Meeting : Number of Department Meetings
- c) Number of Class taken with Logsheet
- d) Classroom and Curriculum Activities:
 - i. Uses of ICT Tool
 - ii. Unit Tests
 - iii. Students Mentoring
 - iv. Students Seminar & Paper Presentation
 - v. Invited Lectures organised by the Department
 - vi. Students Projects
 - vii. Educational outings – Field Trips, Exposure, Programs, etc.
- e) Development and Extension activities like Blood Donations, Cleanliness Program etc.
- f) Faculty Development Initiatives
 - i. Training attended
 - ii. Paper Presentation Lectures
 - iii. Projects undertaken
 - iv. Publications

3. Internal Audit:

- a) The Internal Auditors are appointed by the Principal
- b) All Department, Committee, Cells, Clubs, and Extension Bodies submitted their record book , cashbook, and minute books on or before 14th April of every year for internal audit.
- c) The internal auditors' report which is prepared by the Auditor is duly submitted to the Principal for necessary actions.
- d) There is a provision to take strict actions for any discrepancy and defaulter, especially in financial matters.
- e) The College conducts routine internal audits on the Meeting minutes and Cashbooks of each department, Committees, Cells, Clubs and Extension Bodies.

Outcome:

- a) It resulted financial transparency and management
- b) It measured operational efficiency.




(HMINGPUII POONTE)
Principal
Govt. Aizawl College
Aizawl : Mizoram