

HIGHER AND TECHNICAL INSTITUTE, MIZORAM (HATIM)
KAWMZAWL: PUKPUI, LUNGLEI – 796691, MIZORAM

Affiliated to Mizoram University

UGC recognized 2(f) and 12(B) Institution

Website: <https://www.hatim.ac.in>



FIRST BEST PRACTICE

Title of the Practice: **INTERNAL REPORT MECHANISM.**

OBJECTIVE OF THE PRACTICE:

To implement a quality internal report mechanism which will enable the institution to keep proper maintenance and record of activity performed by every department, Cells and Committees.

- To review and assess students' performance academically
- To help students acquire basic knowledge on courses
- To help and improve the students achieve their academic potential
- To show and understand progress of students throughout the academic year.
- To help and guide the students realize their future goals
- To establish a trusting relationship with accountability and responsibility with the students

THE CONTEXT:

Due to lack of coherent reporting system, the IQAC has following the guidelines of UGC-NAAC, introduced a coherent reporting system into different departments, cells and committees of the institution, which will be submitted to the IQAC for documentation and analysis. The feedback of the IQAC are then disseminated to the concerned for future improvements if any.

THE PRACTICE:

- (i) **Departmental Reports:** Report formats for departments and Cells and committees are given which are respective named Departmental Monthly report (DMR), Departmental Semester Report (DSR) and Departmental Annual Report (DAR).

- (ii) **Cells, Committee and Clubs Reports:** Each Cells and Committee is asked to submit to the IQAC a writeup of reports of various activities carried out by the cells, committees and Clubs for documentation

EVIDENCE OF SUCCESS:

- (i) DMR, DSR and DAR are based off of **log sheet** provided to every instructor of every department, where the teacher enters and record his or her daily activity taken up including class taken, tests conducted, counselling session taken, mentoring session etc. The format of the logsheet follows the following pattern:

DATE	PERIOD	CLASS / SEMESTER	SUBJECT	TOPIC(S) COVERED	TEACHING METHOD				ICT ENABLED TEACHING & LEARNING				OTHER TEACHING METHOD				VALUE-ADDED PROGRAM			
					Lecture	Group Discussion	Video Tutorial	Practical Class	Internet	PPT Presentation	Video Conferencing	Academic Film Show	Test	Mentoring	Seminar/Presentation	Student Project	Moral Education	Career Counselling	Any other activities (Specify)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17				

Based on these log sheet submitted by every teacher to their Head of the Department, the Head summaries and analyses the performance of the teachers and puts into the format of DMR, DSR and DAR as given to the by the IQAC within a stipulated time.

Departmental Monthly Report (DMR) keeps account of all the daily activities of the teachers including classes taken, tests conducted, counselling 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

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.

In addition to In addition to the above-mentioned log sheet,, each department have their activity such as seminars, field trips and others report write up which they submit to the IQAC for documentation.

- (ii) **Annual Activity Report (AAR):** the annual Activity Report is submitted to the IQAC by different cells, committees and clubs where the detail descriptions of activity taken up are reported. These reports are usually constructed in three sections; Introduction of the event, details of the event / activity and then concluded with what has been achieved. The report system encourages underperforming cells and committees to remain vigilant, focused, and engaged. The Head of the Institution can assess the effectiveness of various cells and committees through the AAR analysis and take necessary action as a result.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

Problems encountered:

- (i) The main problem faced is punctuality and regularity in submission of reports. This is mainly due to lack of infrastructure and resources. Though every department is well equipped with basic resources like printers and papers, different committees and cells do not have a separate room or centre due to lack of infrastructure to carry out activities.

It's exactly 15 years since the inception of college in the year 2007, so the college is still developing and underway in infrastructural development. However, the college is trying its best in incorporating as many as possible the activities and events required for the students to take part in extended activities

through various cells and clubs. Because of this same reason **all cells and clubs do not have their own centres.**

- (ii) Proper maintenance and data collection of records for different activities
- (iii) Lack of timely responses from teachers
- (iv) Lack of knowledge and IT-Skills on part of few faculties.

Resources Required:

- (i) Basic training on MS Office and Report Writing and on Documentation process.
- (ii) Office / Stationary supplies which at present are easily made available to cells, departments and committee on need basis in the admin office through indenting process. This can be more simplified.