Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC

peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

> 2015-2016

1. Details of the Institution

1.1 Name of the Institution

> Kohima College, Kohima

1.2 Address Line 1

> Billy Graham road

Address Line 2

> Post Box No. 619, P.O. Kohima

City/Town

> Kohima

State

> Nagaland

Pin Code

> 797001

Institution e-mail address

> kohima_college_kohima@yahoo.com

Contact Nos.

> 09436010148; 08575775899

Name of the Head of the Institution:

> Dr. Watijungshi

Tel. No. with STD Code:

> 0370-2280356

Mobile: | 09436010148

Name of the IQAC Co-ordinator: | Smti. Moanungla Kevichusa

Mobile: | 08575775899

IQAC e-mail address: | coordinatorkckiqac@yahoo.in

1.3 NAAC Track ID *(For ex. MHCOGN 18879)* | 15033

OR

1.4 NAAC Executive Committee No. & Date: | EC/60/A&A/011
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: | www.kohimacollege.in

Web-link of the AQAR: | http://www.kohimacollege.in/home-b.aspx

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.56	July 05 2012	July 04 2017
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY | 12/3/2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i.   AQAR 2012-3 submitted to NAAC on 31.08.2013
    ii.   AQAR 2013-14 submitted to NAAC on 02.09.2014
    iii.   AQAR 2014-15 submitted to NAAC on 04. 09.2015
    iv.   AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

   University   State [N/A] Central [N/A] Deemed [N/A] Private [N/A]

   Affiliated College   Yes [■] No [ ]

   Constituent College   Yes [ ] No [■]

   Autonomous college of UGC Yes [ ] No [■]

   Regulatory Agency approved Institution Yes [ ] No [■]

  (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education [■] Men [ ] Women [ ]

                  Urban [ ] Rural [■] Tribal [■]

   Financial Status   Grant-in-aid [ ] UGC 2(f) [■] UGC 12B [■]

              Grant-in-aid + Self Financing [■] Totally Self-financing [ ]

1.10 Type of Faculty/Programme

   Arts [■]   Science [ ] Commerce [■] Law [ ] PEI (Phys Edu) [ ]

   TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

   Others (Specify)   [. Nil]

1.11 Name of the Affiliating University *(for the Colleges)* [Nagaland University]

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	N/A		
University with Potential for Excellence	N/A	UGC-CPE	N/A
DST Star Scheme	N/A	UGC-CE	N/A
UGC-Special Assistance Programme	N/A	DST-FIST	N/A
UGC-Innovative PG programmes	N/A	Any other (*Specify*)	N/A
UGC-COP Programmes	N/A		

2. IQAC Composition and Activities

2.1 No. of Teachers

11

2.2 No. of Administrative/Technical staff

01 –Computer Asst.-cum-LDA

2.3 No. of students

01

2.4 No. of Management representatives

02-Principal & V. Principal

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and

   community representatives

01

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

02

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

06

2.11 No. of meetings with various stakeholders: No. | 06 | Faculty | 02 |

   Non-Teaching Staff Students | 01 | Alumni | 02 | Others | 01-Parents |

2.12 Has IQAC received any funding from UGC during the year?   Yes   No

      If yes, mention the amount

N/A

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 09 | International | | National | | State | 03 | Institution Level | 06

     (ii) Themes

Academic and research based, Examination Process, skill development, social and cultural related issues.

2.14 Significant Activities and contributions made by IQAC

1. Approved English Department's plan of conducting Annual Talk Series –"Naga Writers Speak". The Department held its 1st Series on 15th October 2015, with noted writer/poet Prof. Dr.Temsula Ao as the speaker and 2nd Series on 22nd July 2016 with Dr. K.B. Veio Pou, literary critic.

2. Organised a One Day Orientation Programme for Ministerial Staff on 4th December 2015 on the topics Ethics of Office Procedure and Responsibilities of Ministerial Staff towards NAAC. The speakers for the programme were Shri. Menuokholie Kire, Joint Director, Higher Education, Nagaland, and Moanungla Kevichusa, Co-ordinator, IQAC Kohima College.

3. As part of vocational/skill development annual programme, the IQAC organised a Cooking class workshop 6th semester students on 5th December with Mrs. Kashili Joseph as resource person.

4. Conducted a Workshop on Research Methodology for Research Scholars from 23rd -26th January 2016, organised by OKD(Omeo Kumar Das) Institute for Social Change& Development, Guwahati, in collaboration with Kohima College, Kohima.

5. Organised a One Day Workshop on Digital Literacy Training in collaboration with National Digital Mission & Skill Development on 29th March 2016

6. Redesigned and Relaunched College Website on 23th May 2016.

7. Hosted and conducted a Consultative Meet on 27th May 2016 on Situational Analysis of Children and Women in Nagaland (in context of UNICEF's Country Program for 2018-22), jointly organised by OKD(Omeo Kumar Das) institute of Social Change & Development and UNICEF.

8. Launched Reliance Jionet Wi-fi on 7th June 2016.

9. Monitored :

i) 3rd cycle of institutional Inter-Departmental Seminar started on 30.07.2016 and will be held on 3rd Saturdays of every month.

ii) Functioning of library.

iii) Publication of annual journal, college magazine.

iv) Preparation, collection and analysis of feedback from stakeholders.

v) All cell activities and programmes.

vi) All academic activities.

vii) All co-curricular and extra- curricular activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements

 *__Attached as Annexure-I__ * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes ■   No ☐

Management ☐   Syndicate ☐   Any other body   ☐ IQAC

    Provide the details of the action taken

The AQAR was placed in the IQAC meeting on 18th August 2016. IQAC members reflected upon the achievements as well as the few unreached goals. Plan of action to be taken up in the next academic session was discussed and charted out in detail.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	N/A	N/A	N/A	N/A
PG	N/A	N/A	N/A	N/A
UG	01	01	Nil	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				01
Others				01
Total	02			02

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	NIl	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	N/A
Annual	N/A

1.3 Feedback from stakeholders*   Alumni ■   Parents ■   Employers ☐   Students ■
    (On all aspects)

    Mode of feedback   :   Online ☐   Manual ■   Co-operating schools (for PEI) ☐

Attached as Annexure-II (A;B;C)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As per the directive of Nagaland University, the college follows the last syllabi revision by the university in 2012.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Department of Sociology and Commerce Stream since the new academic session starting June 2016.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	28	14	N/A	11

2.2 No. of permanent faculty with Ph.D.   05

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	07	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty   NIL   NIL   11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	NIL	NIL
Presented papers	NIL	01	NIL
Resource Persons	NIL	NIL	NIL

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Soul-2 training for Library staff and faculty of Functional English.

2. Digital literacy workshop for all faculty, Research Methodology workshop for all faculty.

3. Examination System and Process conducted by Nagaland University for all faculty.

4. Use of ICT tools in the classroom.

5. Peer teaching, peer evaluation, group discussion, participation in seminar, field trips, life skill training, assignments, tests, all as part of internal assessment activities.

6. Extempore speech, debates, theme related essay writing, poetry writing and painting competitions.

2.7 Total No. of actual teaching days
during this academic year   180

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

> The college does not have the authority to initiate any reforms in this matter. It follows academic norms laid down by the university.

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

| 07 | 07 | 07 |

2.10 Average percentage of attendance of students

| 75% |

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students passed	Division: N/A (Grading system only)				
			Distinction %	I %	II %	III %	Pass %
B.A. Honours	183	118	-	-	-	-	64.48%
B.A. Pass	104	54	-	-	-	-	51.92%
Overall percentage	287	172	-	-	-	-	59.93%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC monitors:

Participation of students in academic and syllabus related seminars and workshops, project works, field trips and study tours are organised. Peer teaching and evaluation of peer presentations; remedial classes for weaker students are arranged. Curricular related activities like debates, extempore speeches, quiz, essay and poetry writing competitions are organised.

HoDs, who are all members of IQAC hold internal and external academic audits by monitoring lesson plans, course coverage, revisions of course, attendance percentage of students, and examination committee, comprising of all HoDs sits for series of meetings before and after declaration of internal and external examinations and declaration of results to deliberate on students' performance.

Upgradation of library, conduct of IT training workshops for teachers, conduct of research seminars and exam related workshops are initiated for faculty and non-teaching staff development. Feedback from parents, students and alumni are analysed and action taken upon areas wherever possible and within our control.

2.13 Initiatives undertaken towards faculty development (From 1st August, 2015-31st July, 2016)

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	01
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	06
Others	500+

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	01	NIL	18
Technical Staff	NIL	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Encourage faculty to attend Refresher Course; Orientation Course; Summer /Winter Schools.

2. Encourage faculty to undertake research projects from UGC etc.

3. Encourage individual/departmental publications.

4. Conduct of cycles of institutional inter-departmental seminar yearly for resource sharing. The 1st round of 3rd cycle commenced from 29th July 216.

5. Publication of annual journal Impressions-vol. III with ISSN

6. 3 days workshop on 'Research Methodology for Research Methodology' (date) organised jointly by Omeo Kumar Das Institute of Social Change (OKDISC) Guwahati and Kohima College, Kohima.

7. State Level Consultation on Status of Women and Children in Nagaland, 2016, jointly by Omeo Kumar Das Institute of Social Change (OKDISC) Guwahati andUNICEF, Assam Field Office in collaboration with Kohima College, Kohima on 27th May 2016.

3.2 Details regarding major projects

Number	Completed	Ongoing	Sanctioned	Submitted
Outlay in Rs. Lakhs 40 lakhs (for 4 Principal Project Directors)		3rd Phase	7.30 lakhs (for 1 Principal Project Director)	Submitted to Dept. of Art & Culture for publication.

3.3 Details regarding minor projects: **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	01	NIL
Non-Peer Review Journals	NIL	NIL	01
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

3.5 Details on Impact factor of publications: **N/A**

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	5 yrs	Govt. Of Nagaland	1 crore	1 crore
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects *(other than compulsory by the University)*	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	5 years	-	1 crore	1 crore

3.7 No. of books published   i) With ISBN No.   [05]   Chapters in Edited Books   [04]

ii) Without ISBN No.   [01]

3.8 No. of University Departments receiving funds from: **N/A**

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [N/A]   CPE [N/A]   DBT Star Scheme [N/A]

INSPIRE [N/A]   CE [N/A]   Any Other (specify) [RUSA]

3.10 Revenue generated through consultancy   [N/A]

3.11 No. of conferences

organized by the Institution
NIL

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons | 20 |

3.13 No. of collaborations: International | 1 | National | Nil | Any other | Nil |

3.14 No. of linkages created during this year: | Nil |

3.15 Total budget for research for current year in lakhs :

From Funding agency | State Govt. | From Management of University/College | 50,000 |

Total | 2.5 Lakhs |

3.16 No. of patents received this year: **NIL**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
       Of the institute in the year: **NIL**

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
     who are Ph. D. Guides | N/A |
     and students registered under them | N/A |

3.19 No. of Ph.D. awarded by faculty from the Institution | N/A |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): **NIL**

JRF | | SRF | | Project Fellows | | Any other | |

3.21 No. of students Participated in NSS events:

| University level | Nil | State level | 200 |
| National level | 180 | International level | 325 |

3.22 No. of students participated in NCC events:

| University level | Nil | State level | 182 |
| National level | 68 | International level | Nil |

3.23 No. of Awards won in NSS: **Nil**

| University level | | State level | |
| National level | | International level | |

3.24 No. of Awards won in NCC:

| University level | Nil | State level | 02 |
| National level | 01 | International level | Nil |

3.25 No. of Extension activities organized

| University forum | Nil | College forum | Nil |
| NCC | 09 | NSS | 04 | Any other | 30 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Faculty members conducted interviews as subject experts for recruitment of teachers in:

a) Model Higher Secondary School

b) RMSA

2. Faculty members conducted interviews as subject experts for recruitment of staffs in:

a) National Institute of Electronics and Information Technology (NIELIT)

c) Deputy Commissioner's Office, Kohima.

d) Dobashi Court, Kohima.

e) Governor's Secretariat, Raj Bhawan, Kohima.

3. Setting Question Papers, Evaluation, Scrutiny, Chief Examiners, and academic activities by faculties who are members of Board of Under Graduate Studies (BUGS)for the University.

4. Faculty served as Moderators, Recorders in various state level seminars and workshops.

5. Participation of faculties as resource persons in district level and block level on the occasion of the Birth Anniversary of Dr. B.R. Ambedkar and Foundation of Panchayat Raj Day on 18th April 2016 and 21st April 2016, respectively.

6. Faculty involvement social work activities of Family Planning Association of India (FPAI), Nagaland in the capacity of Hony. Secy.

7. Faculty participation as member, State Level Committee for Selection of Governor's Award (2016) in Literature.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28.27 acres	Nil	State Govt.	28.27 acres
Class rooms	15	3 for Commerce Stream	State Govt.	18
Laboratories	01	Nil	-	01
Seminar Halls	01	Nil	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	02 xerox machines 01 Camera with tri-pot Complete ICT equipments for three class rooms	State Govt. & Internal fund.	09
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	6,61000
Others	-	-	-	-

4.2 Computerization of administration and library

Configuration up-gradation, digitization of library, installation of server domain, installation of Wi-Fi, library automation Soul 2.0 software. E-resource in process.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16781	-	178	46,925	16958	-
Reference Books	-	Record of old books not maintained.	-	-	-	-
Journals	04	-	-	-	-	04
e-Books	Under N-List prog.	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	48	-	-	-	-	48
Others (specify)	07(News magazine)					07

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	85	40	*41 (with internet)*	05	18	10	07	05
Added	1	Nil						
Total	86							

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. Wi-fi usage orientation for faculty and students by Jionet Reliance for faculty and students on 18th and 24th June 2016 respectively.

2. Workshop on e-governance for faculty on 29th March 2016 organised by Skill Development Cell of the college in collaboration with National Digital Literacy Mission, India.

3. Library staff undergo periodicals at Administrative training Institute (ATI), Kohima.

4.6. Amount spent on maintenance in lakhs:

i) ICT

N/A

ii) Campus Infrastructure and facilities

400000(Painting of College & Auditorium)

3700000 (Replacement of roofing)

iii) Equipments

N/A

iv) Others

500000 (miscellaneous expenses maintenance and repair works)

Total :

4600000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Through one- on- one mentoring programme, feedback from students through questionnaire given out once a year, department-wise social network chat groups, organising talk programmes on legal awareness by legal experts, talks and interactive sessions by noted psychiatrists and installation of suggestion boxes at strategic spots.

5.2 Efforts made by the institution for tracking the progression

> Through one- on- one mentoring programme, feedback from students through questionnaire given out once a year, department-wise social media chat groups, formation of social media chat group with Alumni Association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1525	N/A	N/A	N/A

(b) No. of students outside the state

13

(c) No. of international students

Nil

Men

No	%
669	43.87

Women

No	%
856	56.13

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
03	10	1334	02	Nil	1349	02	08	1512	03	Nil	1525

Demand ratio   1:1.69   Dropout %: 0.42

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> i) Career guidance and counselling programmes held once a year with final year students as target group.
>
> ii) Mentoring programme.
>
> iii) Provision of Current Affairs Books and Manuals.

No. of students beneficiaries

422

5.5 No. of students qualified in these examinations: **Records not maintained.**

| NET | | SET/SLET | | GATE | | CAT | |
| IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

> i) Career guidance and counselling programmes held once a year with final year students as target group. Resource persons from various fields are outsourced to deliver lectures and interactive sessions.
>
> ii) Mentoring programme.

No. of students benefitted

422

5.7 Details of campus placement:

The college being undergraduate institute, most students proceed for higher education or get into Govt. service. Also, there being no industries/big business firms on campus placement is not applicable in our town.

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

International Women's Day is observed annually. Women Cell of the college in collaboration with the Women Welfare Cell of the student body organizes gender sensitization based debates, quizzes, extempore speeches & essay writing competitions.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 174 | National level | 04 | International level | 02 |

No. of students participated in cultural events

State/ University level | Nil | National level | Nil | International level | Nil |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 09 | National level | 09 | International level | NIL |

Cultural: State/ University level | Nil | National level | Nil | International level | Nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Variable	Variable
Financial support from government	Merit scholarship for meritorious students: Post-Matric Scholarship for all ST students who apply.	Record maintained by department of Higher Education
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives: **Nil**

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [03]

5.13 Major grievances of students (if any) redressed:
i) Reading room expanded.
ii) Sitting area in the college compound completed.
iii) ATM (SBI) booth installed.
iv) 100 bedded boys' hostel nearing completion.
v) Multipurpose sports complex nearing completion.
vi) Additional toilets for boys and girls completed.
vii) More books and reading materials procured.
viii) Alumni Association on fund drive for additional bus for students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision Statement:

The college pledges not only to strive for excellence, but also to prepare and nurture integrated personalities-men and women whose intellectual, mental moral and physical faculties have been harmoniously developed-to become ideal persons and citizens who understand the meaning of life and what it demands from them.

Mission Statement:

- To kindle and nurture the intellectual aspect of the students to make them intelligent, independent, resourceful and capable individuals.

- To instil in the mind of the learners the value of academic excellence and pursuit of knowledge and learning.

- To train them to become not only informed leaders but also to shape them into agents of social change and prepared for concerted social action.

- To inculcate in them strong moral values and discliped habits resulting in individuals with impeccable character and towering and enduring personalities.

- To mentor them into developing healthy attitudes to life, humanity and the universe through a proper understanding of the self and the world.

- To encourage self-learning and self-evaluation and to harness this for optimal productivity.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

07 senior faculties are members of Board of Undergraduate Studies (BUGS) of the University. They help in the updating, redesigning and revision of the UG syllabi periodically whenever the University feel the need for review.

6.3.2 Teaching and Learning

- Participation of students in:

  i. Academic and subject related seminars, workshops, group discussion, peer teaching and evaluation of peer presentation.

  ii. Project works, field trips and study tours.

- Extra classes as remedial measures for weaker students.

- Life skill training.

- Departmental HoDs monitor lesson plans, course coverage and revision classes.

- Examination Committee conducts series of meetings to deliberate on the performance of students.

- Conduct training and workshop on digital literacy for teachers and students.

- Conduct research seminars and workshops for faculty.

- Special attention to academically weaker students during mentoring session.

- Feedback from students, parents and teachers.

6.3.3 Examination and Evaluation

Faculty involvement in conduct of University and internal examinations in the capacity of Question Paper Setter, evaluation, scrutiny and chief examining of scripts.

6.3.4 Research and Development

The Research Cell of the college have devised strategies to foster research culture among faculty and students by :

i) Conducting cycles of inter-departmental and inter-disciplinary seminars every academic session.

ii) Writing of research papers by faculty for the college annual journal.

iii) Participation of faculty in Refresher Courses, Orientation Courses, Summer/Winter Schools.

iv) Encourage faculty to undertake major/minor projects.

v) Organise capacity building seminars and workshops.

vi) Compulsory writing of scholastic assignment papers by all students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

2015-2016

1. Expansion of sitting capacity in the library.

2. Procurement of 222 additional books.

3. Re-designing and re-launching of college website completed.

4. Campus wi-fi enabled.

5. Additional toilets for boys and girls (RUSA project) completed.

6. Commerce Department wing completed.

7. ICT enabled classrooms completed.

6.3.6 Human Resource Management

i) Mandatory submission of APAR (Annual Performance Assessment Report) by faculty to Government.

ii) Feedback on performance by students, parents and teachers.

iii) Participation of faculty in RCs/OCs/Seminars/Workshops/Research and other Skill development training programmes.

iv) Involvement of all faculty in various committees of the college and other extension services.

v) Participation of supporting staff in attending capacity building programs, workshops, seminars & trainings.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is subject to the recruitment policy and procedures of the Government by requisitioning posts to the Nagaland Public Service Commission (NPSC) by the Dept. of Higher Education, Nagaland.

6.3.8 Industry Interaction / Collaboration

N/A

6.3.9   Admission of Students

The college has a transparent and unique admission policy whereby 100% intake of students hail from Govt. Higher Secondary pass-outs from rural areas of the district who are economically and socially weaker which fill up more than 50% of seat. Remaining vacant seats are reserved for private school pass-outs from the district.

6.4 Welfare schemes for

Teaching	i) General Insurance Scheme (GIS) ii) Loan facilities from bank through recommendation and forwarding to the bank by the college. iii) Medical reimbursement for those who apply for it. iv) Maternity Leave.
Non teaching	i) General Insurance Scheme (GIS) ii) Loan facilities from bank through recommendation and forwarding to the bank by the college. iii) Medical reimbursement for those who apply for it. iv) Maternity Leave.
Students	i)Merit Scholarship for meritorious students. ii) Post Matric Scholarship to ST students from the Government. iii) Faculty donation during student's fund-raise for study tours, field trips and other activities. iv) Cash award for Best Student of the Year. v) Scholar's Badge with cash award for students achieving rank in the University Examination.

6.5 Total corpus fund generated

None

6.6 Whether annual financial audit has been done   Yes   No ■

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Govt.	Yes	IQAC
Administrative	Yes	Govt.	No	N/A

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ■

For PG Programmes: **N/A**   ☐ Yes   ☐ No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> The University conducts workshops periodically for faculty and supporting staff. The University engages members of Board of Undergraduate Studies (BUGS) in matters of review and revision of syllabi.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> The University prepare date sheet for Term End Semester Examinations for all affiliated colleges. Other than that, other than that colleges are given liberty to prepare their own academic calendar.

6.11 Activities and support from the Alumni Association

> 1. Alumni Association office bearers held meeting on 14th June 2016 to discuss issues related to the upcoming 2 mega events-College golden jubilee, May 2017 and 2nd Cycle of NAAC accreditation in June 2017. It was decided that an Alumni Day would be held once a year. The meeting decided to have a general body meeting of the Association on 14th July 2016 to further discuss important issues related to the 2 important event.
>
> 2. General body meeting of the Association held a meeting on 14th July 2016. It was decided that in commemoration of the Golden Jubilee May 2017 and 2nd Cycle of NAAC accreditation June 2017, the Alumni would raise fund to purchase a college bus.
>
> 3. A meeting of the office bearers was held on 19th July, 2016. The Association decided to observe the World Indigenous Day, 9th August 2016, with the students, faculty and staffs of the college. The meeting also discussed academic and students related issues.
>
> 4. Opened a Chat-group on WhatsApp to keep all members updated.
>
> 5. Contributes valuable suggestions and encouragement through feedback form.
>
> 6. Active support and participation in all major events.

6.12 Activities and support from the Parent – Teacher Association

1. The Parent-Teacher Association held its annual meeting on 30th June 2016. College and students related issues were discussed. The Association assured of its assistance and cooperation in the upcoming

2. The meeting also discussed academic and students related issues.

3. 2 mega events-College golden jubilee, May 2017 and 2nd Cycle of NAAC accreditation in June 2017.

4. Contribution of valuable suggestions through Feedback form.

5. Active participation in all major events.

6.13 Development programmes for support staff

1. One Day Orientation Programme was conducted for ministerial staff on Office Procedure and Responsibility of Ministerial Staff towards IQAC (4th Dec. 2015). Joint Director, Higher education, Govt. of Nagaland and Co-ordinator IQAC were the resource persons.

2. 3 Days Training Programme in Library management at Administrative Training institute (ATI), Govt. Of Nagaland, Kohima attended by Librarian, 2nd -4th Feb. 2016.

3. Workshop on E-Payment organized by ICICI Bank attended by the Asst. Librarian and the LDA – cum-tech Asstt. of the college, 22nd Feb. 2016.

4. Participation of the college LDA in One Day Training Programme on Basic Office Management organised by Model college, Kohima, 5th March 2016.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Rain water harvesting reservoir of 1, 00,000 lts capacity is constructed.

2. Observation of World Environmental Day by NSS and faculty through massive tree plantation on 4th & 5th June 2016.

3. Proper disposal of waste is done in a concrete waste bin structure.

4. Cleanliness drives through mass social works within the campus and surrounding areas, nearby jungles and streams at regular intervals.

5. Restrict use of plastic and other non-biodegradable environmentally hazardous materials through awareness campaigns and programmes:
i) Eco awareness Poster Campaign installed in strategic spots of the college by Friends of Nature (FON) Club of the college.
ii) Tobacco Free Zone posters painted in all strategic spots of the college by the Friends of Nature (FON) Club of the college.
iii) Polythene bag collection competition organised by NSS of the college on 19.09.2016 with cash award of Rs.3000/2000/1000 for 1st/2nd/3rd highest collector, won respectively by 5th sem. sec D/1st sem. sec B and 1st sem. sec D.
6. Nurturing and checking of plantations and floriculture unit every working Saturdays by Friends of Nature (FON) Club of the college.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> 1. One Day orientation Programme for Ministerial Staff (4th Dec. 2015) has helped smoother conduct of office functioning.
>
> 2. Redesigning and re-launching of user friendly college website has brought good response from college community and public of the town.
>
> 3. Making the college Wi-fied (Jionet Reliance) has proved beneficial for the college community.
>
> 4. Introduction of Annual Talk Series programme whereby lectures by eminent Naga writers whose books are included for English Honors Students 3rd semester syllabus has proved to be extremely gainful as no analytical and critical study materials are available on this paper.
>
> 5. Counselling of students and interactive session with noted Government psychiatrist (30th June 2016) that has been introduced this year has proved beneficial. Similar counselling and interactive sessions by will be continued at regular intervals.
>
> 6. Two faculty members were deputed to undergo one day awareness –cum- training programme in Mental Health for teachers at Government Mental Hospital, Kohima. The said faculties will monitor problematic students as and when detected during mentoring sessions.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> i) Introduction of Commerce Stream has been approved by the Government and the 1st batch of students have been enrolled for the new session June 2016.
>
> ii) With approval of the Government, Sociology Department has been introduced for the new session June 2016.
>
> iii) Installation of smart class rooms completed.
>
> iv) College website has been redesigned, updated and re-launched.
>
> v) Additional toilets under RUSA scheme for boys and girls completed
>
> v) The campus has been Wi-Fi enabled.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Attached as Annexure III (A; B)

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

1. Rain water harvesting.

2. Observation of World Environmental Day through massive tree plantation.

3. Proper disposal of waste.

4. Cleanliness drives through mass social works at regular intervals.

5. Polythene bag collection competition organised by NSS of the college on 19.09.2016 with cash award of Rs.3000/2000/1000 for 1st/2nd/3rd highest collector, won respectively by 5th sem. sec D/1st sem. sec B and 1st sem. sec D.

6. Nurturing and checking of plantations and horticulture unit every working Saturdays by Friends of Nature (FON) Club of the college.

7.5 Whether environmental audit was conducted?   Yes ███   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Attached as Annexure IV

8. **Plans of institution for next year**

1. Introduce Certificate Course in IT & ITE Soft Skill Course in collaboration with NEILIT.

2. To initiate installation of solar energy panels in the college premises as a part of environmental protection programme.

3. To empanel a hospital within easy reach of the college for staff and students of the college.

4. Provision of lift and toilet for PWD.

5. Orientation on Digitization of Library for faculty.

6. Soul.2.o Software training for faculty.

7. Extension and up-gradation of the existing floriculture unit.

8. Adoption of Old Age Home by Kohima College Teachers Association (KCTA) as part of extension service.

9. Installation of sanitary pad vending machines.

10. To intensify fund drive for the upcoming Golden Jubilee of college and the NAAC Peer Team visit for 2nd cycle of accreditation in May and June 2017 respectively.

11. Separate 100 KVA for use of campus and surrounding area.
12. Setting up of Indigenous Artifact museum by department of History.

13. To visit Pfütsero Government College (non NAAC assessed) adopted by our College at regular intervals to assist them in their preparation for NAAC assessment.

14. To set up a Legal Clinic to provide legal aid and advice for faculty, staffs and students of the College.

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
PWD	-	Persons with disability
RMSA	-	Rashtriya Madhyamik Shiksha Abhiyan
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

Annexure-I

Plan of Action by IQAC-Outcome

Plan of Action	Achievements.
1. To schedule the 2nd & consequent Cycle of resource sharing Inter-Departmental.	1. 2nd Cycle of Inter-Departmental Seminar concluded on 17th Oct. 2015. 3rd Cycle of Inter-departmental Seminar started on 30th June 2016.
2. To oversee the publication of the 3rd vol. of Annual College Journal and Annual College Magazine.	2. Journal published in the month of September 2015, magazine published in the month of June 2016.
3. To organize capacity building workshops/ seminar/talk programmes.	3. i) Talk programmes: Naga Writers Speak-1st Series 15th Oct 2015; 2nd Series 22nd July 2016. ii) Workshop on Nagaland University examination Process 27th Oct. 2015, organized by Nagaland University in collaboration with the college. iii) One Day Orientation Programme for Ministerial Staff of the college on 4th Nov. 2015. iv) 3 Days Workshop on Research Methodology for Research scholars organized by OKD Institute of Social Change and Development, Guwahati in collaboration with IQAC of the college, 23rd -26th Jan. 2016. v) Collaborated with North East India Tribal

Plan of Action	Achievements.
	Students Development and Welfare Society (NEITSDWS) for Career Guidance programme for 6th semester students of the college, 9th Feb. 2016. vi) One day Workshop on Digital Literacy Training jointly organised by National Digital Mission and Skill Development Cell of the college, 29th March. 2016. vii) State Level Consultative Meet on Situational Analysis of Women and Children in Nagaland (in context of UNICEF's Country Programme for 2018-22) organized by Omeo Kumar Das Institute of Social Change (OKDISCD), Guwahati, & UNICEF in collaboration with IQAC, 27th May 2016.
4. To formulate feedback format for various stake holders of the college.	4. Manual feedback from parents, students and alumni collected and analysed.
5. To supervise all co-curricular & extracurricular activities for the academic session.	5. All activities of all cells/ committees, Sports Week, Cultural and literary day successfully culminated by end of July 2016.

Annexure II (A)

Analysis of Feedback-Alumni

The college being 49 years old, questionnaire feedbacks received were from alumni ranged from those who passed out decades ago to recent ones. The following can be deduced from an analysis of the feedback:

Faculty:

All alumni unanimously appreciated the dedicated, friendly and non-judgemental attitude of faculty. They remember with gratitude the clear, precise and excellent teaching standard by a set of experienced teachers.

Impact of Kohima College in their professional, ethical and personal life:

Their stay in the college not only enabled them to acquire a degree which helped them to secure job to sustain their livelihood but nurtured and enriched every sphere of their life, equipped them with necessary tools to face life, helped them to think independently, provided them a sense of freedom within the discipline thus strengthened their wings, developed their art of speaking , built up self-confidence which helped them to become sociable and built lifelong relationships, achieve all round development enabling then t o shoulder responsibility, developed leadership quality and to be persistent in their pursuit of goals. They all unarguably credit the college for their present position in life.

Best experience and remarkable memory:

They recollect the friendly teachers and homely atmosphere of the college. The vibrant curricular, co-curricular and extra-curricular activities where many times championship and trophies were won in University Meets in various sports and athletic events were recounted. But the best experience is when your teachers become your best friends.

Suggestions:

Need for involvement of more alumni in college events, celebrate Graduation Day, observe College Foundation Day, Teacher-Student ratio to be limited, Alumni Association to play a pro-active role in the college, more transportation facility for students, improve upon existing amenities: canteen, toilet, drinking water facility etc.

Analysis of feedback-Parents

The IQAC, on analysis based on the questionnaire feedback received from parents, surmised the following:

1. Parents chose to admit their children in the college for the following reasons:

i) Oldest college with approachable, qualified and experienced faculty providing quality teaching.

ii) Minimal admission fee once a semester.

iii) Good infrastructure, facilities and student support system.

iv) Homely learning environment being far from town.

v) Sufficient co-curricular and extra- curricular activities to foster all round development of their children/ward.

vi) Provides good counseling and mentoring programmes.

vii) Vibrant PTA.

viii) Because a good number of parents themselves are alumni and wished their children to be educated by the same teachers.

2. Suggestion proposed:

i) To improve transportation facility.

ii) To have more ministerial staff to assist during admission time as students stand long hours in queue.

iii) To open more counters in the administrative office.

iv)Teachers to be more vigilant in their invigilation duty to prevent students practicing unfair means.

v) Class rooms being overcrowded, to make provisions for more.

Annexure II (C)

Analysis of Feedback-Students:

Questionnaire feedback for students was formulated on three major issues like college facilities, classroom activities and teachers' performance.

College facilities:

Most of the students expressed satisfaction on the cleanliness of the college and its environment. They were also satisfied with the library facilities, but lamented the insufficient sitting capacity and wanted expansion of the reading area to accommodate more students. They were also happy that the college has been wi-fi enabled. Majority of the students find the canteen very good, though some students suggested proposed addition of items in the menu. As for co-curricular activities, majority of students rated excellent. Ratings on other facilities like toilet, sports facilities and transportation for students did not rank too well. However, overall impression ranged from very good to excellent.

Classroom activities:

Course coverage, teaching methods, and overall satisfaction with classroom teaching were rated from very good to excellent. Students wanted teachers to be less stringent with internal assessment markings. Classroom seating facility was rated average and course relevance to life received varied responses.

Teachers' performance:

Sincerity and commitment, teachers' knowledge of subject, articulation and communication skills, punctuality, teachers' concern for weak students, feedback provided for tests and assignments, teachers' role as mentors and overall impression of teachers were the questionnaires posed to be marked average/good/very good/excellent. Except for a few, most students marked either very good or excellent.

Suggestions:

The greatest concern of the student community is the acute shortage of means of transportation, hence, the most popular is demand for additional buses for students.

As for library facilities, students suggested addition of all books referred by the University, more reference books, current affairs manuals and expansion of reading area.

Another concern of the students is provision of sufficient water supply in the toilets, addition of more toilets, brooms and dustpan for each classroom, addition of more dustbins along the corridors as well as girls' toilets.

Shortage of ministerial staff to man the counter during admission time, issue of forms, marksheets etc causes inconveniences as students have to stand for long hours waiting for their turn. The suggestion is that Class Representatives be entrusted to issue and collect filled-up forms, issue admit cards etc in their respective classes.

That no more than 2 test for internal assessment be conducted in a single day, and a fixed week/month with formal routine be made for all internal assessment activities for all departments. This would make students take such activities more seriously. Also, to be less stringent in allotment of marks in internal assessment activities. That invigilation during internal assessment tests should be equally vigilant as in external exams to prevent students' practice of unfair means.

To conduct assembly once a month, to provide more hostel facilities and immediate procurement of good sound system were also some suggestions projected by the students.

7.3 Two Best Practices of the Institute

1. Mentoring
The college has a unique admission policy whereby all Govt. Higher Secondary Schools pass-outs from the rural areas of the district are admitted in toto, irrespective of marks obtained in their last exam. 80% of the seats are normally filled up by this category of students. Most of the students from this category belong to economically poor and illiterate backgrounds, some even from dysfunctional homes. The college felt the urgent need to start a systemic mentoring programme and it was initiated in 2012 with the certain aims and objectives. Perceiving the valuable strategy and positive impact this programme has had on the students, the college continued to adopt Mentoring as one of the best practice.

Key Aspects	Assessment Indicators
1. To help students maintain a balance between academic excellence and personal growth.	1. The priority of the college is to make students academically and socially integrated. The guidance and support to mentees have nurtured the social, emotional and psychological development, especially from unstable homes, helping them cope with the home situation in a more matured manner. This programme has had a visible in their personal growth as it reduced the likelihood of students engaging in risky behavior-poor attendance in class, drug and alcohol use. The overall outcome has been a positive balance, making them academically more focused and motivated towards achieving learning goals and personally aided them in cultivating confidence, self esteem and social skills.
2. To retain students by meaningful involvement.	2. Mentoring has helped students feel connected and engaged on campus. As

	a part of mentoring programme, Orientation Classes are conducted for the first two days at the onset of every new semester, with the objective of providing guidance, information and encouragement. This has helped students in their intent to persist in their commitment to earn a college degree. Drop-out rate has decreased visibly. Attendance percentage has improved remarkably over the years since the introduction of mentoring programme in the college.
3. To help them make good future plans by assisting them in planning for educational and vocational choices.	3. Mentoring provide support for goal setting and future planning by advising them on how to make successful transition to their next level after graduation. This has helped them to make wise and realistic vocational choices suitable to their inherent ability and financial means.
4. To encourage increased participation in co-curricular activities.	4. Owing to the admission policy wherein bulk of the students were pass-outs from interior rural areas with economically deprived family backgrounds, there was a noticeable common trait of sense of inhibition and lack of confidence among the students. Mentoring has helped them shed their reserve and self consciousness and making them open up and vivacious. They enthusiastically participate in the thriving co-curricular activities in the college. This in turn has tapped hidden talents and leadership qualities. Mentoring programme can take the credit of the many laurels brought to the state in general and the college in

	particular in the field of sports, singing, NCC and other activities. State and National sportsperson have emerged from the college in cricket, boxing, archery, football and taekwondo. Two NCC cadets of the college piloted the Vice President of India and the CM of Delhi in the Republic Day Parade 2016 in New Delhi. A girl student of the 3rd semester won the State premier singing competition Naga Orpheous Hunt 2015.
5. To strengthen student-teacher relationship.	5. One on one mentoring has promoted relationship and strengthened the bond between student-teacher. Chat groups are formed through social media for easy access between student-teacher even beyond college hours. These steps have engendered in them a sense of belonging and worth. This relationship is maintained even after students pass out of the college.
6. To encourage that every student has a faculty to fall back on.	6. Aggressive mentoring session is conducted with students of 1st semester. Thereafter, close monitoring is done by mentors in matters academic as well as other co-curricular activities, till they pass out of their college. During their stay in college as well as after graduation, easy accessibility is maintain through social network facilities like WhatsApp chatgroups, Facebook etc.

2. Inter-Departmental seminar	
Key Aspects	**Assessment Indicators**
The initiative of the IQAC in organizing inter-departmental seminar with an objective to nurture research culture in the College has seen rich dividends in the past few years. In its 3rd cycle, this annual feature has enhanced the general research capability of both the faculty and students. This aspect has helped tremendously to encourage and create interest in research activities with the following aspirations:	
• To make the faculty as well as students more research oriented.	• There is a marked change in the response of the faculty towards research based activities. In its 3rd cycle now, a number of faculties have registered for their research work. Majority of the faculty has written at least one research paper or has presented at least one paper in the seminar. This has improved their knowledge, skills and confidence. • Within this year itself, several research based initiatives have been taken up both collectively and on an individual basis: 1. Three-day Capacity building programme for research scholars organized by OKDISCD, Guwahati & Kohima College, 23th-25th February 2016. 2. "Situational Analysis of Children & Women in Nagaland" organized by UNICEF, Assam Field Office & OKDISCD, Guwahati, 27th May, 2016. 3. Dr. Watijungshi, Principal, Kohima College, has recently completed a 5 year, major project with the Government of Nagaland as the funding agency. Title: "Project Report on Cultural History, Ethnography and Physical Characteristics of Nagas of Nagaland: A study on Somatometric and Somatoscopic Characteristics in the District of Peren and Kiphire, Nagaland". 4. Mr. Keduolhoulie Belho, Assistant professor & research scholar, department of Tenyidie, has actively involved as a Research Assistant in a major research project entitled "State Society Interface:

	Autonomy and Governance in India's North East".
	• The enthusiasm of the faculty has filtered to the student community as well. Students' seminars are conducted as a part of their internal assessment activities. Further, the students of 5th & 6th semester have done excellent research based micro-project work in their own neighborhoods on environmental issues.
• To encourage interaction and collaboration among faculty of all department.	• There is more coordination between various departments of the College, as this initiative has helped to develop strategies to foster research collaborations within the faculty and with agencies outside the college. • Each Inter-Departmental Seminar has facilitated active and constructive interaction and discussion which are recorded.
• To create wide ranging vision in all aspects of knowledge.	• Topics of the seminar are inter-disciplinary and wide ranging, as apart from the existing departments of the college, Sociology department and Commerce stream have also been introduced from this year. • A wide range of themes from past and current social & cultural issues, political issues, to current economic problems and other such allied topics are articulated. With a hope that these issues would further generate interest among the faculties to take up research issues on inter-disciplinary areas.
• To generate a knowledge bank which can source materials for annual college journal.	• The seminar papers are catalogued by the Research Cell of the college. Aside from publishing this in the college journal, it is used as reference for class room teaching as well as for students' reference for their notes, assignments and their own class room seminar.

The Practice

The Research Cell of the college plans and maintains the roster of the Inter-departmental seminar. Every 3rd Saturday of the month is allocated to this practice. The proper procedure of a formal seminar is simulated so as to train faulty in conducting seminars and conference on big scale.

As such, all logistical preparations of the seminar are undertaken by the concerned department whose turn it is to conduct the seminar. One department is expected to present at least two papers in topics deemed relevant to all departments. In the 2nd cycle, all seven departments have participated and in the 3rd cycle, the Tenyidie (languages) & Functional English Department have conducted their seminars.

Annexure IV
SWOT Analysis

Strengths:	Weakness:
i) Being one of the oldest arts stream college in the state, teachers are experienced.	i) The admission policy of mandatory 100% intake of Govt. Higher Secondary School pass-outs from rural areas of the district that fills up more than 70% of the seats. Majority of these students from the lowest rung of economic and social background have poor schooling foundation and continue to be weak in their studies even in the college. The college has very limited opportunity to exercise admission on merit basis as the remaining seats can be allotted only to students from the private schools of the district. This is the reason why our college is unable to compete result-wise with other colleges whose admission cut –offs high.
ii) Students with bare minimum marks who otherwise would have no access to higher education find a space here due the admission policy of the college of 100% intake of all Govt. Higher Secondary Schools pass-outs from rural areas of the districts from low income backgrounds and BPL category. These students get an opportunity to acquire a college degree that opens up avenues of career prospect.	
iii) Majority of politicians inclusive of the present Chief Minister of the state, the previous Chief Minister of the state, legislators, the present 2 standing MPs of Lok Shaba and Rajya Sabha respectively, most of the present senior bureaucrats at the top level and prominent NGOs leaders are alumni of the college. Moral and material support from them boost the morale of the college community.	ii) Hectic semester system and vast curriculum impede more activities with stake holders.
iv)) Co-operation and good rapport among teaching, non-teaching and students community.	iii) Expansion of infrastructure, streams, courses and addition of new departments not within our control due to the college being a Govt. college subject to approval and sanction of the Govt. in all these matters.
	iv) Poor transportation facility for students.
v) Homely, peaceful and quiet location away from the town provides conducive atmosphere to teaching learning process.	v) Running of institutions under one roof

	(T.M. Govt. Higher Secondary School).
v) Disciplined students who enthusiastically participate in all activities, both academic and non academic. vi) Vibrant and supportive PTA and Alumni Association who actively participates in all events.	
Opportunities: i) The college is of the oldest college in the district thereby manned by the most experienced teachers, but esults are not up to the mark due to mandatory 100% intake of students from Government higher secondary school pass-outs from rural areas of the districts. This category of students make up 7o-75% of total intake every year. If infrastructure is expanded to include more class rooms, meritorious students from other districts can be accommodated. This would raise the prospect of transforming the college into a centre of excellence for higher education. ii) After a long wait of more 5 years, the Government has sanctioned opening of Commerce Stream and Sociology department	**Threats:** i) Admission policy formulated by NGOs compels the college to take in 100% of Govt. Higher Secondary School pass-outs from rural areas of the district. This category of students with poor schooling and pathetic marks form 70-75% of intake per year. For the few remaining seats, preference is given to pass-outs from private schools from the district. The college has to reject meritorious students from other districts. The outcome being, such students stand little chance to attain top ranking in University ranking. ii) Pressure from public, NGOs and other elements compel the college to take in excessive enrollment of students. Due to shortage of class rooms, each semester can

this year. Likewise, if more departments and streams are sanctioned, the college would be in a position to further help the economically handicapped and rural section of student community as the fee charged is nominal and admission on merit basis is not practiced for such students. Such section of student community would otherwise not have had the opportunity to pursue higher as cut off for admission as well fees are much higher elsewhere.

be divided into four sections only, with 165-170 students per semester. This makes it difficult to provide personalized attention to students.

iii) Paucity of space may pose a threat for future expansion of infrastructure.

iv) Existence of a Govt. school within the campus causes inconveniences.

iii) The college has potential to run master degrees as faculty members are experienced. Also, motivated by the previous NAAC Peer Team, a number of the faculty have earned and on the verge of earning their PhD since the last NAAC assessment. Hence the college is prepared to teach master degree if permitted by the University and the Government.

iv) The college has bright prospects of producing noted sportspersons if proper sports equipments and facilities can be procured, The college already has in its roll national and state players in cricket, boxing, archery, football, and taekwondo.

v) Even in the field of co-curricular and extra-curricular activities, our students are excelling. Two of our NCC cadets were selected to pilot the Vice President of India and Chief Minister of Delhi on the Republic Day Parade in January 2016. If incentives and facilities are provided for such students, they can achieve greater heights.

vi) A number of our students are national and state level sportspersons. Provision of improved games and sports facilities would enhance their performance.	