



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Kohima College, Kohima
• Name of the Head of the institution	Dr. Ralimongla	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03702280356	
• Mobile No:	9436011606	
• Registered e-mail	kohima_college_kohima@yahoo.com	
• Alternate e-mail	coordinatorckckiqac@yahoo.com	
• Address	Billy Graham Road (Kruoliezou)	
• City/Town	Kohima	
• State/UT	Nagaland	
• Pin Code	797001	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Semi-Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Nagaland University				
• Name of the IQAC Coordinator	Sungjeminla				
• Phone No.	03702280356				
• Alternate phone No.	9436017622				
• Mobile	9436011606				
• IQAC e-mail address	kohima_college_kohima@yahoo.com				
• Alternate e-mail address	coordinatorckkiqac@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.kohimacollege.ac.in/iqac-naac-2/				
4.Whether Academic Calendar prepared during the year?	Yes				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.56	2012	05/07/2012	04/07/2017
Cycle 2	B+	2.60	2017	30/10/2017	29/10/2022
6.Date of Establishment of IQAC			12/03/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Kohima College, Kohima	Infrastructure Grants to Colleges (RUSA)	MHRD Dept. of H.E	2020-2021, 5 Years	999889	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 					

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>* Organized a webinar on 'Customary Laws and Equity with reference to the North East India (07/12/20) * Organized a workshop for students on ' Self Assessment, Resume writing and Interview Skills: opportunities in the private sector (07/04/21) * In Collaboration with Science College Jotsoma, organized a NAAC consultancy program for unassessed colleges.()09/04/21) * Organised a seminar on Intellectual Property Rights for the faculty and staff (17/04/21) * Initiated the process for a more systematic process of documentation of various activities/reports.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>1. To organize a National Seminar 2. To design and bring out a students' mentoring record book. 3. To bring out a coffee table book on 'Lockdown projects of KCK teachers 4. To sign/renew MoUs with firms/organizations 5. To upgrade N-E studies section in the college library and to procure more books for the same 6. To organize a workshop for the students on entrepreneurship development</p>	<p>An International Webinar on 'Violence against Women and Women's Writing in English was organized on 18th and 19th May 2021 Approved and published Due to some technical issues, this project is kept on hold i. Eduspace Technologies Pvt.Ltd, Pune to provide software service for conduct of teaching-learning process ii. Ramietech Solutions for online admission maintenance. iii. Oking Hospital Authority Kohima. (Renewed) Some books have been procured Organized on 10/12/2020 in collaboration with Rajiv Gandhi National Institute of Youth Development.</p>
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	04/10/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
Nil	Nil

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	139
2.Student	
2.1 Number of students during the year	1415
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	22
2.3 Number of outgoing/ final year students during the year	426
3.Academic	
3.1 Number of full time teachers during the year	60
3.2 Number of Sanctioned posts during the year	45
4.Institution	
4.1 Total number of Classrooms and Seminar halls	20
4.2 Total expenditure excluding salary during the year (INR in lakhs)	2245600
4.3 Total number of computers on campus for academic purposes	40

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Kohima college is an affiliated college of the Nagaland University and follows the university prescribed syllabi and the university calendar with regard to the curricular aspects as it does not have the authority to develop curriculum .However keeping in view the existing curriculum requirements, the college has developed certain measures for a comprehensive organization and effective delivery of teaching learning process

1. Preparation of annual academic calendar and time table is done by the Vice Principal and distributed to the various

departments.

2. Follow up at the departmental level by distribution of classes and syllabus among the faculty is done by the Head of the department. Regular departmental meetings are held, where curriculum and academic issues are discussed.
3. Teachers are given freedom to initiate innovative teaching methods suitable to classroom situation
4. Regular conduct of classes, course coverage, revision classes, student's attendance and conduct of internal assignments are regularly monitored by the Heads of different departments.

Due to the closure of educational institutions in view of the COVID19 pandemic, the college had to shift all teaching/learning/evaluation process to online mode. The transition from physical class to online class was challenging, both for the teachers as well as the students. However due to the sincere effort of all teaching faculty and non teaching staff, syllabus could be covered on time and assignments as well as tests and exams could be conducted to assess the performance of the students.

Internal assessment of performance and marks are reviewed and analyzed by the exam committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kohimacollege.ac.in/academic-calendar/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

After receiving the broad framework of Academic and Examination schedules from the University, the college fills in the finer details of the day to day activities and demarcates specific days for internal assessment activities into its Academic calendar. Within the evaluation directives laid down by the University, the college tries to make its internal evaluation system as innovative as possible. Each paper carries a total of 100 marks out of which 30 marks are for internal assessment and 70 marks for external examination. Students need to perform three tasks of 10 marks each. Written assignments, project works, field trips, paper presentations are some methods adopted to assess students with a view to enhance their writing skills, presentation skills and sense of confidence.

Discussion of past question papers are also done. This ongoing assessment of students generates information on the students' learning process. Class attendance of students is also monitored. A student needs to get at least 70% class attendance in order to qualify for external examination. Parents/guardians of errant students are notified of the poor attendance and counseled by the authority. The internal assessment marks are moderated by the examination committee.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.kohimacollege.ac.in/academic-calendar/

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

10

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Some courses that instills professional ethics, gender equality and human rights and addresses environmental issues may be given as:

Professional ethics: BA FUNENG 136- English in on the job training
BA Political Science -601-
Public Administration.

Gender Sensitization: BA Sociology- 501 -Marriage, Family and
Kinship

BA Education-302-
'Education of Women and Girls'

Human Values : BA
Sociology -601- Indian Society

BA Education 302- 'Value education'

BA Education-401- 'Development of
Values'

Environmental Consciousness: BA Environment Studies

BA Economics -602- Economics of Environment

BA Pol.Sc 502- ' Environmental problems and neo colonialism'

The college also tries to inculcate these issues through various
extracurricular activities.

Gender- the institution gives equal opportunities to
both boys and girls to participate in all academic, curricular and
co-curricular activities of the college. Student's Council is
represented by both boys and girls. The college has a 'Women's
cell' which organizes awareness programs on various topics related
to gender issues. It also has an 'Anti- sexual and Anti- harassment
cell'

Human Values- College aspires to inculcate honesty, integrity and
also instill strong moral value and disciplined habits. Students are
given opportunities to participate in programs that promote human
values. For instance many activities carried out by the NCC, NSS,
E.U revolves around these ideals, thereby incorporating this as part
of the curricular experience. The college has a 'Students career
counseling and mentoring cell' 'Grievance cell' and ' Anti- Ragging
cell'. These cells also regularly conduct awareness programs on
anti- ragging and career guidance.

Environment and Sustainability – in our bid to spread awareness on the importance of preserving environment, tree saplings and flower plantation drives, social works are carried out regularly. The college has a rain water harvesting reservoir of 10,000 lts capacity. World Environment Day, Earth Day are generally observed with plantation drives under the aegis of NSS and Friends of Nature Club (FoN) of the college. Poster display/competition/presentation on environmental issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.kohimacollege.ac.in/wp-content/uploads/2021/09/Students-Feedback-2020.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

516

2.1.1.1 - Number of sanctioned seats during the year

530

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

22

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At the onset of every new academic session, the college organizes an orientation program for the newly admitted students, where besides other, information about the overview of the course content, internal and external examination marks distribution, importance of class attendance, are given. The college assesses the learning levels of the students through various assessment methods like paper presentation, tests, pop quiz, project works. There is no special program charted out to identify such students, but basing on their internal assessment performance, the advanced learners are encouraged to excel by providing extra reading materials, encouraged to write articles for the college magazine, such students are also deputed to represent the college in various forums to participate in academic events, co-curricular and extra-curricular activities. Remedial classes are conducted for slow learners after regular class hours.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1415	60

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In an attempt to make learning more student centric, peer teaching and peer evaluation is used for smaller classes consisting of Honours students. Paper presentations, class seminars, group assignment writings, field trips and screening of films are also done. This has proved effective in developing interactive collaboration and independent learning among students. Project works on concerns of common interests like environment issues, gender issues are assigned to students.

Students are also encouraged to take part in extension activities like creating awareness on environmental issues, human values, cleanliness through NSS, NCC, Red Cross Society, Swatchh Bharat cells and other units whereby survival skills, environment education, social responsibilities are instilled. The students' council under the supervision of the teachers' incharge distributed food and relief materials to stranded students during the Covid 19 lockdown.

Besides these, various activities like Sports week, Literary and Cultural Day, Freshers' Day, Parting Social and Prize Distribution Day are organised by the students themselves. This helps develop students' leadership and initiate skills, decision making and shouldering responsibilities.

Visits to the Nagaland Legislative Assembly and Radio and TV

stations is done by the Political Science dept and Functional dept respectively. But due to the pandemic situation, these exposure trips could not be undertaken this academic session.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The classrooms are equipped with projectors which are used by the teachers and students as well, for the teaching-learning purpose, through presentations. The use of ICT by the faculty of Kohima College, especially during the COVID-19 lockdown period has added value in teaching/ learning by enhancing the effectiveness of learning. Teachers with reasonable access to ICT demonstrate continual growth in their skill as they continually update knowledge and information in the wake of the new development.

- The college has 32 computers, 1 digital notice board and each departments have been allotted a laptop
- Xerox machines and printers are available
- Online platforms like Proctur Live, Zoom, Google meet are used for conducting classes
- Telegram and WhatsApp is used to post information and also to connect with the students individually
- Exam Desk, Google forms are used to conduct tests
- WhatsApp, email are used to provide study materials and collect assignments
- Mentor- Mentee program was also done through the various online modes.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

9

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

726

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college being a constituent of Nagaland University, follows the rules and regulations formulated by the university in matters pertaining to examination and assessment and undertakes the following to ensure transparency in terms of frequency and variety in internal assessment. At the start of a new academic session, an orientation program is organized where the students are acquainted with the various aspects of the college and about the norms involved in the examination and evaluation process. The Academic Calendar of the college demarcates the schedule for academic, co-curricular and extra-curricular activities. Internal examination is conducted as per the pattern set by Nagaland University.

Students are assessed internally through various methods like tests, assignment writings, paper presentations, project works and marks obtained by students are submitted on the designated dates to the HoDs. Students failing to sit for internal tests or write assignments, due to genuine reasons are given a chance to complete the same within a stipulated time.

To ensure transparency in the internal assessment, students are informed of their performance in the classroom and areas that need improvement are pointed out.

Examination Committee reviews and analyses the tabulated marks of internal assessment.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college uses the following mechanism to deal with examination related grievances to ensure a transparent process and in the best interest of the students.

- the Examination committee, with the Principal as the chairman and comprising of all the HoDs, oversees all exam related matters
- the internal examination routine is prepared by the Vice Principal and is displayed in the college notice board.
- Class attendance of at least 75% is necessary to be eligible to sit for final examinations.
- Considerations are also given to students on genuine medical grounds and for participation in extracurricular activities representing the college.
- Students resorting to unfair means in the examination hall are strictly dealt with as per the rules prescribed by the college.
- Marks awarded by the individual teachers are further scrutinized and moderated by the HoDs
- If a student is not satisfied with the marks secured in the internal examination, he/she can seek redressal by writing an application to the principal for re-evaluation of the particular paper. The principal will then forward it to the HoD of the concerned department to be appropriately addressed by the concerned teacher.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college was founded with the vision of imparting holistic development of the students. Within the prescribed curriculum of the university, the college has made every possible attempt to incorporate activities to bring about all round development of the students.

Mechanism of communication of programmes and course outcomes

- students can get information of the objectives and learning outcomes of the various course offered by the institution from the college website.
- Course outcomes are clearly outlined during the orientation Day which is organised at the beginning of each academic session. Help desks manned by students council under the supervision of teachers are also set up during admissions. (Due to the online admission, this was not done this session)
- Further students are made known of the outcome benefits of enrolling for unconventional subjects like Functional English and Certificate course in Soft Skills, Floriculture and Computer Concepts, offered by the institution.
- The institution encourages students' participation in extracurricular activities which are designed keeping in mind the course outcomes. Due to the lockdown, many such activities for students could not be conducted.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kohimacollege.ac.in/programme-outcome-course-outcome/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college follows the prescribed curriculum and assessment policy of the University and under these guidelines; students are assessed on a regular basis through the direct method and indirect methods of evaluation.

Direct method-

- Group assignments on topics of common issues are given

- In smaller groups (honours) every student is assigned different topics for presentations
- Marks secured by the students are scrutinized by the examination committee
- The result of the End- Term examination conducted by the University is also analysed by the respective departments and measures for improvements are adopted.

Indirect method-

- Students' feedback which is carried out every session also helps in the evaluation process. Students participation in co-curricular and extra- curricular activities, especially during the college week measures the outcome of the students, not only in academics but also in other aspects like enhancement of social skills and leadership qualities.

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File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2021/10/2021-UG6SemFinalResultGazette.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

366

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.kohimacollege.ac.in/wp-content/uploads/2021/10/2021-UG6SemFinalResultGazette.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.kohimacollege.ac.in/students-feedback-questionnaire-2019/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

35000

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.google.com/url?sa=t&source=web&ct=j&url=https://zubaanprojects.org/&ved=2ahUKEwiFifCYx4L0AhWA_XMBHQGYCMEQFnoECAUQAg&usg=AOvVawlwF6tRSL_3VjUXWOUm717b

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

18

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The various extension activities are organised with the objectives to sensitize and create awareness among the students towards social issues, social services and personality development of the students.

- During the covid-19 lockdown, the students executives along with the teachers rendered help to the stranded students by way of providing food and monetary assistance
- The college has a vibrant NSS, NCC and Friends of Nature club which regularly conducts cleanliness and sanitation drives, in and around the college campus, creating awareness on Environmental issues.
- The activities of the Red Cross Society and the Red Ribbon

Club instil in the students the value of rendering humanitarian and welfare services, blood donation.

- The Evangelical Union conducts bible study and imparts moral education through prayer fellowships

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/activities/
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

6

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

335

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college Development Committee headed by the Principal, the Vice-Principal and the HoDs plan out ways to ensure optimum utilization of available infrastructure and make plans for future infrastructural growth. Being a government college, any proposal for enhancement of infrastructure for teaching and learning process, permission is required from the Department of Higher Education, Govt of Nagaland. Some classrooms were added through RUSA funding.

- There are 17 classrooms and two staff rooms, one each for Arts and Commerce section
- There is a language lab with 12 computers, 1 projector and 1 speaker. Each of the 10 departments have been provided with a laptop to be used for academic purpose.
- There is an IT room, one conference room on the second floor used for conducting seminars, workshops and other activities. Another room on the same floor is allotted to 'Tribal Museum', which is maintained by the Dept of History and the Research cell, KCK.
- The college building is Wi-fi enabled
- There is a separate building for library which is digitized and automated with SOUL 2.0 software.
- Photocopy facilities are available at the library and one each on the ground floor and the first floor.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- One spacious playground is available with the following facilities for sporting activities: Football field, Basket ball court, Volleyball court and space for other outdoor games. The total area of the playground measures 170 mts (Length) and 70 mts (Breadth)
- One indoor arena for games and other extra-curricular activities which is used during college week, games such as table tennis, arm wrestling, badminton and Naga wrestling are held here.
- Standard and safe sports equipments are provided for the students for recreation.
- One multipurpose indoor sports complex has been completed

Facilities for Cultural activities

- One auditorium with 1000 plus seating capacity is utilized to hold programmes to promote cultural activities, literary events such as, extempore speech, debates, singing etc.
- The college has a keyboard and drums which are used by the music committee, a Camera, Which is handled and maintained by the KCSU to capture and record various events.
- The college also has 4 microphones, 1 mixer-board, 8 speakers, which are used during the various functions held in the college.
- The open space at the entrance of the college is also utilized for NSS, NCC training activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

2245600

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

There is a library advisory committee which serves as an active and collaborative forum to foster strategic planning for the improvement in library services. Requirements of the college library have been partially automated using Software for Universities Library. INFLIBNET UGC facility is also available for all members. The materials in the library are organized using DCC classification system. The OPAC of the college library is used to identify and find books. The library follows open access system to almost all the

materials which are available in open shelves for self retrieval. Reference books, journals, magazines, newspapers are made available in the library. The students are allowed to borrow books from the library for 7 days and faculty for 90 days. Media (CDs, DVDs) is allowed for 7days. Late fine of Re1 per day is realized from the due date. The library purchases materials in support of the academic curriculum of the college in consultation with the HODs of the college.

Name of ILMS software: SOUL

Nature of automation: Partial

Version: 2.0.0.12

Year of automation: first automated in 2015 but due to system failure in 2018, it was re-automated in 2020

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

A dedicated internet connectivity of bandwidth 100Mbps is provided by [SymBios Broadband Services](#) Pvt Ltd. Though the campus is not Wi-Fi , faculty and students can access both wi-fi and LAN connection as and when they are in the library building. The college have Official Instagram, Official Facebook, Official Telegram and the college App through which all the official information's are shared. Hence paperless ambience is maintained as per Indian Green Building Council Norms with least paper used. Faculties and Students can use wi-fi facilities in all days with a common used-ID as and when they are in the college perimeter. A dedicated computer with dedicated internet facilities is also available in the library and computer lab for browsing and accessing e-resources. The college has installed 15 KV Solar transformers to give constant power backup

SERVICES PROVIDER	Details
Name of the internet provider	Symbioses Broadband Services Pvt I
Available bandwidth	100 Mbps for LAN/50 Mbps for wi-fi
Access speed	3 TB High Speed Data
Wi-fi availability	Yes, but not whole campus
Availability of internet in labs,	Yes

offices & library

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2245600

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The overall maintenance of the various infrastructure in and around the college campus and utilization of the facilities in the college is monitored and supervised by the college development committee. The committee carries out all minor repair works while the major repair works involving upgrading of the existing infrastructural facilities is forwarded to the state government through the office of the Principal.

- Computer cum language lab- is maintained by the college authority and supplemented by the collection of Rs.300/- from the students of the Functional English department. A group of staff specifically assigned is responsible for maintenance and upkeep of the rest of the computers.
- Library- It is looked after by College Library Committee. The library follows open access system to almost all the materials which are available in open shelves for self retrieval. The library purchases materials in support of the academic curriculum of the college in consultation with the HODs of the college.
- Classrooms - Class representatives are responsible for maintenance of classroom. In addition, each class and section has been assigned with a faculty who is responsible for the welfare of the students. Swatch Bharat cell of the college gives a certificate to the cleanest classroom every semester
- Sports- The college has a physical instructor whose duty involves upkeep of the playground and sports items. To ensure safety and security, CC TV cameras are installed at strategic locations in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2019/10/Maintenance-of-campus-infrastructure.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1076

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

4

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.kohimacollege.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely

D. Any 1 of the above

redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

81

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The students of Kohima College participates in management of college through their roles as Kohima College Students' Council Executive members, Class Representatives and as members in IQAC, Magazine Editorial Board, Uniform Committee. They function under the supervision of the Students' Welfare Committee and are responsible for protecting and promoting the various activities of the students in the college. It has a Constitution and the election process

strictly follows the guide lines laid down in the constitution. Due to the Covid 19 situation, KCSU election 2020-21 could not be conducted. However KCSC executives of 2019-20 along with the Students Welfare Committee took over the responsibility of looking after the welfare of the students and assisted the student community during the lock down period.

- KCSU distributed some essential needs to about 70 stranded students of KCK during the lockdown period.
- In collaboration with the All Nagaland Counsellors Association, the SWC as the COVID 19 Help Group has been providing all possible professional counseling to students on mental health and well being.
- As a welcome gesture to the freshers to Kohima College (batch of 2020) and farewell to the outgoing students, food packages and gifts was distributed on 17-3-21 and 10-4-21 respectively.
- Food was contributed to the COVID positive hostellers of Goodwill Boys Hostel on 30th April and on 6th May 2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college is not registered but whenever any major events are organized in the college, the alumni are invited to participate and are also placed as members of the organizing committee. The Association has set up an Award for University Toppers which carries a cash award of Rs 10,000 (ten thousand only) and a citation. There is an Alumni Cell established within the college to keep in contact with the past students. On 10th April'2021, The Alumni Cell organized ' A motivational talk' programme wherein Mr. Joshua Shequi, Advocate Gauhati High Court, an Alumnus of the college, was invited to speak . The cell is also responsible for collecting data of the graduates every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year **E. <1Lakhs**
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In line with the vision and the motto "Search for Excellence" as a guiding force, the principal and the faculty, based on participative management and decision making, has put in tremendous effort to strive for excellence not only in academics but in all aspects, through the activities of the various cells and committee towards the attainment of the following -

1. Observance of significant days and awareness programs are initiated to promote universal values and ethics.
2. With excellence as its core mission, the college focuses on activities of teaching. It tries to blend technology with classroom teaching.
3. Efforts are made to nurture and develop environmental consciousness. Social works and cleanliness drives are regularly carried out.
4. Kohima College strives to use modern ICT for efficiency, effectiveness, and cost-effectiveness of its activities.
5. With the increasing use of e-contents in the teaching-learning process and blended mode of teaching becoming prevalent it has become necessary for the college to have a robust LMS with e-content development, storage, and delivery system.

Perspective plan towards accomplishing the vision and mission -

1. To introduce post graduate, add on and certificate courses.
2. To send proposal to the Government for expanding infra-structural facilities for the smooth and efficient functioning of CBCS which will come into effect in 2022.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

In Kohima college every possible extend is made to carry out the different functions of the college in a participatory and decentralized manner. One such practice is the Administrative

management. All major decision making related to college administration involves the principal who works in consultation with the department concerned of the State government. The Vice Principal prepares the annual academic calendar basing on the broad framework given by the University and monitors the smooth functioning of the academics. Power is delegated to the HoDs for practical and effective functioning at the departmental level. Every faculty in the college is a member of two or more committees in the cells which have been formed to fulfill executive responsibilities like Development committee, Students' welfare committee, Anti sexual harassment cell, Grievance cell, Admission Committee, Examination committee. Some other committees are NSS, Cultural Club, Women Cell, students' Career guidance, Counseling and Mentoring cell etc. All faculty members act as mentor to a set of assigned student. The Head Assistant sees to the smooth functioning of the office. Another note worthy aspect of participatory management is the students' representation in some of the executive bodies such as IQAC, Uniform committee and as class representatives.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/#
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One activity successfully implemented based on strategic plan is the construction of a separate Librarian room. The Library committee has successfully carried out some much required construction work, including renovations during the pandemic lockdown period.

For uninterrupted power supply, the entire Library has been made solar power enabled with 25 KV backup. This has greatly improved the entire working system of the Library. During the Covid-19 situation starting from 2019 till date faculty members have been able to conduct Online Classes.

New construction includes 1 separate office room for the Librarian with an attached toilet. The reference section has undergone through

certain renovations to enable more furniture and shelves to fit inside. New furniture purchases include 2 large reading tables for the reference section, new computer tables and high quality chairs.

To augment the existing systems, the library purchased new Computer sets, 2 laptops, a laser printer, a printer cum scanner, and a bar code scanner.

Other improved facilities include regular uninterrupted High speed internet of 100/50 Mbps (LAN/Wi-Fi). New RO (Reverse Osmosis) water filters have been fitted in two floors of the library.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Principal is the head of the institution and is authorized to take decisions in regard to administrative, academic and financial matters in accordance with the rules and regulations given by the Authority(Higher Education).

The Head assistant, Upper Divisional Assistant, Lower Divisional Assistants, Clerical Assistants and the support staff assists the Principal in various works for smooth functioning of the college administration.

In Academic sector, the overarching duty of the Vice Principal is to lay and execute the college's academic schedule. He coordinates with the HODs and faculty in engaging the classes and fulfill the yearly academic calendar plan.

Another important wing of the college is the Examination Committee which is authorized to conduct examinations and take decisions in regard to holding, improving systems of examinations, moderations,

etc. and also prepare schedule of examinations and declaration of results on time.

For Quality monitoring and Evaluation, the IQAC plays a vital role. The Steering committee of IQAC lays out the action plan, approved by the members of IQAC and delegate responsibilities to different committees for effective implementation. In this way, IQAC initiate, plan and supervise various activities that are necessary to increase the quality of education in the college

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.kohimacollege.ac.in/organogram-of-the-college/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Kohima college implements the following welfare measures

Teaching staff: General Insurance Scheme (GIS) General Provident Fund (GPF) National Pension Scheme as per the Government rule. Loan facilities from banks through recommendation and forwarding to the

bank by the college. Medical reimbursement for those who apply for it, Maternity leave as per the Government rule is applicable to the teachers. Wifi facility in the college campus.

Non teaching staff: General Insurance Scheme (GIS) General Provident Fund (GPF) National Pension Scheme as per the Government rule. The college takes responsibility to facilitate bank Loan facility for the non teaching staff. Medical reimbursement for those who apply for it. Maternity leave as per the Government rule is applicable to the non teaching staff. Wifi facility in the college campus.

- The college provides a clean and healthy work environment. A kitchenette is also maintained in addition to the canteen facilities.
- There are also staff quarters that provide accommodation to teaching (hostel wardens) and non teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

36

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Appraisal for teaching and non teaching staff are assessed annually by filling up the Annual Performance Report (APAR) which is reviewed and evaluated by the reporting officer and forwarded to the

government .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Kohima College Kohima has a three member audit committee constituted that sits semi-annual to analyse the college internal revenue and expenditure. It maintains an Audit file. The Amount that each student has to pay and is collected internally is reflected in the college prospectus. The opening balance of every head is taken into account and further revenue thereof and the expenditure of a session is meticulously calculated. The Principal, Vice Principal, Head Assistant and Cashier are all required to maintain a register for the same. For audit, it maintains separate accounts for IQAC, Library, Magazine and Maintenance and Development. All expenditures are accompanied by receipts and vouchers. Other expenses incurred where it is difficult to produce receipts and vouchers, an actual payment receipt or a utilization certificate is produced. To simplify the work of the disbursing authority, a sample of a format of actual expenditure report has also been shared by the committee. In abidance by the directive from the Department, audit is conducted after the end of every Odd and Even Semester. The internal audit is conducted to maintain financial transparency and accountability.

At the external level financial audit is done by the office of the Accountant General, Nagaland.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

100000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- Kohima College primarily receives funding from the Directorate of Higher Education, Government of Nagaland.
- The Government funding focuses on three important components: Office Expenses, Material Supply and Machinery Equipments.
- The College also mobilizes funds through students' admission fee where a nominal component of the fee goes towards college development fund.
- For efficient and optimal utilization of development funds on priority and need basis, the Development Committee comprising of the Principal, Vice Principal and HoDs of all departments oversees the utilization and management of the fund.
- The developmental needs are strategically identified by the Committee so as to ensure timely maintenance and upgradation of basic infrastructures of the College which is paramount for an effective teaching-learning environment.
- Essentially the funds are utilized for procuring items of furniture for classrooms, basic amenities for washroom/toilets, lighting facilities, repair and maintenance of college properties and facilities, procurement of stationeries, other utilities etc.
- During this academic session, a sum of Rs 7200/- was generated from the college floriculture unit, and flowers were also given to COVID hospitals.

The Committee is committed towards maintaining transparency at all stages from fund procurement to its utilization so as to realize optimal usage of the available resources.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college is the nodal agency for planning and implementing quality initiatives in the college. Two practices institutionalized as a result of IQAC initiatives within the year are (i) Feedback system and Documentation.

Feedback - The College has implemented a feedback system for students based on the institutional parameters such as facilities, student's well being, classrooms, teaching and learning, governance, staff and support which are collected each academic session. The feedback inputs are analyzed and necessary steps for improvement within the control of the college is done. Feedbacks offer a constructive self- assessment in enhancing academic and institutional development. The college is also in the process of preparing questionnaires for the other stakeholders.

Documentation - The IQAC initiated the process for a more proper and systematic filing of reports pertaining to the various college activities, particulars of the individual teachers. To this end a circular, with a sample format for reporting was put up directing all the committees to submit their activity report basing on it. This exercise has also enabled the faculty and staff to learn the proper way of filing and documentation and has made accessibility to various reports easier.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Two institutional reviews and implementations of teaching learning reforms facilitated by the IQAC of the college are

1. Use of ICT -Teachers have been encouraged to integrate the use of ICT in teaching learning process in the classrooms. Most of the teachers now use power point presentations for delivery of the lessons. This will help the students as well as the teachers to be more innovative and cope with the technological advancement. This mode of teaching also helps to retain the attention of the students and increase learning for students. During this COVID-19 pandemic, various virtual platforms have been used to facilitate the teaching -learning process like Zoom, Google Meet and LMS Proctur app. Collection of assignments were done through E-mails and Whatsapp.
1. Student's Performance Review - Review of students' learning outcome is assessed through their performance in internal tests which is done through paper presentations, assignment writings etc. The students will be informed the mistakes committed and guided to improve their performance in next examinations. To bring uniformity in evaluation of answer scripts, the scripts to be scrutinized by Head of each department and anomalies if any to be pointed out to them. Special tests for weak students to be conducted.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO

C. Any 2 of the above

Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Kohima College, Kohima takes measures every year to maintain gender equality and concentrate on the overall personality development of all students and faculty. For promotion of gender equality, it organizes different gender sensitization programmes and lectures with students on women issues to educate and sensitize the students about the gender gap and discrimination prevalent in the society.

Gender sensitization through extracurricular programmes

- Women Cell organized a talk for the girl students on the topic 'Women's Health' in commemoration of International Women's Day - 8 th March 2021
- 'Forging ahead' a talk on women working and moving ahead was organized on the 10th of April, 2021.
- A talk on Anti-Discrimination was organized by the Anti-Ragging and Anti-Discrimination Cell on the 9th of April 2021.

Facilities for security and fair treatment

- To ensure equal representation and participation, the

Students' Council of the college has a Women Secretary to look into the welfare of girl students in the college

- CCTV cameras are installed at all strategic places to monitor and to provide security

Anti-Ragging and Anti-discrimination Cell, Anti-Sexual Harassment Cell, Student Welfare committee, Grievance Cell and Student Counseling, Mentoring, career guidance cell have been constituted to address the grievances of the students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management

The solid waste in the campus are properly segregated and collected in the waste bins which are further collected by the Kohima Village council following the rules.

Green and Blue dustbins are placed in the college premises.

Liquid waste management

The liquid waste in the hostels and canteens are collected in bins and they are used as fodder for the domesticated animals which are collected daily by the concerned person. The liquid waste which cannot be used as a fodder are further composted using compost bins.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

D. Any 1 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Kohima College strives to provide an inclusive environment, inculcating the spirit of tolerance and harmony amongst staff and students. To this end, the college has taken a holistic approach incorporating varied initiatives involving policy, cultural, regional, linguistic, communal socio-economic, and other diversities.

- The college follows a community/welfare-oriented admission policy where seats are distributed fairly, reserving special considerations for the economically disadvantaged, people with disabilities, for the local community, students from government schools.
- To promote communal harmony and brotherhood
 1. Cultural days are observed where students can display their traditional attire.
 2. periodic social works are carried out not only at the college premises but also at the surrounding community space by the NCC, NSS and Friends of Nature Club

(iii) Forestry Week "One volunteer, One Tree" was observed to spread awareness of forest conservation and to save the environment. This serves to enrich community life at large.

- **Literary Activities-** Competition like oral storytelling in one's native dialect and poetry writing, essay writings, were conducted thus creating an inclusive and tolerant academic environment.
- **Awareness programs on Anti ragging and anti discrimination, Anti sexual harassment, tolerance towards people with disabilities and Gender issues** were conducted.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- **The college enshrines the democratic values and constitutional obligations by observing Independence Day, Republic Day, Gandhi Jayanti, and other important national holidays. National Flag is hoisted every year during Independence day & Republic Day**
 1. Students and teachers virtually participated in 'Recitation of the Preamble and Awareness of Fundamental Duties and Rights' organized by Kohima District Legal Authority.

(ii) 18 Students attended a virtual talk on "Remembering Gandhi's Philosophy Towards India's Independence" on 24th July 2021

(iii)Unity in diversity-Cheer India Tokyo Olympic 2021

- **Environment Consciousness**
 1. Tree saplings and flower plantation drives are carried out under the aegis of the college's NSS and Friends of Nature Club.
 2. The NSS observed Forestry Week from the 1-7th July 2021, under the banner 'One Volunteer, One Tree'

3. The college has a rainwater harvesting reservoir of 10,000 lts capacity

- To foster moral values, students are encouraged to contribute to saving lives and helping vulnerable sections of society in various capacities.
 1. Food package and other essential items were distributed during the lockdown
 2. Monetary assistance was given to Kohima Old Age Home
 3. Awareness program on disaster management was conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates National, International and other

commemorative days to foster unity and inculcate universal values among the students and teachers. Due to the lockdown, many such physical activities could not be conducted during the last academic session. However some activities may be mentioned as follows.

- 3rd Dec 2020: A webinar 'Building back better' commemorating 'International Day of Persons with Disability' was observed with Ms. Diethono Nakhro, State Commissioner, people with disabilities, Govt of Nagaland and Ms Ashe Kiba, Gen Secy, Nagaland State Disability Forum as guest speakers.
- Commemorating Nagaland Statehood day on 1st December 2020, the History department, Kohima College launched 'History Club' with the objectives to unite the teachers and students of history dept by a common interest in history and to enable members to share their passion and to become involved in the historical community.
- A Programme 'A talk on Women's Health' with Dr. Thejavinuo Kreditsu, Consultant Obstetrician and Gynecologist, was organised for the girl- students on the occasion of International Women's Day on 8th March 2021.
- 23rd April- a faculty gave a talk commemorating World English Language day
- 5th June 2021- 'Ecosystem Restoration', NCC unit commemorating world Environment day.
- 26th July 2021 - NCC programme commemorating 'Kargil Vijay Divas'.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Inter Departmental Seminar

Objectives of the Practice

With an intend to foster collaborative experiences in program from different fields of expertise, the IQAC has played a vital role in organizing inter departmental seminar on annual basis with the following aspirations.

? To provide a platform to teachers of all departments to share expertise and resources.

? To foment research culture among both students and teachers.

? To enable teachers to venture into subject matters such as local politics, economics, literature, history etc.and topics outside of the existing structure of syllabi which can be effectively used as a source of reference in future.

The Context

The present system of imparting education to undergraduate students in Nagaland is chiefly through transfer of established text book based knowledge and information, which leaves very little room for tteachers to go for investigative and explorative study. This is one of the reasons why the teachers for the most part are indifferent towards research and lack experience and procedural know-how of conducting seminars, workshop, conferences etc.

One of the ways in which institutions of higher education can meet the challenges thus posed is through research based knowledge which be derived from research works carried out within the academic circles and this must be made an integral part of the education system. If students' minds are to be opened up and be encouraged to have a spirit of enquiry, teachers needed to first prepare themselves

to guide them. Thus this practice has been as one of the best practices of the college.

The practice.

The Research Cell is the parent cell of the Inter departmental seminar and has taken responsibility for creating the roster of the program for all the departments presenting papers. Inter departmental seminar is an annual cycle and is conducted on every

third Saturday of the month.

The topics of the seminar are inter-disciplinary and are wide ranging which have relevance and is of common interest to all the existing departments of the college, which are Economics, Education, English, Functional English, History, Political Science, Sociology and Tenyidie in Arts stream and Environmental Science and the Commerce stream. Teachers not only cover syllabus based themes, but takes up varied topics such as culture studies, international Political scenarios, financial issues, Research methodologies etc. All logistic preparations of the seminar are undertaken by the concerned department whose turn it is to conduct the seminar on the appointed day. It is the endeavor of the college that such practices will encourage and motivate more faculty members to take up research in inter-disciplinary areas. The interactive discussions are recorded and the papers are catalogued by the Research Cell for publication in the annual journal of the college- 'Impressions'. These papers are also used as reference materials for the teachers as well as students. Acknowledging the success of this exercise amongst the faculty it was also introduced to the students as part of their internal assessment process where they are made to present papers on a given topic and marks are allotted based on their performance.

As a part of this practice on a larger scale, the college has organized and conducted a National workshop in collaboration with Rajiv Gandhi National Youth on the theme 'Entrepreneurship Development make in India' on 10th December 2020 and an International Webinar on 'Violence Against Women and Women's Writing in English in Nagaland' on the 19th and 20th of May 2021.

Evidence of success

The success of the inter-departmental seminar amongst the faculty has led to its introduction among the students as part of their internal assessment process. This practice is proving very beneficial for the students as it is giving them the experience of researching and it is hoped that such experience will definitely empower them to tackle their research works with more confidence as they go for higher studies. Since it's introduction, the inter departmental seminars have evolved as a dynamic force, yielding more innovative ideas among the faculty members in collaborating on topics of mutual interest. Such activities are helping foster better intellectual as also social relationships between teachers. Paper presentations in national seminars, successful publication of books and participation as resource persons in district level seminars are

indicators of the stimulating seminar series of the college. Two faculty published research papers in Journals notified on UGC website, five faculty members presented papers in National and International seminars during this academic session.

Problems encountered and Resources required.

The greatest challenge was to remove intellectual fogging among majority of the faculty members. The languid atmosphere has now given way to something promising and intellectually fruitful. Financial resources entailed by this practice by way of printing certificates, programmes and refreshments were initially borne by the institution. The IQAC of the college started operating its own bank account from 2016, henceforth all research related expenses are sponsored through this source.

At the student level conduct of seminars in general classes is not feasible due to the magnitude of student numbers. But in smaller honours classes, paper presentations are done.

Cultural Conservation

Objective of the Practice

As Nagas settle into modern lives, it is necessary for us to conserve our traditional culture, be it in the form of continuing positive practices or conserving our material culture and art forms. Traditionally, dormitory systems were practiced by most tribes and performed the roles schools and colleges play today. The practice of cultural conservation attempts to bring together the functions of our traditional dormitory systems with modern pedagogy.

Culture is our identity while education is the instrument of transmitting culture from one generation to the next. Traditionally, learning is done orally and through various activities especially through the institution of boys dormitories or morungs. Traditional learning and teaching was seen as an act of disseminating knowledge and information to the learners through storytelling, folklores, singing, dancing and several activities related with the village and its protection. Today this function of socialization and community education has been shifted to the formal educational institutions. This brings us to the realization that, colleges and other educational institutions can be agents of not only formal education but also community education by adopting a practice of incorporating

cultural values, ethics and rich cultural heritage through various activities

The Context

In Nagaland, like elsewhere, the current system of education is by and large a colonial legacy. While it imparts 'modern' education aimed at equipping students to compete with the rest of the world, it has done so at the expense of alienating students from their indigenous roots. While an overhaul of the education system is beyond our powers, exploring ways to incorporate some forms of inculcating traditional knowledge was within our capacities.

Keeping these in mind, the college decided to adopt cultural conservation as one of the best practices of the college to cultivate, inculcate, disseminate awareness and conserve our rich culture and tradition through the following:-

1. Hands on activity through celebration of festivals and showcase our attires, art, craft, dance and music.
2. Revisit our narratives, story - telling, preserving and study of mother tongue.
3. To give importance to traditional sports and recreation forms.
4. Documentations and pilot studies which also form an important part of the students' internal assessments.
5. It attempts to encourage interest in the field of research both among the teachers and students.
6. It is also an attempt to learn our diverse traditional knowledge and give equal opportunity to every student to unearth their hidden talents, explore their past glories and cultivate the good values back into the present times.

The Practice:

1. In their lesson plans, lectures and assignments, faculty is

encouraged to integrate local and traditional examples or applications where relevant.

2. Kohima College is the first college in Nagaland to introduce the Tenyidie department, a vibrant vernacular undergraduate program, having produced litterateurs and academic. The existence of this subject has been an added advantage in our objective of introducing cultural conservation as one of our best practices.

3. Realising the role vernacular languages play in the conservation of tribal cultures, the college magazine was the first and is currently the only one in the state that encourages and publishes writing in all Naga vernacular languages.

4. On the occasion of Annual Cultural Day, students and faculty are instructed to wear their traditional garments and jewellery. Traditional folk dances, songs, games are performed and played. Traditional food is partaken following the format of a traditional communal feast. The meanings and symbolism of all these are shared both in personal interactions as well in the form of public instruction.

5. Food fest - Food is the source of our life and growth. Good and healthy food gives us physical strength, protection from diseases and mental development It is one of the most important elements in our healthy living.

Therefore, the main objectives of food fest include, promotion of the idea of healthy food in our diet and the conservation of our unique tribal food. Nagas comprises of 18 major tribes and every tribe is known for their special treats. These delicacies and different food does not end at our taste buds but it has a little story to tell about its origin, nutritional values and its special occasions. Having such food fest opens up a window into our cultural practices and traditions that not only defines us but gives meaning to our lives.

6. One of the objectives of the cultural museum was to make our material culture more accessible to both students and faculty. Collectively, many have contributed textiles, crafts, artifacts as well as traditional tools and objects to our collection. In the process of participating in collection and curation, students are able to collect oral histories and narratives. They are able to learn about the history, significance and uses of the materials they collect and innovate ways to conserve and transmit this knowledge, be it in the space of the museum or beyond.

Evidence of Success:

The declaration of Wednesdays as cultural attire day has further facilitated and enhanced our best practice. In fact our college can claim some credit for setting an example found worthy of replicating across the department. Though many faculty and students were already in the habit of wearing their cultural attire prior to this declaration, having a day set apart for wearing cultural attire has only confirmed that we are on the right path.

Students are happy to wear a traditional item once a week and they are also obligated to learn more about the items they are wearing. They also learn to appreciate the culture and tradition of other tribes.

As part of skill development activity, students are encouraged to make traditional and cultural handicraft items and during the 'Food Fest' special stalls are set up where the products are displayed and sold. During the College week, Naga wrestling is the main feature of attraction, with many students enthusiastically participating, vying for the coveted title. Many of our students have participated in various wrestling tournaments and in fact in the past years there have been many state champions from the college. Due to the COVID-19 pandemic sports activities are put on hold but once the situation normalizes, students will be able to train themselves and bring laurels to the college as was done in the past.

Problems encountered and resources required.

Observation of festivals/ Cultural days in the college has been a great success; however a good amount of time goes to planning and execution for which it cannot be held as often as we would like.

Setting up arena for traditional games like wrestling entails a lot of time, energy and money

Procurement of items for cultural museum is a time consuming and expensive endeavour. Often items are personal family heirlooms and cannot be parted with. Many times, those that may be procured are beyond our financial capacity.

Collecting oral histories, accounts, involve travel and proper documenting devices - such as audio and video recorders. The cost for procuring these items, expense for travel as well as training students and faculty in the right methodology and knowledge of equipment use is often beyond our current budgets.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The admission policy of the college is one area that portrays its distinctiveness, which is to educate youngsters coming from deprived sections of society keeping in mind the vision statement to nurture students into ideal persons and citizens who understands life. Most are from the remote and rural areas. Kohima college is the only Government college offering Arts and Commerce. So unless an admission policy is put in place, there is the danger that a large, needy, economically and socially backward section of society would be deprived of any chance of higher education. As a result of Government Policy, the college implements a policy where students passing out from Government schools under Kohima District are given admission as a priority. The college has good facilities and experienced teachers. The students who are admitted are given a very good chance and lots of opportunities to study and achieve their dreams and develop into useful members of society. It is a fact that our alumni has done us proud. However, there is no denying the fact that we have to work under a lot of constraints. But we as a team always have been able to overcome them.

The college can be proud of the fact that we have been able to produce a lot of outstanding personalities in the field of politics, education, and administration. Our most important asset and resource is our students and the driving force that continues to propel us towards excellence, 'to become ideal persons and citizens who understand the meaning of life and what it demands.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Kohima college is an affiliated college of the Nagaland University and follows the university prescribed syllabi and the university calendar with regard to the curricular aspects as it does not have the authority to develop curriculum .However keeping in view the existing curriculum requirements, the college has developed certain measures for a comprehensive organization and effective delivery of teaching learning process

1. Preparation of annual academic calendar and time table is done by the Vice Principal and distributed to the various departments.
2. Follow up at the departmental level by distribution of classes and syllabus among the faculty is done by the Head of the department.Regular departmental meetings are held, where curriculum and academic issues are discussed.
3. Teachers are given freedom to initiate innovative teaching methods suitable to classroom situation
4. Regular conduct of classes, course coverage, revision classes, student's attendance and conduct of internal assignments are regularly monitored by the Heads of different departments.

Due to the closure of educational institutions in view of the COVID19 pandemic, the college had to shift all teaching/learning/ evaluation process to online mode. The transition from physical class to online class was challenging, both for the teachers as well as the students. However due to the sincere effort of all teaching faculty and non teaching staff, syllabus could be covered on time and assignments as well as tests and exams could be conducted to assess the performance of the students.

Internal assessment of performance and marks are reviewed and analyzed by the exam committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kohimacollege.ac.in/academic-calendar/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

After receiving the broad framework of Academic and Examination schedules from the University, the college fills in the finer details of the day to day activities and demarcates specific days for internal assessment activities into its Academic calendar. Within the evaluation directives laid down by the University, the college tries to make its internal evaluation system as innovative as possible. Each paper carries a total of 100 marks out of which 30 marks are for internal assessment and 70 marks for external examination. Students need to perform three tasks of 10 marks each. Written assignments, project works, field trips, paper presentations are some methods adopted to assess students with a view to enhance their writing skills, presentation skills and sense of confidence. Discussion of past question papers are also done. This ongoing assessment of students generates information on the students' learning process. Class attendance of students is also monitored. A student needs to get at least 70% class attendance in order to qualify for external examination. Parents/guardians of errant students are notified of the poor attendance and counseled by the authority. The internal assessment marks are moderated by the examination committee.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.kohimacollege.ac.in/academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

B. Any 3 of the above

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

10

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Some courses that instills professional ethics, gender equality and human rights and addresses environmental issues may be given as:

Professional ethics: BA FUNENG 136- English in on the job training

BA Political Science -601- Public Administration.

Gender Sensitization: BA Sociology- 501 -Marriage, Family and Kinship

BA Education-302- 'Education of Women and Girls'

Human Values : BA Sociology -601- Indian Society

BA Education 302- 'Value education'

BA Education-401- 'Development of Values'

Environmental Consciousness: BA Environment Studies

BA Economics -602- Economics of Environment**BA Pol.Sc 502- ' Environmental problems and neo colonialism'**

The college also tries to inculcate these issues through various extracurricular activities.

Gender- the institution gives equal opportunities to both boys and girls to participate in all academic, curricular and co-curricular activities of the college. Student's Council is represented by both boys and girls. The college has a 'Women's cell' which organizes awareness programs on various topics related to gender issues. It also has an 'Anti- sexual and Anti-harassment cell'

Human Values- College aspires to inculcate honesty, integrity and also instill strong moral value and disciplined habits. Students are given opportunities to participate in programs that promote human values. For instance many activities carried out by the NCC, NSS, E.U revolves around these ideals, thereby incorporating this as part of the curricular experience. The college has a 'Students career counseling and mentoring cell' 'Grievance cell' and ' Anti- Ragging cell'. These cells also regularly conduct awareness programs on anti- ragging and career guidance.

Environment and Sustainability - in our bid to spread awareness on the importance of preserving environment, tree saplings and flower plantation drives ,social works are carried out regularly. The college has a rain water harvesting reservoir of 10,000 lts capacity. World Environment Day, Earth Day are generally observed with plantation drives under the aegis of NSS and Friends of Nature Club (FoN) of the college. Poster display/competition/presentation on environmental issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**Nil**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.kohimacollege.ac.in/wp-content/uploads/2021/09/Students-Feedback-2020.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

516

2.1.1.1 - Number of sanctioned seats during the year

530

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

22

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At the onset of every new academic session, the college organizes an orientation program for the newly admitted students, where besides other, information about the overview of the course content, internal and external examination marks distribution, importance of class attendance, are given. The college assesses the learning levels of the students through various assessment methods like paper presentation, tests, pop quiz, project works. There is no special program charted out to identify such students, but basing on their internal assessment performance, the advanced learners are encouraged to excel by providing extra reading materials, encouraged to write articles for the college magazine, such students are also deputed to represent the college in various forums to participate in academic events, co-curricular and extra-curricular activities. Remedial classes are conducted for slow learners after regular class hours.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1415	60

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In an attempt to make learning more student centric, peer teaching and peer evaluation is used for smaller classes consisting of Honours students. Paper presentations, class seminars, group assignment writings, field trips and screening of films are also done. This has proved effective in developing interactive collaboration and independent learning among students. Project works on concerns of common interests like environment issues, gender issues are assigned to students.

Students are also encouraged to take part in extension activities like creating awareness on environmental issues, human values, cleanliness through NSS, NCC, Red Cross Society, Swatchh Bharat cells and other units whereby survival skills, environment education, social responsibilities are instilled. The students' council under the supervision of the teachers' incharge distributed food and relief materials to stranded students during the Covid 19 lockdown.

Besides these, various activities like Sports week, Literary and Cultural Day, Freshers' Day, Parting Social and Prize Distribution Day are organised by the students themselves. This helps develop students' leadership and initiate skills, decision making and shouldering responsibilities.

Visits to the Nagaland Legislative Assembly and Radio and TV stations is done by the Political Science dept and Functional dept respectively. But due to the pandemic situation, these exposure trips could not be undertaken this academic session.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The classrooms are equipped with projectors which are used by the teachers and students as well, for the teaching-learning purpose, through presentations. The use of ICT by the faculty of Kohima College, especially during the COVID-19 lockdown period has

added value in teaching/ learning by enhancing the effectiveness of learning. Teachers with reasonable access to ICT demonstrate continual growth in their skill as they continually update knowledge and information in the wake of the new development.

- The college has 32 computers, 1 digital notice board and each departments have been allotted a laptop
- Xerox machines and printers are available
- Online platforms like Proctur Live, Zoom, Google meet are used for conducting classes
- Telegram and WhatsApp is used to post information and also to connect with the students individually
- Exam Desk, Google forms are used to conduct tests
- WhatsApp, email are used to provide study materials and collect assignments
- Mentor- Mentee program was also done through the various online modes.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

9

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

726

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The college being a constituent of Nagaland University, follows the rules and regulations formulated by the university in matters pertaining to examination and assessment and undertakes the following to ensure transparency in terms of frequency and variety in internal assessment. At the start of a new academic session, an orientation program is organized where the students are acquainted with the various aspects of the college and about the norms involved in the examination and evaluation process. The Academic Calendar of the college demarcates the schedule for academic, co-curricular and extra-curricular activities. Internal examination is conducted as per the pattern set by Nagaland University.

Students are assessed internally through various methods like tests, assignment writings, paper presentations, project works and marks obtained by students are submitted on the designated dates to the HoDs. Students failing to sit for internal tests or write assignments, due to genuine reasons are given a chance to complete the same within a stipulated time.

To ensure transparency in the internal assessment, students are informed of their performance in the classroom and areas that need improvement are pointed out.

Examination Committee reviews and analyses the tabulated marks of internal assessment.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college uses the following mechanism to deal with examination related grievances to ensure a transparent process and in the best interest of the students.

- the Examination committee, with the Principal as the chairman and comprising of all the HoDs, oversees all exam related matters
- the internal examination routine is prepared by the Vice

Principal and is displayed in the college notice board.

- Class attendance of at least 75% is necessary to be eligible to sit for final examinations.
- Considerations are also given to students on genuine medical grounds and for participation in extracurricular activities representing the college.
- Students resorting to unfair means in the examination hall are strictly dealt with as per the rules prescribed by the college.
- Marks awarded by the individual teachers are further scrutinized and moderated by the HoDs
- If a student is not satisfied with the marks secured in the internal examination, he/she can seek redressal by writing an application to the principal for re-evaluation of the particular paper. The principal will then forward it to the HoD of the concerned department to be appropriately addressed by the concerned teacher.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college was founded with the vision of imparting holistic development of the students. Within the prescribed curriculum of the university, the college has made every possible attempt to incorporate activities to bring about all round development of the students.

Mechanism of communication of programmes and course outcomes

- students can get information of the objectives and learning outcomes of the various course offered by the institution from the college website.
- Course outcomes are clearly outlined during the orientation Day which is organised at the beginning of each academic session. Help desks manned by students council under the supervision of teachers are also set up during admissions. (Due to the online admission, this was not done this

session)

- Further students are made known of the outcome benefits of enrolling for unconventional subjects like Functional English and Certificate course in Soft Skills, Floriculture and Computer Concepts, offered by the institution.
- The institution encourages students' participation in extracurricular activities which are designed keeping in mind the course outcomes. Due to the lockdown, many such activities for students could not be conducted.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kohimacollege.ac.in/programme-outcome-course-outcome/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college follows the prescribed curriculum and assessment policy of the University and under these guidelines; students are assessed on a regular basis through the direct method and indirect methods of evaluation.

Direct method-

- Group assignments on topics of common issues are given
- In smaller groups (honours) every student is assigned different topics for presentations
- Marks secured by the students are scrutinized by the examination committee
- The result of the End- Term examination conducted by the University is also analysed by the respective departments and measures for improvements are adopted.

Indirect method-

- Students' feedback which is carried out every session also helps in the evaluation process. Students participation in co-curricular and extra- curricular activities, especially during the college week measures the outcome of the students, not only in academics but also in other aspects like enhancement of social skills and leadership qualities.

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File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2021/10/2021-UG6SemFinalResultGazette.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

366

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.kohimacollege.ac.in/wp-content/uploads/2021/10/2021-UG6SemFinalResultGazette.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.kohimacollege.ac.in/students-feedback-questionnaire-2019/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

35000

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.google.com/url?sa=t&source=web&rct=j&url=https://zubaanprojects.org/&ved=2ahUKEwiFifCYx4L0AhWA_XMBHQGYCMEQFnoECAUQAg&usq=AOvVawlWF6tRSL_3VjUXWOUm717b

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

18

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The various extension activities are organised with the objectives to sensitize and create awareness among the students towards social issues, social services and personality development of the students.

- During the covid-19 lockdown, the students executives along with the teachers rendered help to the stranded students by way of providing food and monetary assistance
- The college has a vibrant NSS, NCC and Friends of Nature club which regularly conducts cleanliness and sanitation drives, in and around the college campus, creating awareness on Environmental issues.
- The activities of the Red Cross Society and the Red Ribbon Club instil in the students the value of rendering humanitarian and welfare services, blood donation.
- The Evangelical Union conducts bible study and imparts moral education through prayer fellowships

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/activities/
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

6

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

335

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration
3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year
3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college Development Committee headed by the Principal, the Vice-Principal and the HoDs plan out ways to ensure optimum utilization of available infrastructure and make plans for future infrastructural growth. Being a government college, any proposal for enhancement of infrastructure for teaching and learning process, permission is required from the Department of Higher Education, Govt of Nagaland. Some classrooms were added through RUSA funding.

- There are 17 classrooms and two staff rooms, one each for Arts and Commerce section
- There is a language lab with 12 computers, 1 projector and 1 speaker. Each of the 10 departments have been provided with a laptop to be used for academic purpose.
- There is an IT room, one conference room on the second floor used for conducting seminars, workshops and other activities. Another room on the same floor is allotted to 'Tribal Museum', which is maintained by the Dept of History and the Research cell, KCK.
- The college building is Wi-fi enabled
- There is a separate building for library which is digitized and automated with SOUL 2.0 software.
- Photocopy facilities are available at the library and one each on the ground floor and the first floor.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- One spacious playground is available with the following facilities for sporting activities: Football field, Basket ball court, Volleyball court and space for other outdoor games. The total area of the playground measures 170 mts (Length) and 70 mts (Breadth)
- One indoor arena for games and other extra-curricular activities which is used during college week, games such as table tennis, arm wrestling, badminton and Naga wrestling are held here.
- Standard and safe sports equipments are provided for the students for recreation.
- One multipurpose indoor sports complex has been completed

Facilities for Cultural activities

- One auditorium with 1000 plus seating capacity is utilized to hold programmes to promote cultural activities, literary events such as, extempore speech, debates, singing etc.
- The college has a keyboard and drums which are used by the music committee, a Camera, Which is handled and maintained by the KCSU to capture and record various events.
- The college also has 4 microphones, 1 mixer-board, 8 speakers, which are used during the various functions held in the college.
- The open space at the entrance of the college is also utilized for NSS, NCC training activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2245600

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

There is a library advisory committee which serves as an active and collaborative forum to foster strategic planning for the improvement in library services. Requirements of the college library have been partially automated using Software for Universities Library. INFLIBNET UGC facility is also available for all members. The materials in the library are organized using DCC classification system. The OPAC of the college library is

used to identify and find books. The library follows open access system to almost all the materials which are available in open shelves for self retrieval. Reference books, journals, magazines, newspapers are made available in the library. The students are allowed to borrow books from the library for 7 days and faculty for 90 days. Media (CDs, DVDs) is allowed for 7 days. Late fine of Re1 per day is realized from the due date. The library purchases materials in support of the academic curriculum of the college in consultation with the HODs of the college.

Name of ILMS software: SOUL

Nature of automation: Partial

Version: 2.0.0.12

Year of automation: first automated in 2015 but due to system failure in 2018, it was re-automated in 2020

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

A dedicated internet connectivity of bandwidth 100Mbps is provided by [SymBios Broadband Services](#) Pvt Ltd. Though the campus is not Wi-Fi , faculty and students can access both wi-fi and LAN connection as and when they are in the library building. The college have Official Instagram, Official Facebook, Official Telegram and the college App through which all the official information's are shared. Hence paperless ambience is maintained as per Indian Green Building Council Norms with least paper used. Faculties and Students can use wi-fi facilities in all days with a common used-ID as and when they are in the college perimeter. A dedicated computer with dedicated internet facilities is also available in the library and computer lab for browsing and accessing e-resources. The college has installed 15 KV Solar transformers to give constant power backup

SERVICES PROVIDER	Details
Name of the internet provider	Symbioses Broadband Services Pvt
Available bandwidth	100 Mbps for LAN/50 Mbps for wi-f
Access speed	3 TB High Speed Data

Wi-fi availability	Yes, but not whole campus
Availability of internet in labs, offices & library	Yes

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

2245600

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The overall maintenance of the various infrastructure in and around the college campus and utilization of the facilities in the college is monitored and supervised by the college development committee. The committee carries out all minor repair works while the major repair works involving upgrading of the existing infrastructural facilities is forwarded to the state government through the office of the Principal.

- Computer cum language lab- is maintained by the college authority and supplemented by the collection of Rs.300/- from the students of the Functional English department. A group of staff specifically assigned is responsible for maintenance and upkeep of the rest of the computers.
- Library- It is looked after by College Library Committee. The library follows open access system to almost all the materials which are available in open shelves for self retrieval. The library purchases materials in support of the academic curriculum of the college in consultation with the HODs of the college.
- Classrooms - Class representatives are responsible for maintenance of classroom. In addition, each class and section has been assigned with a faculty who is responsible for the welfare of the students. Swatch Bharat cell of the college gives a certificate to the cleanest classroom every semester
- Sports- The college has a physical instructor whose duty involves upkeep of the playground and sports items. To ensure safety and security, CC TV cameras are installed at strategic locations in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2019/10/Maintenance-of-campus-infrastructure.pdf

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1076

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

4

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://www.kohimacollege.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students'	D. Any 1 of the above

grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression
5.2.1 - Number of placement of outgoing students during the year
5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year
5.2.2.1 - Number of outgoing student progression to higher education

81

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The students of Kohima College participates in management of college through their roles as Kohima College Students' Council Executive members, Class Representatives and as members in IQAC, Magazine Editorial Board, Uniform Committee. They function under the supervision of the Students' Welfare Committee and are responsible for protecting and promoting the various activities of the students in the college. It has a Constitution and the

election process strictly follows the guide lines laid down in the constitution. Due to the Covid 19 situation, KCSU election 2020-21 could not be conducted. However KCSC executives of 2019-20 along with the Students Welfare Committee took over the responsibility of looking after the welfare of the students and assisted the student community during the lock down period.

- KCSU distributed some essential needs to about 70 stranded students of KCK during the lockdown period.
- In collaboration with the All Nagaland Counsellors Association, the SWC as the COVID 19 Help Group has been providing all possible professional counseling to students on mental health and well being.
- As a welcome gesture to the freshers to Kohima College (batch of 2020) and farewell to the outgoing students, food packages and gifts was distributed on 17-3-21 and 10-4-21 respectively.
- Food was contributed to the COVID positive hostellers of Goodwill Boys Hostel on 30th April and on 6th May 2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

9

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college is not registered but whenever any major events are organized in the college, the alumni are invited to participate and are also placed as members of the organizing committee. The Association has set up an Award for University Toppers which carries a cash award of Rs 10,000 (ten thousand only) and a citation. There is an Alumni Cell established within the college to keep in contact with the past students. On 10th April'2021, The Alumni Cell organized ' A motivational talk' programme wherein Mr. Joshua Shequi, Advocate Gauhati High Court, an Alumnus of the college, was invited to speak . The cell is also responsible for collecting data of the graduates every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In line with the vision and the motto "Search for Excellence" as a guiding force, the principal and the faculty, based on participative management and decision making, has put in tremendous effort to strive for excellence not only in academics but in all aspects, through the activities of the various cells and committee towards the attainment of the following -

1. Observance of significant days and awareness programs are initiated to promote universal values and ethics.
2. With excellence as its core mission, the college focuses on activities of teaching. It tries to blend technology with classroom teaching.
3. Efforts are made to nurture and develop environmental consciousness. Social works and cleanliness drives are regularly carried out.
4. Kohima College strives to use modern ICT for efficiency, effectiveness, and cost-effectiveness of its activities.
5. With the increasing use of e-contents in the teaching-learning process and blended mode of teaching becoming prevalent it has become necessary for the college to have a robust LMS with e-content development, storage, and delivery system.

Perspective plan towards accomplishing the vision and mission -

1. To introduce post graduate, add on and certificate courses.
2. To send proposal to the Government for expanding infra-structural facilities for the smooth and efficient functioning of CBCS which will come into effect in 2022.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

In Kohima college every possible extend is made to carry out the different functions of the college in a participatory and

decentralized manner. One such practice is the Administrative management. All major decision making related to college administration involves the principal who works in consultation with the department concerned of the State government. The Vice Principal prepares the annual academic calendar basing on the broad framework given by the University and monitors the smooth functioning of the academics. Power is delegated to the HoDs for practical and effective functioning at the departmental level. Every faculty in the college is a member of two or more committees in the cells which have been formed to fulfill executive responsibilities like Development committee, Students' welfare committee, Anti sexual harassment cell, Grievance cell, Admission Committee, Examination committee. Some other committees are NSS, Cultural Club, Women Cell, students' Career guidance, Counseling and Mentoring cell etc. All faculty members act as mentor to a set of assigned student. The Head Assistant sees to the smooth functioning of the office. Another note worthy aspect of participatory management is the students' representation in some of the executive bodies such as IQAC, Uniform committee and as class representatives.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/#
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One activity successfully implemented based on strategic plan is the construction of a separate Librarian room. The Library committee has successfully carried out some much required construction work, including renovations during the pandemic lockdown period.

For uninterrupted power supply, the entire Library has been made solar power enabled with 25 KV backup. This has greatly improved the entire working system of the Library. During the Covid-19 situation starting from 2019 till date faculty members have been able to conduct Online Classes.

New construction includes 1 separate office room for the Librarian with an attached toilet. The reference section has undergone through certain renovations to enable more furniture and shelves to fit inside. New furniture purchases include 2 large reading tables for the reference section, new computer tables and high quality chairs.

To augment the existing systems, the library purchased new Computer sets, 2 laptops, a laser printer, a printer cum scanner, and a bar code scanner.

Other improved facilities include regular uninterrupted High speed internet of 100/50 Mbps (LAN/Wi-Fi). New RO (Reverse Osmosis) water filters have been fitted in two floors of the library.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Principal is the head of the institution and is authorized to take decisions in regard to administrative, academic and financial matters in accordance with the rules and regulations given by the Authority(Higher Education).

The Head assistant, Upper Divisional Assistant, Lower Divisional Assistants, Clerical Assistants and the support staff assists the Principal in various works for smooth functioning of the college administration.

In Academic sector, the overarching duty of the Vice Principal is to lay and execute the college's academic schedule. He coordinates with the HODs and faculty in engaging the classes and fulfill the yearly academic calendar plan.

Another important wing of the college is the Examination Committee which is authorized to conduct examinations and take decisions in regard to holding, improving systems of examinations, moderations, etc. and also prepare schedule of examinations and declaration of results on time.

For Quality monitoring and Evaluation, the IQAC plays a vital role. The Steering committee of IQAC lays out the action plan, approved by the members of IQAC and delegate responsibilities to different committees for effective implementation. In this way, IQAC initiate, plan and supervise various activities that are necessary to increase the quality of education in the college

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.kohimacollege.ac.in/organogram-of-the-college/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Kohima college implements the following welfare measures

Teaching staff: General Insurance Scheme (GIS) General Provident Fund (GPF) National Pension Scheme as per the Government rule. Loan facilities from banks through recommendation and forwarding to the bank by the college. Medical reimbursement for those who apply for it, Maternity leave as per the Government rule is applicable to the teachers. Wifi facility in the college campus.

.

Non teaching staff: General Insurance Scheme (GIS) General Provident Fund (GPF) National Pension Scheme as per the Government rule. The college takes responsibility to facilitate bank Loan facility for the non teaching staff. Medical reimbursement for those who apply for it. Maternity leave as per the Government rule is applicable to the non teaching staff. Wifi facility in the college campus.

- The college provides a clean and healthy work environment. A kitchenette is also maintained in addition to the canteen facilities.
- There are also staff quarters that provide accommodation to teaching (hostel wardens) and non teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

36

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Appraisal for teaching and non teaching staff are assessed annually by filling up the Annual Performance Report (APAR) which is reviewed and evaluated by the reporting officer and forwarded to the government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Kohima College Kohima has a three member audit committee constituted that sits semi-annual to analyse the college internal revenue and expenditure. It maintains an Audit file. The Amount that each student has to pay and is collected internally is reflected in the college prospectus. The opening balance of every head is taken into account and further revenue thereof and the expenditure of a session is meticulously calculated. The Principal, Vice Principal, Head Assistant and Cashier are all required to maintain a register for the same. For audit, it maintains separate accounts for IQAC, Library, Magazine and Maintenance and Development. All expenditures are accompanied by receipts and vouchers. Other expenses incurred where it is

difficult to produce receipts and vouchers, an actual payment receipt or a utilization certificate is produced. To simplify the work of the disbursing authority, a sample of a format of actual expenditure report has also been shared by the committee. In abidance by the directive from the Department, audit is conducted after the end of every Odd and Even Semester. The internal audit is conducted to maintain financial transparency and accountability.

At the external level financial audit is done by the office of the Accountant General, Nagaland.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

100000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- Kohima College primarily receives funding from the Directorate of Higher Education, Government of Nagaland.
- The Government funding focuses on three important components: Office Expenses, Material Supply and Machinery Equipments.
- The College also mobilizes funds through students' admission fee where a nominal component of the fee goes towards college

development fund.

- For efficient and optimal utilization of development funds on priority and need basis, the Development Committee comprising of the Principal, Vice Principal and HoDs of all departments oversees the utilization and management of the fund.
- The developmental needs are strategically identified by the Committee so as to ensure timely maintenance and upgradation of basic infrastructures of the College which is paramount for an effective teaching-learning environment.
- Essentially the funds are utilized for procuring items of furniture for classrooms, basic amenities for washroom/toilets, lighting facilities, repair and maintenance of college properties and facilities, procurement of stationeries, other utilities etc.
- During this academic session, a sum of Rs 7200/- was generated from the college floriculture unit, and flowers were also given to COVID hospitals.

The Committee is committed towards maintaining transparency at all stages from fund procurement to its utilization so as to realize optimal usage of the available resources.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college is the nodal agency for planning and implementing quality initiatives in the college. Two practices institutionalized as a result of IQAC initiatives within the year are (i) Feedback system and Documentation.

Feedback - The College has implemented a feedback system for students based on the institutional parameters such as facilities, student's well being, classrooms, teaching and learning, governance, staff and support which are collected each academic session. The feedback inputs are analyzed and necessary

steps for improvement within the control of the college is done. Feedbacks offer a constructive self- assessment in enhancing academic and institutional development. The college is also in the process of preparing questionnaires for the other stakeholders.

Documentation - The IQAC initiated the process for a more proper and systematic filing of reports pertaining to the various college activities, particulars of the individual teachers. To this end a circular, with a sample format for reporting was put up directing all the committees to submit their activity report basing on it. This exercise has also enabled the faculty and staff to learn the proper way of filing and documentation and has made accessibility to various reports easier.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Two institutional reviews and implementations of teaching learning reforms facilitated by the IQAC of the college are

1. Use of ICT -Teachers have been encouraged to integrate the use of ICT in teaching learning process in the classrooms. Most of the teachers now use power point presentations for delivery of the lessons. This will help the students as well as the teachers to be more innovative and cope with the technological advancement. This mode of teaching also helps to retain the attention of the students and increase learning for students. During this COVID-19 pandemic, various virtual platforms have been used to facilitate the teaching -learning process like Zoom, Google Meet and LMS Proctur app. Collection of assignments were done through E-mails and Whatsapp.
1. Student's Performance Review - Review of students' learning outcome is assessed through their performance in internal

tests which is done through paper presentations, assignment writings etc. The students will be informed the mistakes committed and guided to improve their performance in next examinations. To bring uniformity in evaluation of answer scripts, the scripts to be scrutinized by Head of each department and anomalies if any to be pointed out to them. Special tests for weak students to be conducted.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Kohima College, Kohima takes measures every year to maintain gender equality and concentrate on the overall personality

development of all students and faculty. For promotion of gender equality, it organizes different gender sensitization programmes and lectures with students on women issues to educate and sensitize the students about the gender gap and discrimination prevalent in the society.

Gender sensitization through extracurricular programmes

- Women Cell organized a talk for the girl students on the topic 'Women's Health' in commemoration of International Women's Day - 8 th March 2021
- 'Forging ahead' a talk on women working and moving ahead was organized on the 10th of April, 2021.
- A talk on Anti-Discrimination was organized by the Anti-Ragging and Anti-Discrimination Cell on the 9th of April 2021.

Facilities for security and fair treatment

- To ensure equal representation and participation, the Students' Council of the college has a Women Secretary to look into the welfare of girl students in the college
- CCTV cameras are installed at all strategic places to monitor and to provide security

Anti-Ragging and Anti-discrimination Cell, Anti-Sexual Harassment Cell, Student Welfare committee, Grievance Cell and Student Counseling, Mentoring, career guidance cell have been constituted to address the grievances of the students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>Solid waste management</p> <p>The solid waste in the campus are properly segregated and collected in the waste bins which are further collected by the Kohima Village council following the rules.</p> <p>Green and Blue dustbins are placed in the college premises.</p> <p>Liquid waste management</p> <p>The liquid waste in the hostels and canteens are collected in bins and they are used as fodder for the domesticated animals which are collected daily by the concerned person. The liquid waste which cannot be used as a fodder are further composted using compost bins.</p>	
File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction	C. Any 2 of the above

of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	D. Any 1 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Kohima College strives to provide an inclusive environment, inculcating the spirit of tolerance and harmony amongst staff and students. To this end, the college has taken a holistic approach incorporating varied initiatives involving policy, cultural, regional, linguistic, communal socio-economic, and other

diversities.

- The college follows a community/welfare-oriented admission policy where seats are distributed fairly, reserving special considerations for the economically disadvantaged, people with disabilities, for the local community, students from government schools.
- To promote communal harmony and brotherhood
 1. Cultural days are observed where students can display their traditional attire.
 2. periodic social works are carried out not only at the college premises but also at the surrounding community space by the NCC, NSS and Friends of Nature Club

(iii) Forestry Week "One volunteer, One Tree" was observed to spread awareness of forest conservation and to save the environment. This serves to enrich community life at large.

- Literary Activities- Competition like oral storytelling in one's native dialect and poetry writing, essay writings, were conducted thus creating an inclusive and tolerant academic environment.
- Awareness programs on Anti ragging and anti discrimination, Anti sexual harassment, tolerance towards people with disabilities and Gender issues were conducted.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The college enshrines the democratic values and constitutional obligations by observing Independence Day, Republic Day, Gandhi Jayanti, and other important national holidays. National Flag is hoisted every year during Independence day & Republic Day

1. Students and teachers virtually participated in 'Recitation of the Preamble and Awareness of Fundamental Duties and Rights' organized by Kohima District Legal Authority.

(ii) 18 Students attended a virtual talk on "Remembering Gandhi's Philosophy Towards India's Independence" on 24th July 2021

(iii) Unity in diversity-Cheer India Tokyo Olympic 2021

- Environment Consciousness

1. Tree saplings and flower plantation drives are carried out under the aegis of the college's NSS and Friends of Nature Club.
2. The NSS observed Forestry Week from the 1-7th July 2021, under the banner 'One Volunteer, One Tree'
3. The college has a rainwater harvesting reservoir of 10,000 lts capacity

- To foster moral values, students are encouraged to contribute to saving lives and helping vulnerable sections of society in various capacities.

1. Food package and other essential items were distributed during the lockdown
2. Monetary assistance was given to Kohima Old Age Home
3. Awareness program on disaster management was conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates National, International and other commemorative days to foster unity and inculcate universal values among the students and teachers. Due to the lockdown, many such physical activities could not be conducted during the last academic session. However some activities may be mentioned as follows.

- 3rd Dec 2020: A webinar 'Building back better'

commemorating 'International Day of Persons with Disability' was observed with Ms. Diethono Nakhro, State Commissioner, people with disabilities, Govt of Nagaland and Ms Ashe Kiba, Gen Secy, Nagaland State Disability Forum as guest speakers.

- Commemorating Nagaland Statehood day on 1st December 2020, the History department, Kohima College launched 'History Club' with the objectives to unite the teachers and students of history dept by a common interest in history and to enable members to share their passion and to become involved in the historical community.
- A Programme 'A talk on Women's Health' with Dr. Thejavinuo Kreditsu, Consultant Obstetrician and Gynecologist, was organised for the girl- students on the occasion of International Women's Day on 8th March 2021.
- 23rd April- a faculty gave a talk commemorating World English Language day
- 5th June 2021- 'Ecosystem Restoration', NCC unit commemorating world Environment day.
- 26th July 2021 - NCC programme commemorating 'Kargil Vijay Divas'.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Inter Departmental Seminar

Objectives of the Practice

With an intend to foster collaborative experiences in program from different fields of expertise, the IQAC has played a vital role in organizing inter departmental seminar on annual basis with the following aspirations.

? To provide a platform to teachers of all departments to share expertise and resources.

? To foment research culture among both students and teachers.

? To enable teachers to venture into subject matters such as local politics, economics, literature, history etc. and topics outside of the existing structure of syllabi which can be effectively used as a source of reference in future.

The Context

The present system of imparting education to undergraduate students in Nagaland is chiefly through transfer of established text book based knowledge and information, which leaves very little room for teachers to go for investigative and explorative study. This is one of the reasons why the teachers for the most part are indifferent towards research and lack experience and procedural know-how of conducting seminars, workshop, conferences etc.

One of the ways in which institutions of higher education can meet the challenges thus posed is through research based knowledge which be derived from research works carried out within the academic circles and this must be made an integral part of the education system. If students' minds are to be opened up and be encouraged to have a spirit of enquiry, teachers needed to first prepare themselves

to guide them. Thus this practice has been as one of the best practices of the college.

The practice.

The Research Cell is the parent cell of the Inter departmental seminar and has taken responsibility for creating the roster of the program for all the departments presenting papers. Inter departmental seminar is an annual cycle and is conducted on every third Saturday of the month.

The topics of the seminar are inter-disciplinary and are wide ranging which have relevance and is of common interest to all the

existing departments of the college, which are Economics, Education, English, Functional English, History, Political Science, Sociology and Tenyidie in Arts stream and Environmental Science and the Commerce stream. Teachers not only cover syllabus based themes, but takes up varied topics such as culture studies, international Political scenarios, financial issues, Research methodologies etc. All logistic preparations of the seminar are undertaken by the concerned department whose turn it is to conduct the seminar on the appointed day. It is the endeavor of the college that such practices will encourage and motivate more faculty members to take up research in inter-disciplinary areas. The interactive discussions are recorded and the papers are catalogued by the Research Cell for publication in the annual journal of the college- 'Impressions'. These papers are also used as reference materials for the teachers as well as students. Acknowledging the success of this exercise amongst the faculty it was also introduced to the students as part of their internal assessment process where they are made to present papers on a given topic and marks are allotted based on their performance.

As a part of this practice on a larger scale, the college has organized and conducted a National workshop in collaboration with Rajiv Gandhi National Youth on the theme 'Entrepreneurship Development make in India' on 10th December 2020 and an International Webinar on 'Violence Against Women and Women's Writing in English in Nagaland' on the 19th and 20th of May 2021.

Evidence of success

The success of the inter-departmental seminar amongst the faculty has led to its introduction among the students as part of their internal assessment process. This practice is proving very beneficial for the students as it is giving them the experience of researching and it is hoped that such experience will definitely empower them to tackle their research works with more confidence as they go for higher studies. Since it's introduction, the inter departmental seminars have evolved as a dynamic force, yielding more innovative ideas among the faculty members in collaborating on topics of mutual interest. Such activities are helping foster better intellectual as also social relationships between teachers. Paper presentations in national seminars, successful publication of books and participation as resource persons in district level seminars are indicators of the stimulating seminar series of the college. Two faculty published research papers in Journals notified on UGC website, five faculty

members presented papers in National and International seminars during this academic session.

Problems encountered and Resources required.

The greatest challenge was to remove intellectual fogging among majority of the faculty members. The languid atmosphere has now given way to something promising and intellectually fruitful. Financial resources entailed by this practice by way of printing certificates, programmes and refreshments were initially borne by the institution. The IQAC of the college started operating its own bank account from 2016, henceforth all research related expenses are sponsored through this source.

At the student level conduct of seminars in general classes is not feasible due to the magnitude of student numbers. But in smaller honours classes, paper presentations are done.

Cultural Conservation

Objective of the Practice

As Nagas settle into modern lives, it is necessary for us to conserve our traditional culture, be it in the form of continuing positive practices or conserving our material culture and art forms. Traditionally, dormitory systems were practiced by most tribes and performed the roles schools and colleges play today. The practice of cultural conservation attempts to bring together the functions of our traditional dormitory systems with modern pedagogy.

Culture is our identity while education is the instrument of transmitting culture from one generation to the next. Traditionally, learning is done orally and through various activities especially through the institution of boys dormitories or morungs. Traditional learning and teaching was seen as an act of disseminating knowledge and information to the learners through storytelling, folklores, singing, dancing and several activities related with the village and its protection. Today this function of socialization and community education has been shifted to the formal educational institutions. This brings us to the realization that, colleges and other educational institutions can be agents of not only formal education but also community education by adopting a practice of incorporating cultural

values, ethics and rich cultural heritage through various activities

The Context

In Nagaland, like elsewhere, the current system of education is by and large a colonial legacy. While it imparts 'modern' education aimed at equipping students to compete with the rest of the world, it has done so at the expense of alienating students from their indigenous roots. While an overhaul of the education system is beyond our powers, exploring ways to incorporate some forms of inculcating traditional knowledge was within our capacities.

Keeping these in mind, the college decided to adopt cultural conservation as one of the best practices of the college to cultivate, inculcate, disseminate awareness and conserve our rich culture and tradition through the following:-

1. Hands on activity through celebration of festivals and showcase our attires, art, craft, dance and music.
2. Revisit our narratives, story - telling, preserving and study of mother tongue.
3. To give importance to traditional sports and recreation forms.
4. Documentations and pilot studies which also form an important part of the students' internal assessments.
5. It attempts to encourage interest in the field of research both among the teachers and students.
6. It is also an attempt to learn our diverse traditional knowledge and give equal opportunity to every student to unearth their hidden talents, explore their past glories and cultivate the good values back into the present times.

The Practice:

1. In their lesson plans, lectures and assignments, faculty is encouraged to integrate local and traditional examples or applications where relevant.
2. Kohima College is the first college in Nagaland to introduce the Tenyidie department, a vibrant vernacular undergraduate program, having produced litterateurs and academic. The existence of this subject has been an added advantage in our objective of introducing cultural conservation as one of our best practices.
3. Realising the role vernacular languages play in the conservation of tribal cultures, the college magazine was the first and is currently the only one in the state that encourages and publishes writing in all Naga vernacular languages.
4. On the occasion of Annual Cultural Day, students and faculty are instructed to wear their traditional garments and jewellery. Traditional folk dances, songs, games are performed and played. Traditional food is partaken following the format of a traditional communal feast. The meanings and symbolism of all these are shared both in personal interactions as well in the form of public instruction.
5. Food fest - Food is the source of our life and growth. Good and healthy food gives us physical strength, protection from diseases and mental development It is one of the most important elements in our healthy living.

Therefore, the main objectives of food fest include, promotion of the idea of healthy food in our diet and the conservation of our unique tribal food. Nagas comprises of 18 major tribes and every tribe is known for their special treats. These delicacies and different food does not end at our taste buds but it has a little story to tell about its origin, nutritional values and its special occasions. Having such food fest opens up a window into our cultural practices and traditions that not only defines us but gives meaning to our lives.

6. One of the objectives of the cultural museum was to make our material culture more accessible to both students and faculty. Collectively, many have contributed textiles, crafts, artifacts as well as traditional tools and objects to our collection. In the process of participating in collection and curation, students are able to collect oral histories and narratives. They are able to learn about the history, significance and uses of the materials they collect and innovate ways to conserve and transmit

this knowledge, be it in the space of the museum or beyond.

Evidence of Success:

The declaration of Wednesdays as cultural attire day has further facilitated and enhanced our best practice. In fact our college can claim some credit for setting an example found worthy of replicating across the department. Though many faculty and students were already in the habit of wearing their cultural attire prior to this declaration, having a day set apart for wearing cultural attire has only confirmed that we are on the right path.

Students are happy to wear a traditional item once a week and they are also obligated to learn more about the items they are wearing. They also learn to appreciate the culture and tradition of other tribes.

As part of skill development activity, students are encouraged to make traditional and cultural handicraft items and during the 'Food Fest' special stalls are set up where the products are displayed and sold. During the College week, Naga wrestling is the main feature of attraction, with many students enthusiastically participating, vying for the coveted title. Many of our students have participated in various wrestling tournaments and in fact in the past years there have been many state champions from the college. Due to the COVID-19 pandemic sports activities are put on hold but once the situation normalizes, students will be able to train themselves and bring laurels to the college as was done in the past.

Problems encountered and resources required.

Observation of festivals/ Cultural days in the college has been a great success; however a good amount of time goes to planning and execution for which it cannot be held as often as we would like.

Setting up arena for traditional games like wrestling entails a lot of time, energy and money

Procurement of items for cultural museum is a time consuming and expensive endeavour. Often items are personal family heirlooms and cannot be parted with. Many times, those that may be procured are beyond our financial capacity.

Collecting oral histories, accounts, involve travel and proper

documenting devices - such as audio and video recorders. The cost for procuring these items, expense for travel as well as training students and faculty in the right methodology and knowledge of equipment use is often beyond our current budgets.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The admission policy of the college is one area that portrays its distinctiveness, which is to educate youngsters coming from deprived sections of society keeping in mind the vision statement to nurture students into ideal persons and citizens who understands life. Most are from the remote and rural areas. Kohima college is the only Government college offering Arts and Commerce. So unless an admission policy is put in place, there is the danger that a large, needy, economically and socially backward section of society would be deprived of any chance of higher education. As a result of Government Policy, the college implements a policy where students passing out from Government schools under Kohima District are given admission as a priority. The college has good facilities and experienced teachers. The students who are admitted are given a very good chance and lots of opportunities to study and achieve their dreams and develop into useful members of society. It is a fact that our alumni has done us proud. However, there is no denying the fact that we have to work under a lot of constraints. But we as a team always have been able to overcome them.

The college can be proud of the fact that we have been able to produce a lot of outstanding personalities in the field of politics, education, and administration. Our most important asset and resource is our students and the driving force that continues to propel us towards excellence, 'to become ideal persons and citizens who understand the meaning of life and what it demands.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plan of Action.

- to organize a National Seminar in the later part of 2021
- to conduct more Faculty Development Programs /Capacity Building Programs
- to conduct more Environment Awareness programs
- to continue to collect feedbacks from Stakeholders and take suitable corrective measures for quality enhancement of the college
- prepare and update college data base of teachers, staff and students
- to invite AAA team from Directorate of Higher Education
- organize more program commemorating important National and International days
- To introduce post graduate, add on and certificate courses.
- To send proposal to the Government for expanding infra-structural facilities for the smooth and efficient functioning of CBCS which will come into effect in 2022.