

**FORMAT FOR COLLEGE ANNUAL ADMINISTRATIVE REPORT**  
**(January to November 2020)**

**1. Important Information about the College:**

a. Name of the College:

**Kohima College, Kohima**

b. Name and contact details of:

i. Principal:

**Dr. Ralimongla**  
**Contact No. +91 9436017622**  
**Email ID: dr.ralimongla@gmail.com**

ii. Vice Principal:

**Smti. Thinuokhrienuo Tseikhanuo**  
**Contact No. +91 9436005434**  
**Email ID: tkhrienuo@gmail.com**

c. Photograph of the Principal Seated in their Official Chair:



d. College Logo:



2. Academic Achievements: NIL

3. Events and Initiatives:

Title of the events/Initiatives	Date
Plantation drive	5 <sup>th</sup> February 2020
Poster competition on 'Forest Conservation and Water Conservation'	21 <sup>st</sup> February 2020
Career Guidance seminar	6 <sup>th</sup> March 2020
Distributed custom-made masks to vendors	5 <sup>th</sup> June 2020
Cleaned thirty bags of rice in the central Quarantine Kitchen (Kohima)	

4. Research Activities:

- a. 7 Dec. 2020 – A National Webinar on the theme, “Customary Law and equality with reference to the North East India was organized by Research Cell and Department of Sociology, Kohima College, Kohima.



## NATIONAL WEBINAR

Theme : Customary Laws and Equality : With reference to the North East, India

MON 7<sup>th</sup> DEC 2020 | 5:00 PM ONWARDS

Organised By  
Dept. of Sociology & Research Cell, KCK

SPEAKER



**DR. MEENAL TULA**  
Senior Research Associate  
North Eastern Social Research Centre  
(NESRC)

SPEAKER



**DR. WALTER FERNANDES**  
Founder and Director of  
North Eastern Social Research Centre  
(NESRC)

MODERATOR



**CHARLES MHONTHUNG EZUNG**  
HoD (Dept of Political Science)  
St. Joseph University Dimapur

KEYNOTE ADDRESS



**DR. I. ANUNGLA AIER**  
RTD, Director, Higher  
Education, Dept. Govt. of Nagaland

Chairperson  
Dr. Kakhrieseno Christina  
HoD, Dept. of sociology (KCK)

Welcome Address  
Dr. Ralimongla  
(Principal of KCK)

TOPICS :

**DR. WALTER FERNANDES**  
Customary Laws and Land  
in the North East

**DR. MEENAL TULA**  
Customary Laws and Gender  
in the North East

Powered By  
IQAC Kohima College Kohima  
& Educentre



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## 5. IQAC Activities:

- a) 6<sup>th</sup> March 2020- Career Guidance seminar organized in collaboration with Higher Education, Govt of Nagaland, IQAC (KCK) and Khan Study Group.
- b) Prepared and designed the college prospectus 2020
- c) Updated the college website
- d) 5<sup>th</sup> June 2020- Organized an online contest for students called **KCK Lockdown Biodiversity: It's never too late to give back to nature** in commemoration of World Environment Day
- e) 5<sup>th</sup> June 2020 - IQAC distributed custom-made masks to vendors in the town as part of community service to create awareness on the importance of wearing masks
- f) Prepared and analyzed Students Satisfaction Survey questionnaire 2020 with Student's Welfare Committee
- g) Prepared and published 'Students Handbook'.
- h) 22<sup>nd</sup> June 2020- submitted **NAAC Consultancy Service Report (2019-20)** to Directorate, Higher Education, Govt of Nagaland
- i) 22<sup>nd</sup> June 2020- In collaboration with Research Cell, organized a Webinar for the faculty on the topic **'Empowering Teachers for Effective Online Teaching in Higher Education: Tools and Techniques'**
- j) 23<sup>rd</sup> June 2020-Introduced a mini project for the faculty called **'Lockdown Project'** in collaboration with Skill Development Cell, where faculty can share their homemade tutorials on any areas of interest and learn from each other.
- k) 9<sup>th</sup> July 2020-Organized a Webinar for teachers on the topic **'The New Normal for the Deaf Community in Nagaland: Post COVID19 Challenges'**
- l) 18<sup>th</sup> November 2020- Organized a webinar for the students and faculty on **'Mental Health Matters'**.
- m) In the process of uploading AQAR 2019-20 to NAAC Bengaluru.
- n) Funds generated during admission (even semester): Rs. 271600/-

## 6. RUSA:

- a. Vocationalisation of Higher Education: Due to COVID-19 pandemic no practical classes could be conducted during the current session.
- b. Infrastructure Grants to Colleges: Received 1<sup>st</sup> Installment of both Central and State share (₹9000000 and ₹999889 respectively) amounting to ₹9999889/- rupees (Ninety-nine lakhs ninety-nine thousand eight hundred and eighty-nine) only. All the amounts were released to the office of the Executive Engineer, PWD (Housing) Education Division, Nagaland.

## 7. Library (number of new books added): 100 (One Hundred)

## 8. Major Students welfare initiatives:

- a. Organized virtual programme for the 6<sup>th</sup> Semester students on career guidance on 8<sup>th</sup> August 2020.
- b. Conducted virtual programme on sexual harassment for the 5<sup>th</sup> Semester girl students on 5<sup>th</sup> September 2020.
- c. Organized virtual programme for the 6<sup>th</sup> Semester students on Career guidance on 8<sup>th</sup> Aug. 2020.

**9. Students achievements and Awards:**

- a. Secured 1<sup>st</sup> position during 'Model making for clean air campaign' organized by Nagaland Pollution Board, Government of Nagaland.
- b. 'Clean Kohima plogging challenge' organized by Kohima Municipal Council – 1<sup>st</sup> position.
- c. 26<sup>th</sup> Jan. 2020 – 2 (two) NCC Student participated in the Republic day parade and was awarded 2<sup>nd</sup> position (non-armed category) at Secretariate Plaza, Kohima.

**10. Personal enhancement and development schemes:**

- a. 1 faculty attended orientation course.
- b. Soft Skills and CCC basic computer knowledge and interview skills are imparted to the students in collaboration with NIELIT.
- c. Language lab – Students opting Functional English papers are trained to improvise their communication and spoken English skills.
- d. 15 (fifteen) girl students attended 3 (three) day workshop at the Directorate of Industries and Commerce, Nagaland.

**11. Co-curriculum and extra-curricular activities with photos:**

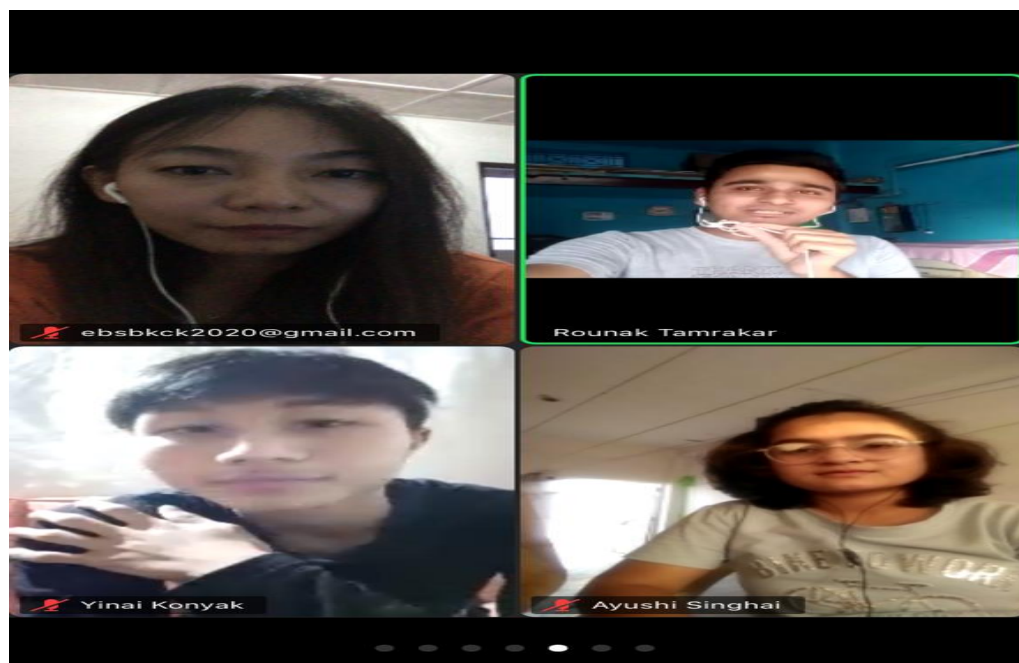
- a. 29<sup>th</sup> Jan. 2020 – attended Legal Aid Clinic, State Training for Paralegal volunteers.
- b. 29<sup>th</sup> Jan. 2020 - 40 students with 3 faculties participated in the pledge taking ceremony after which a sanitation drive took place. It was jointly organized by EBSB club, KCK and Swachh Bharat.
- c. 8<sup>th</sup> Feb. & 9<sup>th</sup> Mar. 2020 – One day sports event was held separately for both boys and girls College Hostel residents.
- d. 15<sup>th</sup> Feb. 2020 – 2 (two) Teachers attended a seminar organized by Nagaland University in collaboration with Naga Mother's Association.
- e. 1<sup>st</sup> to 10<sup>th</sup> Feb. 2020 – 28(Twenty Eight) NCC cadets attended combined annual training camp at IG Stadium, Merima, Kohima.
- f. 11<sup>th</sup> Feb 2020 – Ek Bharat Shreshtha Bharat members had video conference with Govt. PG college Bina, Madhya Pradesh.



- g. 21<sup>st</sup> Feb 2020 – Poster competition on ‘Forest Conservation’ and ‘Water Conservation’ held at the college premises.
- h. 8<sup>th</sup> Mar. & 21<sup>st</sup> Mar. 2020 – Farewell program for the College Hostel resident of both boys and girls were conducted separately.
- i. 4<sup>th</sup> April 2020 – 17 Ek Bharat Shreshtha Bharat members assisted in availing essentials from district administration.
- j. Department of Tenyidie, Kohima College, Kohima translated the National Education Policy 2020 (Higher Education) to Tenyidie.
- k. Organized “A talk on journalism” on 7<sup>th</sup> Sept. 2020.
- l. 8<sup>th</sup> May 2020 – Participated in the Indian Red Cross Society (IRCS) observation of World Red Cross Day at Old MLA Hostel Junction.
- m. 21<sup>st</sup> June – 31<sup>st</sup> July 2020 – Ek Bharat Shreshtha Bharat members participated in various competitions of Yog festival 2020 organised jointly by Yoga Mahotsava, 2020 and UP tourism and mindshare.



- n. 13<sup>th</sup> July 2020 – members attended a workshop on Swachhta Action Plan organized by MGNCRE and Dept. of higher education, ministry of education, Govt, of India.
- o. 27<sup>th</sup> July 2020– Quiz competition on Zoom organized by the EBSB club, KCK. Topic - Basic facts on Nagaland. A total of 9 participants participated in this competition.
- p. 24<sup>th</sup> August 2020- members of Swatch Bharat Abhiyan attended a one hour interaction meeting organized by MGNCRE and Dept. of higher education, ministry of education, Govt, of India.



## 12. Admission statistics:

Odd/Even	Sl. No.	Streams/Department	Semester	Male	Female	Total
Odd Semester 2020	1	Arts	1 <sup>st</sup>	213	276	489
	2	Arts	3 <sup>rd</sup>	181	258	439
	3	Arts	5 <sup>th</sup>	171	224	395
	4	Commerce	1 <sup>st</sup>	20	9	29
	5	Commerce	3 <sup>rd</sup>	24	16	40
	6	Commerce	5 <sup>th</sup>	9	14	23

## 13. Examination results:

Sl. No.	Stream	Year	Total Appeared	Total Passed	Pass %
1	Arts	2018	522	340	66%
	Commerce		-	-	-
2	Arts	2019	509	355	70%
	Commerce		8	5	63%
3	Arts	2020	432	432	100%
	Commerce		8	8	100%

## 14. Extension Service and Best Practice:

### i. Mentoring

It is mandatory for the college to reserve 40% of seats of the first year Bachelor's program for students passing out from Government Higher Secondary schools within Kohima district, with a minimum of 40% aggregate marks obtained in their qualifying exam. Another 40% of seats, for students passing out from Private Higher Secondary schools within Kohima district, with a minimum of 45% aggregate marks. Due to this unique admission policy most of the students admitted in the college have poor academic background or come from rural areas, economically disadvantaged, illiterate backgrounds while there are some students that come from non-adaptive homes. An analysis has shown that students from disadvantaged economic backgrounds usually exhibit less developed cognitive skills, experience academic challenges and risks, face social isolation, all of which can potentially affect the psychological well-being of the individual. The college with such high proportions of disadvantaged students is at a higher risk of challenges that can result in low performance, derailing the trajectories of educational attainment, thereby affecting educational system as a whole. Therefore, keeping in focus the noble vision and mission of the college, a systematic mentoring program was conceptualized in 2012 to address this pertinently serious issue.

Since inception, innovative ideas are added to enhance and define the developmental focus of the Student mentoring program.

**Key Aspects.**

- To provide emotional, psychological and academic support to the students.
- To help students strike a balance between academic excellence and personal growth.
- To identify their potentials and provide appropriate information, guidance and encouragement.
- To retain and engage students productively to minimize drop outs.
- To encourage participation in co-curricular activities.
- To strengthen student- teacher relationship.
- To establish a support system to which the students can rely on at any time.
- To help them develop their own vision for the future and streamline their efforts to realizing their goals.
- To help them prepare to live dynamic lives as contributing agents to family and society.

**The practice.**

1. The Mentoring cell of the college supervises the entire operation of the program.
2. Each faculty member is a mentor to an assigned number of student- mentees.
3. The Mentoring cell devices a common mentoring format which is used by the mentors to record details of their respective mentees and keep track of the student's progress through the system.
4. The formal mentoring sessions are held on Saturdays and free periods.
5. The Mentoring cell is tied up with the Student Counselling Cell. Problematic mentees needing special attention are referred to this cell.
6. The Principal of the college also plays a role to erring students individually.
7. The college organizes annual talks on mental health with psychiatrists invited from the State Government Mental Hospital to address the students. To further enhance the functioning of the Mentoring program, two faculty members of the college have undergone Mental Health Awareness cum Training at the State Government Mental Hospital.
8. In the final semester, the mentees are required to fill up an Alumni form furnishing all contact details. This mechanism has been developed to support a network of former graduates of the college.

**Assessment indicators.**

Mentoring program is having a positive impact on students. It helps in boosting the confidence of demotivated students and has helped them become more open and expressive. Mentoring program has also improved self-esteem and confidence in drop outs. Significant improvement in class attendance and involvement in co-curricular activities is also noted. Mentoring has helped students engage and connect on campus. It has increased their institutional knowledge and understanding of how the campus works. Mentoring has helped mentees to hone their vocational, academic and learning skills and to make wise and realistic choices based on their inbuilt talent and financial means. Mentoring program has created a homely environment in the college and this has helped build up student-teacher relationship which is maintained well beyond their graduation through various social media platforms. Career support as a part of mentoring program has helped identify emerging talents and assess the strengths and weaknesses of the students and find opportunities and guide and encourage them to improve. The mentoring program has helped many students of the college to participate in different fields of sports, music, art etc. and to win laurels to the State in general and the college in particular. Thus, opportunities to experience diversity are enhanced. Mentoring program is an ongoing process in the form of counselling, consultation and discussion and is proving to be a natural support system for both the mentor and mentee to develop to their fullest capacity.



### **iii. Inter departmental seminar**

With an intend to foster collaborative experiences in program from different fields of expertise, the Inter departmental seminar was initiated by the Research Cell of the college in 2014 and since then has become one of the best practices of the college.

#### **Key Aspects.**

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 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 conducting on every third Saturday of the month. The topics of the seminar are inter-disciplinary and wide ranging which have relevance and is of common interest to all departments. It is the endeavour of the college that such practices will encourage and motivate more faculty members to take up research in inter-disciplinary areas. 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.

#### **Assessment indicators.**

Since it was started, the inter departmental seminars have evolved as a dynamic force, yielding more innovative with faculty members 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. All these achievements have encouraged more faculty members to register for Ph.D.

**15. Infrastructure development:**

- a. Extension of classrooms for Commerce Department.



b. Construction of Toilet at Library.



## COLLEGE DEVELOPMENT FEE UTILIZATION REPORT 2020

Sl.No.	Students Enrolment	Rate	Total Amount	Utilization		Expenditure	Remarks
				Sl.No	Particulars		
Odd	1415	800	1132000	1.	Ongoing construction of 6 toilets	300000	Ongoing
				2.	Procurement of Door-mates, cups & glasses	17200	
				3.	Construction of type I quarter	200000	
				4.	Extension of Librarian’s office and construction of toilet	41814	
				5.	Expenditure towards implementation of Learning Management System	451605	
Even	Yet to Commence						
Total Amount						1132000	
Total Expenditure						1010619	
Balance						121381	

**Note:**

1. Particulars of Utilizations may be on construction, academic programs, sports etc.
2. Utilization of Funds to be authenticated with proper receipts, photos.
3. Internal Audit will be conducted annually.
4. Official sanction of fund should be maintained by the finance committee.

**COLLEGE LIBRARY FEE UTILIZATION REPORT 2020**

COLLEGE LIBRARY FEE UTILIZATION REPORT 2020							
Sl.No.	Students Enrolment	Rate	Total Amount	Utilization		Expenditure	Remarks
				Sl.No	Particulars		
Odd	1415	500	707500	1	Upgradation of Computers	100000	Ongoing
				2	Installation of water filters	100000	
				3	Upgradation of Library software	100000	
				4	Bar coding automation	120000	
				5	Purchase of book racks	120000	
				6	Replacement of computer tables	87500	
Even	Admissions to even semester will be in the year 2021.						
Total Amount						707500	
Total Expenditure						627500	
Balance						80000	

**Note:**

1. Particulars of Utilizations may be on construction, academic programs, sports etc.
2. Utilization of Funds to be authenticated with proper receipts, photos.
3. Internal Audit will be conducted annually.
4. Official sanction of fund should be maintained by the finance committee.