



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

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	coordinatorckckiqac@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.kohimacollege.ac.in/wp-content/uploads/2022/04/AQAR-2020-2021.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.kohimacollege.ac.in/wp-content/uploads/2022/07/5_6266912065789625826-1.pdf				
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	
00	00	00	00	00	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	05	
<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>Significant contribution of IQAC 1. Organized a Capacity Development Programme for non teaching staff with Mr. Colo Mero, Director, Life Ministries as the guest speaker on 10th September 2021 2. Faculty Development Programme was organized for the teachers on 28th September 2021, with Mr. Dominic Meyicho as the resource person. 3. Essay writing competition on the theme '75 years of Indian Development Journey: Building a Self Reliant India (Atmanirbhar Bharat)' was organized on 11th August '21 to commemorate 75 years of Indian Independence. 4. A career guidance and counselling programme for the students was conducted on 17th March '22 5. Introduced a certificate course on Entrepreneurship Development (32 contact hours)</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
1. To organize a National Seminar in the later part of 2021	Postponed to September 2022, due to some unforeseen problems. To be conducted in collaboration with St. Joseph's college, Jakhama.
2. To conduct more Faculty Development Programs /Capacity Building Programs	Following programmes for faculty conducted (i) Integrating ICT and new technology into learning (28/09/21) (ii) Ethics and Evaluation (28/09/21) (iii) BA/EDU-502: Statistics in Education(11th - 13th August'22) Dept of Education (iv) Orientation on CBCS (21/09/21) For ministerial staff (i) Building workplace culture (10/09/21) (ii) Filing system (04/05/22) (iii) Stress Management (04/05/22)
3. To conduct more Environment Awareness program	(i) Talk on environment consciousness- World Ozone day(16/09/21) (ii) Awareness program on E-waste management and installation of E-waste bin (26/10/21) (iii) Poster campaign and cleanliness drive (02/04/22) (iv) Workshop cum quiz competition on E-Waste management (12/04/22) (v) World Environment Day (05/06/22)
4. To continue to collect feedbacks from Stakeholders and take suitable corrective measures for quality enhancement of the college	Feedback collected from Students, Teachers, Parents and Alumni on the various aspects of the college
5. Prepare and update college data base of teachers, staff and student	In the process
6. To invite AAA team from Directorate of Higher Education	To be done after SSR submission

7. Organize more program commemorating important National and International days	(i) World Ozone Day (16/09/21)- Webinar (ii) International Day of Older Persons Day (01/10/21)- love gift to 9 elders residing near the college vicinity (iii) Gandhi Jayanti (02/10/21) - slogan competition (iv) World Mental Health Day (10/10/21)- video making (v) National Unity Day (01/11/21)- talk and taking of unity pledge (vi) National Education Day (11/11/21)- painting competition (vii) International Mother Language Day'- (21/02/22) (viii) Extempore speech competition commemorating 131st birth Anniversary of Dr. B.R Ambedkar (20/04/22) (ix) World Environment Day'- (05/06/22) (x) International Yoga Day' - (20/06/22)
8. To introduce post graduate, add on and certificate courses.	Certificate course on Entrepreneurship Development introduced in collaboration with Educentre, Dimapur.
9. To send proposal to the Government for expanding infrastructural facilities for the smooth and efficient functioning of CBCS which will come into effect in 2022.	Proposals sent to the Directorate on several occasions. Response awaited.
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	24/11/2022
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2020-2021	03/03/2022
15.Multidisciplinary / interdisciplinary	
The state of Nagaland is yet to implement the NEP 2020. To understand the content of the Policy the college has constituted a NEP Committee on 17th of August 2020 to study and examine the NEP 2020 and compile views and suggestions for its implementation for higher education in the state. In this regard the college has organized two programmes on NEP 2020.	
16.Academic bank of credits (ABC):	
Yet to be Introduced	
17.Skill development:	
Though a structured Skill Development course is yet to be introduced, the college organizes skill based programmes like baking, crafts, cooking classes for the students.	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
Yet to be Introduced	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
Yet to be Introduced	
20.Distance education/online education:	
Yet to be Introduced	

Extended Profile

1.Programme

1.1 10

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

1319

Number of students during the year

File Description	Documents
Data Template	View File

2.2

530

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

433

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

57

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

45

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 10

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1319

Number of students during the year

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2.2 530

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 433

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 57

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	45
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	18
Total number of Classrooms and Seminar halls	
4.2	114.95
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	31
Total number of computers on campus for academic purposes	

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 affiliated to Nagaland University and the curriculum adopted is prescribed by the affiliating university.

For effective implementation of the prescribed curriculum, the college adopts the following measures.

1. After the academic calendar is prepared by the college authority, the HoDs convene departmental meetings with the teachers to discuss the distribution of classes and syllabus.
2. Course coverage, remedial classes, compilation of internal assessment marks and attendance of students are monitored by the HoDs.
3. Students are assessed regularly by way of conducting tests, assignments, paper presentation, project works etc.
4. Whatsapp groups are formed for dissemination of information, sharing of study materials.

5. Teachers also use LCD projectors to make teaching-learning process more interesting and effective.

The college also has a library equipped with a good number of books for reference.

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)

The institution adheres to the academic calendar prepared by the college within the framework of the university for internal evaluation.

Students are required to take at least 3 internal assessments, which comprises of class tests, project works, assignments etc. Each paper carries a total of 100 marks, out of which 30 marks are for internal assessment. The tests conducted are either centralized or conducted by the respective departments. Students who do not do well in tests, or have missed to take tests due to genuine reasons are given the option for a retest. Discussions of past university questions papers are also done as a process of not only revising the course but it also generates information on the students' learning process. Class attendance of students is also monitored.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2022/04/B.A.-2ND-SEMESTER-INTERNLA-RESULT-2022.pdf

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

B. Any 3 of the above

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	View File

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

8

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

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	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

35

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

00

File Description	Documents
Any additional information	View File
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

Apart from some course prescribed in the syllabus, the college tries to instill professional ethics, human values address environmental and gender issues through different programmes organized throughout the academic session.

Professional ethics- Code of Conduct for teachers, non teaching staff and students are put in the college website as well as in strategic locations in the college building and in the staff rooms. Each member is expected to abide by it. Programs on professional ethics are also organized for the faculty and non teaching staff of the college

Gender- Various committees like the women cell, 'Anti- sexual and Anti- harassment cell' organizes awareness programmes on topics related to gender issues.

Human values- Students are encouraged to participate in programmes that promotes lessons on human values and integrity. Activities carried out by Red Ribbon club, NCC, NSS, Evangelical Union 'Students Career Counseling and Mentoring Cell' 'Grievance Cell' 'Anti- Ragging cell revolves around these ideals.

Environment and Sustainability- World Environmental day, Earth day, World Ozone day are observed with various programmes like webinars, plantation drives, cleanliness drives, poster display/competition/ presentation on environmental issues, to spread awareness on the importance of preserving and sustaining environment.

File Description	Documents
Any additional information	View File
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

89

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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

B. Any 3 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)	View File
Any additional information(Upload)	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.kohimacollege.ac.in/wp-content/uploads/2022/06/Students-Feedback-2021-22.pdf

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year**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**

519

File Description	Documents
Any additional information	No File Uploaded
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**

Orientation programme for the newly admitted students is conducted every year, where details of the course content, examination, importance of class attendance are given. No particular programme is charted out for identification of advanced and slow learners however it is mostly assessed through the students' performance not only in academics but also in their performance in extracurricular activities. Advanced learners are encouraged to excel through special mentorship, providing extra reading materials, exposure opportunities. Such students are also deputed to represent the college in various forums to participate in academic events, co-curricular and extra-curricular activities. This will further enhance their learning and social skills that will prepare them for higher studies.

Remedial classes are conducted for slow learners and for all those who needs extra classes. Students lagging behind in internal tests are given the opportunity for retest. One to one meeting between

teacher and student with low class attendance and poor performances in class test is also done.

To encourage and acknowledge the academic achievement of students at the university level, the college has constituted a number of awards like 'Scholar's badge' , Alumni Association Award, 'Meritorious Award' for subject toppers in Economics, History, Political Science and Tenyidie.

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

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

Number of Students	Number of Teachers
1319	57

File Description	Documents
Any additional information	View File

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

The college enhances the learning experience of students through student centric activities like peer teaching and peer evaluation, paper presentations, class seminars, group assignment writings, field trips. 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 to promote self- learning.

To develop social, ethical and personal values, students are encouraged to enrol in NSS, NCC, Red Cross Society, Swachh Bharat cells. These cells extend support in the college activities and in community services through awareness program on various issues.

Besides these, college 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 skills, decision making, organizational skills and to shoulder responsibilities. Students are encouraged to take part in debates, quiz and poster competitions, etc. organized by other institutions as well as by the college.

Department specific activities like study tours, field visits, talk series, museum visits are organized which exposes students to real life situations and gives them a firsthand experience about the topics that are taught in classrooms.

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 role of ICT has become important in the present education scenario and as such Kohima college is not only committed to make the classrooms ICT enabled, but teachers are also encouraged to go beyond the traditional method of teaching and make use of the available ICT resources to enhance teaching- learning process. The college has 17 classrooms equipped with projectors and 2 smart boards which are used for different activities as well as for teaching purposes. Teachers use ICT tools like desktop, laptops and smartphones for easier communication with the students. WhatsApp Groups are formed for disseminating important information, provide additional resources and reading materials in the form of PDF notes, PPT, e books, to students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.kohimacollege.ac.in/classrooms-with-projectors/

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

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

12

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

722

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 undertakes the following measures to ensure transparency in terms of frequency and variety in internal assessment. An orientation program is organized for the freshers where they are acquainted with the norms involved in the examination and evaluation process. Students are assessed on a continuous basis through written test, paper presentation, project work. This ongoing assessment generates information on the learning process of the students.

Students are informed about the date and syllabus of the test in advance and questions are prepared according to the University question pattern. In case of projects, seminars or assignments, some departments divide the students into smaller groups and topics are provided. Students are given a timeline for submission of the same. Teachers assign projects which will develop the students' creative skills and engage them in critical thinking.

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 students are informed of their performance and marks secured.

Regular departmental meetings are held to ensure that teachers take regular class tests, assignments etc. for an effective evaluation of the students.

Marks obtained by students are submitted to the HoDs, which is further reviewed and tabulated by the Examination Committee.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kohimacollege.ac.in/examination-policy/

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 internal examination related grievances to ensure a transparent process and in the best interest of the students.

- The college has an Examination committee, with the Principal as the chairman and all the HoDs as members. This committee is responsible to oversees all exam related matters
- For the redressal of any exam related issues, students can write an application seeking redressal through the Grievance Redressal Cell of the college or meet any of the committee members personally with a written complaint for re-evaluation of the particular paper. The application will then be forwarded to the HoD of the concerned department to be appropriately addressed by the concerned teacher.
- Appeals should be made as soon as possible after the marks are given out
- The teacher is expected to respond within two days.
- Students resorting to unfair means in the examination hall are strictly dealt with as per the rules laid down by the college.
- Marks awarded by the individual teachers are further scrutinized by the respective HoDs, before submitting it to the Examination Committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.kohimacollege.ac.in/grievance-redressal-policy-2/

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.

Program outcomes include a range of skills and knowledge that students acquire during their course of study. Within the prescribed curriculum of the university, the college has made every possible attempt to incorporate activities to bring about all round development to transform students into being assets to the society.

Mechanism of communication of programmes and course outcomes

- Information about the objectives and learning outcomes of the various course offered by the institution is put up the college website and also in the prospectus.
- Course outcomes are clearly outlined during the college orientation day as well as during the departmental orientation. Help desks manned by students' council under the supervision of teachers are also set up during admissions.
- The students are also made aware of what to expect from the courses and subjects on offer during mentoring sessions as well as benefits of enrolling for unconventional subjects like Functional English and Certificate courses offered by the institution.
- The college organizes different extracurricular and co-curricular activities which are designed keeping in mind the course outcomes and encourages the participation of students in such programs, to equip them with necessary life skills.

File Description	Documents
Upload any additional information	No File Uploaded
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.

As an institute of higher education, we measure the attainment of the program outcome not only on the basis of the marks secured in the examination, but also in terms of confidence, moral and ethical values and disciplined habits we instil in them. Following are some measures of direct evaluation.

Direct method of assessment

- Internal assessment of 30% of the marks in each course is conducted by the college and 70% of the marks are for external examination.
- In smaller groups (honours) every student is assigned different topics for presentations
- Students performing poorly are met by the teachers and appropriate remedial measures are suggested.
- 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 of assessment

- 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..
- Students progression to higher education is also another indication for the attainment of programme outcome

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2022/07/6-Semester.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****407**

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/2022/05/AAR-2021-22.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/wp-content/uploads/2022/06/Student-Satisfaction-Survey-2021-22.pdf>

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)

00

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

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

2

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

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

2

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 objective of extension activities is to sensitize and create social consciousness to

develop social values, awareness of societal realities, personality development and connect the

students with the community at large.

The college commemorates Environment Day every year by organising activities such as tree plantation, saving energy, painting competition, poetry writing, etc on themes of environment. The college by adopting a village is doing its bit in promoting environmental consciousness amongst the village.

Various committees such Friends of Nature Club, NCC, NSS and Swachh Bharat have been instrumental in organizing and bringing about a sense of ownership and responsibility to adopt a sustainable lifestyle

Various Clubs such as Red Ribbon Club and Red Cross Society of the college organize various voluntary programmes like blood donation campaigns to extend help to the needy. Both students and teachers support this cause, taking forward the value of rendering humanitarian and welfare services to the community.

The Evangelical Union plays a vital role in inculcating strong

moral principles and help the students grow socially, spiritually and emotionally and has contributed in nation building through moral education.

File Description	Documents
Paste link for additional information	Nil
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

2

File Description	Documents
Any additional information	View File
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

7

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**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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**

00

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**

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
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.

1.1- Physical facilities.

Being a government college, any proposal for enhancement and maintenance of infrastructure,

permission is required from the Department of Higher Education, Government of Nagaland. During the last 5 years, the college has been able to augment its infrastructure and physical facilities through developmental fees collected from the students. RUSA funding is also utilised for development purposes.

Classrooms and Halls:

There are 17 classrooms with LCD facilities. 1 conference room with Smart board, LCD projector

and screen. The College has an auditorium with a capacity to house 700 students'

Laboratory: There is a Language Lab with 18 computers, 1 projector, 1 speaker and 1 interactive smart board. This Lab is used for conducting classes by the Functional English department, Concept on Computer Course and Commerce Department classes

Library:

There is a separate building for the library which is partially automated with SOUL 2.0 software. It has a subscription to the NLIST program with access to e-journals and e-books. It has a separate room for the librarian and a reference room on the ground floor, stack room on the first floor and reading room with a sitting capacity of 60, and an E-resource section / a browsing centre with 8 computer systems on the top floor. It has an internet connection of 300 LAN/80 Wi-fi Mbps and solar power backup.

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

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

Games and Sports:

The college has one playground measuring 170 mts (Length) and 70 mts (Breadth) for outdoor sporting activities. One indoor arena for games and other extracurricular activities. One multipurpose indoor sports complex has been completed.

Cultural activities:

One auditorium measured 123x88 ft. ,a keyboard, guitar and drums, a Camera, 4 microphones, 1 mixer-board, 8 speakers, which are used during the various functions held in the college.

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

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

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kohimacollege.ac.in/language-cum-computer-lab-2/
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)**

File Description	Documents
Upload any additional information	View File
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 plays an important role in bringing about strategic plans for the improvement in library services. The college library is partially automated using Software for University Libraries. The INFLIBNET UGC facility is also available for all members. The materials in the library are organized using the DCC classification system. The college library uses OPAC to identify books. The library has an Open Access System to almost all the materials 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.

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 C. Any 2 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)

6.92

File Description	Documents
Any additional information	View File
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

30

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**

The college updates its IT facilities to ensure that the teachers and the students take full advantage of the facilities given in the college Facilities: Internet connectivity of bandwidth 100 Mbps for LAN/50 Mbps for Wifi in the college building is provided by SymBios Broadband Services Pvt Ltd. Though the campus is not fully Wifi enabled, faculty and students can access both wi-fi and LAN connection in the library and college building. To practice and maintain paperless ambience in the college as per Indian Green Building Council Norms, the college has an official website, Official Instagram, Official Facebook, whatsapp, Official Telegram and the College App through which all the official information is shared. A common user-ID for Wi-fi facility is made available on all days with a common used-ID and can be accessed in the college parameter. Facility for browsing and accessing e-resources in the library and language lab is provided. The college has installed 15 KV Solar transformers to give constant power backup. SERVICES PROVIDER: Symbiosis Broadband Services Pvt Lmted Available bandwidth: 100 Mbps for LAN/50 Mbps for wi-fiAccess speed 3 TB High Speed Data Wi-fi availability: Partially

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

4.3.2 - Number of Computers

19

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution **B. 30 - 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)

11

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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 college development committee Monitors and supervises the overall maintenance and utilization of the various infrastructure facilities in the college is monitored and supervised. 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- The Library committee looks after by College Library. 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 rooms are maintained by every class representatives and a faculty is assigned the responsibility for looking after the welfare of the students. Swatch Bharat cell of the college gives a certificate to the cleanest classroom every semester to encourage the students to learn dignity of labour and also keep the classroom and surroundings clean. 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	No File Uploaded
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
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	Nil
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

819

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

819

File Description	Documents
Any additional information	View File
Number of students benefitted 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 redressal of the grievances through appropriate committees

A. All of the above

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

49

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

5

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 college provide enormous scope for participation of students in management of college through their roles as Kohima College Students' Council Executive members, Class Representatives and as members in committees like IQAC, Magazine Editorial Board, Uniform Committee, Swachh Bharat Abhiyan, Mass Media Cell, Village Adoption Committee, Friends of Nature Club, Students with disabilities Committee and Cultural Club.

The council helps in sharing students' interests and concerns and communicating it to the college authority and is responsible for protecting and promoting the various activities of the students in the college. It has been instrumental in monitoring discipline and adherence to rules and regulations of the college among the students by way of - checking of uniforms, maintaining cleanliness in the classrooms and the campus as a whole, unruly behavior, prohibiting the consumption of tobacco and alcohol inside the campus, any form of ragging and discrimination etc. The Students' Council provides assistance to the freshers during admission.

To enable the students to participate, at the same time to ascertain that they do so within their permitted scope, the Students' Welfare Committee (comprising of faculty members) is instituted to guide and monitor all the activities of the students' Council.

<https://www.kohimacollege.ac.in/list-of-committees/>

<https://www.kohimacollege.ac.in/wp-content/uploads/2022/04/Students-Constitution.pdf>

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

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

42

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 registered in the office of the Registrar of Societies, Home Department Nagaland under Societies Registration Act, 1860 as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008 (Act No. 1 of 2009) registration NO. HOME/SRC-7601 dated 26-07-2022.

Prominent alumni are invited as special guests and speakers on several occasions in the college. The alumni are invited to participate and are also placed as members of organizing committee

in major events. The college has an alumni office, from where the activities of the association are conducted.

The Association has set up an Award for University Toppers from Kohima College which carries a cash award of Rs 10,000 (ten thousand only) and a citation which is given out by the association through a grand programme. An Alumni Cell is established within the college to keep in contact with the past students. It also collects data of the graduates every year.

Through the initiative of IQAC a 32 Hours Certificate Course on "Entrepreneurship Development" with Educentre, School of Business, Nagaland, was launched on 26th March 2022. This course was sponsored by the Alumni Association and the Valedictory Programme was held on 13th May 2022.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2022/08/Alumni-Registration-.pdf
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	No File Uploaded

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 accordance 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, is putting 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. Value based programmes are organized to instill good values in students.
4. Outreach programmes are initiated with an aim to develop sensitivity and consciousness to social values in students.
5. Sports and cultural activities are regularly conducted to provide a platform to students to discover and further develop and improve their potentialities.
6. Scholars Badge has been instituted to motivate and encourage meritorious students.
7. Social works and cleanliness drives are regularly carried out in and outside of the college to nurture and develop environmental consciousness .
8. Kohima College strives to use modern ICT for efficiency, effectiveness, and cost-effectiveness of its activities.
9. 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.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/list-of-committees/
Upload any additional information	View File

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

The college has instituted a list of 43 committees that encompasses the entire aspects of the institution. The different cells and committees which have been set up for the purpose of

delivery of quality assurance in different spheres of the college through various activities. Each faculty is a member of one or more committees. These committees have been prepared to assist in the smooth and efficient functioning of the various aspects and activities of the college. The aims and objectives as well as their roles and responsibilities are clearly outlined. The committees are given enough room to exercise their creative and innovative ideas within the permitted scope.

The appointment of the members of the committees are made after careful consideration by the Principal, Vice Principal and HODs to ascertain that the right persons are entrusted with the right responsibilities. These committees are constantly engaged in different activities throughout the year. Because of the active participation of these committees, the college can systematically and vibrantly function. The numerous co-curricular activities can be conducted in an orderly and successful manner. This practice of decentralization and participative management has immensely contributed in making the college dynamic, vibrant and systematic.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/list-of-committees/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed. Describe one activity successfully implemented based on the strategic plan within a maximum of 200 words.

The long term plans are prepared in line with the vision and mission statement of the college. The plans of the college are formulated by the Development Committee, RUSA and IQAC after careful assessment based on the need and requirement as well as available resources. The short term plans or yearly plans are formulated towards the attainment of the perspective goals. The long term plans are prepared under the following heads ;-

1.Academic vision

2.Infrastructure

3.Extension Services an

4.ICT development

One activity successfully implemented based on strategic plan is the construction and upgradation works in the Library section.

New construction includes 1 separate Librarian with an attached toilet. Renovation of the reference section, furniture purchases and purchased new Computer sets, 2 laptops, a laser printer, a printer cum scanner, and a bar code scanner.

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.

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	https://www.kohimacollege.ac.in/library-1/
Upload any additional information	No File Uploaded

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.

Organogram of the college

Principal : The Principal is the head of the institution and is the link between the Government and the college and is authorised to take decisions in accordance with the rules and regulations given by the Authority (Higher Education).

Vice Principal : It looks after all matters pertaining to examination, attendance, routine, daily class functioning.

The IQAC : The IQAC of the college plays a key role in assessing and assuring quality in the teaching-learning and evaluation process.

Head of the Departments : Power is delegated to HoDs for practical and effective functioning of academic activities at the department level.

Head Assistant : It deals with the correspondences and maintenance of files of the teachers and staff and is in charge of the ministerial staff of the college.

Examination Branch : Documents of students are processed and issued through this branch.

Accounts Branch : The Principal is the DDO of the institution. Headed by Cashier, It maintains all records of the financial transactions of the college.

Establishment Branch : It is responsible for dispatching information and maintenance of all correspondence files of the college.

Library: The Library headed by the Librarian looks after the upkeep of the academic resources and facilities in the library.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.kohimacollege.ac.in/organogram/
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

A. All of the above

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

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: The teaching Faculty of Kohima College has formed an association called KCTA. It is registered under the Societies Act, bearing Regd. No.H/RS-458. The Association functions under the framework of All Nagaland Government College Teachers Association (ANGTA). KCTA is also affiliated to AIFUCTO. One of the main objectives of the association is to uphold the interest of and foster unity among the teachers of the college.

Non teaching staff: The Kohima College Ministerial Staff Welfare Association was formed on 1st March 2008 with an aim to promote better relationships among the staff and support each other in good and bad times.

Additional facilities available -

- Loan facilities from banks through recommendation and forwarding by the college
- Wi-Fi facility in the college campus.
- The college provides a clean and healthy work environment. A kitchenette in addition to the canteen facilities.
- Staff bus facility.

Welfare initiatives from the government of Nagaland:

- Group Insurance Scheme
- General Provident Fund
- National Pension Scheme
- Medical Allowance
- House Rent Allowance
- Medical reimbursement
- 12 days casual leave in a year
- Staff quarters
- Maternity Leave of 6 months

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

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

00

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

5

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

41

File Description	Documents
IQAC report summary	View File
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.

Appraisal for Teaching staff : The Teaching staff is reported upon by the Principal of the college based on certain criteria and reviewed by the Director afterwards.

The college follows the Annual Performance Assessment Report as per Higher Education Rules of the state for promotion of teaching staff. The faculty (applicant) fills up the prescribed format of Annual Self-Assessment for the Performance Based Appraisal System which is submitted to the HOD. The Head of department after verification submits to the IQAC. The outcome of the review of the performance appraisal reports are recorded and compiled by IQAC which is later forwarded to the screening committee constituted by the Department of Higher Education for API score calculation.

Appraisal for Non- teaching staff : The Head Assistant reports upon the non-teaching staff comprising of Grade-III and Grade-IV staff which is then forwarded to the Principal for review. The non-teaching staff promotion is based on Nagaland State Government Service Rule.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2022/07/APAR.pdf
Upload any additional information	View File

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

Internal Audit : Kohima College Kohima has a three member audit committee that analyses the college internal revenue, contribution from philanthropists and expenditure semi- annually in abidance to the directive from the Department of Higher Education. The committee maintains separate Audit files for IQAC, Library, Magazine and Maintenance and Development. It checks and verifies all receipts and vouchers of all types of account. To simplify the

work of the disbursing authority, a sample of a format of actual expenditure report has also been shared by the committee. After which, an internal audit is done by a private Chartered Accountant. The internal audit of the institution is done till June 2022. The internal audit is conducted to maintain financial transparency and accountability.

External Audit : At the external level, financial audit is done by the Department of Higher Education through the office of the Accountant General, Nagaland. Grants from the government under plan and non-plan such as salary and wages, office expenses, material supply etc. are covered under external audit.

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

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)

00

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

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

- Kohima College being a government institution, receives funding from the Directorate of Higher Education, Government of Nagaland. The salary of the staff is funded from the non-plan fund.

- The Government funding focuses on three important components: Office Expenses, Material Supply and Machinery Equipments.
- The Development Committee comprising the Principal, Vice Principal and HoDs of all departments has been set up to oversee the utilization and management of the fund. It ascertains the efficient and optimal utilization of development funds on priority and need basis.
- The development committee strategically identifies the developmental needs and collectively takes decisions based on the available resources. It ensures timely maintenance and upgradation of basic infrastructures of the College.
- Essentially the fund is utilised for procuring items of furniture for classrooms, offices, lighting facilities, repair and maintenance of college properties and facilities, stationeries, other utilities etc.
- For transparency, accountability and proper utilisation of funds, the IQAC sanctions money to the various cells for its activities. The Cell submits reports and receipts to IQAC after the activity, which is further audited by the Internal Audit Committee.
- The college floriculture unit is able to generate some funds every year. This amount is in turn used for the maintenance and upkeep of the unit.

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

Two practices institutionalised as a result of IQAC initiatives are briefly highlighted below -

Academic Audit - To maintain quality education and improve the performance of the college, IQAC initiated this exercise for all the departments. Format for checklist and remarks/observation is prepared under different parameters.

The departments thoroughly examine the format and give suggestions for improvement in the comment section. The report is then submitted to the IQAC for further analysis and record. The plan of action is prepared accordingly. This exercise has been beneficial for teachers to realise their strengths and weaknesses. It has brought about attitudinal change towards work not only in the classroom but also in extra-curricular activities.

Entrepreneurship Development Certificate Course - This Course has been initiated by IQAC with Educentre - School of Business, Nagaland to enhance employability. The objective of this course is to help the students acquire necessary knowledge and skills required for organising and carrying out entrepreneurial activities. It also aims to help the students evaluate patterns of entrepreneurship and managerial potentials. It is a 32 hours course comprising of theory and practical sessions. The programme was launched on 26th March 2022 and Valedictory Programme was held on 13th May 2022.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/course/development-courses/
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

Student's Performance Review - Review of students' learning outcome is assessed through their performance in internal assessment which is done through class tests, paper presentations, assignment writings etc. Feedbacks are given to the student about their performance. The mistakes are pointed out and careful guidance for improvement in the future is given. To bring uniformity in evaluation of answer scripts, the evaluated scripts by the examiners are scrutinised by Head of each department and anomalies if any are pointed out to them. Special tests for weak students are also conducted. Further, through the mentoring

programme, monitoring and guidance of students are done by the mentors.

Use of ICT -Teachers have been encouraged to integrate the use of ICT in teaching learning process in the classrooms. Most of the teachers use powerpoint presentations for delivery of the lessons. This will help the students as well as the teachers to be more innovative and keep pace with the technological advancement. Various virtual platforms have been used to facilitate the teaching -learning process like Zoom, Google Meet and LMS Proctur app. Sharing of learning materials and collection of assignments are done through Emails and Whatsapp.

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	https://www.kohimacollege.ac.in/wp-content/uploads/2022/05/AAR-2021-22.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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 maintains importance to the cause of gender equity and sensitizes the students to gender based concerns through different extracurricular programmes organized in the college.

The Anti sexual Harrassment Cell, Student with Disabilities Cell and Women cell have been constituted to address any gender based issues in the college

Following are some programmes organized on Gender Sensitization during the year

- A talk on Gender Equity titled 'Equalitarianism in Naga Society' was organized on the 18th September, 2021. Dr.Kekhrieseno Christina, Asst. Professor & HoD, Department of Sociology, as the guest speaker.
- International Women's Day, 8th March, 2022 was celebrated in the college with Ms.Chotalu, Senior Supervisor, 181-Women Helpline, Nagaland as the Guest Speaker under the theme "Gender Equality for a Sustainable tomorrow".
- The Anti Sexual Harassment Cell organized a Poster Campaign on the broad theme 'Gender Equity and Sensitization', outside the college courtyard on the 26th April 2022 to increase awareness on gender and create a lasting impact on all who visits the college.

File Description	Documents
Annual gender sensitization action plan	https://www.kohimacollege.ac.in/wp-content/uploads/2022/04/ANNUAL-GENDER-SENSITIZATION-ACTION-PLAN-2021_page-0001.jpg
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-

C. Any 2 of the above

based energy conservation Use of LED bulbs/ power efficient equipment

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- waste generated in the college is segregated properly and collected in the waste bins. The sanitation trucks of the Kohima Village Council collects the wastes twice a week.

Colour coded dustbins are placed at strategic locations in the college

Liquid Waste Management- the liquid wastes collected from the canteen and boys and girls hostels are collected daily as fodder for domesticated animals by the concerned persons.

E-Waste Management- the college has signed an MoU with e- CIRCLE in October 2021 for the collection of e-waste generated in the college. it is an authorized Waste Electrical Electronic Equipment (WEEE) centre based in Dimapur, Nagaland. Since then collection of e-waste from teachers, supporting staff and students was done and in June 2022, 777.85 Kgs of e-waste for recycling was collected.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available C. Any 2 of the above 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**

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	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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).

The college endeavors to create an inclusive environment for all, through the various programmes that are conducted by the college.

Equal opportunity measures:

- The college follows the reservation policy for PWDs as directed by the Directorate of Higher Education, Govt of Nagaland.
- The college also follows a community oriented admission policy, where considerations are given for the local community and students passing out from government schools.
- One time admission fees of students from low economic background are waived off. A committee has been set up to select the right candidate.
- The college has Student with Disability cell, which looks after the welfare of differently abled students.

Promotion of brotherhood and communal harmony:

- Celebration of Cultural day promotes the very essence of communal harmony and tolerance among the people. The college celebrated its 53rd Cultural day on 6th April'22 with the theme 'Reanimating our Culture'
- To promote linguistic importance, the Cultural Club organized a program on 21st February' 22 in commemoration of International Mother language day.
- Literary activities like essay writing, poetry writing, poster making, folk song revival classes were also conducted, thus creating an inclusive and tolerant academic environment

The college has also adopted a village, Metelephe village on the 18th of March' 22. The main objective is to bring about social connectivity beyond academics by extending community services in the adopted village.

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 organized the following programmes to sensitize the students to our constitutional values and deepen allegiance and responsibilities towards our country during the year.

- The NSS unit of the college participated in the month long (1st -31st October'21) 'Clean India' movement, as part of the year long Azadi Ka Amrit Mahotsav celebration. The students carried out social works in different pockets of the town.
- Around 30 NSS Volunteers cleaned the surrounding of a school located in the vicinity of the college and also donated 6 green boards to the school, as part of community extension service
- National Unity day (Rashtriya Ekta Diwas) was observed on 31st October'21, where all the participants took the Unity Pledge.
- On 10th November'21, A Code of Conduct ceremony was held. The primary objective was to inculcate in the students with the rules and regulations pertaining to students conduct not only in the college but also in the society at large.

To protect lives and property during disaster, the Disaster Management Cell of the college organized a Fire Safety awareness and demonstration in collaboration with Nagaland Fire and Emergency Services on 1st March'22

File Description	Documents
Details of activities that inculcate values; necessary to render students into 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

B. Any 3 of the above

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	View File
Any other relevant information	View File

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

Kohima College believes in sensitizing students on the importance of celebrating National and International commemorative days. To this end the following programmes were conducted during the year.

- World Ozone day was observed by organizing a talk on environmental consciousness on 16 /09/21
- International Day of Older People on 01/10/21.
- A 'Gandhi Jayanti greetings' competition was organized on the occasion of Gandhi Jayanti on 02/10/21
- To promote awareness on mental health, a video competition on the topic ' An activity I will do to promote my mental health' was organized for the students on the 10 /10/21
- Unity day was marked by taking the Unity pledge by the students on 01/11/21
- An essay writing competition on 'Digital Education' was organized to mark National Education Day on 11 /11/21.
- On 21 /02/22,International Mother Language day, was observed by organizing a folk song competition.
- International Women's day was celebrated with the theme 'Gender Equality for a Sustainable tomorrow'
- An essay writing competition 'Our Planet, Our Health' was organized on 07 /04/22 to mark World Health day.

Earth day (22/04/22) was commemorated by carrying out cleanliness drive in and around the college campus.

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	View File
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.

1. Inter Departmental Seminar:

It is conducted with an aim to encourage and promote research culture and collaborative learning and sharing of resources among the faculty members. Teachers are encouraged to present on varied topics to motivate more faculty members to take up research in inter-disciplinary areas. Such activities are helping foster better intellectual as well as social relationships between teachers. Some indicators of the success of this practice, to name a few, are paper presentations in national seminars, successful publication of books and participation as resource persons in district, State, National as well as International level seminars.

1. Cultural Conservation

The college endeavours to find creative ways of keeping our indigenous culture, art forms alive and relevant to our changing times, which otherwise is getting lost in the face of rapid modernization. As such Annual Cultural Day is organized where traditional attires, songs, dances and indigenous food are showcased. The meanings and symbolism of all these are shared both in personal interactions as well in public domain. The college also has a Tribal Museum with the objective to make our material culture more accessible to both students and faculty. The declaration of Wednesdays as Cultural Attire Day has further facilitated and enhanced our best practice.

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

Kohima College, the only government college in Kohima district that offers both Arts and Commerce streams, has good facilities and experienced teachers and one distinct feature of the college is the Admission Policy.

The admission policy of the college is distinct in that, it gives priority to those students who have passed out from government schools under the Kohima district, regardless of the marks they achieve. Students with bare minimum marks, who otherwise would not have access to higher education due to the high cut-off percentage eligibility criteria of private colleges, are provided admission to Kohima college. These students form a majority of the students' population of the college and they come from interior rural areas, belonging to the low-income category. The admission policy of Kohima College provides these students with the opportunity to pursue higher education at a negligible fee structure.

Thus, unless such an admission policy is put in place, there is the danger that a large, economically and socially backward section of society, would be deprived of any chance for higher education. The students who are admitted are given a very good chance and lots of opportunities to study and achieve their dreams and grow up to become useful members of society.

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 affiliated to Nagaland University and the curriculum adopted is prescribed by the affiliating university.

For effective implementation of the prescribed curriculum, the college adopts the following measures.

1. After the academic calendar is prepared by the college authority, the HoDs convene departmental meetings with the teachers to discuss the distribution of classes and syllabus.
2. Course coverage, remedial classes, compilation of internal assessment marks and attendance of students are monitored by the HoDs.
3. Students are assessed regularly by way of conducting tests, assignments, paper presentation, project works etc.
4. Whatsapp groups are formed for dissemination of information, sharing of study materials.
5. Teachers also use LCD projectors to make teaching-learning process more interesting and effective.

The college also has a library equipped with a good number of books for reference.

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)

The institution adheres to the academic calendar prepared by the college within the framework of the university for internal evaluation.

Students are required to take at least 3 internal assessments, which comprises of class tests, project works, assignments etc. Each paper carries a total of 100 marks, out of which 30 marks are for internal assessment. The tests conducted are either centralized or conducted by the respective departments. Students who do not do well in tests, or have missed to take tests due to genuine reasons are given the option for a retest. Discussions of past university questions papers are also done as a process of not only revising the course but it also generates information on the students' learning process. Class attendance of students is also monitored.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2022/04/B.A.-2ND-SEMESTER-INTERNLA-RESULT-2022.pdf

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. 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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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**8**

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

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	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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**35****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****00**

File Description	Documents
Any additional information	View File
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

Apart from some course prescribed in the syllabus, the college tries to instill professional ethics, human values address environmental and gender issues through different programmes organized throughout the academic session.

Professional ethics- Code of Conduct for teachers, non teaching staff and students are put in the college website as well as in strategic locations in the college building and in the staff rooms. Each member is expected to abide by it. Programs on professional ethics are also organized for the faculty and non teaching staff of the college

Gender- Various committees like the women cell, 'Anti- sexual and Anti- harassment cell' organizes awareness programmes on topics related to gender issues.

Human values- Students are encouraged to participate in programmes that promotes lessons on human values and integrity. Activities carried out by Red Ribbon club, NCC, NSS, Evangelical Union 'Students Career Counseling and Mentoring Cell' ' Grievance Cell' 'Anti- Ragging cell revolves around these ideals.

Environment and Sustainability- World Environmental day, Earth day, World Ozone day are observed with various programmes like webinars, plantation drives, cleanliness drives, poster display/competition/ presentation on environmental issues, to spread awareness on the importance of preserving and sustaining environment.

File Description	Documents
Any additional information	View File
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

89

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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

B. Any 3 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)	View File
Any additional information(Upload)	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.kohimacollege.ac.in/wp-content/uploads/2022/06/Students-Feedback-2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

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

519

File Description	Documents
Any additional information	No File Uploaded
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

Orientation programme for the newly admitted students is conducted every year, where details of the course content, examination, importance of class attendance are given. No particular programme is charted out for identification of advanced and slow learners however it is mostly assessed through the students' performance not only in academics but also in their performance in extracurricular activities. Advanced learners are encouraged to excel through special mentorship, providing extra reading materials, exposure opportunities. Such students are also deputed to represent the college in various forums to participate in academic events, co-curricular and extra-curricular activities. This will further enhance their learning and social skills that will prepare them for higher studies.

Remedial classes are conducted for slow learners and for all those who needs extra classes. Students lagging behind in internal tests are given the opportunity for retest. One to one meeting between teacher and student with low class attendance and poor performances in class test is also done.

To encourage and acknowledge the academic achievement of students at the university level, the college has constituted a number of awards like 'Scholar's badge' , Alumni Association Award, 'Meritorious Award' for subject toppers in Economics, History, Political Science and Tenyidie.

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

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

Number of Students	Number of Teachers
1319	57

File Description	Documents
Any additional information	View File

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

The college enhances the learning experience of students through student centric activities like peer teaching and peer evaluation, paper presentations, class seminars, group assignment writings, field trips. 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 to promote self- learning.

To develop social, ethical and personal values, students are encouraged to enrol in NSS, NCC, Red Cross Society, Swachh Bharat cells. These cells extend support in the college activities and in community services through awareness program on various issues.

Besides these, college 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 skills, decision making, organizational skills and to shoulder responsibilities. Students are encouraged to take part in debates, quiz and poster competitions, etc. organized by other institutions as well as by the college.

Department specific activities like study tours, field visits, talk series, museum visits are organized which exposes students to real life situations and gives them a firsthand experience about the topics that are taught in classrooms.

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 role of ICT has become important in the present education scenario and as such Kohima college is not only committed to make the classrooms ICT enabled, but teachers are also encouraged to go beyond the traditional method of teaching and make use of the available ICT resources to enhance teaching-learning process. The college has 17 classrooms equipped with projectors and 2 smart boards which are used for different activities as well as for teaching purposes. Teachers use ICT tools like desktop, laptops and smartphones for easier communication with the students. WhatsApp Groups are formed for disseminating important information, provide additional resources and reading materials in the form of PDF notes, PPT, e books, to students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.kohimacollege.ac.in/classrooms-with-projectors/

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

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

12

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

722

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 undertakes the following measures to ensure transparency in terms of frequency and variety in internal assessment. An orientation program is organized for the freshers where they are acquainted with the norms involved in the examination and evaluation process. Students are assessed on a continuous basis through written test, paper presentation, project work. This ongoing assessment generates information on the learning process of the students.

Students are informed about the date and syllabus of the test in advance and questions are prepared according to the University question pattern. In case of projects, seminars or assignments, some departments divide the students into smaller groups and topics are provided. Students are given a timeline for submission of the same. Teachers assign projects which will develop the students' creative skills and engage them in critical thinking.

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 students are informed of their performance and marks secured.

Regular departmental meetings are held to ensure that teachers take regular class tests, assignments etc. for an effective evaluation of the students.

Marks obtained by students are submitted to the HoDs, which is further reviewed and tabulated by the Examination Committee.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kohimacollege.ac.in/examination-policy/

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 internal examination related grievances to ensure a transparent process and in the best interest of the students.

- The college has an Examination committee, with the Principal as the chairman and all the HoDs as members. This committee is responsible to oversee all exam related matters
- For the redressal of any exam related issues, students can write an application seeking redressal through the Grievance Redressal Cell of the college or meet any of the committee members personally with a written complaint for re-evaluation of the particular paper. The application will then be forwarded to the HoD of the concerned department to be appropriately addressed by the concerned teacher.
- Appeals should be made as soon as possible after the marks are given out
- The teacher is expected to respond within two days.
- Students resorting to unfair means in the examination hall are strictly dealt with as per the rules laid down by the college.
- Marks awarded by the individual teachers are further scrutinized by the respective HoDs, before submitting it to the Examination Committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.kohimacollege.ac.in/grievance-redressal-policy-2/

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.

Program outcomes include a range of skills and knowledge that students acquire during their course of study. Within the prescribed curriculum of the university, the college has made every possible attempt to incorporate activities to bring about all round development to transform students into being assets to the society.

Mechanism of communication of programmes and course outcomes

- Information about the objectives and learning outcomes of the various course offered by the institution is put up the college website and also in the prospectus.
- Course outcomes are clearly outlined during the college orientation day as well as during the departmental orientation. Help desks manned by students' council under the supervision of teachers are also set up during admissions.
- The students are also made aware of what to expect from the courses and subjects on offer during mentoring sessions as well as benefits of enrolling for unconventional subjects like Functional English and Certificate courses offered by the institution.
- The college organizes different extracurricular and co-curricular activities which are designed keeping in mind the course outcomes and encourages the participation of students in such programs, to equip them with necessary life skills.

File Description	Documents
Upload any additional information	No File Uploaded
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.

As an institute of higher education, we measure the attainment

of the program outcome not only on the basis of the marks secured in the examination, but also in terms of confidence, moral and ethical values and disciplined habits we instil in them. Following are some measures of direct evaluation.

Direct method of assessment

- Internal assessment of 30% of the marks in each course is conducted by the college and 70% of the marks are for external examination.
- In smaller groups (honours) every student is assigned different topics for presentations
- Students performing poorly are met by the teachers and appropriate remedial measures are suggested.
- 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 of assessment

- 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..
- Students progression to higher education is also another indication for the attainment of programme outcome

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2022/07/6-Semester.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

407

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/2022/05/AAR-2021-22.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/wp-content/uploads/2022/06/Student-Satisfaction-Survey-2021-22.pdf>

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)

00

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

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

2

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

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

2

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 objective of extension activities is to sensitize and create social consciousness to

develop social values, awareness of societal realities, personality development and connect the

students with the community at large.

The college commemorates Environment Day every year by organising activities such as tree plantation, saving energy, painting competition, poetry writing, etc on themes of environment. The college by adopting a village is doing its bit in promoting environmental consciousness amongst the village.

Various committees such Friends of Nature Club, NCC, NSS and Swachh Bharat have been instrumental in organizing and bringing about a sense of ownership and responsibility to adopt a sustainable lifestyle

Various Clubs such as Red Ribbon Club and Red Cross Society of the college organize various voluntary programmes like blood donation campaigns to extend help to the needy. Both students and teachers support this cause, taking forward the value of rendering humanitarian and welfare services to the community.

The Evangelical Union plays a vital role in inculcating strong moral principles and help the students grow socially, spiritually and emotionally and has contributed in nation building through moral education.

File Description	Documents
Paste link for additional information	Nil
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

2

File Description	Documents
Any additional information	View File
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

7

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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

00

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**9**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
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.

1.1- Physical facilities.

Being a government college, any proposal for enhancement and maintenance of infrastructure,

permission is required from the Department of Higher Education, Government of Nagaland. During the last 5 years, the college has been able to augment its infrastructure and physical facilities through developmental fees collected from the students. RUSA funding is also utilised for development purposes.

Classrooms and Halls:

There are 17 classrooms with LCD facilities. 1 conference room with Smart board, LCD projector

and screen. The College has an auditorium with a capacity to house 700 students'

Laboratory: There is a Language Lab with 18 computers, 1 projector, 1 speaker and 1 interactive smart board. This Lab is

used for conducting classes by the Functional English department, Concept on Computer Course and Commerce Department classes

Library:

There is a separate building for the library which is partially automated with SOUL 2.0 software. It has a subscription to the NLIST program with access to e-journals and e-books. It has a separate room for the librarian and a reference room on the ground floor, stack room on the first floor and reading room with a sitting capacity of 60, and an E-resource section / a browsing centre with 8 computer systems on the top floor. It has an internet connection of 300 LAN/80 Wi-fi Mbps and solar power backup.

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

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

Games and Sports:

The college has one playground measuring 170 mts (Length) and 70 mts (Breadth) for outdoor sporting activities. One indoor arena for games and other extracurricular activities. One multipurpose indoor sports complex has been completed.

Cultural activities:

One auditorium measured 123x88 ft. ,a keyboard, guitar and drums, a Camera, 4 microphones, 1 mixer-board, 8 speakers, which are used during the various functions held in the college.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kohimacollege.ac.in/language-cum-computer-lab-2/
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)

File Description	Documents
Upload any additional information	View File
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 plays an important role in bringing about strategic plans for the improvement in library services. The college library is partially automated using Software for University Libraries. The INFLIBNET UGC facility is also available for all members. The materials in the library are organized using the DCC classification system. The college library uses OPAC to identify books. The library has an Open Access System to almost all the materials 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.

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

C. Any 2 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)**6.92**

File Description	Documents
Any additional information	View File
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****30**

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**

The college updates its IT facilities to ensure that the teachers and the students take full advantage of the facilities given in the college Facilities: Internet connectivity of bandwidth 100 Mbps for LAN/50 Mbps for Wifi in the college building is provided by SymBios Broadband Services Pvt Ltd. Though the campus is not fully Wifi enabled, faculty and students can access both wi-fi and LAN connection in the library and college building. To practice and maintain paperless ambience in the college as per Indian Green Building Council Norms, the college has an official website, Official Instagram, Official Facebook, whatsapp, Official Telegram and the College App through which all the official information is shared. A common user-ID for Wi-fi facility is made available on all days with a common used-ID and can be accessed in the college parameter. Facility for browsing and accessing e-resources in the library and language lab is provided. The college has installed 15 KV Solar transformers to give constant

power backup. SERVICES PROVIDER: Symbiosis Broadband Services Pvt Lmtd Available bandwidth: 100 Mbps for LAN/50 Mbps for wi-fi Access speed 3 TB High Speed Data Wi-fi availability: Partially

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

4.3.2 - Number of Computers

19

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 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)

11

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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 college development committee Monitors and supervises the overall maintenance and utilization of the various infrastructure facilities in the college is monitored and supervised. 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- The Library committee looks after by College Library. 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 rooms are maintained by every class representatives and a faculty is assigned the responsibility for looking after the welfare of the students. Swatch Bharat cell of the college gives a certificate to the cleanest classroom every semester to encourage the students to learn dignity of labour and also keep the classroom and surroundings clean . 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	No File Uploaded
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

00

File Description	Documents
Upload any additional information	No File Uploaded
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	Nil
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	
819	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
819	
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	A. All of the above

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 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

49

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

5

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 college provide enormous scope for participation of students in management of college through their roles as Kohima College Students' Council Executive members, Class Representatives and as members in committees like IQAC, Magazine Editorial Board, Uniform Committee, Swachh Bharat Abhiyan, Mass Media Cell, Village Adoption Committee, Friends of Nature Club, Students with disabilities Committee and Cultural Club.

The council helps in sharing students' interests and concerns and communicating it to the college authority and is responsible for protecting and promoting the various activities of the students in the college. It has been instrumental in monitoring discipline and adherence to rules and regulations of the college among the students by way of - checking of uniforms, maintaining cleanliness in the classrooms and the campus as a whole, unruly behavior, prohibiting the consumption of tobacco and alcohol inside the campus, any form of ragging and discrimination etc. The Students' Council provides assistance to the freshers during admission.

To enable the students to participate, at the same time to ascertain that they do so within their permitted scope, the Students' Welfare Committee (comprising of faculty members) is instituted to guide and monitor all the activities of the students' Council.

<https://www.kohimacollege.ac.in/list-of-committees/>

<https://www.kohimacollege.ac.in/wp-content/uploads/2022/04/Students-Constitution.pdf>

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

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

42

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 registered in the office of the Registrar of Societies, Home Department Nagaland under Societies Registration Act, 1860 as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008(Act No. 1 of 2009) registration NO. HOME/SRC-7601 dated 26-07-2022.

Prominent alumni are invited as special guests and speakers on several occasions in the college. The alumni are invited to participate and are also placed as members of organizing committee in major events. The college has an alumni office, from where the activities of the association are conducted.

The Association has set up an Award for University Toppers from Kohima College which carries a cash award of Rs 10,000 (ten thousand only) and a citation which is given out by the association through a grand programme. An Alumni Cell is established within the college to keep in contact with the past students. It also collects data of the graduates every year.

Through the initiative of IQAC a 32 Hours Certificate Course on "Entrepreneurship Development" with Educentre, School of

Business, Nagaland, was launched on 26th March 2022. This course was sponsored by the Alumni Association and the Valedictory Programme was held on 13th May 2022.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2022/08/Alumni-Registration-.pdf
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	No File Uploaded

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 accordance 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, is putting 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. Value based programmes are organized to instill good values in students.
4. Outreach programmes are initiated with an aim to develop sensitivity and consciousness to social values in

students.

5. Sports and cultural activities are regularly conducted to provide a platform to students to discover and further develop and improve their potentialities.
6. Scholars Badge has been instituted to motivate and encourage meritorious students.
7. Social works and cleanliness drives are regularly carried out in and outside of the college to nurture and develop environmental consciousness .
8. Kohima College strives to use modern ICT for efficiency, effectiveness, and cost-effectiveness of its activities.
9. 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.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/list-of-committees/
Upload any additional information	View File

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

The college has instituted a list of 43 committees that encompasses the entire aspects of the institution. The different cells and committees which have been set up for the purpose of delivery of quality assurance in different spheres of the college through various activities. Each faculty is a member of one or more committees. These committees have been prepared to assist in the smooth and efficient functioning of the various aspects and activities of the college. The aims and objectives as well as their roles and responsibilities are clearly outlined. The committees are given enough room to exercise their creative and innovative ideas within the permitted scope.

The appointment of the members of the committees are made after careful consideration by the Principal, Vice Principal and HODs to ascertain that the right persons are entrusted with the right responsibilities. These committees are constantly engaged in different activities throughout the year. Because of the active participation of these committees, the college can systematically and vibrantly function. The numerous co-curricular activities can be conducted in an orderly and successful manner. This practice of decentralization and participative management has immensely contributed in making the college dynamic, vibrant and systematic.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/list-of-committees/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed. Describe one activity successfully implemented based on the strategic plan within a maximum of 200 words.

The long term plans are prepared in line with the vision and mission statement of the college. The plans of the college are formulated by the Development Committee, RUSA and IQAC after careful assessment based on the need and requirement as well as available resources. The short term plans or yearly plans are formulated towards the attainment of the perspective goals. The long term plans are prepared under the following heads ;-

1.Academic vision

2.Infrastructure

3.Extension Services an

4.ICT development

One activity successfully implemented based on strategic plan is the construction and upgradation works in the Library section.

New construction includes 1 separate Librarian with an attached toilet. Renovation of the reference section, furniture purchases and purchased new Computer sets, 2 laptops, a laser printer, a printer cum scanner, and a bar code scanner.

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.

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	https://www.kohimacollege.ac.in/library-1/
Upload any additional information	No File Uploaded

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.

Organogram of the college

Principal : The Principal is the head of the institution and is the link between the Government and the college and is authorised to take decisions in accordance with the rules and regulations given by the Authority (Higher Education).

Vice Principal : It looks after all matters pertaining to examination, attendance, routine, daily class functioning.

The IQAC : The IQAC of the college plays a key role in assessing and assuring quality in the teaching-learning and evaluation process.

Head of the Departments : Power is delegated to HoDs for practical and effective functioning of academic activities at the department level.

Head Assistant : It deals with the correspondences and

maintenance of files of the teachers and staff and is in charge of the ministerial staff of the college.

Examination Branch : Documents of students are processed and issued through this branch.

Accounts Branch : The Principal is the DDO of the institution. Headed by Cashier, It maintains all records of the financial transactions of the college.

Establishment Branch : It is responsible for dispatching information and maintenance of all correspondence files of the college.

Library: The Library headed by the Librarian looks after the upkeep of the academic resources and facilities in the library.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.kohimacollege.ac.in/organogram/
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

A. All of the above

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

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: The teaching Faculty of Kohima College has formed an association called KCTA. It is registered under the Societies Act, bearing Regd. No.H/RS-458. The Association functions under the framework of All Nagaland Government College Teachers Association (ANGTA). KCTA is also affiliated to AIFUCTO. One of the main objectives of the association is to uphold the interest of and foster unity among the teachers of the college.

Non teaching staff: The Kohima College Ministerial Staff Welfare Association was formed on 1st March 2008 with an aim to promote better relationships among the staff and support each other in good and bad times.

Additional facilities available -

- Loan facilities from banks through recommendation and forwarding by the college
- Wi-Fi facility in the college campus.
- The college provides a clean and healthy work environment. A kitchenette in addition to the canteen facilities.
- Staff bus facility.

Welfare initiatives from the government of Nagaland:

- Group Insurance Scheme
- General Provident Fund
- National Pension Scheme
- Medical Allowance
- House Rent Allowance

- Medical reimbursement
- 12 days casual leave in a year
- Staff quarters
- Maternity Leave of 6 months

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

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

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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

5

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

41

File Description	Documents
IQAC report summary	View File
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.

Appraisal for Teaching staff : The Teaching staff is reported upon by the Principal of the college based on certain criteria and reviewed by the Director afterwards.

The college follows the Annual Performance Assessment Report as per Higher Education Rules of the state for promotion of teaching staff. The faculty (applicant) fills up the prescribed format of Annual Self-Assessment for the Performance Based Appraisal System which is submitted to the HOD. The Head of department after verification submits to the IQAC. The outcome of the review of the performance appraisal reports are recorded and compiled by IQAC which is later forwarded to the screening committee constituted by the Department of Higher Education for API score calculation.

Appraisal for Non- teaching staff : The Head Assistant reports upon the non-teaching staff comprising of Grade-III and Grade-IV staff which is then forwarded to the Principal for review. The non-teaching staff promotion is based on Nagaland State Government Service Rule.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/wp-content/uploads/2022/07/APAR.pdf
Upload any additional information	View File

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

Internal Audit : Kohima College Kohima has a three member audit committee that analyses the college internal revenue, contribution from philanthropists and expenditure semi-annually in abidance to the directive from the Department of Higher Education. The committee maintains separate Audit files for IQAC, Library, Magazine and Maintenance and Development. It checks and verifies all receipts and vouchers of all types of account. To simplify the work of the disbursing authority, a sample of a format of actual expenditure report has also been shared by the committee. After which, an internal audit is done

by a private Chartered Accountant. The internal audit of the institution is done till June 2022. The internal audit is conducted to maintain financial transparency and accountability.

External Audit : At the external level, financial audit is done by the Department of Higher Education through the office of the Accountant General, Nagaland. Grants from the government under plan and non-plan such as salary and wages, office expenses, material supply etc. are covered under external audit.

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

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)

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

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

- Kohima College being a government institution, receives funding from the Directorate of Higher Education, Government of Nagaland. The salary of the staff is funded from the non-plan fund.
- The Government funding focuses on three important

components: Office Expenses, Material Supply and Machinery Equipments.

- The Development Committee comprising the Principal, Vice Principal and HoDs of all departments has been set up to oversee the utilization and management of the fund. It ascertains the efficient and optimal utilization of development funds on priority and need basis.
- The development committee strategically identifies the developmental needs and collectively takes decisions based on the available resources. It ensures timely maintenance and upgradation of basic infrastructures of the College.
- Essentially the fund is utilised for procuring items of furniture for classrooms, offices, lighting facilities, repair and maintenance of college properties and facilities, stationeries, other utilities etc.
- For transparency, accountability and proper utilisation of funds, the IQAC sanctions money to the various cells for its activities. The Cell submits reports and receipts to IQAC after the activity, which is further audited by the Internal Audit Committee.
- The college floriculture unit is able to generate some funds every year. This amount is in turn used for the maintenance and upkeep of the unit.

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

Two practices institutionalised as a result of IQAC initiatives are briefly highlighted below -

Academic Audit - To maintain quality education and improve the performance of the college, IQAC initiated this exercise for all the departments. Format for checklist and remarks/observation is prepared under different parameters.

The departments thoroughly examine the format and give suggestions for improvement in the comment section. The report is then submitted to the IQAC for further analysis and record. The plan of action is prepared accordingly. This exercise has been beneficial for teachers to realise their strengths and weaknesses. It has brought about attitudinal change towards work not only in the classroom but also in extra-curricular activities.

Entrepreneurship Development Certificate Course - This Course has been initiated by IQAC with Educentre - School of Business, Nagaland to enhance employability. The objective of this course is to help the students acquire necessary knowledge and skills required for organising and carrying out entrepreneurial activities. It also aims to help the students evaluate patterns of entrepreneurship and managerial potentials. It is a 32 hours course comprising of theory and practical sessions. The programme was launched on 26th March 2022 and Valedictory Programme was held on 13th May 2022.

File Description	Documents
Paste link for additional information	https://www.kohimacollege.ac.in/course/development-courses/
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

Student's Performance Review - Review of students' learning outcome is assessed through their performance in internal assessment which is done through class tests, paper presentations, assignment writings etc. Feedbacks are given to the student about their performance. The mistakes are pointed out and careful guidance for improvement in the future is given. To bring uniformity in evaluation of answer scripts, the evaluated scripts by the examiners are scrutinised by Head of each department and anomalies if any are pointed out to them.

Special tests for weak students are also conducted. Further, through the mentoring programme, monitoring and guidance of students are done by the mentors.

Use of ICT -Teachers have been encouraged to integrate the use of ICT in teaching learning process in the classrooms. Most of the teachers use powerpoint presentations for delivery of the lessons. This will help the students as well as the teachers to be more innovative and keep pace with the technological advancement. Various virtual platforms have been used to facilitate the teaching -learning process like Zoom, Google Meet and LMS Proctur app. Sharing of learning materials and collection of assignments are done through Emails and Whatsapp.

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	https://www.kohimacollege.ac.in/wp-content/uploads/2022/05/AAR-2021-22.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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 maintains importance to the cause of gender equity and sensitizes the students to gender based concerns through different extracurricular programmes organized in the college.

The Anti sexual Harrassment Cell, Student with Disabilities Cell and Women cell have been constituted to address any gender based issues in the college

Following are some programmes organized on Gender Sensitization during the year

- A talk on Gender Equity titled 'Equalitarianism in Naga Society' was organized on the 18th September, 2021. Dr.Kekhrieseno Christina, Asst. Professor & HoD, Department of Sociology, as the guest speaker.
- International Women's Day, 8th March, 2022 was celebrated in the college with Ms.Chotalu, Senior Supervisor, 181-Women Helpline, Nagaland as the Guest Speaker under the theme "Gender Equality for a Sustainable tomorrow".
- The Anti Sexual Harassment Cell organized a Poster Campaign on the broad theme 'Gender Equity and Sensitization', outside the college courtyard on the 26th April 2022 to increase awareness on gender and create a lasting impact on all who visits the college.

File Description	Documents
Annual gender sensitization action plan	https://www.kohimacollege.ac.in/wp-content/uploads/2022/04/ANNUAL-GENDER-SENSITIZATION-ACTION-PLAN-2021_page-0001.jpg
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

C. Any 2 of the above

conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

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- waste generated in the college is segregated properly and collected in the waste bins. The sanitation trucks of the Kohima Village Council collects the wastes twice a week.

Colour coded dustbins are placed at strategic locations in the college

Liquid Waste Management- the liquid wastes collected from the canteen and boys and girls hostels are collected daily as fodder for domesticated animals by the concerned persons.

E-Waste Management- the college has signed an MoU with e-CIRCLE in October 2021 for the collection of e-waste generated in the college. it is an authorized Waste Electrical Electronic Equipment (WEEE) centre based in Dimapur, Nagaland. Since then collection of e-waste from teachers, supporting staff and students was done and in June 2022, 777.85 Kgs of e-waste for recycling was collected.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
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:

- 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

D. Any 1 of the above

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

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

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).

The college endeavors to create an inclusive environment for all, through the various programmes that are conducted by the college.

Equal opportunity measures:

- The college follows the reservation policy for PWDs as directed by the Directorate of Higher Education, Govt of Nagaland.
- The college also follows a community oriented admission policy, where considerations are given for the local community and students passing out from government schools.
- One time admission fees of students from low economic background are waived off. A committee has been set up to select the right candidate.
- The college has Student with Disability cell, which looks after the welfare of differently abled students.

Promotion of brotherhood and communal harmony:

- Celebration of Cultural day promotes the very essence of communal harmony and tolerance among the people. The college celebrated its 53rd Cultural day on 6th April'22 with the theme 'Reanimating our Culture'
- To promote linguistic importance, the Cultural Club organized a program on 21st February' 22 in commemoration of International Mother language day.
- Literary activities like essay writing, poetry writing, poster making, folk song revival classes were also conducted, thus creating an inclusive and tolerant academic environment

The college has also adopted a village, Metelephe village on the 18th of March' 22. The main objective is to bring about social connectivity beyond academics by extending community services in the adopted village.

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 organized the following programmes to sensitize the students to our constitutional values and deepen allegiance and responsibilities towards our country during the year.

- The NSS unit of the college participated in the month long (1st -31st October'21) 'Clean India' movement, as part of the year long Azadi Ka Amrit Mahotsav celebration. The students carried out social works in different pockets of the town.
- Around 30 NSS Volunteers cleaned the surrounding of a school located in the vicinity of the college and also donated 6 green boards to the school, as part of community extension service
- National Unity day (Rashtriya Ekta Diwas) was observed on 31st October'21, where all the participants took the Unity Pledge.
- On 10th November'21, A Code of Conduct ceremony was held. The primary objective was to inculcate in the students with the rules and regulations pertaining to students conduct not only in the college but also in the society at large.

To protect lives and property during disaster, the Disaster Management Cell of the college organized a Fire Safety awareness and demonstration in collaboration with Nagaland Fire and Emergency Services on 1st March'22

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	View File
Any other relevant information	View File

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

Kohima College believes in sensitizing students on the importance of celebrating National and International commemorative days. To this end the following programmes were conducted during the year.

- World Ozone day was observed by organizing a talk on environmental consciousness on 16 /09/21
- International Day of Older People on 01/10/21.
- A 'Gandhi Jayanti greetings' competition was organized on

the occasion of Gandhi Jayanti on 02/10/21

- To promote awareness on mental health, a video competition on the topic 'An activity I will do to promote my mental health' was organized for the students on the 10 /10/21
- Unity day was marked by taking the Unity pledge by the students on 01/11/21
- An essay writing competition on 'Digital Education' was organized to mark National Education Day on 11 /11/21.
- On 21 /02/22, International Mother Language day, was observed by organizing a folk song competition.
- International Women's day was celebrated with the theme 'Gender Equality for a Sustainable tomorrow'
- An essay writing competition 'Our Planet, Our Health' was organized on 07 /04/22 to mark World Health day.

Earth day (22/04/22) was commemorated by carrying out cleanliness drive in and around the college campus.

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	View File
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.

1. Inter Departmental Seminar:

It is conducted with an aim to encourage and promote research culture and collaborative learning and sharing of resources among the faculty members. Teachers are encouraged to present on varied topics to motivate more faculty members to take up research in inter-disciplinary areas. Such activities are helping foster better intellectual as well as social relationships between teachers. Some indicators of the success of this practice, to name a few, are paper presentations in national seminars, successful publication of books and participation as resource persons in district, State, National

as well as International level seminars.

1. Cultural Conservation

The college endeavours to find creative ways of keeping our indigenous culture, art forms alive and relevant to our changing times, which otherwise is getting lost in the face of rapid modernization. As such Annual Cultural Day is organized where traditional attires, songs, dances and indigenous food are showcased. The meanings and symbolism of all these are shared both in personal interactions as well in public domain. The college also has a Tribal Museum with the objective to make our material culture more accessible to both students and faculty. The declaration of Wednesdays as Cultural Attire Day has further facilitated and enhanced our best practice.

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

Kohima College, the only government college in Kohima district that offers both Arts and Commerce streams, has good facilities and experienced teachers and one distinct feature of the college is the Admission Policy.

The admission policy of the college is distinct in that, it gives priority to those students who have passed out from government schools under the Kohima district, regardless of the marks they achieve. Students with bare minimum marks, who otherwise would not have access to higher education due to the high cut-off percentage eligibility criteria of private colleges, are provided admission to Kohima college. These students form a majority of the students' population of the college and they come from interior rural areas, belonging to the low-income category. The admission policy of Kohima College provides these students with the opportunity to pursue higher

education at a negligible fee structure.

Thus, unless such an admission policy is put in place, there is the danger that a large, economically and socially backward section of society, would be deprived of any chance for higher education. The students who are admitted are given a very good chance and lots of opportunities to study and achieve their dreams and grow up to become useful members of society.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action

1. To organize a National Seminar
2. To initiate for the next batch of Entrepreneurship Development Certificate Course
3. To organize a workshop under skill development
4. To organize more Faculty Development Programmes
5. To celebrate College Foundation day and make it an annual event of the college
6. To organize more Gender Equity programmes
7. Cells and Committees to organize more commemorative programmes
8. To construct a small common room for girls in the campus.