

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	Kohima College, Kohima
1.2 Address Line 1	Billy Graham Road
Address Line 2	Post Box No. 619, P.O. Kohima
City/Town	Kohima
State	Nagaland
Pin Code	797001
Institution e-mail address	kohima_college_kohima@yahoo.com
Contact Nos.	09402483181
Name of the Head of the Institution:	Smti. Chubatola Longkumer
Tel. No. with STD Code:	0370-2280356
Mobile:	09402483181
Name of the IQAC Co-ordinator:	Moanungla Kevichusa

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.56	July 05, 2012	July 04, 2017

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

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

i. **AQAR 2012-2013** submitted to NAAC on **31-08-2013**.

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

N/A

1.12 Name of the Affiliating University (for the Colleges)

Nagaland University

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

Autonomy by State/Central Govt. / University N/A

University with Potential for Excellence

N/A

UGC-CPE

N/A

DST Star Scheme

N/A

UGC-CE

N/A

UGC-Special Assistance Programme

N/A

DST-FIST

N/A

UGC-Innovative PG programmes

N/A

Any other (Specify)

N/A

UGC-COP Programmes

Under process

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

Nil

2.4 No. of Management representatives

02

2.5 No. of Alumni

Nil

2.6 No. of any other stakeholder and
community representatives

Nil

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

02

2.9 Total No. of members

13

2.10 No. of IQAC meetings held:

05

2.11 No. of meetings with various stakeholders:

No. 03

Faculty

02

Non-Teaching Staff Students

01

Alumni

Nil

Others

Nil

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

3 Lakhs



2.13 Seminars and Conferences (only quality related)

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

Total Nos.

05

International

Nil

National

Nil

State

Nil

Institution Level

05

(ii) Themes

Academic themes of common interest and relevance to all departments are presented.

2.14 Significant Activities and contributions made by IQAC

Monthly Inter-Departmental Seminar; publication of journal; publication of college annual magazine; preparing questionnaire for students; mentoring and formation of college choir; 3 sitting sheds for students ; addition of new sports and games equipments; installation of TV and up-gradation of re-recreational facilities for students, career guidance programme, seminar for students and quiz, debate and essay writing competition.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year * : **Annexure 1 attached.**

Plan of Action	Achievements

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

N/A

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure : Annexure II attached.*

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

The Nagaland University has introduced semester system with revised syllabus for the UG programmes from the session 2012-2013. The college, under direction from the University has likewise started the semester system with its revised syllabus from 2012-2013, session.

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

Functional English as an elective subject commenced from the academic session July 2014. Fully equipped Language Lab has been set up and 2 qualified faculty members have been appointed on contract to run the department. 12 students have enrolled for this subject.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	37	26	11	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

11

2.5 Faculty participation in conferences and symposia:

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

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

Class room seminars participation by students on syllabus topics; peer teaching; evaluation of peer presentation; project works; debates; quiz; speech competitions, essay writing competitions; study tours; ' life skill development' through various programmes.

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

180

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

The college is not authorised to initiate any reforms.

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

05	05	05
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Old Course	387	Nil	0.26	46.25	42.12	88.63
BA II Sem	401					98.75
BA IV Sem	329					98.48

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

- The IQAC oversee that faculty engages the students in regular assignments, class tests, project works etc. Academically weaker students are given extra attention in the process of mentoring. Lesson plans for the academic session and daily lesson coverage register department wise is maintained by the IQAC. IQAC also monitor the completion of course in due time.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	03
Faculty exchange programme	Nil
Staff training conducted by the university	10
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	07
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	Nil	Nil	04
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Inter-departmental seminars every 3rd Saturday of the month; mandatory writing of research papers for publication in college Journal; encourage faculty to attend RCs; OCs; seminars; workshops and training programmes.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Impressions	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published : i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from :

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

3.13 No. of collaborations: Nil International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="Nil"/>	College forum	<input type="text" value="Nil"/>		
NCC	<input type="text" value="Nil"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="01"/>

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

- Audition and selection of college choir members.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28.27 acres	Nil	Nil	28.27 acres
Class rooms	15	Nil	Nil	15
Laboratories	Nil	01	State Govt.	01
Seminar Halls	01	Nil	Nil	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	`15 lakhs	UGC & NEC	`15 lakhs
Others	Nil	Sports complex & boys hostel under construction	Part UGC & Part State Govt.	02

4.2 Computerization of administration and library

Configuration up-gradation completed; digitization of library under process; Server domain installed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16509	-	125	35046	16634	-
Reference Books	2056	-	-	-	2056	-
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	16	-	-	-	16	-
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	16565	-	-	-	16565	-
CD & Video	48	-	-	-	48	-
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	01	03	03	01	09	05	Nil
Added	15	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	85	01	03	03	01	09	05	Nil

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

Trainings are undertaken batch-wise starting with the office staffs.

4.6 Amount spent on maintenance in lakhs :

i) ICT	₹ 2 lakhs
ii) Campus Infrastructure and facilities	₹ 1.55 Crores
iii) Equipments	₹ 15 lakhs
iv) Others	₹ 1.2 lakhs
Total :	₹ 1,73,20,000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Profs. i/c of students to look after every aspect of students' welfare; Mentoring programme; Students' counselling centre; Grievance redressal cell; Suggestion boxes, Entry to service coaching classes for final years; publication of updated prospectus every academic session; Counselling and career guidance programmes; Women welfare cell; Addition of a second college canteen; Transportation; Inclusion of faculty in Student bodies; Encouragement to participate in extra-curricular activities and sports and games within and

5.2 Efforts made by the institution for tracking the progression

Questionnaires, mentoring on a one- on- one basis, class tests and assignments; Active participation of and monitoring by faculty in the various activities of students; Students' issues and progression is discussed at faculty meetings, Examination Committee meetings and departmental meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1314	N/A	N/A	N/A

(b) No. of students outside the state

17

(c) No. of international students

Nil

Men	No	%	Women	No	%
	602	45.81%		712	54.19%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
12	05	1266	01	None	1284	07	07	1297	03	None	1314

Demand ratio: Not worked out for this session. Dropout %: Not worked out for this session.

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

Coaching class schemes for 'entry into service' for all interested final years' students.

No. of students beneficiaries

150

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

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

5.6 Details of student counselling and career guidance

Counselling and career guidance is conducted once a year. Eminent personalities in various fields are invited as resource persons. Students are given opportunity to have panel discussions with experts.

No. of students benefitted

991

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
N/A	N/A	N/A	N/A

5.8 Details of gender sensitization programmes

Debate, quiz; extempore speech and essay writing based on gender sensitization themes organised by Women Department of the students' body in collaboration with Women Cell of Faculty.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	Record maintained by the Directorate of Higher Education, Nagaland.	Record maintained by the Directorate of Higher Education, Nagaland.
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives:

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Refer Annexure I (of Part A 2.15.)**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

Mission Statement:

- To kindle and nurture the intellectual aspect of the students to make them intelligent, independent, resourceful and capable individuals.
- To instill in the minds of the learners the value of academic excellence and pursuit of knowledge and learning.
- To train them to become not only informed leaders but also to shape them into agents of social change prepared for concerted social action.
- To inculcate in them strong moral values and disciplined habits resulting in individuals with impeccable character and towering and enduring personalities.
- To mentor them into developing healthy attitudes to life, humanity and the universe through a proper understanding of the self and the world.
- To encourage self-learning and self-evaluation and to harness these for optimal productivity.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

A number of senior faculty members of the college are members of the Board of Undergraduate Studies (BUGS) of the University. During periodical revisions and updating of curriculum by the University the BUGS members help in the revision, updating and redesigning of the syllabus.

6.3.2 Teaching and Learning

Each teacher prepares the lesson plan based on the academic calendar prepared by the institution. Department wise daily lesson coverage register is maintained by the IQAC. Department HODs oversee the lesson plans and monitor the completion and revision of course in the scheduled time.

6.3.3 Examination and Evaluation

For University examination and evaluation, University's guidelines are followed. For internal examinations and assessments innovative practices like class room seminars, peer teaching, peer evaluation, assignments and frequent class tests are conducted.

6.3.4 Research and Development

Inter-departmental seminars every 3rd Saturday of the month; mandatory writing of research papers for publication in college Journal; encourage faculty to attend RCs; OCs; seminars; workshops and training programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Configuration up-gradation completed; digitization of library under process; Server domain installed.
- Trainings on networking are undertaken batch-wise starting with the office staffs.
- Sports complex & boys hostel under construction.

6.3.6 Human Resource Management

Annual submission of APAR (a self assessment report) to the Govt.; feedback from students on faculty performance through questionnaires; participation of faculty in O/C, R/C, workshops, seminars, research, and career enhancing training programmes.

6.3.7 Faculty and Staff recruitment

The institution is subject to the recruitment policies and procedures of the Govt. Through the Dept. Of Higher Education.

6.3.8 Industry Interaction / Collaboration

N/A

6.3.9 Admission of Students

Based on merit, admission is given preference to economically and socially weaker section. An extra section has been increased in 2014-2015 session to accommodate more students into 1st semester.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Loan facilities for faculty from bank are made available through the recommendation and forwarding of the institution. • GIS. • Medical re-imburement for those who apply for it.
Non teaching	<ul style="list-style-type: none"> • Principal quarter and some ministerial quarter is constructed. • GIS. • Medical re-imburement for those who apply for it.
Students	PMS scholarship is provided by the Govt. to meritorious and S.T students of the college for those who apply for it.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Govt.	No	-
Administrative	Yes	Govt.	No	-

6.8 Does the University/ Autonomous College declares results within 30 days? : **N/A**

For UG Programmes Yes No

For PG Programmes Yes No

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

After discussions and deliberations with teaching community through workshop forums, the University bring about examination reforms periodically.

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

Apart from date sheets of University term end examinations, colleges are given a free hand to prepare their own academic calendar.

6.11 Activities and support from the Alumni Association

The Alumni Association actively participates in all important events and matters. Various contributions in the form of books and furnitures, equipments have been made by them.

6.12 Activities and support from the Parent – Teacher Association

The association organises meetings as and when the need arises.

6.13 Development programmes for support staff

Various training programmes are organised by the Govt. and other agencies.

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

Through the initiative of Friends of Nature Club and NSS, regular cleanliness drive, tree and flower plantations are undertaken.

Criterion – VII

7. Innovations and Best Practices

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

- The inter-departmental seminar.
- Mentoring.
- Prompt redressal of students' grievances.

**for details kindly refer to Annexure I & III.*

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

Kindly refer to Annexure I.

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

Details provided in Annexure III.

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

7.4 Contribution to environmental awareness / protection

- Students are given environmental related project works to be conducted in their neighbourhood. They are asked to find remedial measures on their findings.
- Tree saplings and flower plantations, social work in the campus and its vicinity is carried out regularly.
- Rain Water harvesting reservoir with a capacity of 1,000,00 lts. is constructed.
- For the purpose of waste management a concrete waste-bin structure is utilised.

7.5 Whether environmental audit was conducted? Yes No

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

No.

8. Plans of institution for next year

- To pursue the Govt. further for introduction of Commerce stream from next academic session.
- To pursue the Govt. For approval of introduction of Horticulture as vocation subject from next academic session.
- With aid from RUSA, extension of administration building, extension of library for reading room, additional toilets for boys and girls is scheduled to be undertaken.
- To organise seminars on National level.

Name **Smti. Moanungla Kevichusa**

Name: **Smti. Chubatola Longkumer**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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