# Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions



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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

AQAR - **6TH December, 2016- 06th December, 2017**

Part – A

**1. Details of the Institution**

Japfü Christian College

1.1 Name of the Institution

P.O. Box - 116

1.2 Address Line 1

Kigwema

Address Line 2

Kohima

City/Town

Nagaland

State

797001

Pin Code

principal@japfuchristiancollege.org

info@japfuchristiancollege.org

Institution e-mail address

09856070432

Contact Nos.

Dr. Visakhonü Hibo

Name of the Head of the Institution:

Tel. No. with STD Code:

09856070432

Mobile:

Mr. D. Athili Hopeson Kayina

Name of the IQAC Co-ordinator:

08732883945

Mobile:

principal@japfuchristiancollege.org

IQAC e-mail address:

EC/57/A&A/03

1.3 **NAAC Executive Committee No. & Date**

www.japfuchristiancollege.org

1.4 Website address:

https//:www.japfuchristiancollege.org/downloads/EC\_57\_A&A\_03 dated 07-12-2017 Japfu Christian College.docx

Web-link of the AQAR:

1.5 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | B | 2.63 | 2011 | 5 years |
| 2 | 2nd Cycle |  |  |  |  |
| 3 | 3rd Cycle |  |  |  |  |
| 4 | 4th Cycle |  |  |  |  |

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

20/07/2010

6th December 2016 – 06 December 2017

**1.7 AQAR for the year**

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

1. AQAR 2011-12 Submitted to NAAC on 26/09/2012
2. AQAR 2012-13 Submitted to NAAC on 27/11/2013
3. AQAR 2013-14 Submitted to NAAC on 27/11/2014
4. AQAR 2014-15 Submitted to NAAC on 27/11/2015
5. AQAR 2015-16 Submitted to NAAC on 28/11/2016

1.9 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



1.10 Type of Faculty/Programme



Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management



Others (Specify)

1.11 Name of the Affiliating University *(for the Colleges)*

Nagaland University

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

NA

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence UGC-CPE

NA

NA

NA

DST Star Scheme UGC-CE

NA



UGC-Special Assistance Programme DST-FIST

NA

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

9

2.1 No. of Teachers

1

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2.4 No. of Management representatives

1

1

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2.9 Total No. of members

5

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loiouyr

14

2.10 No. of IQAC meetings held

24

13

2.11 No. of meetings with various stakeholders: No. Faculty

2

6

3

Non-Teaching Staff & Students Alumni Others



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

If yes, mention the amount

2.13Seminars and Conferences (only quality related)

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

2

2

4

Total Nos. International National State Institution Level

1. Research Writing
2. 2. Career Guidance and Counselling
3. Orality and Folk Lore
4. Naga Customary Law: A look into Naga Arena

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC contributed and organized National, State and Institutional level Seminars and Conferences.

The Quality control mechanisms of the College are monitored by the IQAC.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year

|  |  |
| --- | --- |
| Plan of Action | Achievements |
| 1. Setting up of a Freedom Wall for faculty, staff and students for free expression of ideas, suggestions for improvements. 2. Mentor-mentee relations to be improved. 3. Ethical lifestyles to be imbibed by both Staff and Students. 4. Academic excellence to be emphasized very seriously. 5. Staff development avenues to be explored. 6. To be conscious of the environment and bio-diversity sensitive issues. | 1. Following the IQAC’s plan for a platform for students, faculty and staff for free expressions, the Freedom was successfully constructed. To inculcate reading habits and increase knowledge, Reading Club was established. 2. Students whose parents’ income above 2.5 lakhs did not apply for post matric scholarship for ST students on Nagaland on ethical ground is a continued practice. 3. Conduct of two National Seminars and two Institutional level seminars. 4. Mock Drills were organised by Disaster Management cells with IQAC |

2.15 Whether the AQAR was placed in statutory body Yes No



Management Syndicate Any other body

(IQAC)

Provide the details of the action taken

Decided to enhance quality institutional existence by working in areas that requires further improvements.

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD |  |  |  |  |
| PG |  |  |  |  |
| UG | 1 |  |  |  |
| PG Diploma |  |  |  |  |
| Advanced Diploma |  |  |  |  |
| Diploma |  |  | 1 | 1 |
| Certificate |  |  |  | 1 |
| Others |  |  |  |  |
| **Total** | 1 | 0 | 1 | 2 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary |  |  |  |  |
| Innovative |  |  |  |  |

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

(ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester |  |  |  |  |
| Trimester |  |
| Annual |  |









1.3 Feedback from stakeholders Alumni Parents Employers Students

***(On all aspects)***





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

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

Sociology Department suggested to Nagaland University for inclusion of Social Movement in the Syllabus. The same was done.

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

No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 27 | 26 |  | 1 |  |

2.1 Total No. of permanent faculty

6

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| R | V | R | V | R | V | R | V | R | V |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

6

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops |  | 27 |  |
| Presented papers |  | 27 |  |
| Resource Persons |  | 5 |  |

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

Research, verification, teaching and relearning by both faculty and students.

120/120

2.7 Total No. of actual teaching days

during this academic year

2.8 Examination/ Evaluation Reforms initiated by

Open Book evaluation, Double evaluation in each Semester.

the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

4

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

90%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division | | | | |
| Distinction % | I % | II % | III % | Pass % |
| UG | 189 | 14.28 | 9.52 | 46.3% | 16.4% | 72.48 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

IQAC frequently conducts Faculty and Staff development Programmes. It monitors marks scored/ divisions achieved/ distinctions achieved by students in an individual teacher’s subject. Suggestions for improvements, if any are provided to the teaching faculty.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
| Refresher courses |  |
| UGC – Faculty Improvement Programme |  |
| HRD programmes | 5 |
| Orientation programmes |  |
| Faculty exchange programme |  |
| Staff training conducted by the university | 3 |
| Staff training conducted by other institutions | 27 |
| Summer / Winter schools, Workshops, etc. | 27 |
| Others |  |

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 | 16 | NA | NA | NA |
| Technical Staff | 3 | NA | NA | NA |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

1. IQAC publish books and journals.
2. Conducts awareness/ promotion programmes of teacher’s API & CAS developments towards progressive growth.
3. Submissions of minor projects of teachers to UGC NERO are facilitated by IQAC.

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | NA | NA | NA | NA |
| Outlay in Rs. Lakhs |  |  |  |  |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number |  | 4 | 800000 |  |
| Outlay in Rs. Lakhs |  |  |  |  |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals |  | 20 |  |
| Non-Peer Review Journals |  |  |  |
| e-Journals |  |  |  |
| Conference proceedings |  | 27 |  |

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 |  |  |  |  |
| Minor Projects |  |  |  |  |
| Interdisciplinary Projects |  |  |  |  |
| Industry sponsored |  |  |  |  |
| Projects sponsored by the University/ College | 12 Months | JCC | 100000 | 100000 |
| Students research projects  *(other than compulsory by the University)* |  |  |  |  |
| Any other(Specify) | 24 Months | Govt. of Nagaland | 500000 | 300000 |
| Total |  |  |  |  |

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

NA

1

NA

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

NA

NA

UGC-SAP CAS DST-FIST

NA

NA

NA

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

NA

NA

NA

INSPIRE CE Any Other (specify)

NA

NA

NA

100000

3.10 Revenue generated through consultancy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | International | National | State | University | College |
| Number |  | 2 |  |  | 2 |
| Sponsoring agencies |  | ICSSR NERC |  |  | College |

3.11 No. of conferences organized by the Institution

15

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

2

4

1

3.13 No. of collaborations International National Any other

2

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

100000

500000

From Funding agency From Management of University/College

Total

600000

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | NA |
| Granted | NA |
| International | Applied | NA |
| Granted | NA |
| Commercialised | Applied | NA |
| Granted | NA |

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| 6 | 1 | 2 |  | 3 |  |  |

Of the institute in the year

3.18 No. of faculty from the Institution

NA

who are Ph. D. Guides

and students registered under them

NA

NA

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)

1

JRF SRF Project Fellows Any other

3

3.21 No. of students Participated in NSS events:

100

University level State level

National level International level

3.22 No. of students participated in NCC events:

10

University level State level

National level International level

3.23 No. of Awards won in NSS:

1

University level State level

2

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

2

1

University forum College forum

3

2

NCC NSS Any other

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

* Environmental Preservation, protection and cleanliness drives.
* Assistance provided to mudslide affected areas at Khuzama Village and looking into the need of the poor and needy.

**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 | 12 Acres | 0 Acre | Fees & Grants in Aid | 12 Acres |
| Class rooms | 18 | 2 |  | 20 |
| Laboratories | 1 | 1 |  | 2 |
| Seminar Halls | 1 | 1 |  | 2 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. |  | 6 |  | 6 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 6 lakh |  | Fees & Grants in Aid | 6 Lakh |
| Others | NA |  |  |  |

4.2 Computerization of administration and library

Administration: Customised College Software, networking, net connectivity, Wi-Fi, CCTV, Jio-Fi

Library: Net connectivity, NLIST, Wi-Fi, CCTV, KOHA enabled

4.3 Library services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books | 1001 |  | 7 | 2510 | 1008 |  |
| Reference Books | 8006 | 1006998 | 113 | 29134 | 8119 | 1036132 |
| e-Books | 135809 | NLIST |  |  | 3135000+ | NLIST/ NDL |
| Journals | 9000 |  | 163 | 8955 | 9163 |  |
| e-Journals | 6000+ | NLIST |  |  |  |  |
| Digital Database | 1 | NLIST | 1 | NDL | 2 | NLIST/ NDL |
| CD & Video | 74 |  | 14 |  |  |  |
| Others (specify) |  |  |  |  |  |  |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 40 | 1 | 18 | 3 |  | 8 | 1 | 3 |
| Added | 5 |  | 2 | 3 |  |  |  |  |
| Total | 45 | 1 | 20 | 6 |  | 8 | 1 | 3 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Upgradation (Networking, e-Governance etc.)

Yes. Broadband internet, Interactive Boards, Networking, IT Orientation/ training for both teachers & students

4.6 Amount spent on maintenance in lakhs :

100000

i) ICT

680000

ii) Campus Infrastructure and facilities

100000

iii) Equipments

3700000

iv) Others

4580000

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Frequently interacts with students. Makes known its available facilities/ services through verbal information, notice board, College bulletin and social media (Facebook page).

5.2 Efforts made by the institution for tracking the progression

1. Stay connected with Alumni through social media ( Facebook).
2. Connect with the alumni through the College Alumni Association.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 675 |  |  |  |

5.3 (a) Total Number of students

(b) No. of students outside the state

4

0

(c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 394 | 58.37 |

|  |  |
| --- | --- |
| No | % |
| 281 | 41.62 |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | This Year | | | | | |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
|  |  | 627 |  |  | 627 |  |  | 675 |  |  | 675 |

Demand ratio 99.55 Dropout % 0.45

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

Career guidance and counselling cell, periodicals for competitive exams. State Level Open Quiz Competition and Mentor/Mentee interactions for encouragement.

675

No. of students beneficiaries

5.5 No. of students qualified in these examinations

3

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

2

5.6 Details of student counselling and career guidance

The Career Guidance and Counselling Cell is headed by a Vice Principal and the Office Staff, including the Principal. A suggestion box for students in need of counselling is provided for students to discreetly inform of their desire to meet any staff of their choice.

All employment news available in the state and prominent national employment news are provided to students in the library.

Frequent interactions with achievers, especially by alumni, are conducted. Special career Guidance programmes are conducted for equipping students to compete in future competitive exams like UPSC etc.

675

No. of students benefitted

5.7 Details of campus placement

|  |  |  |  |
| --- | --- | --- | --- |
| ***On campus*** | | | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 1 |  |  | 5 |

5.8 Details of gender sensitization programmes

Sexual Harassment Awareness Programmes, Women’s Rights, relevant laws connected to protection and safety are frequently conducted by the Women Cell/ Sexual Harassment Cell.

A senior lady faculty heads the cell and is assisted by the Ladies Resident Officer, Nodal Officer (NAAC), Resident Nurse, Principal and the Ladies’ Common Room in Charge.

Drop-in boxes for suggestions and inputs are provided.

5.9 Students Activities

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

22

State/ University level National level International level

No. of students participated in cultural events

12

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

4

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of  students | Amount |
| Financial support from institution | 15 | 306000 |
| Financial support from government | 602 | 4816000 |
| Financial support from other sources | NA |  |
| Number of students who received International/ National recognitions | NA |  |

5.11 Student organised / initiatives



Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

10

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

a. Students asked for internet facility in the campus. College installed wifi hotspots in the entire campus.

b. Students requested additional water filter. The same is now installed in the Multiplex building.

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:** To impart God-fearing quality education for an all round development of individual to serve humanity with faith and work ensuring success.

**Mission:**

1. To impart God-fearing quality education.
2. To strive for holistic development of the self.
3. To be a useful member of society.
4. To fulfil the academic needs of the society.
5. To collaborate with other stakeholders in higher education towards progressive change.
6. To equip students in order to face future challenges successfully, particularly in the field of technological knowledge and application.
7. To develop students towards self reliance and greater productivity.
8. To be a useful citizen of the nation and contribute towards unity in diversity.
9. To uphold values and ethos that are becoming of a decent member of the society.

6.2 Does the Institution has a management Information System

Yes. The management transmits information through verbal notice, notice board, notification, e-sources, newspapers, information, website and social media.

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

6.3.1 Curriculum Development

Frequent meetings are conducted; errors in syllabus/ reading are communicated to the authority concerned for rectification.

Students ’assessment on the syllabus are also disseminated to appropriate implementation bodies for rectification.

6.3.2 Teaching and Learning

Use of ICT, projects ensuring attendance of students in the classroom through innovative means.

6.3.3 Examination and Evaluation

Students are frequently tested through internal and external, class tests, assignments etc.

Examination tips for excellence, ethics and structural patterns of questions and answers are disseminated to students.

Systematic evaluation patterns, rules and ethics in the evaluation process are disseminated to the teachers.

6.3.4 Research and Development

Students are made to collect data, analyse it and draw conclusions from the data collected. The findings are reported in an analytical report writing format. In this regard students are often taken out for field work and encouraged to do independent study within the framework of the syllabus.

Teachers are encouraged to take up Minor Research projects.

Faculty training on API and CAS as per the UGC norms are frequently conducted for the Staff and Faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

A well established library exists in the College fully equipped with books and journals; e-books s and a vast collection of periodicals up to the daily newspapers. The College is also equipped with KOHA and OPAC

24x7 internet facility is linked to the College.

CCTV is installed within and outside the library.

6.3.6 Human Resource Management

Maximum input and maximum output in terms of permissible working hours as prescribed by the UGC are executed for optimum result output. Strict working hours, lunch break, holidays and salary prescribed by the latest UGC salary guidelines are implemented. Therefore, human resource management is smoothly carried out in a transparent, efficient and ethical manner.

6.3.7 Faculty and Staff recruitment

Wide publicity through local newspapers are given for calls for interview of faculty and staff recruitment. Qualifications as set by the UGC guidelines are prescribed for entry of services into college.

Staff selection committee prescribed by UGC are followed.

6.3.8 Industry Interaction / Collaboration

The College collaborates with some government departments for collaboration activities. College collaborates with allied departments in the government like Higher Education Department, Women Resource Development department, Youth Resource department and NGOs for implementation of various collaborative programmes to benefit students.

6.3.9 Admission of Students

Wide publicity is done through local newspapers. Admissions are done without discrimination based on caste, gender, tribe or physical disabilities.

|  |  |
| --- | --- |
| Teaching | EPF and MTF |
| Non teaching | EPF and MTF |
| Students | Free-ships are given to poor and the needy students. |

6.4 Welfare schemes for

2400000

6.5 Total corpus fund generated



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 | Higher Education, Nagaland | Yes | IQAC |
| Administrative | Yes | Yes | IQAC |

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



For UG Programmes Yes No

For PG Programmes Yes No

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

Up gradation and updating of examination process for better reforms.

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

Nagaland University/ Higher Education department, Govt. of Nagaland encourages colleges for autonomy. Seminars and workshops are conducted to promote autonomy in the affiliated colleges.

6.11 Activities and support from the Alumni Association

Alumni provide extension services as cooks and counsellors for four days annually to promote value guidance to present students.

Alumni contribute annually to College in cash or kind.

Alumni interacts with students and provide encouragements.

Alumni render their services when required.

6.12 Activities and support from the Parent – Teacher Association

1. Parents give physical presence and encouragements in important annual functions of the College.
2. They help in solving problems of the College as and when required.
3. They help maintain College rules by supporting it in verbal and written form.

6.13 Development programmes for support staff

ICT trainings, Administrative rules trainings, knowledge of the constitution and service rules of the College, leadership trainings, financial trainings and ethical trainings are frequently conducted.

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

1. Plastic free campus
2. Partial Solar energy use.
3. Trainings and seminars to promote awareness and practise of environment friendly style of living.

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

1. The college strives to upgrade to new policies and practices in tandem with the Government of India’s policies with regard to the Ministry of Environment, Forest and Climate Change, Pollution Control Board, Swacch Bharat Abhiyan. These innovative clubs have also been introduced as add-on courses namely; Bee Keeping Club, Organic Gardening Club, Floriculture Club, Piggery Club, and Rabbit Breeding Club.

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

beginning of the year

The IQAC, as planned at the beginning of the year, monitored all criteria required of a good educational institution very actively. Strict academic auditing, administrative structural and functional auditing, access and interactional levels of teacher-learner under mentor/ mentee system were assessed and monitored. Innovative ideas in the form of constructive clubs development were encouraged as planned by providing financial and moral support. The best practises were identified and appreciated while future way forwards were also examined. The College exhibited good results at the academic examinations and also helped positive personality development in many students.

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

1. Conservation of biodiversity & Disaster Management
2. Intensive career guidance and counselling care

7.4 Contribution to environmental awareness / protection

1. Hundred plus students clean the vicinities of the College every Wednesday throughtout the year.
2. NSS takes care of tree plantation around the campus.
3. The whole college participated in community service activities.



7.5 Whether environmental audit was conducted? Yes No

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

**Strength** : Staff and Faculty along with students are assessed and individual opinion, pledge, suggestions are collected to examine the strength and weaknesses of the College. The strengths are appreciated and weaknesses are taken into account for improvement.

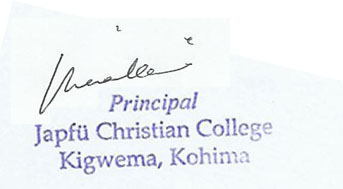
**Weakness** : Need to improve infrastructure in spite of the landslide prone area.

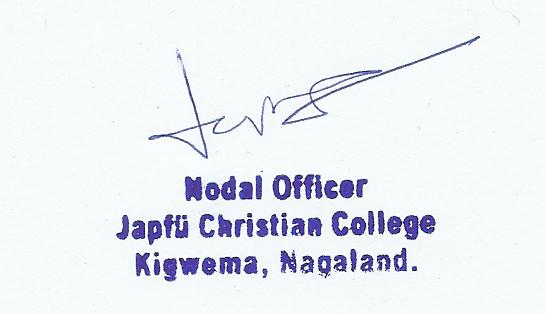
**Opportunities** of the College is that with e-highway firmly embedded within the system it can avail world class e-resources and compete with the rest of the country and beyond.

**Threats**  of the College may arise if quality control is not maintained as there are many institutions that are competing with each other.

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

1. The College plans to introduce PG Course in Tourism in collaboration with Tezpur University.
2. The College plans to improve its NAAC 2nd cycle grade next year.
3. The College plans to strive harder to race with the country in the e-highway.
4. To impart vigorous career guidance, emphasizing on manual and online career guidance for competitive exams.
5. To improve existing infrastructure and also start a new Academic block.



*Mr D. Athili Hopeson Kayina Dr. Visakhonü Hibo*

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

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**ANNEXURE I**

**TENTATIVE CALENDAR 2017-18**

|  |  |
| --- | --- |
| **APRIL** | |
| April, 2017 | Even Semester Examination: NU |
| 9 April, 2017 | \*Palm Sunday |
| 14 April, 2017 | \*Good Friday |
| 16 April, 2017 | \*Easter Sunday |
| 18 April, 2017 | Class XII Hostellers’ Arrival/ Faculty Development Programme. |
| 19 April, 2017 | Regular Class for Class XII |
| 20 April, 2017 | Compulsory Career Guidance –cum- Citizenry Day for Class XII |
| 20-25 April, 2017 | Admission for Class XII (Without fine) |
| 26-27 April, 2017 | Admission with `1000 late fine. Beyond 25th April, TC shall be issued |
| 29th April, 2017 | Social Work-cum- Cleanliness Drive: i/c Class Representatives |
| **MAY** | |
| 2 – 5 May, 2017 | Admission for BA 3rd and 5th Semesters |
| 2 May, 2017 | Arrival for BA 3rd and 5th Semester Hostellers (Absentees are fined) |
| 3 May, 2017 | Regular Class for BA 3rd & 5TH Semesters (Absentees are fined) |
| 8 - 9 May, 2017 | Admission with `1000 late fine. Beyond 9th May, TC shall be issued |
| 7 May 2017 | Mother’s Day |
| May, 2017 | Admission/ Arrival/ Orientation for Class XI and BA 1st Semester |
| **JUNE** | |
| 3 June, 2017 | Interdepartmental activity/Cells & Clubs Meeting |
| 4 / 5 June, 2017 | JCC Prayer day / World Environment Day |
| 10 June, 2017 | Fresher’s Day : i/c Thepfusatuo-ü Pieny ü (C) & Medo Chale |
| 18 June, 2017 | Father’s Day : i/c EGF |
| 20 -28 June, 2017 | Summer Exam |
| 29 June – 24 July, 2017 | Summer Break |
| 29 June – 2July, 2017 | EU Camp |
| **JULY** | |
| 25 July, 2017 | Hostellers Arrival (Absentees are fined) / Staff & Faculty Meeting |
| 20 July, 2017 | Regular Class (Absentees are fined) |
| 22 July, 2017 | \*JBCC Executive Meeting |
| 29 July, 2017 | Life Skill development Programme/ Club & Cells Day |
| **AUGUST** | |
| 15 August, 2017 | Independence Day/ Hostel Meet -cum- Open Home |
| 19 August, 2017 | Career Guidance/Special Mentor Mentee Meet/Peer Tutoring |
| 16-31 August, 2017 | Remedial Coaching Class for Students with Poor Attendance/Academic Performance |
|  | |
| **SEPTEMBER** | |
| 5 Sept, 2017 | Staff Picnic: i/c Zerhoto Sole & Athili Hopeson Kayina |
| 6 -14 Sept, 2017 | Semester Internal Exam/ NBSE/ Midterm Exam |
| 25 - 30 Sept, 2017 | Remedial Coaching Class for Semester Students |
| **OCTOBER** | |
| 2 Oct, 2017 | Gandhi Jayanti |
| Oct, 2017 | Odd Semester Exam, Listening and Speaking Test for Class XII |
| 30 Oct, 2017 | Odd Semester Result Declaration |
| **NOVEMBER** | |
| 2 Nov, 2017 | Hostellers Arrival 2nd, 4th and 6th Semesters (Absentees are fined) |
| 3 Nov, 2017 | Regular Class for 2nd, 4th and 6th Semesters (Absentees are fined) |
| 2 – 8 Nov, 2017 | Admission for 2nd, 4th and 6th Semesters |
| 9 - 10 Nov, 2017 | Admission with `1000 Late fine. Beyond 10th Nov, TC shall be issued |
| 5 Nov, 2017 | World Sunday School Day |
| 21-23 Nov, 2017 | College Week: Vil Pusa (C), Seyievono Savi & Kikrusenuo Vil |
| 25 Nov, 2017 | JBCC Executive Meeting |
| **DECEMBER** | |
| 3 Dec, 2017 | Pre- Christmas |
| 9 Dec, 2017 | JBCC Council Meeting |
| 15 Dec, 2017 | Inter departmental Activity / Last Working Day |
| 16 Dec, 17 – 22 Jan, 18 | Winter Vacation |
| **JANUARY** | |
| 23 Jan, 2018 | Hostellers Arrival (Absentees are fined) |
| 24 Jan, 2018 | Regular Class for 2nd, 4th and 6th Semesters (Absentees are fined) |
| 24 Jan – 2 Feb, 2018 | Compulsory Coaching Class for Class XI & XII.  *\*Non attendance will result in non-issuance of NBSE/ College Admit Card: College Rule D.2* |
| Jan 2018 | Rhapsody: Dr. Keneisenuo Solo (C), Renthungo Odyuo, Vituomenuo Khro & Vil Pusa |
| **FEBRUARY** | |
| 3 Feb, 2018 | Departmental Activity/ Special Mentoring Sessions of Mentor Mentees and Peer tutoring |
| Feb, 2018 | NBSE Examination for Class XI & XII |
|  | |
| **MARCH** | |
| MARCH, 2018 | Class XI Result Declaration/ Internal Examination for Semester Students |
| 17 March, 2018 | All Nagaland Open Quiz Competition 2018  i/c Khrienuo Zasa(C), Vineito Sale, Merangchang Mollier, Chitaranjan Warrepam |
| 19 -24 March, 2018 | \*Remedial Coaching Class for Semesters Students |
| 26 -29 March, 2018 | \* Issue of Admit Card for Semester Students |
| 30 March, 2018 | Finalists’ Honour Dinner: i/c Jakhieno Vithong Yhoshü |

ANNEXURE II

**Feedback from stakeholder**

1. **Alumni**: the feedback from the alumni is collected through verbal and college e-page created especially for them. They suggested a desire to strengthen relationship with the college wherein they can contribute towards the development of the college. Therefore, the college plans to foster closer ties with the alumni by holding the traditional ‘Alumni Day’ which is held after every two years.
2. **Parents**: Majority of the students’ parents resides in rural areas and are illiterate. Therefore, interview method is being employed to collect feedback from parents. Based on the parents’ feedback, they acknowledge the provision of adequate facilities to their children in the teaching- learning process. They appreciated the efforts of the college to help weaker students through remedial coaching and also appreciated the college for updating their children’s’ performances in academic, physical and spiritual excellence.
3. **Employers:** the “Annual Confidential Report (ACR)” is maintained by the principal for both teaching and non-teaching staff. The ACR contains all relevant information of each employee which is made available to the employers as and when desired by the latter. The employers appreciated the meetings with them along side staffs from time to time. They appreciated the students’ performances and acknowledged the tireless efforts rendered by the staff and faculty to the college. Employers even congratulated employees through social media for the excellent result in the last undergraduates’ examination conducted by Nagaland University.
4. **Students**: students feedback is collected by use of questionnaires, suggestion/drop-in—box and interactions. The students’ impression of the college is highly positive. They expressed their satisfaction in the teaching- learning method through open-discussions and with the aid of audio-visual classes. Some suggestion for the addition of games and sports equipments and installation of wi-fi in and around the campus was suggested. The college, therefore, added three exercise cycles and indoor badminton stadium. It also installed Wi-Fi facilities in two specific locations within the campus. The students appreciated the friendliness and easy accessibility of staff as and when required.

ANNEXURE III

**Title: Conservation of Biodiversity and Disaster Management**

1. **Goal**

* To achieve sustainable development goals of the UN by 2030, under the agenda for *Sustainable Development Goals*, the institution strives to conserve the natural heritage of the state of Nagaland by conserving the natural forests of its vast flora and fauna.
* To maintain environmental stability through biodiversity conservation and preservation of land, water and natural resources.
* To nurture students to be ethically committed to conserve the environment by making the campus clean and green.

2. **Context**

The activities of the Conservation of Biodiversity and Disaster Management have to be changed in consonance with time and needs. With the global change in temperature our activities have to attune with the present times. For instance, Earthquake drills and safety measures needs yearly updates with changes in safety techniques. Likewise, along with eco-enthusiasts, as temperature changes we have to adapt to new seeds/ crops/flowers. Alternative designing of the yearly cycle/ structure of seed sowing has become challenging as global warming is affecting all the four seasons in a year. Hence, designing the yearly green activities need meticulous observation of Mother Nature in this 21st Century.

3. The Practice

Management of water conservation is carried out both by the students and the faculty members. Rain water and natural stream water are both accumulated in the campus reservoir which is used by over 700 campus residents. The residual water waste is further streamlined to the terrace fields below the campus for agricultural purposes; this procedure is in strict compliance with the Kigwema Village Council green rules.

Kigwema Village comes under the purview of the Biodiversity Reserve area, keeping this in mind the college imparts mock drills to the staff and faculty to avoid and control Forest fires using traditional/modern method, Residents are imparted with safety training for natural calamities such as Earthquake, Landslides etc. Staff and faculty attend Mock drills on Disaster Management under the initiative of the State Department of Disaster Management, Government of Nagaland to further impart training to the students.

To enhance the soil and ecological balance, the campus undertakes plantation of organic vegetation such as broccoli, watercress, organic potatoes and several local herbs. The produce from organic gardening club is partially sufficient to provide two squares of meals for some months in the campus. Since this initiative the campus has seen tremendous increase in the forest green cover thereby fulfilling some of the objectives of the Government of India’s 2014 National Mission for a Green India.

The Mission Interest Groups (MIG) undertakes segregation of wastes, to enable re-use of non-biodegradable of resources in the campus. All non-reusable non-biodegradable wastes upon collection are disposed off at the Kohima Municipal Council allocated site for waste collection. The biodegradable wastes are used as manures for cultivation in the campus.

*Bee keeping Club* members undertake rearing of honey bees which enhances the green cover and flowering plants as it leads to increase in pollination whereby honey production is enhanced. The honey harvested is sold and money generated is used to pay for reprographic study materials for the *Bee Keeping Club* members.

The Floriculture Club is manned by students under the supervision of a faculty in-charge, members of this club work on open free spaces spread across the campus. Some common flowers grown by the floriculture club are – Petunia, Ranunculus, Daisies, Azaleas, and Evergreens among others. All the above activities add to the conservation of natural flora and fauna that is organic to the locality. The campus follows in-situ conservation for the environment.

**5. Evidence of Success**

With these activities it has led to increase in green cover in the campus and its surroundings. Students have become more appreciative of the green activities in the campus, with many positive feedbacks. These activities are also in tune with Skill Development programs in terms of green skills training activities to achieve the vision of skilled India. So far the college has seen a substantial increase of students in the voluntary enrollment in these green clubs / activities.

The members of Organic farming and Bee Keeping sell their produce to the faculty members in the campus, earnings from the produce helps the students to meet their expenses for reprographic study materials.

**6. Problems Encountered and Resources Required**

There are some practical problems encountered by the Institute in executing the green activities. Since most of the clubs / cells are manned by the students, the institute faces financial challenges in acquiring seeds at certain intervals due to lack of funds, since varieties of seeds have to be acquired/ imported from outside the North-East Region, this involves reasonable expenses of money, time and resources. During the exam period it is utterly difficult for the students to tend the gardens/ Apiaries due to lack of time. Environmental activities to some extent have been affected due to change in climatic conditions, increase in global warming and random destruction of forest cover. The Biodiversity reserve area, Kigwema Village located in Kohima District is also not spared from the erratic change in Global temperature.

**Best Practices 2**

1. **Title**: **Intensive Career Guidance and Counseling Care**

2. **Goal**

Aim is to re-define the benchmark of quality and equality of education. To give equal opportunity to all students who wish to pursue higher education and produce graduates who are intellectually mature, morally upright and socially committed.

3. **The Context**

The institution follows ‘first-come-first serve’ intake policy. Merit alone does not define the caliber of the students; it is just one aspect towards the holistic embodiment that defines the totality of a responsible citizen. The college in all respect is well aware of Nagaland’s educational systems in the far flung rural areas, in view of this; we tend to admit any student with the minimum qualifications as prescribed by the Nagaland University (NU) without any discrimination on grounds of gender, marks scored, caste, creed, race etc. Once admitted, the college takes immense privilege and responsibility in shaping and molding the students, to make them skilled employable graduates, that they may serve the nation and the society at large.

4. **The Practice**

To live truly to the benchmark of being a ‘College with a difference’ we follow rigorous framework policy in the best interest of the students. To make learning as exciting and effective, we conduct intensive career guidance for the students. There are four faculty members who are designated as career counselors, students continuously seek their guidance for their career development or to pursue higher education in premiere Central Universities/ Institutes of the country, we also seek and encourage the students to apply for International Scholarships abroad in such Institutes/Universities where the Government of India has collaboration with. Weekly every Monday the Career guidance cell conducts Civil Services Test where per week 50 Objective type questions are given to the civil service aspirant students. We also organize several Motivational talks with renowned individuals who have made a mark in their own lives that includes IAS/IPS/IFS/Intellectuals/ Professors/ writers etc. This has enabled them to seek professional help and guidance from experts. Among the latest guests who have visited the campus for interaction and guidance with the students are 19 Extra Assistant commissioners (EAC) - the topmost level of entry into State Government bureaucracy, where students had the privilege to seek utmost guidance, discuss and deliberate on issues, themes and perspectives affecting the state and the country. We also had a one-day interactive session with Samuel Suantak Vaiphei, IRS and Kanato Chophi, Fellow at New India Foundation where relevant themes such as importance of Social Science in the natural sciences and the need to have a scientific temperament amongst the social science students, life’s questions, banality of evil among other. Discussions ranging from an array of issues were debated and deliberated. Such activities help students to inculcate a mindset of curiosity and develop questioning skills mind-sets. Apart from these activities the College strives to uplift the academics of the under-performing students and students with less attendance by arranging remedial classes and intensive coaching to develop writing skills. With the aforementioned activities the college not only disseminates academic learning but makes education a holistic approach towards developing a skillful-employable graduate, ready to serve the nation and the society.

5. **Evidence of Success**

Our system of education enables students to understand the meaning and purpose of education which is not just a means to earn a degree and a job, but on the whole an education that enable students to introspect and retrospect upon their lives in order to fulfill their purpose and meaning of Life, by striving towards their goals. Most of our students make it to achieve greater heights in several fields such as academia, civil services, social and commercial entrepreneurs, political leaders, and social activists. To name some, from amongst the many, Videkho Keyie, Commandant, National Security Guard, New Delhi was the Chief Security Officer to many VVIPS, Tiajungla Jamir, Advocate- Guwahati High Court, Major Longnyu Bange, Indian Army, Dr. Caroline Maninee, PhD from School of International Studies (SIS) JNU, Dr. Chumbeno Ngully, Assistant Professor, Nagaland Central University, Prof. Kedilezo Kikhi, Department of Sociology, Tezpur University, Assam, T. Longkoi Khiamniungan, Assistant Professor, Central University of Haryana, Department of Sociology, Pali, Haryana (First from Khiamniungan tribe, a proud achievement for the community. Amongst the achievers the college takes pride in producing Gold Medalist students some notable students are:-Rohbi Sangtam (Sociology) Mhasivinuo Kar (Economics) Vikuotuono (Sociology) Akheno Yhoshu (History), Shongna Konyak (Political Science), Hoikim Simte (Education) amongst several others.

These are the results of rigorous system of intensive career guidance and counseling care, which the college has been following and as a result has seen tremendous positive changes and the ladder scale has increased over the years. This college is providing utmost upliftment and change in the society by re-defining the values and goals of post-modern education.

6. **Problems encountered and resources required**

1. The college is committed to bring positive changes in Nagaland and across the nation, yet just as any dedicated institute faces challenges, this college by virtue of its work and commitment faces several obstacles and challenges, yet undeterred by it in its pursuit to produce excellent graduates and make the institute a ‘College with Potential for Excellence’. It would be good if the college can network with expert counselors/ Professionals/ Statesman/ leaders from varied fields for diverse interactive session either through Tele-conferencing or visit the College in-person to have more personalized interaction with students. These new approach will shape not only the intellect of the students but will help shape young minds to have a broader perspective of life, ethics, education, vocation and work

**Annexure IV**

**Abbreviations:**

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service Commission

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