



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**EASTERN CHRISTIAN COLLEGE**

**PADUMPUKHURI, DIMAPUR, NAGALAND,  
797116**

**[www.eccnagaland.edu.in](http://www.eccnagaland.edu.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**November 2019**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Eastern Christian College is one of the premier colleges located at Padumpukhuri Village under Chumukedima sub-division of Dimapur, Nagaland. The college was established in the year 1993 with its motto "Knowledge is Power". The college is a co-educational institution offering both Bachelor of Arts and Bachelor of Commerce, under regular and Evening shifts affiliated to Nagaland University. The college got permanent affiliation under Nagaland University on 2nd August, 2006. Subsequently, it attained recognition of college under section 2(f) and 12(b) of the UGC Act, 1956 on 27th December, 2006. The college being in tribal setting, with majority of the students coming from rural and interior parts of the State that involves consistent mentoring and nurturing by the teaching faculty. The college have successfully completed 27 glorious years of its existence and is still continuing to nurture hundreds of young students under its fold. The college is committed in imparting quality higher education and in doing so it needs continuous improvement and support from all corners. The college strives to build a long lasting quality relationship between its students and faculty. Keeping in mind its motto, "Knowledge is Power", the college continuously harness knowledge in all forms and disseminate to young minds and creating a powerful impact in preparing ideal citizens of tomorrow.

### Vision

To promote excellence in higher education and to instil the Christian moral and spiritual values among the students and to see them as good human beings of the society.

### Mission

1. To provide quality education by providing dedicated, qualified and competent teaching staff.
2. To provide a Christian environment in the college by promoting moral and spiritual values.
3. To develop a sense of belongingness in the teachers, which fosters loyalty and helps to give their best to the college.
4. To promote among the students of the college, a sense of duty and service to the society.
5. To promote harmonious relations among all sections of the community.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Supportive Governing Body.
- Experienced teaching faculty.
- Robust work culture.
- Support from the local Community.
- Active Alumni Association.
- Participative Parents.
- Accessibility to National Highway.

- Conducive learning environment.
- Adequate infrastructural facilities.
- Pursuit of academic excellence.
- First come first admission policy.
- Vibrant Students' Union Body.
- Congenial Students-Teachers' relationship.

### **Institutional Weakness**

- Lack of minor and major projects by the faculty.
- Communication problems arising due to majority of the students coming in from interior region of different states.
- Insufficient NET/Ph.D qualified faculty.
- Less number of students opting out from higher studies due to weak economic background.

### **Institutional Opportunity**

- The Governing Body has an excellent vision towards up-gradation and continuous improvement of the college.
- The institution has wider scope for expansion of its infrastructural facilities.
- The college is well poised to pursue various schemes on offer from the UGC.
- There is immense scope for starting new courses.
- Training and placement opportunities for aspiring students.
- To enhance the quality academic performance through IQAC.
- More scope of collaboration with the institutions, organizations providing skills and add-on courses.

### **Institutional Challenge**

- To get accredited by NAAC with good grades.
- Offering multi-disciplinary courses.
- Fostering a deep sense of commitment among the faculty.
- Promoting value-based education.
- Maintaining core values of the institution.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The Curriculum for the various degree courses offered in the college is prescribed by the affiliating University. Much of the courses offered in the college are designed and implemented by the affiliating University. But, the college also has the option to implement courses of choice like certificate courses on Personality Development, Basic Computer Course and other Soft Skill Training according to the need of the students. The college follows a semester system in Bachelor Degree programs in two streams-Bachelor of Arts and Bachelor of Commerce, both general and honours. The college is also looking forward in introducing more courses in the years to come.

## **Teaching-learning and Evaluation**

Teaching-learning process is one of the most vital in any educational institutions. Teaching and learning involves a two way process where effective teaching is reflected by a good learning outcome of the students. The college follows a semester system where internal evaluation is a continuous and comprehensive process. The college rigorously tries to fulfill the requirements of its students by continuously evaluating them both in academic and extra-curricular performance. The faculty of Eastern Christian College know the grammar of commitment and sacrifice that is required to boost this area. Twenty seven years of service of the college has brought fruition in different areas and the college continues to do the same till today.

## **Research, Innovations and Extension**

The search for truth and rational thinking can be achieved through sincere research. A good research can leave an impact on society. The institution offers under graduate courses. Therefore, the research is limited. However, the college encourages its teachers to undertake research projects, both minor and major, to enhance the quality of education. Some of our teachers have undergone research works for M.Phil and Ph.D, while many are aspiring to go for higher educational degrees. In order to encourage and familiarize research to both students and teachers, the institution organizes inter-departmental seminars, workshops, symposium etc. Keeping in mind the importance of research, some of our teachers have been publishing research articles in various journals. To encourage more robust research culture amongst the teachers, the college is in the process of introducing its first multi-disciplinary journal within a short period of time. The college also organizes both state and national seminars to encourage research.

Innovations and extension activities are the areas where the college is doing very well. As such, the college has an active NSS, NCC, Eco Club, Red Ribbon Club etc. The students and teachers of the college understands the importance of community service and participates in activities that helps society. Every year these clubs and cells undertake different extension and outreach programmes such as cleanliness, plantation and other public awareness drives. The NCC is one of the most active units. Over the years, many of our NCC cadets have brought laurels. Apart from regular activities, many of the NCC cadets have joined the defence forces. The college is proud in producing pupils who can be at the service of the nation.

## **Infrastructure and Learning Resources**

The existence of proper infrastructure is an important requirement in delivering quality teaching-learning outcome. The college has adequate number of classrooms for all the departments. Separate common rooms for both girls and boys are provided. There are also classrooms with ICT facilities. A well furnished staff room is provided for the faculty. The institution has installed closed circuit cameras at various strategic locations of the college in order to ensure a secure environment. Clean drinking water facilities, computer room, canteen, multi-purpose auditorium, MI room etc., are also available for the students and teachers.

Library is an important store house for any educational institution. The college has well furnished library with adequate number of prescribed books, magazines, journals, competition refresher books for students, newspapers and other reference books. In order to execute the tasks efficiently and smoothly in the library, the college has also installed Integrated Library Management System software (KOHA 17.11). The college also encourages its teachers to make use of National Digital Library for quick access to many e-contents.

## **Student Support and Progression**

The college is committed towards students' progression and extends all support for their development. The college has varied units for students like NCC, NSS, EU, Class CRs etc. The college has a strong mentor-mentee programme whereby, the teachers provide timely advice and assistance to the students. The college provide remedial classes for the weaker students in order to bring improvement in their academic performance. The multiple clubs and cells, add on skills and career guidance are some of the initiatives taken up by the institution to benefit its students to become contributive members of society. PTA (Parents'-Teachers' Association) meetings are held regularly to promote understanding and cordial relation between the college and the parents to ensure support to the students, both at home and in college. The academic calendar that has been carefully designed is an indicative of maintaining equilibrium between academia and extra-curricular activities. Besides many, the college also assist students in availing scholarship schemes from the governments. The active participation of Alumni Association in the college is also an indication of a strong bond between the alumni and the college. Through the support of Career Guidance and Placement Cell, many students have also been placed in various sectors, providing service and leadership in different capacities.

## **Governance, Leadership and Management**

The institution runs under a society known as Rūchūnīū Academy of Education (RAE). The Society, being the sponsoring organization forms the Governing Body for all matters relating to finance, management of facilities and expansion of infrastructure. The Governing Body appoints the Principal on the recommendation of the Selection Committee which is duly formed under university norms and entrusts the Principal to discharge the duties as the Head of the Institution. The Principal is assisted by the Vice-Principal, Dean of Students, Academic Dean, HoDs, Superintendent and other Teaching and Non-Teaching staff. The administrative structure of the college is simple and all the heads are given due responsibilities to avoid any lapses of duties. The IQAC (Internal Quality Assurance Cell) is also an important administrative unit that has been formed to assist and execute administrative and academic role for the overall functioning of the college in determining quality education.

## **Institutional Values and Best Practices**

The institution is very determined in upholding its moral principles and values. As such, besides academics, the college tries to instil moral, ethical and spiritual values in students. Morning chapel is conducted regularly involving both teachers and students. The teachers also take responsibilities in the morning assembly to speak about basic human values and other issues for leading a disciplined life. This is one way of engaging the students in understanding and coping with the challenges in life and making the most of opportunities.

The institution puts emphasis and effort in inculcating the basic values and respect for the environment. The college firmly believes that community service is a noble service towards humanity. Several activities such as cleanliness, plantation and awareness campaigns are conducted for the benefit of society and at the same time, teaching the importance of doing such things to students. Promoting Environmental consciousness among the faculties and students is also one of the Best Practices of the Institution.

Several academic and administrative innovative steps are also taken up for the smooth functioning of the college. Teachers are encouraged to be the epitome of good social and moral conduct. The college ensures that

the teachers also develop an attitude of belongingness. Approachability and accessibility between students and teachers are encouraged for building better relations towards realizing the vision and mission of the college.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	EASTERN CHRISTIAN COLLEGE
Address	Padumpukhuri, Dimapur, Nagaland,
City	Dimapur
State	Nagaland
Pin	797116
Website	<a href="http://www.eccnagaland.edu.in">www.eccnagaland.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Keneisenuo Solo	03862-224098	8794518162	-	eccnag@gmail.com
IQAC / CIQA coordinator	D. Athikho	-	9856509363	-	Athikho72@gmail.com

Status of the Institution	
Institution Status	Private and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	06-08-1993

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Nagaland	Nagaland University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	27-12-2006	<a href="#">View Document</a>
12B of UGC	27-12-2006	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Padumpukhuri, Dimapur, Nagaland,	Rural	3.4	4977

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	HSSLC	English	50	38
UG	BA,History	36	HSSLC	English	150	134
UG	BA,Education	36	HSSLC	English	150	132
UG	BA,Economics	36	HSSLC	English	100	60
UG	BA,Political Science	36	HSSLC	English	150	148
UG	BA,Sociology	36	HSSLC	English	60	52
UG	BCom,Commerce	36	HSSLC	English	30	3

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				29			
Recruited	0	0	0	0	0	0	0	0	12	17	0	29
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	10	4	0	14
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	10	15	0	25

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	3	0	3

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	1		0		1

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	119	4	0	0	123
	Female	89	3	0	0	92
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	1	3	0	1
	Female	1	0	0	0
	Others	0	0	0	0
ST	Male	176	139	157	116
	Female	98	86	98	86
	Others	0	0	0	0
OBC	Male	1	0	1	0
	Female	0	0	1	2
	Others	0	0	0	0
General	Male	2	3	4	4
	Female	1	3	3	1
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		280	234	264	210

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the institution across all programs during the last five years

Response: 330

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	10	10	10	10

### 2 Students

#### 2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
536	598	579	614	589

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
280	280	280	280	280

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

**2.3****Number of outgoing / final year students year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
97	65	121	67	60
File Description			Document	
Institutional Data in Prescribed Format			<a href="#">View Document</a>	

**3 Teachers****3.1****Number of full time teachers year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
29	29	29	29	29
File Description			Document	
Institutional Data in Prescribed Format			<a href="#">View Document</a>	

**3.2****Number of sanctioned posts year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
29	29	29	29	29
File Description			Document	
Institutional Data in Prescribed Format			<a href="#">View Document</a>	

**4 Institution****4.1****Total number of classrooms and seminar halls****Response: 13****4.2****Number of computers**

**Response: 36**

**4.3**

**Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
102.36	57.68	65.12	54.24	44.01

NAAC



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

The institution ensures effective curriculum delivery through a well-planned and documented process. The institution holds regular staff meetings to develop and deploy quality action plans for effective implementation of the curriculum. Departmental meetings are held in order to prepare effective plans, allotment of workload to every faculty based on their area of specialization, teaching experience and other personal traits and execution of effective measures for curriculum delivery.

Classrooms are diverse environment. Addressing this diversity is crucial for enhancing the best of teaching-learning and getting the best out of it. How lessons are being taught has an enormous impact on how much the student learn. The understanding, retention, and reproduction of information is greatly influenced by how it is taught. Keeping all these in mind, the institution has adopted some of the ways for effective delivery of curriculum. Teachers adopt innovative teaching modes like presentation, discussion, assignments, class tests, debates, field work, field trips, industrial visits, workshops, seminars, etc, in addition to conventional teaching mode. To facilitate all-round personality development of students, students are encouraged to participate in co-curricular and extra-curricular activities, organized by the college and other institutions

- Lesson plans are drawn out before the commencement of each semester sessions and the same is followed by all the faculty.
- The IQAC members deploy action plans for effective implementation of curriculum prescribed by the affiliating University.
- The resolutions taken by the IQAC members are discussed at the staff meeting and academic calender is drawn for actual implementation.
- Once academic calender is drawn, Principal, Vice-Principal, Deans, HoDs of every department and faculty disseminates the action plan to the learners so that the curriculum is efficiently carried out in every semester.
- Faculty development programmes/workshops are conducted time to time for teachers. And the teachers are also encouraged to attend such programmes outside the insitution as well.
- Problems encountered while implementing the curriculum are identified and addressed immediately for effective execution and for smooth transaction.
- Teaching aids, such as use of ICTs are encouraged among the faculty.

##### 1.1.2 Number of certificate/diploma program introduced during the last five years

###### Response: 2

##### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

**Response:** 0.3

1.2.1.1 How many new courses are introduced within the last five years

Response: 1

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 9.31

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
140	140	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

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

Efforts are taken by the institution to integrate cross cutting issues relevant to gender, climate change, environmental issues, human values, professional ethics by incorporating the relevant topics in the curriculum. Most of the syllabus in the courses offered comprises of the value education program, environmental studies and human rights in the curriculum offered by the university. For all UG courses, the papers that offers value education includes the following-

Course POL-101 in B.A 1st semester deals with the issues of basic human values such as a) Liberty, Equality and Rights.

Course SOC-101 in B.A 1st semester offers topic on basic concept of society and culture, family, marriages, kinship and religion.

Course POL-301 in B.A 3rd semester deals with Fundamental Rights and Basic knowledge of Indian Constitution.

Course SOC-302 in B.A 3rd semester have been designed to address the issues on population increase and control measures. The topic includes, a) Family Planning programmes in India, b) Women's Reproductive Health, c) Population and Education.

Course EDU-302 in B.A 3rd semester deals with issues like a) Concept and need of prioritising education for women and girls, b) Promoting Gender equality, c) Schemes of the Government of India for promoting girl's education, d) meaning and significance of Value Education, e) Modern and traditional values, f) Role of education in inculcation of values.

Course EDU-401 in 4th semester addresses the issues of values, a) Meaning of values, b) Classification of values (Social, Moral and Aesthetic), c) Strategies for inculcation of values through co-curricular and extra-curricular activities in schools and colleges, d) Meaning and freedom of discipline, e) Types of discipline, f) Importance of discipline in social life.

Courses EVS-501 and EVS-601 in B.A/B.Com 5th and 6th semester deals with some crucial environmental topic such as a) Biodiversity and its Conservation, b) Environmental Pollution, c) Population issues and the environment, d) Social Issues and the environment, e) Sustainable Development, f) Disaster management, g) Climate Change and Global Warming.

Course POL-502 in B.A 5th semester offers topic on a cross cutting issues such as, a) Human Rights: Meaning, origin and dimension, b) Environmental Issues: Global Warming and Climate Change.

Course SOC-502 in B.A 5th semester deals with changing trends such as, a) Role of Women, b) Impact of Science and Technology.

Course SOC-503 in B.A 5th semester offers topic on Types and Conditions of effective leadership, Human relations and authority relations.

Course SOC-601 deals with Indian Society, the topic includes, a) Unity in Diversity, b) Minorities and Weaker sections, c) Multiculturalism, Secularism.

Course POL-601, POL-602 in B.A 6th semester deals with Public Administration (Principles of Organization), Indian Administrative System (Union Public Service Commission/State Public Service Commission) covers the topic of professional ethics.

**1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years****Response:** 2**1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years**

Response: 2

<b>File Description</b>	<b>Document</b>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships****Response:** 15.11**1.3.3.1 Number of students undertaking field projects or internships**

Response: 81

<b>File Description</b>	<b>Document</b>
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System****1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****Response:** C. Any 2 of the above

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

**Response:** D. Feedback collected

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.6

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	3	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 64.86

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
208	263	231	279	219

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
370	370	370	370	370

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per

**applicable reservation policy during the last five years****Response:** 83.71

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
200	256	225	276	215

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The institution applies several methods and ways to assess the students in terms of knowledge and skills before the commencement of the programs. The members of the admission committee examine the ability and enquire the interest of the students in accordance with the subject selected by the students at the time of admission. Orientation programs are conducted before the commencement of each semester session for familiarizing the students about the syllabus and the course content. Students who perform badly in the first two semesters in their Honours paper are made to drop their honours.

**1. Seminar presentation by the students:** Seminar sessions are conducted by every faculty after completion of certain portion of the syllabus. These seminars are basically centred on course-related areas that both the students and the teachers think worthwhile for more elaborate discussion. Students are guided by faculty to present the seminar in a more desired manner.

**2. Assignments to the students:** Students are asked to do various assignments basing on the topic from the syllabus. Each and every teacher is keen to get the students in line with the progress of the syllabus and assignments are given to them to practice those areas that need to be reinforced.

**3. Class Test:** Class tests are some of the ways taken up by the institution to assess the performance of the students on regular basis. Every faculty is expected to conduct test after the completion of certain unit from the syllabus.

**4. Remedial classes:** Remedial classes are conducted for slow learners to help them come at par with advanced learners. The advanced learners are identified from their academic performances and achievements. Special guidance and consultations are given to the advanced learners to secure better percentage of marks in University Exams.



The faculty members of the departments and the placement cell constantly encourage the advanced learners to write competitive exams. Advanced learners are also motivated to join in the UGC value add on courses and priority is given to participate in inter-collegiate competitions. Slow Learners are identified through various tests and intensive improvement classes are conducted to improve their academic performance. In order to assess the learning level of its students at individual level, the institution has also initiated mentor-mentee programme. Each faculty members are assigned for mentoring a particular group of students from every class. Mentoring the students helps in understanding the students at the core level and accordingly teaching techniques are improvised. In order to have closer relations with the students, some of the mentors create Whatsapp Groups and add all the mentees to reach out to the students more directly and effectively. Mentoring is done with serious consideration, keeping in mind the need and requirements of the mentees. The mentors are made aware of the responsibilities that comes with mentoring.

### 2.2.2 Student - Full time teacher ratio

**Response:** 18.48

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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

**Response:**

The institution adopts methods whereby, teachers are instructed to make learning more students-centric to support structures in systems to develop skills in various learning process. The institution provides all the needed infrastructures and learning resources like Wi-Fi, Internet, fully equipped library with KOHA 17.11(Integrated Library Management System) providing reference books, magazines, journals and news papers. With wide range of gaining knowledge from the above mentioned learning processes, students prepare seminar papers, assignments, project reports etc.,

In the day to day teaching the various strategies or ways adopted for involving the students in the learning process are as follows:

- The Institution concentrates much on introducing various modern techniques to make learning more effective for the benefit of students. The learning process is enriched and empowered by the practices which develop communication skills, listening skills, solving problems, improving knowledge, training and participation in various academic programs which enable the students'

lifelong learning.

- Students are highly motivated to participate in departmental activities such as seminars, workshops, conferences, study tours, industrial visits, field projects, group discussions, guest lectures, quiz programs and club activities to enrich the different methods of learning.
- Students also participates in extra-curricular activities like sports, fine arts, music, dance, drama and cultural competition. These are the various resources and provisions to develop skills like interactive learning, collaborative learning and independent learning among the students.
- As a part of Environmental studies, the students are taken for a practical field trip to study the environment on spot.
- Every working saturday, various Committees and Cells of the college organizes co-curricular activities such as career guidance, personality development, awareness on social problems such as HIV/AIDS, substance abuses, human trafficking, child labour, disaster management, first-aid trainings, workshops and literary activities like debate, quiz among others.

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

Response: 29

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 568:29

#### 2.3.3.1 Number of mentors

Response: 29

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

- The institution encourages faculty members of all department to adopt the latest and innovative teaching methodology with ICT tools in teaching process. The faculty members are provided with LCD projectors, Audio-Visual facilities, laptops with internet facilities to use in teaching-learning process.
- Students are encouraged to participate in class seminars, workshops, group discussions, debates, paper presentations, guest lectures and project works for the effective impact and impressive growth and development to achieve excellence and improve their knowledge by innovative practices.

- The faculty members also adopt new and innovative approaches like assignments, exhibititons, paper presentations, participation in competition, field trips. The remarkable achievements and growth are instilled in the students by adopting constant and continuous innovative methods by the faculty members.
- In order to develop the scientific and research culture, students are made to study their own family, folk lores, oral traditions, taboos etc., so that the students are able to develop inquisitive characteristics.
- The institution also adopts cognitive approach in teaching-learning process. The cognitive approaches helps the students greatly in their intelligent level.
- Field trips, educational tour, industrial visit, orphanage visit, and other spot visit for experiential learning is also conducted by various department. For example, the Environmental Studies subject teacher takes the final semester students to visit zoological parks to have on spot experience about the conservation programme relating to biodiversity from the syllabus. Political Science department along with the students had visited Aoyimti Village, one of the neighboring villages and had an interactive session with the Village Council Members to learn about Local Self Government. Commerce and Economics students were taken to visit some small scale industries to learn about the process of production and marketting. The department of Sociology undertook a educational trip to North East Zonal Cultural Centre (NEZCC), Dimapur to make the students have the insights about the rich and diverse cultural heritage. The department of Education visited Deaf Biblical Ministry, Naharbari, Dimapur as a part of outreach and extension program to sensitise the students about differently abled students and also to render social service. The History department has taken the students for educational tour to various historical places to enlighten the students about the historical background of such places. All these, initiatives taken up by different departments allow the students to learn through experience.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 0.69

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 6.86

#### 2.4.3.1 Total experience of full-time teachers

Response: 199

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 0

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 4.14

#### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	1	1

<b>File Description</b>	<b>Document</b>
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

Internal evaluation is an integral part of a semester system. The internal evaluation in the institution is continuous and comprehensive in nature. All the faculty members are directed to continuously evaluate the students and record the outcome of each student's performances. The college has adopted the semester system in accordance to affiliating University guidelines. The internal evaluation system in the college is robust and every possible measures are taken into consideration for continuous improvement while implementing it. In every semester session an internal examination is conducted for 30% of the total marks by means of debate, quiz competition, seminar presentation, class tests and assignments. By doing so, a meaningful internal evaluation is conducted. Those students who poorly perform during internal exams are identified and remedial classes are conducted rigorously just before the external exam. The college is strict in terms of internal evaluation. Those students who fail to make it in the internal exams are dropped from appearing external exams. The college is continuously trying to bring innovative measures in making the internal evaluation more effective by involving students in every co-curricular activities that can be a part of internal evaluation system.

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

The college ensures that the internal assessment conducted in every session is more robust and dynamic in nature. The marks that are scored during the internal examinations by the students are made known to the students and those students who are unable to reach the marginal marks are given a chance for improvement. Several improvement tests are conducted so as to ensure the students make it for external exam. Over the years, the college has made a significant improvement in area of assessing the students through internal evaluation. The college make sure that the internal exams are as important as the external exams. The Internal exams are conducted in accordance to the pattern of external exams. For continuous improvement, suggestions are sought from the teaching faculties as well as the students and changes are made in the system.

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and

**efficient**

**Response:**

The usual way of conducting internal evaluation are through assignments, seminar presentation, oral tests, quiz competitions, debate competitions and class tests. The marks scored by the students are analysed and the performance of each individual students are shown in the class. If any correction is required, it is made through verification of each assessment by the concerned faculty. Suggestion and grievance redressal boxes are installed in the college and are collected and analysed and due measures are taken into consideration and implemented. The college ensures total transparency in exam results. The moderation committee is in place to look for any anomalies in the result and the decision taken by the moderation committee becomes final.

#### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

**Response:**

For every semester session an academic calendar is drawn taking into account of list of national holidays and some other important events. All the activities related to college are conducted in accordance to the timeline of the academic calendar, thereby following a strict calendar. The dates of internal examinations are fixed even though the internal evaluation is a continuous and comprehensive process. As per the dates fixed for the internal assessment, examinations are conducted. The students are informed in advance about the internal exams and preparations are done accordingly. In case of unexpected reschedule of internal examinations, notifications are send to the students about the changes. The teachers are thoroughly briefed before the commencement of internal exams through staff meetings. The college try to make sure that maximum revisions of the syllabus is done before the internal exams. Lesson plans are drawn out by every faculty before the commencement of every semester and the copy of the same are submitted to HoD and the Head of the institution. In this way systematic and smooth execution of class routine are performed.

## **2.6 Student Performance and Learning Outcomes**

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

Course and program outcomes are dispalyed on the institutional website. At the time of entry in the begining of every semester session, orientation programmes are conducted and the students are directed to get the detailed syllabus from the concerned subject teacher. The teachers give orientation to the students about the marks break up of syllabus. As such, 30% of the total marks are internally evaluated from the college itself. The affiliating University has already given a criteria of minimum marks for qualifying internal examination and the college adheres to the same.

The affiliating University's criteria for qualifying the semester with minimum 14 marks out of 30 internal

marks and minimum 32 marks out of 70 external marks are made known to the students from the beginning of every semester session, so that the students are aware about the evaluation of their performance in both internal and external exams. The assessments and results of students are prepared on time and the result outcome is pasted on the college notice boards. The notification for results are also announced through the official facebook page of the college.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

Attainment of program and course outcome are regularly evaluated by the institution and the same are made known to all the faculty. The performance of the students are regularly monitored and corrective measures are taken immediately. The attendance of the students are strictly monitored and every month's attendance records are displayed in the notice board of the college. All the department records the marks scored by the students in the respective department's register. The institution thoroughly evaluate the performance of the students and the weaker students are given remedial classes for two hours for all the subjects everyday after class. The academic performance of the students are also made known to the parents/guardians of the students and collaborative measures are taken. Mentoring in the college has been a very effective way in knowing the students at individual level. In this way, the mentor of each student is assigned to identify the problems faced by the students and help is extended wherever required and possible.

### 2.6.3 Average pass percentage of Students

**Response:** 53.23

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 99

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 186

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.24

NAAC



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

The college believes in creating a platform that can enrich the students' community through various programmes on skill development. The college unfortunately does not have incubation centre as of now. But, the career guidance and placement cell of the college has been trying to make every possible arrangement for the students by tying up with different organizations and agencies in providing suitable jobs for their livelihood. As such, the college has number of MoUs with different organization and institution to help the students in transferring the skill and knowledge. Wi-Fi facility is extended to the students to facilitate learning. The college also organizes field trips, study tours, industrial visits etc., in order to give the students practical knowledge of the subjects. Transfer of knowledge is also done with the

help of workshops and seminars that are conducted at the institution level by various departments and committees of the college on regular basis.

- The college has been organizing various orientation programmes for the career advancement of the students
- The college has also been providing courses on personality development.
- Soft skill trainings are also imparted to the students with the help of some external arrangements.

The college is looking forward in organizing more job orientation programmes for the students. Career guidance and placement cell of the college is one of the important units of the college that helps the students in finding the right and suitable jobs for the students after their graduation. As such, during the final semester, few weeks before exams, necessary training programmes are arranged for the students and the students are asked to undergo training session so that after their graduation they may be employed in some service sectors.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response: 1**

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response: Yes**

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** No

### 3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.01

#### 3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

#### File Description

#### Document

List of research papers by title, author, department, name and year of publication

[View Document](#)

### 3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 0.03

#### 3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

#### File Description

#### Document

List books and chapters in edited volumes / books published

[View Document](#)

Any additional information

[View Document](#)

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

The college conducts extension activities through various clubs and cells. Extension activities covers the aspects of education which emphasizes community and other social services. The college strongly believes in inculcating social responsibilities in the minds of the young students through taking up various community services and extension programmes. The college conducts several activities like cleanliness drive, plantation drive and various other awareness programmes within the campus and in the neighboring areas as well.

- **Village adoption:** The college has adopted a neighboring village called Dubagaon, and extension activities are conducted like tree plantation, awareness programmes on hygiene and other environmental related issues.
- **National Service Scheme (NSS):** The NSS unit of the college with the initiatives of Programme Officer, extension activities are conducted every year.
- **National Cadet Corps (NCC):** The NCC in the college has been in existence since the year 2007 with the cadet strength of 100 under the command of ANO (Flying Officer), who is also a faculty of the college. Since its inception, The NCC of the college has been doing numerous community services. Some of the important activities undertaken by NCC cadets includes, traffic monitoring in collaboration with traffic police , cleanliness drive, health camp etc.,
- **Red Ribbon Club (RRC):** The Red Ribbon Club of the college organizes various voluntary programmes like blood donation campaigns on regular basis to extend help to the needy.
- **Eco Club:** The Eco Club of the institution aims at creating Environmental awareness not only among the students but also to the society at large. The club members headed by its coordinator conduct several activities like cleanliness drive, plantation drive etc., and to also sensitise the public for adopting a sustainable lifestyle are some of the few activities taken up by the Eco Club.
- **Evangelical Union (EU):** The Evangelical Union of the college meets twice in a week and do both indoor and outdoor activities on a regular basis apart from maintaining a strong moral principles through fellowships. The Evangelical Union actively takes part in inter-collegiate activities which is held once in one or two months. The Union also takes part in outreach programmes such as visiting orphanage homes and donates cash and kind to the needy ones.

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response:** 0

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 3.4.3 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 last five years

**Response:** 14

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	3	2	2

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 54.13

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
230	495	350	300	210

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response: 2**

##### 3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response: 10**

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
6	1	1	1	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The institution aims at providing basic facilities for an effective teaching and learning atmosphere. The Governing Body of the college is ready to provide facilities whenever required and ready to upgrade the existing facilities accordingly. The institution is equipped with some of the most needed facilities at the moment and ready for further up-gradation.

The institution has the following facilities.

- Class rooms with adequate number of fans and lighting.
- Well furnished Staff Room.
- Wi-Fi connectivity.
- Filtered drinking water facilities for both students and staff.
- Women's Hostel.
- Students' Common Room.
- Girls' Common Room.
- Medical Infirmary (MI) Room.
- Transportation facilities for students.
- Canteen facilities.
- Generator for power back up.
- Adequate number classrooms with ICT tools.
- Well equipped library.
- Creche.
- Biometrics attendance system for staff.
- Computer Room.
- Conference Room.

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

**Response:**

The institution is currently making use of about only half of its total land area, and is still left with ample space for future expansion. The institution has more plans for extending infrastructural facilities for various outdoor games and infrastructure. However, the institution provides some of the sports facilities for indoor and outdoor games and encourages participation of students at various college and district level competitions. Indoor games like carrom, table tennis, badminton etc., are organized at inter-class, inter-house and individual level. Though, the college does not have its own play ground as of now, but, outdoor games like football, cricket and athletics are conducted in nearby community local ground and the students are encouraged to actively take part in such events.

The college has an active Students' Union Body. Some teachers are nominated by the Principal as Advisors to the Union. The Students' Union conducts various cultural activities and also depute students to participate in various inter-collegiate and university activities organized by other colleges and All Nagaland College Students' Union (ANCSU).

The facilities include:

- Multi-purpose auditorium equipped for indoor games and various other co-curricular activities.
- Volley Ball Court.
- Board games in Students' common room and Girls' common room.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 38.46

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 17.99

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
63.90	.75	3	2	4



File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

The institution has a well equipped library with good number of prescribed books and other physical facilities that are needed by the students as well as faculty. The institution has installed (Integrated Library Management System) software for quick and smooth execution of daily library tasks. The library also has photocopy machine for both students and faculty with concession charges. A committee has been formed as Library Advisory Committee headed by Assistant Librarian and few faculty members that look into the requirement of different departmental books. The committee also make and allocate budgets for the purchase of new stock of books, magazines, subscription to more journals etc. The institution ensures to improve the library further by adding more volume of books and other facilities to the existing one.

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

The College library has a good number of books, magazines, subscription to local and national news papers, year books, general knowledge books etc. Apart from prescribed books, there are also good number of rare books for references. There is no manuscripts and special reports collection. The college has subscription to some offline journals.

The following are some of rare books available in the library;

Name of the rare books Name of the Publisher	Author
1. Stones of the Aos Myth, Legend and History. NEZCC, Dimapur.	Chubatola Aier, Asangla Tsudir, Tiarenla Aier
2. The Ao Naga Oral Tradition. Heritage Publishing House, Dimapur.	Temsula Ao
3. 165 years History of Naga Baptist Church MEK Computers, Kohima.	V.K Nuh

4. The King's Messenger. Rev. Lano Longchar  
Heritage Publishing House, Dimapur.
5. Nagaland for Christ, Nagaland is Sovereign Country. Levi Avi  
Heritage Publishing House, Dimapur.
6. 50 years of Peace and War by Nagaland Churches and Naga Civil societies. V.K Nuh
7. A Concise encyclopedia of Buddhism. John Power  
One World Publication.
8. A Short History of Hinduism. Klaus K. Klostermarier  
One World Publicaton.
9. An Introduction to the Church History. F. Hrangkhuma  
Theological Book Trust, Serampore.
10. A History of Assam. Sir Edward Gait  
Sujeet Publication, Delhi.
11. Ethnicity in Northeast India. Sarthak Sengupta  
Heritage Publishing House, Dimapur.
12. Hill politics in Northeast India. Sarthak Sengupta  
Gyan Publishing House.
13. The Sema Nagas. J.H. Hutton  
Abhijeet Publishing, Delhi.
14. Khasi world View, A conceptual explanation. Sujata Miri  
CRRID Publisher, Chandigarh.
15. An Introduction to the Land Law of Assam. J.N. Das  
Sir Binod Nath, guwahati.
16. Encountering Life Antics of a Govt. Servant. Khekiye K. Sema  
Heritage Publishing House, Dimapur.
17. Biodiversity of Nagaland. Sapu Changkija  
Dept. of Forest, Govt. of Nagaland
18. The Origin of Naga. V.K. Nuh  
Vision Press, Kohima.
19. The Naga Chronicle. V.K. Nuh  
Regency publications, Delhi.
20. Lesson from Life, An Autobiography. Kiremwati

Window Media, Dimapur.

- |  |  |
|--|--|
| 21. The Angami Nagas.<br>Mittal Publications, New Delhi.                         | Renu Suri                              |
| 22. Human Rights in Nagaland.<br>Heritage Publishing House, Dimapur.             | Lanusashi Longkumer & Toshimenla Jamir |
| 23. The Naga Saga.<br>ACLS offset press, Kohima.                                 | Kaka D. Iralu                          |
| 24. Phizo and the Naga Problems.<br>N.V Press, Kohima.                           | Mhiesizokhi Zinyu                      |
| 25. Medicinal Plants of Nagaland.<br>Bishen Singh, Mahindra Pal Singh, Dehradun. | S.C Deorani, G.D Sharma                |
| 26. Land and People.<br>Grolier Incorporated.                                    | Grolier incorporated                   |
| 27. Stories of Civilization (Vol, 1-5).<br>Cosmo Publications.                   | A.D Innes, Author Mee, J.A Hammerton   |

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 0.22

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	1.02	0.05	0.04	0

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 20.1

##### 4.2.6.1 Average number of teachers and students using library per day over last one year

**Response:** 120

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

Information Technology plays very important role in present education system. Keeping in mind the needs of the students, the college frequently updates its IT facilities including Wi-Fi. IT facilities of the college includes desktops, laptops, LCD projectors, LAN and Wi-Fi. The college has recently upgraded its broadband connection to optical Bharat Fiber (FTTH) with faster internet speed.

IT facilities available in the college are in the following forms.

- 1. Computer Lab:** The college has a well furnished computer lab with adequate number of laptops for the students with internet facilities.
- 2. Class Rooms enabled with ICT tools:** The college has good number of class rooms with LCD projectors, Audio visual system and internet connection.
- 3. Wi-Fi Campus:** The college has a Broadband subscription. Wi-Fi hotspot facilities covers most of the

strategic locations of the college.

4. Well equipped office with internet connection.

#### 4.3.2 Student - Computer ratio

**Response:** 14.89

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**Response:** >=50 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 2.68

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
11.10	0.24	0.31	0.42	0.39

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

#### **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.**

##### **Response:**

The augmentation, maintenance and utilization of the physical, academic and sports facilities such as library, computers, classrooms, drinking water facilities, transportation etc., are done on the advice and recommendations of various committees and regarding requirement of facilities in some specific areas are forwarded to the IQAC and measures are taken for inclusion and improvement of the facilities required.

In addition to these, the assessment of the physical, academic and support facilities is also carried out by the Governing Body and the IQAC. The recommendations of the IQAC are placed before the Governing Body for due consideration and approval.

Acting on the recommendation and follow up actions on the assessment of the existing facilities in the college, the following amenities have been added such as a new women's hostel, installation of audio-visual and LCD projectors in the class rooms, offices of IQAC, NCC, Students' Union, Dean of Students and Academic Dean, Biometrics attendance system for staff and faculty, construction of girls and boys' common rooms, installation of Library Management System (LMS) software etc.,

All matters relating to maintenance and repair of physical facilities and equipments are carried out by the superintendent who hires technicians and mechanics to ensure that all the equipments are in proper working condition.

- Assistant Librarian and Library Assistant takes the responsibilities of taking care of library assets- books, computers, photocopy machines etc.,
- Games and sports utility equipments are kept in the custody of the Dean of Students and issued whenever required by the students.
- Sweepers regularly clean the college premises and wash all the toilets after the classes are over.
- The institution has installed generator to maintain uninterrupted supply of electricity.
- Superintendent of the college maintains all the official records and other necessary equipments for faculties such as laptops, pen drives, external hard drives and other stationery items.
- The college provides RO drinking water facilities and it is maintained regularly by outsourced technicians.
- Regular checking of electrical appliances is done hiring technician from outside.
- Principal is the over all supervisor of all academic related activities of the institution.
- The college also provides transport facilities to the students, the maintenance of transport facilities requires regular attention. The drivers ensures proper maintenance of engines and repairs are carried out efficiently whenever required.
- The college has chowkidars for both day and night residing in the quarters provided by the institution who look after the campus in absence of college authority.
- The college gate keeper is in place to ensure security and smooth flow of both students, faculties and visitors to the college.
- After the classes are over, the peon ensures that all the electrical appliances are turned off and locks the door and keeps the keys in a safe custody.
- The multi-purpose auditorium remains locked in absence of any activities. The sweepers regularly clean the auditorium and keeps the equipments in place. Necessary arrangements of the auditorium

is made during functions with the supervision of superintendent.

- The computers in the computer lab are regularly checked by some office assistants having technical knowledge for any malfunction.
- All necessary facilities available in the teachers' common room are taken care of by supporting staff.

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 73.59

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
414	242	369	600	523

#### File Description

#### Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses



**7. Yoga and meditation****8. Personal Counselling****Response:** D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years****Response:** 60.67

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
370	330	335	370	450

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 2.06

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
23	40	0	0	0

File Description	Document
Details of the students benefited by VET	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 3.9

## 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	8	0	0	0

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 23.71

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 23

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response: 4**

#### 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) year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	0	0	0

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	10	8	7	5

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response: 2**

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

The establishment of Eastern Christian College laid its pivotal emphasis on imparting quality education and empowering its students to face the future with knowledge and confidence as they engage in societal development. As aimed, the college administration has provision for the establishment of Students' Union to help students cultivate the ability of leadership, organizational skill, team work etc. Henceforth, the college has well embodied active students' union since the genesis of the college. The Students' Union functions under the acronym ECCSU (Eastern Christian College Students' Union).

The structure of students' Union consists of twelve executive posts headed by President. All the executive members are elected by the students themselves in the annually conducted Students' Union General Election. The tenure of the executives is one year.

Like any responsible and dedicated union, the ECCSU has been actively carrying out its duties to help create conducive environment in the college. The union functions within the framework of its constitution while strictly adhering to the rules and moral code of the college. The union performs as the communicating bridge between the administration, teachers and the students for smooth channeling of teaching-learning process and other students' academic activities.

On students' issues, the union office is available to the students for any sort of complaints or grievances arising within students' community or with the administration to resolve the outstanding issue on acceptable and conducive grounds. The union also organizes annual college functions such as Freshers' Meet, Sports Meet, Literary Competitions, Social work on a regular basis and any other event which the college administration request or the union feels important to organize are initiated by the union. All these activities are organized keeping in mind the need to provide a platform to the students' community to exercise their talents and polish the same for better utilization in the future.

ECCSU, since its beginning have sincerely cooperated with the authority, acted independently, yet within its responsible authorized ambit to strengthen the college and help develop a better generation for a better tomorrow.

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response: 2**

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

Eastern Christian College, one of the pioneering colleges in Dimapur, established in the year 1993 has been playing a pivotal role in delivering quality education since its inception which is evident from the fact that many graduates produced are successfully well placed and is doing well in varied fields. The college has been truly able to empower young minds to create themselves their innate skills and talents. It was a long felt need of many former graduates to form an Alumni Association to connect, renew and build stronger relationship with Alma Mater and to share and express gratitude to the institution by rendering services in their capacity, the responsibility of helping the college towards the path of its progress and prosperity. The Alumni Association has also contributed generously to the development of the college from time to time and has rendered cooperation both in positive and quality oriented measures. It has extended a great support to the college management towards implementing various activities.

Under the valuable guidance and support from college faculty, Mr. Talisunup, Assistant professor, Mrs. Eneingulo-u Lasuh, Vice-Principal, Mrs. Lanusenla Walling, Assistant Professor and two Alumni members, namely Mr. Kilangmeren Walling, Office Assistant and Miss Avikali Chishi (Former Student and Faculty), the dream of creating an Alumni Association has been a great success. The Alumni Association members meet frequently and conduct events and attend the General Body meeting. The existence of active Alumni Association members helps the present students to come forward and do the activities more enthusiastically. The Association has also developed a goodwill between the present students and the Alumni. Over the years, the Alumni Association has greatly contributed to the college

both in cash and kind and continues to do so whenever and wherever their services are required.

The Alumni Association, in order to play a bigger role in the development of the institution have registered itself as a Society under the Home Department, Government of Nagaland vide no: Home/SRC-7388, dated 01-10-2019.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

**Response:** 1 Lakh - 3 Lakhs

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 13

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	0	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

The institution strives:

To promote excellence in higher education and to instil the Christian moral and spiritual values among the students and to see them as good human beings of the society.

1. To provide quality education by providing dedicated, qualified and competent teaching staff.
2. To provide a Christian environment in the college by promoting moral and spiritual values.
3. To develop a sense of belongingness in the teachers, which fosters loyalty and helps to give their best to the college.
4. To promote among the students of the college a sense of duty and service to the society.
5. To promote harmonious relations among all sections of the community.

The Principal is the administrative head of the institution who is assisted by the Vice-Principal and Deans in managing the major administrative tasks. The IQAC cell headed by the Principal formulates policies and plans which are then executed by every department, committees, clubs and cells. The HoDs supervises and coordinate their respective departments. The office staffs, headed by the superintendent, ensure the smooth functioning of the office.

Focus is being laid on increasing the number of academic disciplines in the institution. Few vocational programmes have been introduced in the college, computer course program such as (Master of Certified Computer Application) under the aegis of HITM-IIHT, Dimapur. The college has a number of MoUs with different organizations and institutions that has been initiated for the process of establishing skill development programmes. The college also has Career Guidance and Placement Cell which was formed with an aim to recognize and develop the skills and talents of the students in areas that could generate opportunities in self employment. The college organizes workshop cum trainings, seminars to promote analytical thinking and research activities. Experts from varied fields are invited as resource persons to these programmes. The college has good network of link with other academic and research institutions, goverment administrative officials, politicians, public leaders and civil societies, this is helping the college to grow substantially.

- The institution has completed twenty five years successfully in imparting quality higher education by promoting tribal belonging to minority communities, under-priviledged and weaker sections of the societies and those belonging to the Scheduled Tribes, Scheduled Castes, OBCs and other classes.
- Adequate infrastructural facilities, elective course option in the curriculum and transport facilities are reflected by good number of students from local and rural tribal areas getting admitted in the institution.
- Cell/Clubs activities are conducted regularly for availing self-help employment on various fields.
- An innovative teaching and learning process with ICT, computer aided LCD projector facilities are

provided to the faculty for effective teaching.

- IQAC has been established in the college for enhancement of quality, quality encouragement and quality sustenance in all areas of the institution.

The college promotes participative management. People from various walks of life are represented in the Governing Body, Nominees from local societies, Principal, Vice-principal, Deans, HoDs of various departments, teaching and non-teaching staff members, Students' Union office bearers, and Class Representatives for effective management of the college.

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The college encourages freedom in different teaching methods. Funds are allocated to various departments and autonomy is given to the departments to independently use the funds so long as they act in accordance with the vision of the college. The Vice-Principal and Deans assist the Principal in the overall management of the college. A sizeable number of committees have been constituted with their own responsibilities and power to look into the functioning and growth of the college. The Head of Departments are given independent charges and authority in matters relating to their respective departments. The Students' Body of the college is also elected through free and fair elections.

The IQAC, under the Chairperson, formulate policies and directs all the committees under IQAC for organizing various academic activities in the college. There are several Committees/Cells/Associations functioning under IQAC with conveners/coordinators and members managing their activities. This autonomy has resulted in numerous events and programmes being introduced yearly. Cultural and extra-curricular events are organized by various committees/cells with many of the programmes expanding its scope and improvement in quality. The college has the following Committees, Cells, Clubs and Associations.

1. Alumni Association
2. Anti-Ragging Cell
3. Canteen Committee
4. Career Guidance and Placement Cell
5. Disciplinary Committee
6. Disaster Management Cell
7. Eco-Club
8. Evangelical Union
9. IQAC
10. IPR (Intellectual Property Rights) Cell
11. Library Advisory Committee
12. Media Cell
13. National Service Scheme
14. National Cadet Corps
15. Parents' Teachers' Association
16. Red Ribbon Club
17. Research Committee



18. Reading Club
19. Students Advisory Committee
20. Students Mentoring Cell
21. Students Grievances Redressal Cell
22. Staff Association
23. Women's Cell

The formulation of strategy for effective execution and implementation of plan is an important quality of the institution. Various suggestions or ideas are collected from the Faculty, Committees, and Students for the strategic plans of the institution and operated through various clubs/committees/departments. The institution encourages feedback from different stakeholders, which are deliberated upon, wherein progressive constructive suggestions are taken up for implementation. An inclusive approach in governance ensures participation from Students, Parents, Teachers, Nominee from Local Community, University Nominee and State Government Official. For optimal academic performance, much freedom is given to various departments. For example, the departments are given liberty to-

- Develop program plans that ensure complete delivery of the syllabus.
- Co-ordinate with IQAC and other departments in organizing various activity programmes.
- Conduct field trips and educational tours.
- Practice innovative ways of teaching-learning methods.

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The Principal and all the Administrative Heads, Head of Departments and Academic Committees discuss and develop an academic calendar for the college year wise. Different Committees, Cells, Clubs and Associations are constituted for the execution of all necessary activities for overall development of the students and also to meet the challenges and different needs of the students community. Various works/responsibilities are assigned to be achieved within a certain set timeline.

Lesson plans are prepared and submitted by every teacher at the beginning of every academic session. This ensures effective delivery of curriculum requirement and completion of syllabi within a stipulated time.

Every cells/committees are functional under a convener/coordinator and other faculty and representatives from the students. Periodical meetings are held to discuss, plan, and accordingly organizing and execution of all the academic related programmes are done. After every academic session, all clubs, committees and units are required to prepare a full report of the activities.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

The institution has well structured organizational body. The Governing Body is the highest organ that formulates the policies and plan of the college. The Principal, who is the head of the institution is appointed according to the recommendations of the Selection Committee constituted under University norms. The Principal is secretary to the Governing body. The Vice-Principal is appointed by the Governing Body on the recommendation of the Principal. The Academic Dean, Dean of Students and HoDs are assigned for a term of two years.

1. **Governing Body:** It is the highest organizational organ that look after the college. The Governing Body consists of nine members. The Principal is the ex-officio secretary of the Governing Body. The Chairman in consultation with the Secretary nominate the other members and fill the vacancies that may arise from time to time. All matters pertaining to infrastructural development, recruitment of faculty, management of funds, formulation of important policies are done by the Governing Body.
2. **Administrative Body:** The Principal is the head of the institution and is assisted by Vice-Principal, Dean of Students, Academic Dean, HoDs and Teaching staff . The Principal is also assisted by Superintendent who supervises all the Non-teaching Staff and looks after the matter relating to financial expenses and other developmental areas.
3. **Students' Union Body:** The college has a well functioning Students' Union Body, headed by President and assisted by the General Secretary and few Executive members elected from among the students for a tenure of one academic year. The Students' Union Body has an Advisory Board comprising of three teaching Faculty nominated by the Principal. The Union functions for the welfare of the students and acts as a representative of the students in any matter relating to grievances or bringing improvement in the academic pursuit.
4. **Service Rules:** The Service Rules cover all the employees of the college. In the Service Rules, various rules and regulations are laid down for the employees for proper functioning of their service. In other words, the Service Rules of the college acts as a manual for proper functioning of the college. All procedures relating to recruitment, salary structure, code of conduct for both teaching and non-teaching staff and faculties and promotional policies are laid down in the service rules.
5. **Recruitment:** Recruitment of Teachers are done by a duly constituted Selection Committee.
6. **Promotional Policies:** The institution follows a policy of Teachers promotion in accordance to the UGC norms.
7. **Grievances Redressal:** The college has a well established students redressal mechanism. All matters relating to students' grievances, discipline, misconduct of the students are addressed to the Dean of Students. The Dean of Students is assisted by the Disciplinary Committee comprising of

three faculty members. The grievances are immediately taken up by the Dean of Students and resolved in consultation with the Disciplinary Committee and Principal.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

**Response:** D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

The college has a well structured Administrative and Academic body. As per the policy adopted by many higher educational institutions, the college has a well established IQAC that supervises and ensures quality measures in the college. The IQAC is an administrative unit that has been formed to consistently monitor the quality in the college. The Principal is the chairperson of the IQAC, and IQAC comprises of some senior faculty and nominees from students, employers, industrialists, alumni, administrative officers and local society. A senior faculty is assigned the role of coordinator of IQAC. Various Committees, Cells, Associations and Clubs coordinates with IQAC for optimal result. All these committees and cells effectively execute their functions and helps in streamlining the overall progress of the college. The college draws out an academic calendar and different committees and cells are assigned with various tasks as per the requirement. All reports of committees and cells are subjected to maintenance in a systematic manner and deposited to the IQAC office whenever required. Some of the committees are highlighted below;

1. **Examination Committee:** The examination committee of the college ensures smooth conduct of exams by proper planning and duty allocation of invigilators for conduct of specific exams.
2. **Disciplinary Committee:** The Disciplinary Committee consists of three faculty members. All matters relating to disciplinary issues are brought to the notice of Dean of Students. Actions are

taken on the students on the basis of degree of misconduct committed by the students. Sometimes, if the cases are serious, parents/guardians are called and proper actions are taken.

3. **Moderation Committee:** After every exam is conducted, the moderation committee comprising of Principal, Vice-Principal, Deans sits together and the results are analysed and the decision of promoting and detaining is done on the basis of collective decision.
4. **Parents' Teachers' Association:** The parents are important stakeholders of the college. The college gives due recognition to parents. Participation of parents are encouraged and PTA meetings are held time to time to ensure parents involvement in the college for ideal relationship between parents and the teachers in helping the students realize their goals.

### 6.3 Faculty Empowerment Strategies

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

##### Response:

The institution takes all possible measures to ensure an effective deliverance of welfare to its employees. As such, there is no hindrances in providing benefits to its employees.

1. The salary structure of the employees are at par with other institutions and proper scale is maintained in accordance to the UGC regulation. Incentives are also provided to the faculty with higher qualifications such as with NET, M.Phil, P.hD etc.
2. Salary increment of 3% is annually given to NET qualified teachers.
3. Apart from proper salary structure, the employees are provided with other facilities such as 45 days maternity leave for female employees, 15 days paternity leave for male employees and a total of 12 days casual leave in a year with other medical allowances and sick leave.
4. The College also provides facilities for personal loans and car loans to its employees. Most of the faculty have benefitted from this scheme.
5. The institution provides quarter facility for some non-teaching staff and planning to provide quarters for all the teaching staff in the days to come.
6. Monetary assistance is given in times of sickness/demise/emergencies.
7. The institution has an active Staff Association, where annual membership fees are collected from the members. The fund collected are used during emergency need of any members.
8. The College employs a full-time Resident Nurse to cater to the medical needs of the faculty, students and staff.

#### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response: 4.14**

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	1	1

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response: 1**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	1	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response: 4.14**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	0	1	0	0

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

The Performance Appraisal System for teaching faculty is conducted once in a year. Effectiveness and efficiency in the performance of appraisal system has been brought out in the quality output of academic programs of the college. The Annual Confidential Report (ACR) allows every staff to grade themselves on a total score of 100 on 5 most important areas of expected performance on a scale of 20. Teachers grade themselves on a 10 point scale for each of the five criteria and the Principal grade each criteria on a 10 point scale. The score by the teachers and the score by the principal are added together and on the basis of the final score, the principal gives suggestion/remarks/appreciation. The area of evaluation are teaching/learning, participation in various activities, punctuality, students/teachers relationships, clarity in subject matter by the teacher. Confidential reports on teachers enable the teachers to find out and identify the areas where improvement can be made.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The college has a transparent financial management system. For proper management of finances, the Governing Body of the college has constituted audit committee comprising of few members for internal audit of the college. For easy auditing process, all income and expenditure are categorized in different heads. The internal audit is done every year at the end of the financial year. The financial year of the college begins from 1st April of every year and ends on 31st March of the subsequent year. The second stage is the external audit. After the completion of internal audit, a Chartered Accountant is appointed for preparing the final Audit Statement. The college have been managing the income and expenses of the institution very efficiently and transparently thus far.

- The Governing Body assign authorized Chartered Accountant as external auditor to audit the

accounts of the college every year.

- The external auditor verifies incomes and expenditures of various aspects through receipts and cash memos. Thorough scrutinization is done and final income and expenditure statement is prepared.
- A monthly financial statement is prepared by the Superintendent.
- The internal audit is done by the audit committee of the college after verifying the daily account transaction of the college once in a month. The accountant maintains the financial records in the account book.

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The financial resources are judiciously and economically utilized. For every academic year, different departments are allocated specified funds for conducting various departmental activities and co-curricular activities. The resource mobilization includes the following;

- The college prepares an annual budget by which funds are allocated to different expenditure heads like, salary, infrastructural development, library, office automation, transportation, academic and students welfare expenses, etc.
- The expenditures are recorded systematically and reviewed on a regular basis to ensure that the most effective decision is made.
- The major sources of institutional income comes from the students' tuition fees. The institution, being a government-aided college receives grant-in-aid from state government, UGC and other government agencies.
- The deficit of fund is managed by the Governing Body



- The grants that are received from various sources such as UGC, state government and other agencies and individuals are utilized for allotted purpose only. Proper utilization records are maintained thereof.

## 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

#### Response:

The institution has formed Internal Quality Assurance Cell (IQAC) on 3rd July, 2015 as per the guidelines of NAAC, Bangalore. The main aim and objectives of IQAC is to maintain a quality environment and quality sustenance in all spheres of academic and administrative activities of the college. The IQAC of the college takes care of academic aspects, such as curricular aspects, teaching-learning process, evaluation, research and other extension of community services. All these are done through various Committees and Sub-committees, Cells, Clubs and Associations. Different committees have been established to undertake various tasks and support IQAC in executing its functions effectively. In this way, IQAC contributes in institutionalizing quality assurance process and progress of the college. Maintaining quality in academic performances of the students help create job opportunities for outgoing students of the institution. IQAC has made a significant contribution in areas of students' careers by establishing Career Guidance and Placement Cell of the college. This is one step towards building students' career. IQAC also evaluates the academic quality of the institution and academic performances of teaching faculties and students' progression. It also encourages the faculties to improve in the area of teaching-learning by adopting more usage of ICT tools in imparting education.

#### 1. Formation of various cells/clubs/committees.

With the initiative of IQAC, various clubs, cells and committees have been formed for all round activities for strengthening the quality atmosphere in the college. These bodies organize academic as well as extra-curricular activities to boost the overall personality of the students.

#### 2. Adoption of Dubagaon Village.

Under the initiative of NSS, the college has adopted a neighboring village, Dubagaon and extension activities are carried out time to time.

Over the past few years, the college has improved significantly especially in the area of teaching and learning besides other achievements. The IQAC has been contributing consistently to overall quality enrichment of the college in the pursuit of greater heights in the field of higher education. The IQAC is also keen in the area of students' support facilities. As such it has formed several bodies and cells for extending support to the students' welfare. Another area in which IQAC takes active initiative is outreach programmes.

### 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****Response:**

The institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals. The IQAC of the institution has been set up as per norms and conducts meetings with teaching faculty at regular intervals to accumulate ideas, suggestions in order to improve teachers' annual appraisal. The institution also lays emphasis on the participation of teachers in the workshops, seminars and orientation programs to make their appraisal dynamic. The IQAC of the institution has initiated methods to reform and renovate the assessment system of the students by adopting uniform methods for internal assessment of students and also by addressing the students' grievances regularly to attain a comprehensive and continuous evaluation of the students. The teachers are incorporating new methods of teaching instead of traditional lecture method by adopting experiential learning, participative and problem solving methods. ICTs have been used to make teaching-learning more interesting and engaging. All the departments engage students in various literary and co-curricular activities to impart all round development in them. The Principal, along with HoDs of the departments sit to analyse and discuss the students' feedback to improve the quality of teaching and also to equip teachers with new ideas and techniques of teaching. Remedial classes have been provided to academically weak students to enhance and achieve the desired academic goal. The institution has introduced mentoring system to assess the students' progress and also to maintain a cordial relationship between the mentor and the mentee. Mentors are responsible for identifying the area of weaknesses of the students and remedial measures are initiated to improve the students' performances in academic and other areas.

**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year****Response:** 0.8**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	0	0

<b>File Description</b>	<b>Document</b>
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**

2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

**Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

**Response:**

The college strives hard to sustain the quality in all spheres for the past five years. The establishment of IQAC in the year 2015 and the subsequent years have seen a dramatic paradigm shift in the overall functioning of the institution. With the initiative of IQAC, several other bodies have come into being that have resulted to bring more improvement in all spheres of affairs of the institution. The shift from annual system of academia to semester system have greatly accelerated the teaching and learning process. Throughout the year the faculties have been engaging in the overall evaluation of the students not only through academic performances but also in the areas of extra curricular activities. The formation of various committees and cells have helped the institution in understanding the various challenges and issues of life and to resolve the issues through more engaging and empathetic ways. This has benefitted both teachers and students. It also caters to the various needs and interests of the students. Some of the areas where the college has made improvements over the years are-

- Construction of women's hostel
- Separate common room for girls
- Canteen facilities
- Filtered drinking water
- ICT facilities in some classrooms
- Renovation of teachers common room
- Addition of more prescribed books in the library
- Up-gradation of desks and benches
- Wi-Fi facilities
- Introduction of computer courses
- Transportation facilities
- Proper washrooms for students

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 10

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	1	3

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

1. **Safety and Security:** The college is very sensitive towards women's safety. As, such the college has constituted Women's Cell which addresses the issues relating to women. Various programmes are organized in the college to sensitise the general students with regard to gender equity. So far, no incidents relating to sexual harassment or abuse have been reported. Precautions have been taken in the campus, library, auditorium etc., to monitor the movement of students and ensure safety of the students. Closed Circuit Cameras have been installed at various points to monitor the activities in the campus.
2. **Counselling:** The college practices mentoring, where all the faculties are involved in mentoring the students. Classes are divided into groups of 20-30 students. Each group of students are put under one mentor. Mentoring activities in the college have been successful over the years. The performances and involvement of the students in different activities and their overall personality development is a reflective evidence of effective mentoring. Students are counselled on various aspects of life and directed to the right path by the mentors. The academic performances of the students are also analysed by each mentor.
3. **Girls' Common Room:** The provision of separate Girls' Common room in itself indicate sensitivity

towards female students. Special care are shown to the girl students and maximum efforts are put in to avoid any prejudice towards female students.

4. **Creche:** The college also gives special attention to female staff and faculty. A separate room with washroom facilities is made available to female teaching and non-teaching staff.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 1500

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 48.67

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 730

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1500

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

- **Solid Waste Management:** Management of solid waste is one of the most challenging tasks. But, the college is committed to undertake the challenge of keeping the college free from pollution. As, such the college has declared itself as a single use plastic free zone. The wastes collected at the select site are segregated into biodegradable and non-biodegradable wastes. Biodegradable wastes are put into the compost pit and non-biodegradable wastes such as plastic wastes are collected and send for recycling.
- **Liquid Waste Management:** All the liquid waste generated is drained into the sewage and the sewage water soaks in the pit far away from the campus. The liquid waste generated are at minimum.
- **E-waste management:** There is a deep concern of the hazards emitted by e-waste pollution on human health. Keeping in mind about the hazardous nature of e-waste pollution on health, the institution generates little or no waste at all. The Environmental Subject teacher of the institution ensures that the students are made aware about the negative effect of various type of pollution on health and also by e-waste on various aspects of environment and human health. The small e-waste generated from the college in the form of discarded electronic gadgets such as computer peripherals are refurbished or sent for recycling.

#### 7.1.6 Rain water harvesting structures and utilization in the campus

##### Response:

Rain water harvesting is an effective way of capturing rain water and storing it for future use. Keeping in mind the importance of conserving water resources, the college make full use of rainwater by capturing sufficient rainwater from the roofs of the college buildings attached with PVC pipes and store it in a reservoir, and it is used whenever required. Currently the maximum requirement of water in the college is met through boring wells. As much possible the college try to use water very judiciously.

#### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

##### Response:

Majority of our students and staffs use public transportation for coming to college. According to some random assessment, Auto-rickshaw is the most popular form of commuting. The next most popular mode of transportation is made up of using two wheeler. Others include bicycle and walking. The college has corridors in all blocks for the safe movements of the pedestrians.

- **Plastic Free Zone:** The college has been recently declared as single use Plastic Free Zone. Both

teachers and students are encouraged to bring their own water bottles and tiffins. The college generates fewer plastic wastes. In every block of the college waste bins are kept. The wastes generated are quickly collected by the supporting staff and disposed off in a safer way.

- **Paperless Office:** We understand the need of minimum usage of papers. As of now, the college has not gone completely paperless but measures are being taken towards that direction. For example, information to students, parents and staff are sent through SMSes, e-mails, Whatsapp and facebook. As far possible the papers are judiciously used in offices, academic activities etc.
- **Green Landscaping with trees and plants:** Although, the institution currently operates in only about half of the total land area with limited space for trees and plantations. However, the college has some trees and plantation cover around the campus. There is an ample space for infrastructural expansion and maintenance of greeneries in the college campus in near future.

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.56

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
.3	.05	.35	.25	.3

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**Response:** E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 18

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	3	2	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 8

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	1	1	1

File Description	Document
Report of the event	<a href="#">View Document</a>

### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes



File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

#### 7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

#### 7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

#### 7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

#### 7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 1



7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

The institution recognizes National festivals such as Independence Day, Republic Day by authorizing the NCC cadets of the college to participate in National Events every year by joining the parade. On the occasion of Republic Day, some of our NCC cadets have taken part at Rajpath during Republic Day Parade namely Mr. Renthungo Nguillie(RDC, 2014), Mr. Sunep Tzudir(RDC, 2017), Mr. N Ajanthung Ezung and Mr. Hevekhu Wotsa(RDC, 2018), Mr. Ekonthung Humtsoe(PM Rally, 2018). Sometimes, on the occasion on some important anniversaries, the institution also organizes programmes like essay writing, sketching competition etc., in order to mark the significance of such occasions. The students are encouraged to take part in various programmes organized by various organizations at National Events like Independence Day, Republic Day, Gandhi Jayanti, etc. The college also observes death and birth anniversaries of great Indian personalities. For example, under the Central Vigilance Commission(CVC) directive, Vigilance Awareness Week was observed. On 28th, Oct, 2019 a programme under the theme, "Integrity-A way of Life", was observed at the college auditorium.

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

The college maintains transparency in every field of academic as well as administrative works.

- **Financial Transparency:** The college maintains transparency in all matters relating to finance. As such, Internal audit committee has been constituted and internal and external audit is done every year. The college appoints, external Chartered Accountant and audit is done after cross verification of all expenditure and income receipts.

- **Academic transparency:** The college ensures that maximum transparency is also maintained in the academic areas. After every exam is conducted, the moderation committee of the college prepares the result after thorough consultation. The marks scored by the students are made known to the students in the class room.
- **Administrative Transparency:** The college also maintains transparency in admission process, recruitments and appointments of teaching and non-teaching staff. The principal is the head of the institution assisted by vice-principal, Dean of Students, Academic Dean and all teaching and non-teaching staff. Matters relating to college is discussed at the staff meetings and decisions are made in accordance with the rules and regulations of the college.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### Best Practice-1

**Title of the practice:** Promoting environmental consciousness by providing community services, organizing campaigns and making the institution plastic free zone.

#### 1. Objectives of the practice:

- To raise environmental awareness among the students, teachers and local community.
- To encourage environmental friendly attitude within and outside the institution.
- To encourage people in adopting a sustainable way of living.

2. **The Context:** The institution firmly believes in adopting environmental friendly behaviours and instil a sense of respect for environment to the students as well as the surrounding communities by initiating cleanliness campaign and various other environment related services.

3. **The practice:** The institution regularly conducts cleanliness drive, plantation drive in an around the campus with the target to eliminate plastic wastes which are generated from the campus and the surrounding localities. The NSS and Eco Club Volunteers actively participate in such activities. The Dubagaon Village, one of the neighboring villages of the institution which was adopted by the NSS unit of the institution is the primary target of the institution to do all necessary activities that could benefit the village community and achieve the goals of making a model village for environmental sustainability.

#### 4. Evidence of the Success:

- The campus, over the years have witnessed minimal disposal of wastes, especially plastic materials.
- A healthy and friendlier relationship with environment has started to grow among the surrounding communities which is another success.

#### 5. Problems encountered and resource required:

- The campus is located by the side of the highway, which is one of many hurdles in doing activities in a convenient manner.
- The regular flow of traffic in the vicinity of the institution also creates hurdle in doing the activities efficiently.
- Difficulties in educating and convincing the locals about the crucial issues relating to environment. For example, ignorance of people on the effects of various types of pollution on human health, climate change, etc.

## **Best Practice-2**

**Title of the practice:** Intensive Career Guidance to the students.

**1. Objective of the practice:** The institution aims at producing graduates which are not a burden to society but rather an asset. It focuses distinctively in preparing the students who can be employable in various sectors of the economy.

**2. The Context:** Unemployment problem is a growing concern in our society. The institution, understanding the plight of the educated-unemployed youth has taken an initiative in directing and preparing the students in choosing the right career for achieving success in life. The institution, as such try to bridge the gap between the students and different agencies that provide placement opportunities.

**3. The practice:** Intensive guidance is given to the students by inviting professionals from different organizations. Seminars and Workshops are conducted in the institution with regard to this. The institution has also collaborated with some reputed job placement agencies from around the state and proper arrangement for the training and placement is made. During the last semester of every academic session, experts are invited and counselling is given to the students. Sometimes, recruitment is done on the spot, looking into the potentials of the students in different areas.

### **4. Evidence of the success:**

- A good number of students have enrolled their names in undergoing soft skill trainings offered by the state government sponsorship through various reputed organizations.
- Over the years, the institution has seen many of the alumni being hired in different sectors of economy not only in the state but outside the state and abroad.
- Many placement organizations have come forward to help the institution in giving proper guidance to the students.

### **5. Problems encountered and resource required:**

- Conducting workshops, seminars and orientation programmes for career guidance often interrupts the proper functioning of normal classes.
- With the growing numbers of fake placement agencies and organizations, it is very difficult to authenticate the genuine one.
- Professional workshops requiring high registration fees makes it difficult for students from economically weaker background to attend.

## **Best Practice-3**

**Title of the practice:** The use of ICT in teaching and learning process

**Objectives of the practice:**

- To make the teaching learning process interesting and more engaging by visually displaying the syllabus contents through the screen.
- To take help of ICT for enhanced teaching and learning process.
- Taking teaching from traditional lecturing to new digital way of learning.

**The Context:** 21st century is known as the age of information and technology. In this digital age, informations are available in just click of a button. Keeping this trend in mind, our institution is also moving forward in making full use of the information technology. The institution, with a commitment of imparting quality higher education is making optimum use of ICTs in teaching and learning. Making use of ICTs in classroom teaching has become an essential part of education. Therefore, the institution has made a paradigm shift from traditional method of chalk and black board lecturing system to a more modern learning system which includes the use of ICTs.

**The Practice:** The institution has equipped some of the classrooms with modern teaching aids such as LCD projectors, Wi-Fi, Audio system for enhancing teaching and learning experience. The teachers conducts power point presentations in the class. Documentaries related on some relevant topics from the syllabus are also shown to the students. Every department, understanding the requirement of modern teaching aids make full use of ICTs available in the institution. Almost, all the teachers have registered in National Digital Library and have access to e-contents and the same is encouraged to the students.

**Evidence of the Success:**

- Attentiveness inside the classrooms is mostly visible.
- Clearer understanding of the complex concepts by the students.
- Digital form of teaching has greater impact, which is clearly evident from the responses of the students.

**Problems encountered and resource required:**

- Sometimes slow internet connection is also a matter of concern for live streaming of videos.
- Fully digitizing the teaching and learning system requires a great amount of resources.
- Up-gradation of existing facilities are in process.

## 7.3 Institutional Distinctiveness

**7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust**

**Response:**

The Eastern Christian College is one of the premier institutions in the field of Higher Education. Since its inception in 1993, it has been imparting quality higher education to variegated sections of the society. In 2011, the college started its Evening Shift with an aim to facilitate education to people like part time job holders, housewives, elderly people or those who have taken a long gap in academics, who perhaps may not have the opportunity to attend a Day Shift college.

The Evening Shift offers only Under Graduate Course in Bachelor of Arts (General). So far, the Evening Shift has produced 6(six) batches of graduates since its inception, many of these graduates have excelled in their careers. The Evening Shift has set trends by offering opportunities to drop-outs and academically mediocre students, who otherwise may not get a second chance in formal education. With the passage of time, the Evening Shift has increased in enrollment and academic performance. The Evening Shift students have maintained parity in terms of results with Day Shift students in their academic pursuit. The college has deeply rooted itself and committed in providing quality higher education to all those aspirants through this initiative of introducing Evening Shift and helping the society generate graduates enhancing the overall literacy rate of the State and the country as a whole. With an objective to provide education to all, our primary aim is to serve students from different background and foster these students and enabling them to become responsible citizens by imparting good education. Generally, the students who come for enrolling in the Evening Shift are mostly academically weak and have taken a long gap in their academic pursuit. Despite, hurdles/barriers from different dimensions, with the help of the institution, they have overcome these challenges to usher a new era of emancipation. The college also takes it as a challenge to mould and shape their personality and career by offering adequate facilities. The college has successfully established itself in the pursuit of building confidence in these students, helping build their careers. The college also makes optimum use of teaching aids like ICTs to make teaching and learning more meaningful. At the same time, the college provides basic knowledge of ICTs to the students also, so as to make them competent enough to face the challenges. At present, only general course are offered in the Evening Shift but in due course of time, Honours courses will also be introduced.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

The college has already been assessed by the Academic and Administrative Audit (AAA) team under the Directorate of Higher Education, Government of Nagaland. The AAA team gave recommendations in areas where the college can improve, in areas like research, library resources, proper maintenance of C.V, registration of Alumni Association, etc. As recommended by the auditing team, the college has improved in various areas, more prominently shown in the addition of more books in the library, improvement in C.V maintenance by the faculty and registration of Alumni Association under the Home Department, Government of Nagaland, besides many more. The College is also trying to seek for more collaboration and working to bring improvement in research which will ultimately improve the teaching-learning atmosphere in the institution. In this regard, the college, in collaboration with ICSSR (NERC), hosted a National Seminar in June, 2019. The college also is putting efforts to engage Alumni and Parents more frequently, so as to build good trust in improving the institution. The Career Guidance and Placement Cell of the college ensure that the students are informed about various opportunities of placements in various service sectors. Through this initiative, many students have benefitted and are employed by different hospitality, management and other service sectors. A robust NCC programme also helps in motivating the students in joining defence forces in the service of the nation. As a social service, the first come first admission policy of the college gives opportunity to academically weaker students, who otherwise, would be denied admission in institutions demanding specific percentage.

### **Concluding Remarks :**

The College has already completed 27 glorious years of its existence and has been serving the needs of the society by providing quality in higher education. Yet, there are still many challenges where the college is struggling. One of the greatest challenges where the college is lacking is in the research area. The other aspect where the college is struggling is in providing multi-disciplinary courses. No doubt, the Governing Body of the college is committed in enhancing the overall development of the college by providing both financial and human resource support. The institution will continuously strive to excel towards imparting quality education by maintaining consistency in all aspects of quality education and openness to progressive change. Balance between change and continuity remains embedded at the core of the college's pursuit of excellence.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>205</td> <td>256</td> <td>225</td> <td>276</td> <td>215</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>200</td> <td>256</td> <td>225</td> <td>276</td> <td>215</td> </tr> </tbody> </table> <p>Remark : Edited according to the proofs provided.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	205	256	225	276	215	2018-19	2017-18	2016-17	2015-16	2014-15	200	256	225	276	215
2018-19	2017-18	2016-17	2015-16	2014-15																	
205	256	225	276	215																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
200	256	225	276	215																	
3.3.3	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>1</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Edited according to proof provided.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	1	2	2	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	1	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	1	2	2																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	1	0	0																	
3.3.4	<p>Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</p> <p>3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15															
2018-19	2017-18	2016-17	2015-16	2014-15																	

0	0	1	2	2
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

Remark : Edited according to proof provided.

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
.6	.7	.78	.89	.48

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1.02	0.05	0.04	0

Remark : Edited according to proof provided.

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
23	6.16	17.95	9.89	3.12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
11.10	0.24	0.31	0.42	0.39

Remark : Edited according to proof provided.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year



5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15	16	13	15	14

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Answer before DVV Verification : B. Any 4 of the above

Answer After DVV Verification: D. Any 2 of the above

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	4	2	1	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	1	3

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	3	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	1	1	1

Remark : Edited according to the HEI response.

7.1.15

The institution offers a course on Human Values and professional ethics

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : Edited according to proof provided. HEI has not specified the courses on Human Values and professional ethics.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 11</p> <p>Answer after DVV Verification : 330</p>																				
2.1	<p>Number of students year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>568</td> <td>639</td> <td>595</td> <td>643</td> <td>619</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>536</td> <td>598</td> <td>579</td> <td>614</td> <td>589</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	568	639	595	643	619	2018-19	2017-18	2016-17	2015-16	2014-15	536	598	579	614	589
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568	639	595	643	619																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
536	598	579	614	589																	
3.3	<p>Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>102.36</td> <td>17.88</td> <td>50</td> <td>41.77</td> <td>31.88</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>102.36</td> <td>57.68</td> <td>65.12</td> <td>54.24</td> <td>44.01</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	102.36	17.88	50	41.77	31.88	2018-19	2017-18	2016-17	2015-16	2014-15	102.36	57.68	65.12	54.24	44.01
2018-19	2017-18	2016-17	2015-16	2014-15																	
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