

SAKUS MISSION COLLEGE (ARTS)

ESTD: 1994
Landmark Colony
Dimapur – 797 112, Nagaland



SELF STUDY REPORT FOR ACCREDITATION



SELF STUDY REPORT

Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

P.O. Box No. 1075, Nagarbhavi,
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SAKUS MISSION COLLEGE (Arts)

(Affiliated to Nagaland University & recognized under section 2 (f) & 12 (B) of the UGC Act, 1956)

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WEB SITE: www.sakusmissioncollege.com

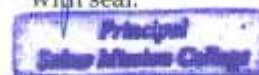
Declaration by the Head of the Institution

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution
with seal:



Place: Dimapur

Date: 31/08/2015



EXECUTIVE SUMMARY

Sakus Mission College, a premier institution of higher education, located in the border area of Nagaland and Assam states saw the light of the day on the 1st of June, 1994. From being born as an institution placed against many odds for existence in the days of its infancy, today it has blossomed into a full –fledged tree of knowledge, scattering the rays of education and enlightenment to a large geographical expanse. The institution since its days of foundation has been on the mission of endeavouring its level best to work for the upliftment of the society by way of empowering the student community through value-based education. The College is devoted to promoting education in all branches of learning and sustaining an intellectual culture which cultivates in students a holistic personality. The motto of the college, *Learn for Excellence* underlies all our endeavours producing quality human resources, replete with both academic excellence and moral virtues.

Sakus Mission College is a co-educational hub with its affiliation to Nagaland University, offering B.A. Degree. It is worth mentioning that the college has been recommended as a Community College by UGC for the session 2015-2016. The college functions in two shifts and the total strength is 510. The staff strength stands at 45. Education in Sakus Mission College is affordable and within the reach of those who are excluded from other premier, but expensive centres of learning. Government scholarships are available for ST students.

The College has 16,187 approx. square meters of land and geographically located in semi-urban area. This college is well-connected with the capital and other important places of Nagaland. The College received recognition from the University Grants Commission (UGC) under 2 (f) and 12 (b) on 15th June 2007.

CRITERION – I CURRICULAR ASPECT

The mission, vision and objective of Sakus Mission College are amply reflected in the college motto *Learn for Excellence*. Right from its inception in 1994 till today, the college has striven to achieve greater heights in quality education. With a focus on the holistic development of the students, excellence in both curricular as well as the extracurricular activities is promoted.

- The College follows the syllabus of Nagaland University.
- Departments redesign the syllabus or curriculum in modular form.

- Teachers prepare the learning outcomes of the subjects taught.

CRITERION – II TEACHING, LEARNING AND EVALUATION

The College ensures transparency system in admitting the students by strictly adhering to the norms and guidelines framed by Nagaland University. The general trend of admission of the college is based on “First Come First Basis”, as it is a “Mission” college. However, in English besides their overall percentage for those candidates aspiring to do their graduation with English Literature, the students have to go through a written test and interview taken by the Dept. of English. This was done to ensure a certain standard.

Fully aware of the extent and significance of institutional accountability in the teaching learning and evaluation process, individualized teaching learning programmes are conducted to cater to the broad spectrum of academic calibre of students admitted. Term tests are conducted to assess the academic needs of the students and slow learners and advanced learners identified through an analysis of the formative tests. Remedial classes are arranged to help the slow learners to adapt to the rigorous teaching learning process and to make credible academic progress.

Student mentoring and guidance services are provided for the students at the academic, personal and psycho-social levels. The college also organizes programmes to sensitize the faculty and students on gender inclusion and environment. ICT based facilities are used extensively for dissemination of knowledge and evaluation.

CRITERION – III RESEARCH, CONSULTANCY AND EXTENSION

The college encourages its staff to take up research activities and engage in interdisciplinary and interdepartmental research activities. The college provides full support in terms of administrative, academic and human resources required to enable faculty to submit project proposals and approach funding agencies for mobilizing resources for Research.

The college has a wide range of extension and outreach programmes. The Extension Programmes namely NSS, red Ribbon, Eco-Club and NCC wings organizes community extension activities.

CRITERION – IV INFRASTRUCTURE AND LEARNING RESOURCES

- The College has sufficient class rooms, equipment like laptop, LCD projector etc.
- The College has a digital library with sufficient numbers of Text Books, Reference Books, journals and magazines etc.
- The College has one digital conference hall used for conducting seminars, workshops, conferences and other discussions.
- The College has Auditorium and Indoor Stadium.
- The College has also a playground and other facilities for outdoor games & sports.
- The College has also a Boy's hostel and a Girl's hostel.
- The computer lab is equipped with the latest software meeting the needs of the students and their syllabi. The entire college campus is a Wi-Fi enabled zone.

The college ensures optimal utilization of budget allocated for the maintenance and upkeep of the college infrastructure by holding regular meetings of various bodies/committees constituted to plan and monitor the projects to be taken up in a session.

CRITERION – V STUDENTS SUPPORT AND PROGRESSION

The college has the requisite provisions which facilitate progression of students from one level of education to the next higher level.

Mentor-Mentee programme aim at the all-round progress of students. Mentoring system with 10-15 mentees under each mentor aims at and ensures their professional, physical, personal and psychosocial well-being.

Student Grievance Redressal Cell effectively functions in the campus.

Sports day, College Fest, and celebration of different national and international days with fervour ensure the participation of students in extracurricular and co-curricular events.

The College has a very strong track record in sports. The college football team participated in the prestigious 12th edition of NSF Martyrs' Trophy at Kohima. The team brought laurels by emerging "Runners Up" at its debut appearance in the tournament.

The Placement Cell is doing a commendable job to strengthen the support services with regard to placements by organizing campus fairs and interviews bridging the gap between academia and available talent and fast track IT industry.

CRITERION–VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

The College has an active Board of Management to look after all matters related to the college. It has a mission of achieving academic excellence in all disciplines and emphasis is laid on all round development of the students. The college grooms students to be academically sound and responsible key role players in building a culturally sensitive and knowledge based society. The top leadership and management of the college work towards achieving this objective by providing effective governance which is participatory and transparent.

The management provides a congenial and free environment to its stake holders, by interacting with them formally and informally and by taking their feedback on various aspects. They are encouraged to provide their suggestions and innovative ideas for effective working of the institution, thus promoting a culture of excellence.

CRITERION – VII INNOVATIONS AND BEST PRACTICES

The College has an eco-friendly campus with ample plants & trees. A number of steps have been taken to make the campus eco-friendly. For instance, in order to reduce paper consumption, both sides of the paper is used. There is an emphasis on the use of paper bags and cloth bags, which can be reused/ recycled and are bio-degradable. Student members of Eco Club recycle the waste paper.

Sakus Mission College believes in innovation, use of latest technology, better governance, transparency and overall development of the students. High speed Internet, Wi-Fi facility, INFLIBNET and OPAC facilities are available for use of students and staff. Student Information System, Complaint Box, Counselling Cell are some of the key features of innovative measures taken by the college. CCTV cameras have been installed to strengthen the security system.

Infrastructure facilities are upgraded on a regular basis.

Women Development Cell has taken steps towards generating gender sensitization, awareness of women's rights and the issue of the declining child sex ratio. Sensitizing

women and creating gender awareness amongst students is the other best practice adopted by the college.

Every academic year the College follows best practices like Assignment, Departmental Seminars, and Quizzes etc.

The internal assessment by the college itself could bring in focus the following strengths, weaknesses, opportunities and challenges (SWOC).

SWOC ANALYSIS

I. STRENGTHS

- i. Clearly defined goals & objectives.
- ii. Remedial Classes and Extension Activities
- iii. Scholarships and financial aid available to meritorious, deserving students and outstanding sports Stars.
- iv. Cooperation from the public in different spheres of the college activities
- v. Located in a Semi-urban area having good communication facility from the town
- vi. State of the art infrastructure facilities using modern IT equipment/software like Smart Classroom, Wi-Fi, etc.
- vii. Assembly hall – with a capacity of more than One thousand two hundred people (1,200).
- viii. Uninterrupted power supply through the installation of high-powered generator & electric transformer.
- ix. Majority of the teachers have long years of teaching experience. Besides, a good number of dynamic young teachers have joined the teaching services.
- x. The college has been recently recognized as the Community College by UGC and the college has been permitted to offer skill based course.
- xi. Well furnished and well-equipped library having sufficient spaces and adequate number of reading materials.
- xii. The college has numbers of committees for students support and progression.
- xiii. Vibrant atmosphere conducive for all round development of students.

II. WEAKNESSES

- i. The college has no autonomy in curriculum design of the undergraduate courses. The curriculum is prescribed by the affiliating university.
- ii. Less Skill Oriented Programmes
- iii. Insufficient involvement of senior teachers in research activities.
- iv. Insufficient collaborations with industry/consultancy firms.
- v. Absence of professional courses causing a failure to meet the demand in the labour market.
- vi. Inadequate Information about the Progression of Alumni.

III. OPPORTUNITIES

- i. Exchange of knowledge across borders.
- ii. There is an ample Prospect of up-gradation to Post-Graduate level and eventually to becoming an autonomous institution.
- iii. There are possibilities for more collaborations with university/industry/consultancy firm for opening up of skill based and job-oriented courses

IV. CHALLENGES

- i. To achieve academic excellence.
- ii. Develop research facilities in order to promote research activities to contribute more to the society.
- iii. To enhance the self employability of the students.
- iv. To avail more sanctioned post to enhance the faculty strength.
- v. To conduct campus placement of students through collaboration with industries and other employers.
- vi. To transform the college into a Higher Education hub of the district as well as the entire state.
- vii. To convert the college into a centre of attraction of the meritorious higher education aspirants in the district as well as the state in order to prevent the present migration of good quality students to other urban colleges.

SECTION B: PREPARATION OF SELF-STUDY REPORT

1. Profile of the Affiliated/ Constituent College

1. Name and Address of the College:

Name:	SAKUS MISSION COLLEGE		
Address:	LANDMARK COLONY		
City: Dimapur	Pin: 797112	State: Nagaland	
Website: www.sakusmissioncollege.com			

2. For Communication:

Designation	Name	Telephone with STD Code	Mobile	Email
Principal	Dr. Arenla Aier	O: 03862-248534 R:	7085127299	Sakusmissioncollege94@gmail.com
Vice - Principal	Mr. Simon Angami	O: 03862-248534 R:	9862660296	Sakusmissioncollege94@gmail.com
Steering Committee Co-ordinator	Mr. John Zarench	O: 03862-248534 R:	9862264830	Sakusmissioncollege94@gmail.com

3. Status of the Institution:

Affiliated College

☒

Constituent College

☐

Any Other (Specify)

☐

4. Type of Institution

- | | | |
|------|--------------|-------------------------------------|
| a. | By Gender | <input type="checkbox"/> |
| i. | For Man | <input type="checkbox"/> |
| ii. | For Woman | <input type="checkbox"/> |
| iii. | Co-education | <input checked="" type="checkbox"/> |
| b. | By Shift | <input type="checkbox"/> |
| i. | Regular | <input type="checkbox"/> |
| ii. | Day | <input checked="" type="checkbox"/> |
| iii. | Evening | <input checked="" type="checkbox"/> |

5. It is a recognized minority institution?

Yes ☐

No ☒

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence

6. Sources of funding:

Government ☐

Grant-in-aid ☒

Self-financing ☐

Any other ☐

7. a. Date of establishment of the college: 1st June 1994

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

c. Details of UGC recognition:**See Annexure 2.**

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	15 June 2007	
ii. 12 (B)	15 June 2007	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ clause	Recognition/Approval details Institution/Department	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?Yes ☒ No ☐

If yes, has the College applied for availing the autonomous status?

Yes ☐ No ☒

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐

No ☒

If yes, date of recognition: (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes ☐

No ☒

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq. mts:

Location *	Semi-urban
Campus area in sq. mts.	16,187 approx.
Built up area in sq. mts.	8,094 approx.

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- ▶ Auditorium/seminar complex with infrastructural facilities ☒
- ▶ Sports facilities

* Playground ☒

* Swimming pool ☒

* Gymnasium ☒

► **Hostel**

* **Boys' hostel** ☒

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities):

24 hrs water and electricity supply, drinking water facility, individual study table and shelf, common room with cable TV, recreational facilities.

* **Girls' hostel** ☒

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

24 hrs water and electricity supply, drinking water facility, individual study table and shelf, common room with cable TV, recreational facilities.

* **Working women's hostel**

i. Number of inmates

ii. Facilities (mention available facilities)

► Residential facilities for teaching and non-teaching staff (give numbers available –cadre wise)

i. Residential Facilities for Teaching Staff – 4 (four)

ii. Residential Facilities for Staff – 5 (Five)

► Cafeteria – 1 (One)

► Health centre – Nil

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance..... Health centre staff –

Qualified doctor Full Time Part-time

Qualified doctor Full Time Part-time

► Facilities like banking, post office, book shops – Nil

►	Transport facilities to cater to the needs of students and staff –	1
►	Animal house –	Nil
►	Biological waste disposal –	Nil
►	Generator –	1
►	Solid waste management facility –	Nil
►	Waste water management –	Nil
►	Water harvesting –	Nil

12. Details of Programmes offered by the college (Give data for current academic year)

Sl. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1.	Under-Graduate	B.A.	3 Years (6 semester)	10+2	English	850	504
2.	Certificate courses	Community Programme	2 Years	10+2	English	50	50

13. Does the college offer self-financed Programmes?

Yes ☐ No ☒

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes ☒ No ☐ Number

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes)

like English, regional languages etc.)

Faculty	Department	UG		PG	Research
		Hons.	General		
Arts	English	✓	✓		
	History	✓	✓		
	Political Science	✓	✓		
	Education	✓	✓		
	Sociology	✓	✓		
	Economics		✓		
	Environmental Studies		✓		

16. Number of Programmes offered under (Programme means a degree course like BA, B. Sc, MA, M. Com)

- a. annual system
- b. semester system ☒
- c. trimester
- d. system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐ No ☒

If yes,

- a. Year of Introduction of the programme(s).....
(dd/mm/yyyy)
and number of batches that completed the programme
- b. NCTE recognition details (if applicable)

Notification No.: Date:.....(dd/mm/yyyy)

Validity:.....

- c Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ No ☒

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☒

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme
- b. NCTE recognition details (if applicable) Notification No.:
Date: (dd/mm/yyyy) Validity:.....
- c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐ No ☒

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC/University/ State Government Recruit										
Yet to										
Sanctioned by the Management/society or other authorized bodies Recruited					10	16	11	6	2	
Yet to										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.						1	1
M.Phil.					2		2
PG					9	15	24
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College Nil

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 2011		Year 2012		Year 2013		Year 2014	
	Male	Female	Male	Female	Male	Female	Male	Female
SC				02			04	01
ST	346	180	260	125	277	122	337	108
OBC	02	02					02	01
General							03	02
Others								

24. Details on students enrolment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	484				
Students from other states of India	19				
NRI students					
Foreign students	1				
Total	504				

25. Dropout rate in UG and PG (average of the last two batches)

UG PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

Including the salary component

Excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No ☒

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

a) Number of programmes offered

b) Programmes carry the recognition of the Distance Education Council.

Yes ☐ No ☐

28. Provide Teacher-student ratio for each of the programme/course offered

Under Graduate:

29. Is the college applying for

Accreditation: Cycle 1 ☒ Cycle 2 ☐ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: (dd/mm/yyyy) Accreditation
Outcome/Result.....

Cycle 2: (dd/mm/yyyy) Accreditation
Outcome/Result.....

Cycle 3: (dd/mm/yyyy) Accreditation
Outcome/Result.....

*** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC 04th April 2011 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) (dd/mm/yyyy)

AQAR (ii) (dd/mm/yyyy)

AQAR (iii) (dd/mm/yyyy)

AQAR (iv) (dd/mm/yyyy)

**35. Any other relevant data (not covered above) the college would like to include.
(Do not include explanatory/descriptive information)**

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision:

- To strive for commitment to an active discernment and participation in imparting comprehensive quality and excellence in higher education.
- To harness power through proper education and planning in augmenting their capacity for production.
- To equip and enhance the creativity and resourcefulness to face the challenges envisaging and inculcating the socio-economic and religio-cultural heritage.
- To inculcate integrated personality, giving special attention to students' intellectual, moral and cultural development.
- To become an autonomous college in the future.

Mission:

- The college mission is to prepare students holistically bearing in mind the intellectual and spiritual dimensions
- The college fosters a learning environment rooted in love, justice and trust and a respect for dignity of life and a spirit of hope.
- Encourage students to strive not only for success and achievement but moulding and shaping spiritually in faith, intellect and self-confidence based on sound character.
- Impart sound foundation in religion, mental development, moral and social values to make the students a God fearing fruitful citizen.

Objectives:

- To promote academic excellence in educational prospects for imparting comprehensive value-based quality education.
- Blending and integrating academic life with democratic culture on secular credentials.
- Education to cater the needs of human and economic development.
- To facilitate the students to critically analyze and evaluate the existing realities of the community and sex without discrimination.

- To create a healthy and congenial environment in inter –cultural and inter-religious dialogue to achieve greater impact at regional, national and global levels.
- To produce dedicated leaders with secular credentials in various fields as teacher, administrator, philosopher, politicians, preachers etc. to face the challenges of contemporary society.
- Facilitating in developing the dormant capabilities of the students community for overall development of personality to help enhancing skills, right attitudes and knowledge and involvement of each and every student in ecumenical mission of good will and peace.
- The college gives educational opportunities to socially and economically disadvantaged students.

The above objectives of the institution are well informed to the students and staff through prospectus and handbook.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

- The college prepares academic calendar of various events in advance.
- Two internal assessment tests and a model examination are conducted from each semester.
- The institution directs all the departments and the staff members to prepare a lesson plan for each subject and follow accordingly.
- The record of class work and students performances are maintained by the staff members and it is monitored by the institution
- Teachers are encouraged to impart the curriculum through innovative teaching methods like presentations, seminars and discussion.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

Support from the university:

- The college is affiliated to Nagaland University. The University provides the entire course syllabus, text and reference books details, question pattern, list of practical experiments / titles / programs etc., which enables the teacher to follow the curriculum for each semester.

- Whenever there is any change in the curriculum design, the university sends the details to its affiliated colleges.
- As the university follows choice based credit system, the students will be given the choice for choosing the elective subjects and other non major elective courses.
- Seminars and workshops are also organized by the university.

Support from the institution:

- The institution seeks to provide maximum support to the teachers for effective quality education by providing an environment that is conducive for teaching- learning process.
- Academic time table/calendar, anytime access to computers and internet, printing and stationeries, use of audio-visual facilities, libraries etc. is made available to the teachers.
- The institution allows additional working days and free access to the institutional infrastructures to facilitate the staff to complete and revise the syllabus.
- Teachers/faculties are encouraged to participate in the programmes organised by the University, UGC, other bodies and agencies as a part of faculty empowerment programmes.
- Funds are allotted to the faculties to procure teaching materials.
- Extra-curricular activities are organised to nurture talents and to inculcate aesthetic values in the students.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

Academic Calendar, Holiday List and Class Time-Table are prepared and issued by the College. Though the institution follows the curriculum prescribed by the university, care and concern of the students is more considered according to their educational needs. Students' feedbacks and suggestions about the curriculum are obtained from the students and needed changes are incorporated in the curriculum by representing the issues to the university through the members of the Board of Studies.

- Class rooms with boards and LCD projectors help the students with an advanced learning environment to learn their syllabus with a sound knowledge.

- The institution stands tall with a well-stocked library with books of various disciplines, reference books, journals, question banks help the students to meet their academic needs. It is ensured that books and journals are updated in the library according to the change in the curriculum prescribed by the university.
- Bridge courses are conducted for the students who have less proficiency in the subject they are learning. Feedbacks from those students after these courses are collected to find out their status of benefaction.
- After the Internal tests, slow learners are identified and trained through remedial classes after College hours. Distribution of simplified notes, question banks and assignments enable them to cope up with the challenges in the course.
- During the Alumni Meet, suggestions and feedbacks are collected from Employed Alumni to improvise latest teaching and learning methodology

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

Students require much needed exposure essential for their intellectual development and for better understanding of the subject matter. Career oriented talks are held from time to time by faculty from the IT, Mass Communication and Hospitality Industry to present various career choices to the students. Members of the faculty are also encouraged to take up membership of professional research bodies and take up projects offered by the University or UGC. The faculty members of the college keep in touch with Departments in Nagaland University.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(Number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The staff members contribute in curriculum development whenever sought for. The recommendation and suggestions for change in syllabus are based on outcome of students' feedback. The teachers communicate their participation through the principal.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The institution is affiliated to Nagaland University, Lumami and the curriculum is designed

and developed by the members of the Board of Undergraduate Studies.

1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The institution conducts the review meeting periodically to ensure the achievements of stated objectives of curriculum.

- **Lesson Plan:** At the beginning of every semester faculty members prepare lesson plans for the courses allotted according to the syllabus prescribed by the university. These lesson plans are verified by the concerned Head of the Department.
- **Assignments:** It is mandatory that regular assignments are assigned for the students for all the subjects based on syllabus, records, projects, according to the curriculum and the completion of the assignment by the students is duly checked by the concerned course teacher.
- **Seminars and Guest Lectures:** Seminars by subject experts from other educational organization and other bodies help the students to have effective knowledge about the subject.
- **CIA Programs:** The semester systems go along with two Continuous Internal Assessment tests and a model exam. Consolidated marks of the Internal and Model examinations are sent to the University at the end of every semester.
- **University Ranks:** The institution holds a good record of University Ranks through its formative efforts in training and making the students with good academic performance.
- **Result Analysis:** Result Analysis is duly carried out on publishing the examination results by the university to analyze students' performance. This helps the concerned departments to take necessary initiatives and changes to be made for a better outcome in the future performance of the students.
- **Remedial courses:** Special Remedial Courses are conducted for slow learners in their concerned subjects.

The Institution ensures the achievement of the stated objectives through the critical analysis of the following:

- **Student Performance** is enriched with the internal assessment, semester marks, project work, skill based programmes and curriculum based training.
- **Overall Performance of the Institution** is maintained through the results and university ranks obtained at the University level.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/ diploma/ skill development courses etc. offered by the institution.

The college imparts education at under graduate level in arts stream along with skill development courses in computer science and music.

The details of the skill development courses offered are given below:

Course	Details	Objectives
Computer Science	Short-term certificate course	To impart skill & experience in basic computer application
Music	CBCS	To prepare students desiring to pursue a professional career in music

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

The college does not offer programmes that facilitate dual degree.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- Range of core/ elective options offered:

Compulsory (General & Honours)	Electives	Honours options
i) English ii) Alt/ English iii) Environmental studies or Music (5 th & 6 th semester)	i) History ii) Political Science iii) Education iv) Sociology v) Economics	i) English ii) History iii) Political Science iv) Education v) Sociology

- Choice based credit system and range of subject options:

Choice based credit system has been introduced by the affiliating university and the college adopted it. Students are given the option of selecting from courses on Music & Environmental Studies.

➤ Courses offered in modular form:

The courses are offered in accordance with the modules prepared by Nagaland University with five units each in all the subjects per semester.

➤ Enrichment Courses:

Enrichment courses are included in the form of supportive subjects/ soft skill courses. Moreover, activities conducted by NSS and Career Guidance & Counselling Cell aim at developing the talents of students and thereby make them responsible citizens.

➤ Lateral and Vertical Mobility:

No lateral mobility within and across the programmes exists, however vertical mobility exists.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The college offer courses on Computer. The curriculum is designed by the affiliating university but it is implemented by the faculty of the college. The salary of instructors are paid out of the fees collected from the students.

Course	Admission Fee	Monthly Fee
Computer	1000	300

Qualification of the instructor		Salary
1	Diploma in Computer Application	15,000
2	Diploma in Computer Application	10,000
3	Diploma in Hardware Engineering	10,000

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

In pursuit of the growing needs at State, National and Global level the college imparts the following additional skill oriented programmes:

- Career Guidance and Counselling programmes are organized in each academic session. It helps the students in realizing their goals.

- Basic computer science and Office automation courses are offered with the aim of making the students computer literate.
- Remedial coaching classes for weaker students are provided.
- Sports and physical fitness facilities are provided

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

No, the affiliating university does not allow the flexibility of combining conventional face to face and distance mode of education.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

The academic programmes are in line with the institution’s goals and objectives and they directly and indirectly address the needs of the society and are relevant to the regional/ national and global trends and developments. The curricular and syllabi are framed and administered by Nagaland University to which the institution is affiliated. Besides academic programmes, the college organizes various programmes under the banner of NSS and NCC to develop the personalities of the students and to enhance their leadership quality. Inter-house competition in literary and cultural events and various games and sports events are organized to provide adequate exposures for the students.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The institution adopts feedback system. Feedbacks from various stakeholders are obtained and these feedbacks are represented to the university.

- Departmental Meetings are held to discuss and review the scheme and syllabi of the lessons prescribed by the affiliated university every semester.
- Regular feedbacks from academic peers, alumni, students and employers are obtained related to the curriculum and their feedbacks are recorded and forwarded to the university.

- Skill oriented training programmes are organized to meet the demands of the job market.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The college runs co-educational system. In addition to that the college integrates the following activities into the curriculum:

- The college organizes awareness programmes on human rights and gender related issues with the help of various NGOs and other concerned organizations.
- Library facility with latest books and journals along with internet facilities are provided to enhance students' knowledge.
- The college has a Students' Grievance Cell where they can address their problems.
- Students are encouraged to contribute towards environmental conservation through involvement in Eco Club.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

The college offers enrichment programmes to ensure holistic developments of students in different ways:

- **National Social Service Scheme (NSS)** renders service to the nearby areas. NSS volunteers take part in cleaning public places, roads and buildings, creating and conducting awareness programmes on adult literacy and environment.
- **Red Ribbon Club (RRC)** makes the students to create awareness on AIDS in the society and other community orientation programmes.
- **Moral and Ethical Values** - The college has an Evangelical Union (EU) which is a non-denomination Christian Movement.
- Fine arts helps the students to motivate and inculcate their hidden talents and make the students to develop their skills. The college also gives such a platform where the students can perform their singing talent, quiz, debate, group discussions, essay competition, extempore speech and painting competitions. All these encourages them to participate in various inter-collegiate cultural meets.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The institution has a mechanism of collecting feedback from the students about the evaluation on teaching and learning process. On the basis of Departmental Progress Report, departmental meetings are conducted to assess the syllabus coverage, teacher performance and for any other necessary actions. Feedbacks from the students are collected in the form of questionnaire related with Teaching- Learning outcomes. Regular teacher meetings are also conducted wherein issues highlighted by the students are deliberated. Suggestion Box is also operational. The Mentor-Mentee program is beneficial for both students as well as the teachers because it offers insights for capacity building and growth.

- Feedback on curriculum from the students is obtained from the classroom activities such as tests, interactions, discussions, interviews, etc.
- From the questionnaire given by the authority.
- From suggestions or complaints in the Complaint Boxes which are looked into by the Grievance Redressal Cell.
- Feedback from alumni.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- Feedbacks from the students are collected and reviewed to understand their needs and status to take necessary steps related to enrichment programs.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The contributions of the institution in the design and development of the curriculum prepared by the University is minimal because it is an affiliated institution and therefore it has to adhere to the prescribed syllabus. However, the suggestions when solicited are provided for and issues that need to be addressed are deliberated and are relayed to the university through official correspondence by the Principal.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, the college has a formal mechanism to obtain feedback on the curriculum from the students. Upon completion of each course, a questionnaire is circulated to obtain students' feedback. Students' suggestions are forwarded to the University through the Principal for necessary action. Students can also share their feedback through the Suggestion Box.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

The college offers the following programmes/ courses:

- Remedial coaching classes are conducted to help the weaker students.
- **Career counselling and guidance-** it motivates and guide the students to know their potential and achieve their goals. It also plays an important role in encouraging the students to excel themselves in this competitive world.
- **Physical fitness programme-** it plays an important role in creating awareness among the students about the importance of physical fitness.
- **Eco club-** creates awareness among the students about the importance of environment and the need to save our environment.
- **National Social Service Scheme-** it plays an eminent role in the college which encourages the students to work selflessly for the people and to become a responsible citizen. It also renders service to the college and the society by cleaning the college campus and its surroundings and by organising blood donation camp.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Publicity:

A notification is displayed in the College website and newspapers, as well as in the College notice board soon after the publication of the result:

a. Prospectus:

Application forms for admission with the prospectus are issued by the College office. The prospectus gives the information about the various courses offered, admission procedures, eligibility criteria, rules and regulations of the College.

b. College Website:

The College has its own website www.sakusmissioncollege.com. The details such as location of the College, courses offered and profile of the departments, academic performance and scholarly status of the College are posted in the website. The details about the scholarships for meritorious students, concessions for socially backward and weaker section students are also highlighted.

c. Advertisement in Regional / National Dailies:

Besides the above, periodical advertisements are also given in the Regional Newspapers each year with the College's affiliation details, approval details, commencement of admission etc.

d. Our best publicity is through word of mouth. Over the years the institute has gained a reputation and a good number of students come to us as they have heard about the college from neighbors, friends, relatives, siblings etc.

Transparency:

The College ensures transparency system in admitting the students by strictly adhering to the norms and guidelines issued by the Government of Nagaland.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i). merit (ii). common admission test conducted by state agencies and national agencies (iii). combination of merit and entrance test or merit, entrance test and interview (iv). any other) to various programs of the Institution.

Among many factors propelling for quality education the most important one is to keep pace with the global trends. The need for a policy guideline on the entry level for higher education reflects on the quality of the institution.

As stated earlier, the admission process of the college is transparent:

- a) Admission to various courses of study in the college is in accordance with the policy of admission framed by Nagaland University. Once the HSSLC result is out, the college declares the dates to start the admission process.
- b) The general trend of admission of the college is based on “First Come First Basis”, as it is a “Mission” college. However, for English Honours aspiring candidates, the students have to go through a written and oral test conducted by the Dept. of English. This is done to ensure a certain standard.
- c) The college also allows the students from National Open Schooling background for admission as per the State Government rules.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Sakus Mission College provides opportunity for education by giving admission to everyone who are declared qualified by the recognized board of the school education. Therefore, the college does not have a fixed minimum and maximum percentage of marks for admission to the college. As mentioned earlier, it is based on “First Come First” basis. As the college is affiliated to Nagaland University, it follows the norms of Nagaland University at the entry level for each of the programmes.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’ what is the outcome of such an effort and how has it contributed to the improvement of the process?

As such the college does not have a formal mechanism to review the admission process and student profile annually. But at an informal level, the members of the Core Committee i.e. the Principal, Vice-Principal, Academic Dean and some senior teachers reserve all the rights to admission. Whenever required they make necessary changes in existing rules and framing up of new criteria on the matters relating to issues of rules in the prospectus. The committee also ensures that the policies are transparent and satisfactory to all.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

To be precise the college has no special reservation policy for the following categories as per the Government rules because the Naga people basically belong to ST category. But the admission policy of the college ensures equity and social justice to the students from different categories of the society. The main focus of the college is in providing facilities for weak and educationally disadvantaged students. The institution also gives special preference to students with proficiency in sports and other extra-curricular activities by way of free admission, concession of monthly fees, granting special leave to participate in inter-college and state level activities.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends .i.e. reasons for increase/decrease and actions initiated for improvement.

Programmes	Number of applicants	Number of student admitted	Demand ration
1. UG 2015	211	211	1:1
1. 2014-15	200	200	1:1
2. 2013-14	155	155	1:1
3. 2012-13	118	118	1:1

There has been an increase /improvement in the enrollment of the students during the last four years because of the better infrastructure and facilities provided and also due to the improvements in the results as our students have regularly topped the University degree examination.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

Since the enrolment of the differently abled students is very rare, the college has not set aside any special provision. But if any such case arises, it is the vision of the college to provide all necessary assistance.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The Institution is well conscious of the needs of the students. The College acts as the stepping stone that helps the students to recognize their ambitions. It is the regular practice of the College to provide a two day induction programme for the fresher's and the programme schedule is as follows.

Details of the Orientation Program: Motivational talk, General Information by HOD, Librarian, Sports and students union activities

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programmes of their choice?

In order to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled, the institution provides counseling and guidance to the students. Students are given one month time period to make themselves comfortable with the subjects in which they are enrolled. After the admission, class tests and informal interaction is conducted to assess the level/standard of the students which helps in assessing the student's knowledge and skills. During this period, the teachers guide them at every stage. If students find it difficult to continue with a particular course, they are allowed to change from one subject to another (where possible). Teachers guide the students in making the right choices by judging their knowledge, skill and aptitude. The college also runs remedial courses for slow learners in order to bridge the knowledge gap. Remedial classes are engaged by faculty and guest faculty as and when required. These classes are held apart from the regular classes either early morning or evening. The mentors also serve as helpers to convey information about such students to the required faculty who provide the support.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Sakus Mission College being a co-educational institution provides equal right and freedom to both genders among staffs and among the students' community. The college has a vision to set up a Collegiate Women Development Cell (CWDC). In case of any difficulties that girl student might face which is gender specific, they can approach this cell who in turn will try to solve the problem discreetly.

Besides, under the initiative of “Seminar Committee” a programme on gender awareness was organized on the 11th of April 2015 such as –Seminar on “Aids awareness” by Dr. Hesso, SMO, District Hospital.

The college practices a clear-cut inclusion be it in terms of caste, community or religion. There is no place for biasness. The college offers an entire paper on “Environmental Studies”. In the course of the regular lectures, the students with the help of the Eco Club members thereby spread awareness on issues such as pollution, tree plantation etc. Also, the college arranged programme with the Eco Club taking initiative in an attempt to sensitize students towards the environment they live in. For example: Poster campaign on 1st of April 2015, where all degree students participated. These were then put up around the campus and college building to contribute in their own small way to protect the environment and making the campus “No tobacco zone”. Plantation of trees and plants was also conducted.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

It is natural that in each batch there are some students who are sharper and better than their peers. Through class interactions which might range from simply answering questions during lectures to making presentations, performances in class tests and exams, the teachers are soon able to identify advanced learners in a group.

Such students are generally discussed during Departmental and general meetings. Teachers consider it as their responsibility to give personal counselling and encourage them to do extra reading and make presentations. The advanced students are also encouraged to compete in inter-college competitions etc. to keep them abreast of things outside the college so that they do not end up being frogs in a well.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of dropout (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

Information on such students is collected during classroom interactions, tests, and mentor-mentee meetings. Economically weaker students are given financial assistance by the College. Every effort is made to help the slow learners by way of remedial classes, personal attention

by concerned subject teacher and meeting with their guardians to understand their needs and also to apprise them on the progress made.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The college prepares an Academic Calendar of all the activities to be carried out under different heads, be it departmental or co-curricular is chalked out with tentative time schedules. A teaching plan is also prepared by teachers and submitted to the Academic Dean. Generally, each teacher prepares the plan for the papers he/she is supposed to teach. Besides, members of all departments keep meeting off and on and compare notes regarding teaching of various syllabi to make sure that the learning, examining and evaluation processes go smoothly. In the semester system, the college has to conduct one exam after completion of the course as directed and scheduled by Nagaland University. Out of the total 30 internal marks, 10 marks is reserved for internal exam which is followed by a re-test for those students who for some reason are unable to take the regular exam. Another 10 marks is kept aside for Assignments, Seminars, Oral Exam etc. and another 10 marks reserved for Attendance, participation in the class, discipline etc.

2.3.2 How does IQAC contribute to improve the teaching-learning process?

The IQAC plans and frame the strategies to be followed to improve the teaching-learning process in the following ways:

- IQAC builds up quality parameters for the various educational and administrative activities of the institution.
- It monitors whether departmental objectives are satisfied.
- It imparts knowledge through team work and persistent efforts.
- It promotes the research and consultancy through encouraging minor and major projects.
- It develops excellent relationship with the industry and society to upgrade the knowledge of faculty and students.
- It ensures efficient and progressive performance of academic and administrative responsibilities.
- IQAC monitor the effectiveness of the entire process and provide creative solutions to academic and curricular issues raised by students and staff members.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

In a teaching institute, the prime focus is the student. In order to make learning more students – centric, different strategies are adopted by teachers.

First and foremost, interaction in class is given a lot of weightage. Although the lecture method is still practiced by most teachers, it is invariably interspersed with questions and answers, followed by healthy class discussions. Assignments are also submitted by students which are returned duly corrected with necessary feedbacks.

Once the syllabus is covered, most teachers have a few revision classes where students come up with difficulties which the teacher may ask the others in the class to solve, thereby ensuring concept clarity in all. These might also include class tests. Syllabus related films are screened to make the subject more approachable and enjoyable for the learners.

Besides, Teacher's Day which is celebrated every year provides a platform for students to exhibit all the teaching – learning skills they have picked up from their teachers.

Extension activities like NSS and Red Ribbon Club also contribute to learning about relevant things other than academics.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

One remains a student throughout one's life, and it is the endeavor of the institute to ensure that our students too turn out to be lifelong learners and innovators. This can be done only by nurturing critical thinking, creativity and scientific temper in them.

Experimental learning or learning by doing is a very good way to ensure this.

- i) The college organized an inter-college fest with the caption EDGE – explore develop grow emerge, where creativity and talents were exposed through various literary and aesthetic activities conducted for three days from 6th to 8th of August 2015.
- ii) The college magazine is another activity which attempts to showcase the creative talents of students. Besides creative writing, articles, cartoons etc. are also invited from the students' side.
- iii) Besides the syllabus teaching, through various means we constantly strive to ensure

that our students are able to grow and develop as creative and rational human beings.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning-resources from National Programme on Technology Enhanced Learning(NPTEL) and National Mission on Education through Information and Communication Technology(NME-ICT),open educational resources, mobile education, etc.

Since the institution is an Arts college, the need and use of modern technology is limited but all the same the institute has tried to introduce it in a modest manner; Internet connection is available in the library, the office, staff-room and in all the administrative authorities' rooms.

By introducing projectors some faculty members show films, documentaries etc. related to the syllabus.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

To keep pace with recent development and emerging trends in the various fields, subject experts are invited to the college to deliver lectures. Students and faculty are encouraged to attend seminars, workshops, expert lectures etc. organized by various institutions. And in addition to that our institution also organizes such programme from time to time and also teachers-students exchange programme are also initiated.

2.3.7 Detail (process and the number of students\benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

The faculty members are always available for students seeking any kind of advice – academic, personal, social or simply psychological supports. Although there is no formal system in place or record that are maintained, there are countless students who have benefitted from guidance by their teacher which might at times stretch over to actual help, either monetary or of some other kind.

Career counselling lectures are arranged wherein experts are invited to provide professional guidance to students. One such workshop was organized in the month of April 2015 under the theme” Career Guidance and Leadership”.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the

faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The Institution constantly motivates the faculty to adopt new and innovative approaches in teaching and learning process. Seminars, conference and workshops helps to widen the knowledge of the faculty. It enables the teacher to spend more time with students and allows students to carry out more independent work. The students are most important part of the entire educational system and therefore for the better perceptive of the subject, teachers practice various teaching- learning methods.

- Lecture method- chalk and talk method
- Interactive method and project based learning
- Computer assisted learning
- Conducting and participating in seminars and workshops
- Industrial and field visits
- Guest lectures
- Educational tours
- Facilities in the classroom through use of modern multi-media teaching aids like projectors and ICT.

2.3.9 How are library resources used to augment the teaching- learning process?

The library is well stocked and enriched with reference books, coffee table books apart from light reading books like fiction, self help and biographies of eminent personalities, magazines, journals and newspapers. The stock is regularly updated and great efforts are made to keep abreast of latest academic development. The College Management perseveres in providing adequate volume of books, e-books and journals. Facilities are open for students' and Teachers' use. The departments do not have separate library. The college maintains a common library where the books are arranged and kept subject wise. Shelves are allotted to the different departments to store and stack their books. The faculty and students have easy accessibility to all the books and journals in the library. There is sharing of knowledge amongst all the departments as the books can be accessed by all irrespective of their department.

2.3.10 Does the institution face any challenges in completing the curriculum within the

planned timeframe and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Since the semester system has been introduced, completion of syllabus has indeed become somewhat of a challenge. The primary reason of course is the limited time span and the bulk of the syllabus. Besides, there are generally a whole lot of activities which needs to be accommodated during the teaching days. However, this happens only at times and generally the teacher engages in extra classes and manages to complete the syllabus satisfactorily.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The college is always on its toes to ensure that quality is maintained in the teaching-learning process. However, this process is not confined merely to academics as that can easily be monitored through results. But, besides academics there is so much else that goes on. In order to monitor and evaluate this, the college arranges meetings with parents of present students, alumni etc. Also, students are asked to give feedback on questionnaires which conveys precisely how much of learning is taking place. Suggestion box is also monitored every now and then and necessary changes are applied.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention)of its human resource(qualified and competent teachers)to meet the changing requirements of the curriculum.

The college has a mechanism in place to recruit & retain qualified & competent faculty & experts. The College finds new & able teachers by way of references from other teachers & experts in the area. Special care is taken to recruit faculty who are passionate about teaching. The need for faculty recruitment is continuously assessed well in advance before the commencement of the semester. A systematic process of recruitment fills the gap. The following selection procedure is adopted:

RECRUITMENT:

Recruitment of teaching, non-teaching & technical staff is done as per the vacancy with the regulatory norms of university. The selection committee for appointing the faculty consists of the following members:

Principal, Head of Departments & Two professors nominated by the University.

The selection process is as follows:

- Advertisements of faculty vacancies are published in the college website and local newspapers in order to reach the best faculty.
- Applicant's resumes are screened & direct interview with the board is conducted.

Technical & personal interview of the Candidates by the selection committee:

Suitable candidates are asked to demonstrate a lecture. Feedback from panel members including a student representative is taken. Selection of apt candidate is done and appointment letter issued.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.						01	01
M.Phil.					02		02
PG					10	15	25
Temporary teachers							
Ph.D.							Nil
M.Phil.							Nil
PG							Nil
Part-time teachers							
Ph.D.							Nil
M.Phil.							Nil
PG							Nil

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The institution has made a lot of effort to recruit eminent teachers and taken steps to upgrade the existing senior faculty to teach new programmes or emerging modern areas of study being introduced. They are as follows:

- The faculty members are encouraged to participate in Orientation/Refresher courses conducted by the academic staff Colleges of various universities.
- Faculty members are encouraged to participate in Faculty Development Programmes.
- Faculty members are motivated to attend and present papers in national/ international seminars.
- The teachers are encouraged towards academic development and guided to send the proposal for Minor and Major projects.
- The faculty members who pursue research activity to enhance their proficiency are permitted to avail personal leave to complete their Ph.D. programs.

2.4.3 Providing details on staff development programs during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality

a). Nomination to staff development programmes:

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	Nil
HRD programmes	”
Orientation programmes	”
Staff training conducted by the university	“
Staff training conducted by other institutions	“
Summer/winter schools, workshops, etc.	Nil

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning methods/approaches

The college organizes programmes to motivate teachers to prepare computer aided teaching/learning materials, mostly using software's and other electronic tools. The college has a lot of licensed software such as Windows, MS Office, Visual Basic, Linux, etc. The college also supports these endeavours by providing infrastructural support. Teachers engage Multi media classes for teaching concepts that involve complex visualizations and Seminar presentations using computer and LCD projector. The computer department of the college

regularly organizes training programs for teachers of other departments to make them aware of the latest developments in the technology. They train the teachers to encourage the use of computers and internet to empower the teachers and to improve their teaching methods.

Audio Visual Aids/multimedia:

Audio visual aids are extensively used in the Classrooms. The Computer Science Department is provided with Audio visual aids as per the requirement. It includes projectors, computers, sound system etc. Faculty members are provided with computers with internet

Teaching learning material development, selection and use:

The institute provides free access to internet for learning. This helps to collect learning material from the internet, etc. College has a developed library which contains many books of various subjects. Besides this the college organizes seminars and conferences which help as a learning source for the faculty. Need based assistance and clarifications are offered by the faculty from the Department of Computer Science. The department of Computer Science regularly conducts Computer training classes for both teaching and non-teaching faculty. In addition, the department of Computers Science keeps on conducting one day workshop on the use of audio visual devices and computers in classroom to empower the teachers.

Percentage of faculty:

Invited as resource persons in Workshops / Seminars/ Conferences organized by external professional agencies -

- Nil

Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies-

- 30%

Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies-

- Nil

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The faculties are encouraged to pursue their M. Phil. and Ph. D. by providing Study leave. The institution deputed teachers to attend orientation programs, conferences, seminars and training programs organized by other institutes.

The institution also conducts seminars, workshops and special lectures for the benefit of its faculties and students. The institute has conducted number of workshops/seminars/exhibitions during last three years.

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

No teacher of this college has received any such awards during the last four years

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

At the end of every semester, a feedback is obtained from the students to assess the standard of teaching of the teachers. The feedback form is filled up by the students to assess their respective course staff. They evaluate teaching ability, time sense, subject knowledge, innovating teaching methods, involvement, message skill, active behaviour, honesty in completing the portions, practice or academic skills and their interactive level. The feedback of the staff are analyzed by the HOD and feedback of the HOD is analyzed by the Principal. The corrective measures are taken to enrich teaching and learning process of the staff members. If a teacher lacks any one of these qualities, she/he is given proper counselling and guidance to overcome the weakness and improve them. The Principal organize meetings to keep the staff well informed about the areas of improvement.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The evaluation process is instrumental to a student's personal and career development. Students appreciate an assessment of their academic performance and welcome constructive feedback. The evaluation method is as prescribed by the Nagaland University for the semester end examinations conducted by the University. Internal assessment component of the evaluation is designed by the College. The internal assessment marks are awarded on the basis of students performance in the internal tests conducted in each semester. The Students are given the College programme schedule containing the time table and academic calendar. In the orientation programme conducted in the beginning of the semesters, faculty briefs about the examination and evaluation methods followed in the respective disciplines to the students. As the students are aware that they are being evaluated continuously, good attendance and participation in the class is ensured.

The evaluation methods are discussed in detail in the staff meetings and the final decision taken is conveyed through circulars to the Parents and other Stakeholders. The parents are briefed about the evaluation methods followed in each discipline during the inaugural Parent Teacher Meet conducted in each semester.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

Semester system has been introduced by the university from 2010-2011, session and the college has implemented the same minutely. Class tests and unit tests are conducted to evaluate the performance of students. As part of the same 30% of the total marks of the papers are to be awarded by the college by conducting various internal assessment tools like assignments, projects, and group discussions etc. The evaluation of the End-Semester examination has been conducted as per university guidelines.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The evaluation reforms of the university are followed in spirit. The students are satisfied by showing them the evaluated performance in the answer sheets. Any doubt about evaluation is made clear to the students. Monthly tests are taken and record is kept. Whenever class tests and

term tests are taken the results of the students' performance/awards are shown to the students to encourage them or counsel them for better future performance.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Formative Assessment:

We follow the evaluation patterns as per the guidelines of the university. The internal assessment marks are considered as a strict means of evaluation of students and is awarded based on the following criteria:

1. Attendance
2. Assignments
3. Internal test performance

However the academic cell of the college urges the teachers to have continuous evaluation method for assessing and evaluating students on one to one basis. This has helped us to identify different types of learners and has enabled suitable reforms in teaching process. The evaluation methods are communicated to the students well in advance in the beginning of the semester itself. The schedule and academic calendar with list of dates of internal exams and other details are displayed on the notice board regularly. The percentage of attendance of students is displayed on the notice board. The internal exam marks as well as internal assessment marks are displayed on the notice boards regularly. The evaluation methods are communicated to teachers at every staff meeting conducted by the academic cell. Parents are informed about the evaluation methods at the parents meeting held during the orientation program at the beginning of the course.

Summative Assessment:

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark. Summative assessments are often high stakes, which means that they have a high point value. Summative Assessment takes place at the end of the academic session which is conducted by the college at the end of the semester as per the university exam schedule. This process helps the students to gain confidence and to achieve good results. This is how the institution uses the formative and summative evaluation approach to measure the student's performance.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

Internal assessment has remained a major indicator of performance of the students and the college ensures transparency in evaluating the same. Under the semester system internal assessment covers 30% of the total marks and the respective departments introduced various participatory evaluation mechanisms like paper presentation, group project, group discussions etc. These tools ensure due weightage to behavioural aspects, independent and group learning and communication skills. In annual system, the weightage on internal assessment based on regular attendance in classes, participation in classroom

**2.5.6 What are the graduate attributes specified by the college/affiliating university?
How does the college ensure the attainment of these by the students?**

The college ensures the attainment of graduates attributes by the students throughout the course as follows:

- A Commitment to excellence in all scholarly and intellectual activities.
- To be creative, strategic and critical thinkers with highly developed problem solving skills.
- Exhibit a positive work attitude and work ethic in order to achieve successful outcomes.
- Be culturally tolerant and demonstrate appropriate intellectual competence.
- The ability to communicate effectively, and be self-aware and empathetic.
- To sensitize students towards inclusive social concerns, human rights, gender and environmental issues to make them sensitive, sensible, useful and conscientious global citizens.

Activities, periodic assessment through unit test and mid-term examination, home assignments are assigned due weightage.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The redressal of grievances regarding evaluation in both internal assessment and university examination is through the following process:

➤ **Internal Assessment**

The student has free access to the subject teacher regarding Discrepancies. Consolidated internal marks are displayed on the notice board before being submitted online to the University. Students may also use the facility of the Grievance Redressal Cell if their grievances are not solved

satisfactorily at the Departmental level. Students who excel in arts and sport both at national and international levels are given consideration by conducting retests.

➤ **University examinations**

With regard to university examinations, there is a mechanism adopted by the University for Redressal of grievances. Within 10 days of the announcement of the results, any student can apply for revaluation. Whenever necessary, S.M College makes arrangements for issuing photocopies of their answer scripts to the students after the announcement of results. This allows the students to consult competent faculty to ensure fairness of evaluation. The academic under instructions from principal forwards applications for revaluation to the university and follow it up regularly for speedy redressal of grievances.

2.6. Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If ‘yes’ give details on how the students and staff are made aware of these?

The college aspires to impart education in its broader sense. The end result of all teaching-learning endeavors should result in acquiring knowledge, understanding, appreciation and application of the various disciplines being taught. Learning outcomes are defined in our Institution through University Ranks, higher studies, placements, etc. Annual Report is read out by the Principal at the Annual Day function. Orientation of teachers before the beginning of a new session is held where the learning objectives and desired outcome are deliberated. Yearly plans and lesson plans are implemented to maximize learning outcomes and make learning student-centric. Learning objectives and learning outcomes are specified in the syllabus given to the students, and through the subject teachers as well. Directional inputs provided by the teachers prepare the mentality of the students for the task ahead in the preceding semester.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Regular tests are conducted. The institution evaluates the students regularly through internal tests, communication skills, seminar presentation, assignment submission, performance in class tests and internal exams. The report is sent to the head of institution after evaluating in a fair and secret manner. The parents are informed through SMS and even telephonically (for weak students). To monitor the students' performance during semester examination / evaluation the academic committee is constituted in the college. This committee works under the directions of the Principal. The record of the whole evaluation process is transparent.

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

To facilitate the achievement of the intended learning outcomes, the strategies of teaching, learning & assessment of the institute are through:

- Faculty improvement program
- CCE- continuous and comprehensive evaluation of students
- Theory, projects, assignments & practicals for effective learning.
- Intimate the parents about students attendance and academic status.
- Conducting Regular internals /preparatory exams.
- Conducting mentoring classes for slow learners.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

The Institute aims to help students to reach their potential through the provision of a supportive, vibrant and challenging learning environment. Contemporary teaching is concerned not only with imparting knowledge but with developing skills and strategies for further learning. Class room education, practical sessions, lecture hours, Assignments, corrective sessions, internal exams, class tests, workshops, Seminars, Presentations and site visits are the structural components of the teaching/learning strategy. The institution also renders Counseling for slow learners, Motivation for advanced learners to obtain University ranks.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The college has an organized procedure to collect and analyze data on student learning outcomes by, continuous evaluation comprising of monthly internal tests, assignments, terminal exams and seminar presentation. The Institution has formulated the following steps to overcome barriers in learning outcome.

- Addressing the grievances
- Providing valued answer booklets to the students after their preparatory exams and internal examination.
- Encouraging students to write in the short and descriptive method.
- Minimum attendance percentage (75%) is eligible criterion for examination.
- Remedial classes for slow learners and also counseling classes for weak students in the subjects to improve their performance.
- Periodic evaluation helps in the improvement of learning outcome
- Internal marks are recorded and maintained and it is also discussed with parents during PTM.
- Results of test, exams are recorded and evaluated every semester.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

Attendance is compulsorily taken for each class.

The class test and assignments are valued within a short duration and the marks are recorded, which acts as a ready reckoner for the academic progress of the students.

- The student's participation in the class and the marks scored in tutorials, assignments helps to judge the students by the staff members.
- Results of test, exams are recorded and evaluated every semester.
- The slow learners are taken care of by the mentors in counseling cell.
- Library attendance register is monitored to know about the student's interest in academic activities.
- The faculty members are encouraged to conduct surprise tests and quiz to monitor the academic progress of each student.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

Yes, the college and the teachers uses assessment as an indicator tool for evaluating student performance, achievement of learning objectives and planning. A few examples are given below:

- Internal assessments are made purely on the basis of the performance of the students through various assessment tools. Fairness in this process is strictly maintained.

- Attendance Assessment leads to regularity and punctuality. Monthly attendance abstract (if below %) send to parents through SMS/Phone
- The centrally organized annual examinations and End-semester examinations are held with strict adherence to the established rules and regulations regarding maintenance of fairness. There has been no record of the college getting negative remarks in conducting examinations. Of course, there has been record of expelling students for trying to resort to unfair means by internal invigilators.
- Maintenance of quality has been a part of the vision of the college and the college is committed to the same.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

No, the institution does not have recognized research centers of affiliating universities or any other agency or organization.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, the college has constituted a Research Committee to facilitate research activity. . The convenor of the research committee is Dr. Arenla Aier. The Committee performs the following activities.

1. The committee creates research awareness among the faculty and students by arranging lectures.
2. The circulars of UGC and other funding agencies related to research are brought to the notice of all the faculty of the college.
3. The guidance regarding preparation of research proposals and information about various funding agencies is given to the faculty.
4. It facilitates access to research oriented activities like presentations of research papers at the state and national seminars and publications of research papers in research journals of national repute.

The decisions taken by the committee are as follows:

1. To boost research activities among the faculty and to submit more number of major and minor research proposals to various funding agencies.
2. Sanction duty leave to the faculty for attending seminars, workshops and conferences.
3. Encourage the faculty to register themselves for M. Phil, and Ph. D programmes.
4. Encourage the faculty to publish papers, research articles in reputed journals and books with ISSN and ISBN. The impact of the same was that the faculty started pursuing Ph. D programme on full time/part time basis. During the previous year some faculty members were deputed for pursuing Ph. D programme under FIP of UGC.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

To facilitate smooth progress and implementation of research the college:

- Management and Principal encourage the faculty members to pursue Ph. D. programs on part time basis.
- Faculty members are provided with funds to pursue short term research and to attend seminars and workshops related to research.
- Faculty members who have registered for research are given flexibility in the time table to carry out data collection and library work.
- By providing adequate infrastructure and human resources.
- By sanctioning study leave/special leave for Research Programmes.
- By providing the facility of INFLIBNET.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

- Students are encouraged to do short term research projects so that they can pursue career in research.
- Various camps are organized time to time to promote research culture and aptitude among students.
- Workshop on Report Writing, Paper Writing and Referencing is organized.
- Educational tours, Industrial exposures and field visits.
- The institute organizes programmes such as study tours, field study, project works and state level seminars to motivate the students for higher education. Departmental seminars on topics related to the syllabus are also organized. Teachers give guidelines to the students while undergoing study tours and also in the interpretation of data.
The teachers encourage the students to come to scientific reasoning through logical consideration/interpretation of the facts they discover.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

The guidance to the students in research is beyond the scope of the Institution. Still a lot of faculty members are involved in investigating different types of research project individually.

3.1.6 Give details of workshops/training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students

- The College have not chosen any research area. The faculty members of the College are involved in individual research projects.
- The Research Committee along with the Principal and HoDs encourages faculty to apply for research.
- The Principal and the Heads of the Departments timely encourage the faculty to apply for major and minor research projects.

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

N.A.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The College invites eminent personalities to visit campus as resource persons in seminars/workshops. The College has made meticulous efforts to attract researchers of eminence and academicians to visit the campus and interact with teachers and students by organizing college level or departmental level seminars, conferences, talk shows, discussions etc. The College offers full hospitality to visiting scholars. The special lectures, workshops, seminars, conferences are one of the main occasions when researchers of eminence visit us and interact with the faculty.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Faculty members are provided with leave for long periods of time and with salary for shorter duration with budgetary provisions.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

- The Research Committee and IQAC take active initiatives in creating research awareness inside the campus.
- **Women Cell:** The research on Gender Issues has helped to work for and promote gender equity through Awareness Rallies and Stage shows on elimination of violence against women. It has also enlightened women and made them aware of their rights.
- The research findings of research topics completed by the teachers, like, quality of higher education, management of higher education, non-performing assets (NPA) of banks, securitization of asset and reconstruction of security interest in banking etc. are shared with the students during the academic interactions. The teachers even share some of their research findings during counseling the students and parents. Few teachers shared their research findings with the students of other colleges when they visited as guest lectures.

3.2. Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The College authority avails small expenses from College fund on research related works whenever required.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

There is no such provision in the institution to provide seed money to the faculty for research.

3.2.3 What are the financial provisions made available to support student research projects by students?

- Library up-gradation with research journals along with reference books and text books.
- College has a provision of providing INFLIBNET.
- Internet facility is made available both in the college labs and hostel
- The Institution encourages student research and provides all the required facilities to promote research culture among student fraternity. All the students have free access to computer lab with internet facility, online journals, printed journals including back volume, monographs etc.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

There has been no inter-disciplinary research works undertaken by the College. The institution offers only graduate courses and students are not enrolled for research works.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The college takes care that the computer laboratory and library facilities are used to the maximum extent by the teachers and the students who are involved in research activities.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No, the college has not received any type of grant for research facility till date.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing

and completed projects and grants received during the last four years.

N.A.

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The following major facilities have been developed and are available in the college to facilitate research:

- Computers with Internet connectivity on the campus
- Provision of the facility of INFLIBNET
- Subscription to e-journal and easy access
- Seminar/ Conference Hall
- Printers, Scanner and Photocopier Machines.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

With reference to public relevance and the new emerging areas of research, the institution is planning to upgrade the existing infrastructural facility to meet the key research areas. Institution has planned to provide a separate research lab, campus Wi-Fi internet connectivity and planned to sign more MoU with research centres and agencies.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.

The institution so far has not received any special grants from the industry or from other agency for developing research facilities.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

Some teachers pursuing research avail of the research facilities of the University and other Universities outside the state. In general the institution caters to the needs of graduate students and as such no students is enrolled for undergoing research.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

The college got registered under “INFLIBNET” and usernames/passwords have been provided to the students and the faculty. They have access to books/journals published at National and International level.

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The institution does not have any collaborated research facilities.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

*** Research studies or surveys benefiting the community or improving the services:**

Many researchers have published research journals of State and National standard.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The Institute does not publish and not a partner in any publication of research journals. But, some of the staff members are encouraged to work in the field of research yet.

3.4.3 Give details of publications by the faculty and students:

- * Publication per faculty
- * Number of papers published by faculty and students in peer reviewed journals (national international)
- * Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ISSN numbers with details of publishers

- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

1. Mr. Thangkhokai Gangte,
 - (i) “Traditional Marriage of Kuki Tribe – Nagaland Women Commission” (Nagaland State).
 - (ii) “Origin of the Kuki people”, SCERT (NAGALAND STATE)
 - (iii) “Strategies for knowledge and skill Development in the present educational system; North east perspective” Sub-theme- environment protection in North east India.- PROCEEDINGS OF NATIONAL SEMINAR, DIBRUGARH UNIVERSITY.
 - (iv) “Political History of Kuki tribe in Nagaland”, Souvenir state Level celebration “MINKUT”.
2. Ms. Pranati Das

“Classroom Management: A Challenging Managerial Task for the Teachers in Teaching Learning Process”, *An Annual Journal of Pranabananda Women’s College*, Vol. I, Issue II (Jan-Dec 2015):11-23

3.4.4 Provide details (if any) of

- research awards received by the faculty: *Nil*
- recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally: *Nil*
- incentives given to faculty for receiving state, national and international recognitions for research contributions: *Nil*

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The Placement Cell of the college initiates the interface talks with the industry as well as training institutes oriented towards the technical skill set and soft skill improvement of the students so as to

enhance their employability skill. The cell also at times designs the modules according to the requirement of students.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

There is no policy of the institution to promote consultancy services.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college encourages the teachers to utilize their expertise for consultancy by providing them duty leave, if consultancy is given outside the college. However such facility is provided to the teachers who approach the college.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

College has not provided any type of consultancy during the past and hence no revenue has been generated

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

No revenue generated by the college through consultancy.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

- The college is trying to reach out to the neighborhood community by encouraging its students to participate in various community oriented extension programmes through NSS, Eco-Club etc. Many extension activities are carried out to promote institute-neighborhood-community network.
- Awareness drives on AIDS, Health & Hygiene are also organized.
- Talk shows and discussions are also organized on sensitive issues of the society to create awareness among the students.
- The overall aim of NSS gives an extensive dimension to higher educational system through personality development and orienting the students to community service through

workshops, guest lectures and awareness programmes to contribute towards the holistic development of students. Every Year the NSS Unit arranges a special camp for seven days through which guest lectures and talks on various social issues like child labor-eradication, for the promotion of the institution-neighborhood community network and also for moulding the students into good citizens with good human qualities, the College system sincerely tries to integrate the curricular and co-curricular activities with the ground reality of the society. Besides the transaction of the curriculum, the College organizes co-curricular activities pertaining to the safety of the environment and also to the up-liftment of the society. Making the students involved in the cited activities, the College system strives to mould individual into good citizens.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The College encourages its students to enroll into NSS, Eco-Club and NCC. They involve the student in various social activities and thus help to build up to understand the values and means of National Integrity which promote citizenship roles. The institution is committed to attract students to participate in various social activities by ensuring consistent encouragement and motivation. Generally, they are accompanied by teachers in-charge who take down the attendance of students present. A record is maintained regarding students' participation in extra-curricular activities. The volunteers of NSS unit are evaluated on the basis of attendance and their performance in social work is appreciated through certificates and are awarded at the annual prize distribution function as a mark of encouragement. This encourages other students to come forward and participate in the extension activities.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The Institution always solicits the stakeholders like the students, parents and the eminent persons from the society based on the overall performance and the quality of the institution.

Students:

- The representative of each class can communicate the requirement or problem if any to the concerned teacher, HOD and Principal.
- Students have the freedom to approach the Principal during working hours without prior appointment.
- Suggestion boxes are placed at various places in the campus.

Parents:

- Regular parent teacher meetings are held where the parents are informed about their wards' academic performances, attendance records and so on.
- Parents are allowed to meet teachers and Principal on any working day during the College hours to enquire about their ward.

Staff:

Regular staff meetings are conducted to discuss important issues regarding academic, administrative, cultural and sports issues.

Industry:

- To train the students by conducting mock Interviews / Industrial Visit / Internship
- Feedback / Comments are received from Industrialists who visits the campus for Guest Lecture / Seminars / Conference / workshops /Placements and suitable measures are undertaken.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The extension and outreach programmes are initiated by the NSS, Eco-Club and some academic departments. The details of the major extension and outreach programmes organized by N.S.S. and Eco-Club units of the institution are as follows:

- Blood donation camp organized by NSS
- Plantation programme in the college campus organized by Eco-Club
- Cleaning the college campus and the neighbourhood
- Participated in the programme of Clean India Mission organized by IQAC.

The Institution ensures community involvement in the Extension activities. The extension unit organizes number of outreach activities, which relates to the academic, social, cultural, community service in building a healthy society. The College with the help of neighborhood organizations and NGO's organizes the outreach programmes.

Before initiating Special camp the NSS unit/ the department discuss it with the leaders in that area to get their cooperation. The president, councilors, social activist and important leaders are invited to the programme related to the Extension activity. The relationship created therein, between the leaders of the locality and the faculty makes them render all sorts of help like providing Drinking water and other facilities. These officials and

speakers are invited as guests for various programmes like lectures and seminars on important days like AIDS awareness day and Environmental day.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

- The Institution encourages and promotes the participation of students and faculty in extension activities including participation in NSS.
- College also recognizes the efforts of the students and faculty members through awards or recognitions.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- NSS and Eco-Club organizes awareness drives on AIDS, Health & Hygiene
- There are provisions for fee exemption on the basis of merit-cum means.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

Regular NSS and Eco-Club camps, creating awareness on social forest, various awareness programme such as primary and basic health awareness programme, literacy, environment protection etc. All these activities are undertaken with the active participation of the students. Due to overall moral degradation e.g. increase in the crime rate even among educated youth like Female Foeticide, Drug Addiction, the educational institution require to impart moral education and involve the students in various social services and extension activities. It is against this backdrop, the college organizes series of social service programmes from time to time and students are involved in various social extension activities e.g. this College launched an awareness programme about the emerging social evils. In this direction the college organized camps at different sensitive places to develop awareness among the common mass against the social evils. The awareness was created through the circulation of posters/banners (sample of poster enclosed). Such types of activities inculcate moral character among the students which they share with the community.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of

the institution that encourage community participation in its activities?

The institution organizes Awareness programmes, Environment Protection initiatives to ensure the involvement of the community in its reach out activities and contribute to the community development.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The institution has constructive relationships with other institutions of the locality for working on various outreach and extension activities. The college organizes various interface programmes with the agencies and addresses the academic and career concerns.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years

Nil

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

N.A.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

There are no such MOUs or collaborative arrangement in the institution as the College offers only graduate course.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

No such arrangement available as of now.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

None.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

- a) Curriculum development/enrichment**
- b) Internship/ On-the-job training**
- c) Summer placement**
- d) Faculty exchange and professional development**
- e) Research**
- f) Consultancy**
- g) Extension**
- h) Publication**
- i) Student Placement**
- j) Twinning programmes**
- k) Introduction of new courses**
- l) Student exchange**
- m) Any other**

There is no MOUs or formal agreement for such linkage or collaboration as the institution offers only graduate courses. Some teachers of the College participated in the curriculum development programmes organized by NAGALAND University. Some teachers of the College had been pursuing research collaborating with research establishments, But there has been no MOU or formal agreement.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Not applicable.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

The College would like to include the following points with the objectives of evolving into a good institute catering to the needs of the youth:

- To make efforts for inviting eminent personalities in the College for the improvement of faculty and students.
- To encourage the teachers to undergo research works.
- To organize more seminars and workshops.
- To encourage the faculty to pursue research projects and to become research guides.
- To encourage teachers to attend Refreshers courses, Conferences, Orientation courses etc. as per guidelines of UGC.
- To invite stakeholders to give their opinions and suggestions about the Improvement of the College in community services.
- To form a Parent-Teacher Association.
- To introduce ICT facility for teaching and learning.
- To make community service Programmes a compulsory component of the undergraduate programmes offered by the College.
- Development and modernization of Science laboratories with assistance from UGC
- To introduced Vocational courses.

Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The physical and learning infrastructure of the institution is continuously enhanced. The College is always willing to provide the best infrastructure for effective teaching learning process. For creation and enhancement of infrastructure, suggestions from the staff and students are collected. Principal puts forward various requisitions to the Board of Management. The College BoM in consultation with the Principal discusses the requirements obtained from different stakeholders and makes decision for creation and enhancement of infrastructure of the institution on the basis of some parameters like availability of funds, time, manpower, priority of need etc.

4.1.2 Detail the facilities available for

- a). **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

Class Room:

Our College has sufficient numbers of spacious classrooms with proper lighting facility and proper ventilation.

Conference Hall:

The College has one digital conference hall used for conducting seminars, workshops, conferences and other discussions.

Assembly Hall:

Assembly Hall with a sitting capacity for 1200 students has sound system equipment and projector for use in the assembly hall.

Internet:

Internet facility is provided for the students and teachers for effective teaching learning and research etc.

- b). **Extra-curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

Sports & Games:

The College has spacious playgrounds, one indoor stadium and sufficient physical facilities for sports and games.

NSS:

The College has NSS wing which actively participates in community extension services.

NCC:

The College also has an active NCC (Girls) unit.

Cultural Activities:

The committee timely organizes various cultural events during the observation of college week, Freshers' Social etc.

Public Speaking:

College organizes programmes like discussions, Guest lectures, etc.

Health:

College timely organizes health check-up camps for the local community as well as for the students and staff.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

The available infrastructure of the institution is in line with its academic growth. The institution ensures optimal utilization of its infrastructure for the various on going programmes. The class rooms are optimally used for the teaching learning process. Remedial classes and tutorials are conducted after the regular class time. Workshops, conferences, seminars, guest lectures, group discussions etc. are held in the conference hall and assembly Hall.

The college has acquired new equipment & furniture during the last four years, such as: White boards for class rooms, LCD projectors, electrical fixtures and fans, new Photocopying machine, new computers, UPS, Laptop, Broadband Internet facility, CCTV equipment, Biometric Attendance Recorder, renovation and improvement of administrative office, construction of parking place. The college improved upon its existing infrastructure during this period.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The institution is prepared to provide special facilities for differently-abled students in central library as well as in the class rooms as and when such requirements arise.

4.1.5 Give details on the residential facility and various provisions available within them:

Hostel Facility:

Boys UG Hostel – 1 No. (Capacity 60 inmates)

Girls UG Hostel – 1 No. (Capacity 40 inmates)

Recreational Facilities:

Recreational facilities like sports /games, both indoor and outdoor, are available for the residents of the Hostel. There is a playground available within the campus. Recreational facility in common room with cable TV is available.

Facilities for Medical Emergencies:

The institute provides medical facilities for the residential students with the help of nearby hospitals. First aid box is available in the hostel.

Available Residential Facilities for the staff and occupancy:

The institution also provides accommodation facilities for a few teaching and non-teaching staff.

Constant supply of safe drinking water:

There is constant supply of safe drinking water for students and staff in the campus. Water filters and water cooler are available for their use.

Security:

CCTV has been installed for constant surveillance.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

Arrangements for first-aid and medical care are fully available for the staff as well as the students inside the campus. In case of serious medical emergency, help is provided by shifting the ward to a nearby hospital.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- IQAC: A dedicated office with computing and internet facility
- Office space for Career Guidance & Counseling cell, Eco-Club, NSS, Red Ribbon, NCC, Chaplain.
- Sufficient toilets for men and women with running water.
- Canteen
- Safe drinking water is made available to all the students and faculty.
- Auditorium and Conference Hall

4.2 Library as a Learning Resource

4.2.1. Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The college has a library committee comprising of the following members:

Dr. Samuel Longkumer, Administrator	-	Ex-Officio Chairman
Mrs. Zuchano, Asstt. Prof. Dept. of English	-	Convenor
Mrs. Sunepjungla, Asstt. Prof. Dept. of EVS	—	Member
Mr. Moawapang, Comp. Asst.	-	Member
Mrs. Moalemla Ao, Librarian	-	Member

The library is an open system, where the members can have direct access to the books and other reading materials for selection and browsing. There is uninterrupted power supply in the library, proper seating arrangement is provided to the users and also a Suggestion/Query register is being maintained where the users can write down their comments and suggestions for the proper and smooth functioning of the library. Employment News, Journals and Magazines are available in the

library. Reading room of the library is clean and well ventilated with adequate light. All these facilities makes the library user friendly.

4.2.2 Provide details of the following:

- * Total area of the library (in Sq. Mts.): 365.7 Sq. Mts
- * Total seating capacity : 60
- * Working hours (on working days, on holidays, before examination days, during examination days, during vacation): Working hours : 9:00 am to 2:30 pm
The library remains open during the vacation so as to allow the students to make use of the library even during the vacation.
- * Lay out of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources):

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

New books/ current titles and other reading materials are purchased on the recommendations of the faculty members and also as demanded by the users.

	(2011-2012)		(2012-2013)		(2013-2014)		(2014-2015)	
Library holdings	Year-1		Year-2		Year-3		Year-4	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	TotalCost
Text books	304	1,98,040.97	211	1,08,187	155	85,400	153	1,00,933/-
Reference Books	23	43,638.03	2	685	7	5,629	1	7,500/-
Journals/ Periodicals, Newspaper local & National)	4	9,450/-	5	10,672/-	5	11,844/-	7	12,426/-
Employment	3		3		3		3	
					1		1	

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

* OPAC	-	Yes
* Electronic Resource Management package for e-journals	-	Nil
* Federated searching tools to search articles in multiple data bases	-	Nil
* Library Website	-	Nil
* In-house/remote access to e-publications	-	Nil
* Library automation	-	Yes
* Total number of computers for public access	-	2
* Total numbers of printers for public access	-	1
* Internet band width/speed 2mbps -10mbps -1gb (GB)= 2mbps		
* Institutional Repository	-	Nil
* Content management system for e-learning	-	Nil
* Participation in Resource sharing networks/consortia (like Inflibnet)	-	Yes

4.2.5 Provide details on the following items:

* Average number of walk-ins	:	50
* Average number of books issued/returned	:	20
* Ratio of library books to students enrolled	:	6:1
* Average number of books added during last three years	-	856 books
* Average number of login to opac (OPAC)	-	25
* Average number of log in to e-resources	—	20
* Average number of e-resources downloaded/printed	-	20
* Number of information literacy trainings organized	-	Nil
* Details of “weeding out” of books and other materials	-	Nil

4.2.6 Give details of the specialized services provided by the library

* Manuscripts	-	Nil
* Reference : The Library provides a user friendly atmosphere where in the library staffs interacts with the library members to know their expectations and needs so as to provide the materials required by them. Reference materials such as Dictionaries, Encyclopedias, Atlas and Generals books and competitive examination materials are made available for the users in the library		
* Reprography	-	Nil

* ILL (Inter Library Loan Service)	-	Nil
* Information deployment and notification (Information Deployment and Notification): New books, Journals and Magazines are displayed in a separate rack for the students to check the latest arrivals.		
* Download	-	Yes
* Printing	-	Yes
* Reading list/Bibliography compilation	-	Nil
* In-house/remote access to e-resources	-	Nil
* User Orientation and awareness: Library orientation class is conducted in the beginning of the semester for the students		
* Assistance in searching Databases –The Library staff assists the students if and when required to search		
* INFLIBNET/IUC facilities	-	Yes

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The library staff helps the College staff, students and faculties to make full use of library resources and provide necessary assistance to the users in locating the books, other reading materials and CD's of their choice.

- Library orientation programme is organised at the beginning of the semester to make the users aware on the usage of the library.
- List of new arrivals, job opportunities through newspapers are displayed on the notice board for library members observation.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

At present the institution does not have visually/physically challenged students, but if and when required necessary arrangement will be made to accommodate and help the special students.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Yes, a feedback on library services is obtained from students, staffs and faculty members. A register is being maintained so that any library user can write down their queries and suggestions for the better use of the library.

Interactive session of Library Advisory Committee with students is also organized to get feedback for improvement of library services. The valuable suggestions provided in the process are analysed by the Head of the Institution and library committee and corrective measures have been taken to upgrade the library services and make it more user-friendly.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration

Sl. No.	Name of College Section	No. of Computer	Desktop	Laptop	Profile
1.	Principal's Office	1	✓		Pentium, 2GB, 320 HDD, DVD Rom, LED Monitor
2.	Vice Principal's Office	1	✓		Celeron, 2GB, 500 HDD, DVD Rom, LED Monitor
3.	Academic Dean's Office	1	✓		Celeron, 2GB, 500 HDD, DVD Rom, LED Monitor
4.	Administrator's Office	2	✓		Pentium IV (i3) 2GB, 500HDD, DVD Rom, LED Monitor
5.	Office	2	✓		Pentium, 2GB, 500 HDD, DVD Rom, LED Monitor
6.	Central Library	3	✓		Pentium, 2GB, 500 HDD, DVD Rom, LED Monitor

7.	IQAC office	1	✓		Celeron, 2GB, 500 HDD, DVD Rom, LED Monitor
8.	Teacher's Common Room	1	✓		Pentium, 2GB, 500 HDD, DVD Rom, LED Monitor
9.	Smart Classroom	1		✓	Asus i3 Dual Core 2GB RAM OS Window 8.1, 500 HDD

- LAN facility: LAN connectivity exist with all computer
- Licensed software: All software installed in the computers are licensed software.
- Number of nodes/ computers with Internet facility: All computer within the campus have internet connectivity.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Sufficient numbers of computers with internet connectivity has been installed inside the college campus. The students and faculty members are given access to the internet facility in the college.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The College intends to deploy and upgrade the IT infrastructure and associated facilities as per the academic requirements of the students. At present, the college has 52 nos. of computers for students. In order to ensure ICT enabled learning activities the college plans to improve the computer student ratio from its existing one. We also plan to purchase more number of projectors and LCD.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

The college allocates funds for procurement, up-gradation, deployment and maintenance of the computers and their accessories. There is no special provision in the annual budget, but allocate according to the requirements.

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

- The College has a well equipped central library that provides INFLIBNET services to students and staff.
- The college also has Computer Lab with sufficient numbers of Computer Sets with internet connectivity.
- The faculty members are encouraged to prepare computer-aided teaching/learning materials especially to make Power Point Presentations during classroom teaching, seminars and conferences.
- The faculty members employ modern equipment available in the institute such as, LCD, CDs, and DVDs for effective teaching. The internet facilities available in library are provided to the students and staff for accessing and enriching study material. Photocopy facility is provided to the students and staff.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- The College encourages faculty members to undergo training on the computer-aided teaching skills and also provide orientation session from time to time.
- The College has a well-equipped Central Library as learning resource.
- Sufficient number of ICT aids like computer, printers, LCD Projectors, photocopier machine etc. are there in the college.
- The faculty members use CD and DVD for the effective teaching. The faculty members show movies / documentary films on social & environmental issues to the students based on syllabus.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

No, the institution does not avail the National Knowledge Network connectivity directly or through the affiliating university. But the College has INFLIBNET accessibility.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The institution has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The college ensures optimal utilization of budget allocated for the maintenance and upkeep of the college facilities through regular supervisions and holding meetings of the Board of Management, Building Committee and IQAC.

The details of the amount budgeted and expended for the maintenance for the last four years is as under:

Sl. No.		2011-12	2012-13	2013-14	2014-15
1	Building	48,56,478.00	30,07,650.00	80,46,500.00	40,06,500.00
2	Furniture	1,67,600.00	3,58,861.00	–	1,98,980.00
3	Equipment	–	–	8,07,640.00	–
4	Computers/Printers /Xerox	–	4,70,000.00	–	1,18,709.00
5.	Library Books	2,28,529.00	1,40,599.00	–	1,08,052.00
6.	Generator				

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The college has a well-developed maintenance system which takes care of maintenance and upkeep of the infrastructure facilities and equipment. The college has entered into Annual Maintenance Contract with various service providers for maintenance of equipment, computers etc. The College Development Fund is utilized for maintenance and minor repairs of furniture and equipment.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Generally supervision, annual maintenance and repair of the equipment are taken care of by the college with the help of hired technician. However daily maintenance is carried out by the staff

appointed for cleaning and maintenance of the building.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- The institution has sensitive equipment such as Computers, Printers, Fire Extinguishers, Biometric attendance machine; CCTV equipment, Water pumps, Photocopier machine, Generator, etc. Maintenance of equipment is done through skilled hired technician. However daily maintenance is carried out by the staff appointed for cleaning and maintenance of the building.
- Voltage Stabilizers have been installed for the safety of sensitive equipment.

5.1. Student mentoring and support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If yes', what is the information provided to the students through these documents and how does the institution ensure its commitment and accountability?

The college annually prints its prospectus which projects the aims and objectives of the institution, its convictions and purposes. It incorporates the details of all the relevant information concerning the admission to various courses covered in the college's academic stream and all other facilities provided with respective features. The prospectus is in a booklet form with pictographic representation of students participating in various college activities like sports and academics. The prospectus also gives information on the different student bodies/Unions in the College for disseminating awareness.

5.1.2 Specify the type, number and amount of institutional scholarship/ free ship given to the students during the last four years and whether the financial aid was available and disbursed on time

The college being mission- oriented in its endeavor has facilities for helping in academic pursuits of those students whose living conditions are below the poverty level and also those students who excel in their studies. Nominal admission fees are collected from students who successfully secure above 60% marks in their last examination and as an encouragement even without tuition fees, they can complete their studies.

5.1.3 What Percentage of students receives financial assistance from state government, central government and other national agencies

The College being situated in tribal dominated area, the majority of students are benefited with central scholarship. Above 90% of the students enrolled in the college are tribals who receive Central Government's post matriculation scholarship. The College also provides free ship (no tuition fees) for students who secure 1st Div. The college also provides 100% aid to the students who are in need.

5.1.4 What are the specific support services/facilities available for:

Students from SC/ST, OBC and economically weaker sections:

The College, located in a tribal hub, is enrolled with majority of the pupils belonging to the Scheduled Tribe (ST) category accounting to almost 90% of the student community. Remedial Coaching was and is from time to time conducted for the weak and economically marginalized students as well as the teacher-student interactions are periodically conducted to assess their understanding and progress.

Students with physical disabilities:

Students who have physical disabilities and challenges are given special relaxation in class attendance though the requirement is 80%. The physically challenged students are given all necessary support to write their examination and test papers without any difficulties and hassles.

Overseas students: Not Applicable

Students to participate in various competitions/National and International:

The college has proudly witnessed groups of students participating in sports organized at the state level. For instance the college bagged the 1st runners up trophy of the event titled 'NSF Martyrs Trophy' in the year 2013. Not only in the field of sports but students have participated in various literary activities like debate competitions conducted at State level and many others. However participation at the National and International level is facing a setback at present but the college aspires to expose the students to the same in the opportune timeframe.

Medical assistance to students:

The college provides medical facilities for the staff and students in terms of health care on the campus and off the campus with the help of the nearby hospitals. Qualified medical practitioners, Dr. Ayangla Saku and Dr. I. Yanger Jamir are on call and conduct medical check-ups and attends to the medical complaints of the students and the staff. First Aid box is also available in the college.

Organizing coaching classes for competitive exams: Not Applicable

Skill Development (spoken English, computer literacy, etc.):

First semester students are provided computer education. Also, through “community college scheme”, courses on Dress Designing and Tailoring is provided by Puran Designer & Tailoring & Ivy Vocational Training Institutes.

Support for “slow learners”:

Slow learners and those having back-logs are identified and remedial classes are conducted.

Exposures of students to other institution of higher learning/ corporate/business house etc.:

Students are exposed to other institutions of higher learning/corporate/business house through participation in programs organized by other institutions and through educational field trips.

Publication of student magazines:

Students take initiative in publishing the annual college magazine.

A Bi-monthly college newsletter and bi-monthly Eco-Club newsletter is also initiated by the students.

5.1.5. Describe the effort made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts:

Certificate courses in Dress Designing and Tailoring and Music have been introduced by the college to develop skills among the students. The College is also planning to introduce some other skill oriented courses in the near future.

5.1.6. Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussion, cultural activities etc.:**Additional academic support, flexibility in examinations:**

Students are encouraged to take part in various co-curricular and extra curricular activities that are conducted by the College and other competitions conducted by other colleges and organizations. The college provides training to interested students in sports like football, badminton and basketball. The college has good records of excellence in Debate and Quiz competitions where students had actively participated and excelled. The concerned teacher in-charge of career and guidance as well as Counseling identifies prospective students who can excel in the various

disciplines. The college constitutes prizes in the form of cash award with certificates and other benefits for the awardees.

- **Additional Academic support, flexibility in examinations:**

Students whose attendance is low due to involvement/participation in sports are given relaxation. Assistance in the form of notes, extra classes (on demand) is also provided to students involved in sports. Flexibility in internal examination dates is also provided to such students.

- **Special dietary requirements, sports uniform and materials:**

Sports materials are supplied to the students to develop their performance in different sport events.

- **Any other:**

Students according to their merit, aptitudes and interests are given opportunity to participate in district/ state/ national level competitions. TA is provided, special leave is also granted.

5.1.7. Enumerating on the support and guidance provided to the students in preparing for competitive exams, give in details on the number of students appeared and qualified in various competitive exam such as UGC-CSIR-NET,UGC-NET,SLET,ATE/CAT/GRE/TOFEL/GMAT/central/state services, defense, Civil services, etc.:

The college offers only UG program and therefore it is difficult to keep track of this information since most of these examinations are attempted by students after post-graduation. However, an attempt is being made through the Alumni Association to collect detailed data on ex-students who are employed in various professions.

5.1.8. What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.):

- Career Guidance is provided by Career Guidance cell.
- Academic and Personal counseling is given through the Mentor-Mentee programme.
- Psycho-social-spiritual counseling is given through the Chaplain.

5.1.9. Does the institution have a structured mechanism for career guidance and placement of its students? If yes, detail on the services provided to help students identify job

opportunities and prepare themselves for interview and the percentage of the students selected during campus interviews by different employers (list the employers and the programmes):

Yes, the college has a structured mechanism for career guidance and placement. The College fosters a strong interaction with different Industries, agencies etc., organizing campus placements and undertaking consultancy projects.

5.1.10 Does the college have student grievances redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years:

Yes, the college has a student's grievances redressal cell, all grievances are redressed through the office of the Academic Dean. A suggestion/complaint box is also available for students who may prefer to remain anonymous in their complaint. In the last four years certain minor issues such as shortage of books, cleanliness, increase in facilities etc. have been reported and accordingly redressed.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment:

If and when such sensitive issues pertaining to sexual harassment arise, the office of the Principal along with the core committee is committed to handle such issues to the fullest.

5.1.12 Is there any anti Ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

The college does not have a separate anti ragging cell, but the students grievances cell is prepared to handle such cases if reported. No instances have been reported in the last four years.

5.1.13 Enumerate the welfare schemes made available to students by the institution:

Cash award for best student in attendance, free tuition fee for meritorious students, free education or partial fee relaxation for students below poverty line, partial fee relaxation for children of employees of the college, are some of the welfare schemes made available to students.

5.1.14 Does the institution have a registered Alumni Association? If 'yes' what are its activities and major contributions for institutional, academic and infrastructure development:

The institution has an alumni association that contributes in its possible capacity towards the development of the institution. Though nothing major has been contributed thus far, the

association has prospective plans for the future, such as, improvement of the library, facilities for teachers' common room, poor students' fund, to sponsor poor students' education etc.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed.

The institution is planning to introduce a mechanism with the help of the Alumni to keep track of such records, so far the college only has vague information regarding the percentage of students progressing to higher education or employment.

5.2.2 Provide details of the programme-wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme –wise details in comparison with that of the previous performance of the same institution and that of the colleges of the affiliating university within the city/district.

Name of college	2011	2012	2013	2014
SM College	87.18%	85.43%	89%	93%
Unity College	70.69	71.98	58%	
St. John College	100%	81%	84%	97%
Pranabananda Women's College	80%	85%	90%	87%

5.2.3 How does the Institution facilitate students progression to higher level of education and for/ or towards employment?

The career guidance cell of the institution tries its best to make the end semester students aware of various job opportunities and also provide information on the various universities, its admission procedures etc. seminars/talks involving different professions are organized to make students better aware of the various job opportunities available.

5.2.3 Enumerate the special support provided to students who are at risk of failure and dropout.

Students at risk of failure are identified by the teachers and remedial coaching is provided. The mentor-mentee program also helps the weaker students to identify their weakness and improve upon.

5.3. Students Participation and Activities.

5.3.1. List the range of sports, games, cultural and other extracurricular activities available to students. Provide the details of participation and program calendar.

List of Activities conducted by the college.

- Freshers' Day
- World Environment Day
- Teachers' Day
- EDGE(inter-college festival)
- Sports Meet
- Social works
- Blood donation programs
- Parting social program
- Annual Day
- Literary and music competitions
- Students outings
- Campus Revival

2010

- 9-12th Nov 2010, Annual sports Meet was held under the theme "Education through sports".
- 22nd-26th Nov 2010, 27 students participated in the All Nagaland College Students' Union Sports Meet-cum-Beat contest at Indira Gandhi Stadium, Kohima. Where the college won the Beat contest.
- The 16th Annual Day-cum-parting social was celebrated on the 30th Nov.
- Sakus Mission college students union participated in the 2nd, 3rd and 4th Union Assembly of ANCSU.

2011

- 24th July- the 17th Freshers' Meet cum cultural show was held with Shri. Lalthara (IAS) Chief Secy. Gov. of Nagaland as the chief guest.

- 26th August. Students attended the 15th Biennial General conference of All Nagaland College Students Union at St. Joseph College, Kohima.
- 5th Sept. Teachers' Day was observed in the college.
- 30th Sept. Ms. Watisenla Jamir participated in the debate competition organized by S.D Jain college, on the theme "only women education can remove the menace of AIDS"
- The students union participated in the 1st Presidential meeting of ANCSU.
- The college football team participated in the prestigious 12th edition of NSF Martyrs' Trophy at Kohima. The team brought laurels by emerging "Runners Up" at its debut appearance in the tournament. Haotimang Victor of the college was adjudged player of the tournament.
- Annual Sports Meet was conducted from 9th-11th November.
- Extempore and debate competition was organized on 12th Nov.
- The 17th Annual Day cum Parting Social of the college was organized on 3rd Feb. 2012.

2012

- 9th June- singing competition was held
- 18th-25th June- twelve students volunteered to help the physically challenged at the special Olympics, Nagaland, held at Don Bosco Hr. Sec. school.
- 14th July- the college conducted its 18th Freshers' Day.
- 3rd August- Seminar was held on "HIV/AIDS in Environmental Studies by Dr. Yanger as the Resource person.
- 1st Sept. Handing and taking over of the students union was conducted
- 5th Sept. "Teachers' Day" was organized
- 2nd-5th Oct. Students participated in the ANCSU sports cum music fest where the college emerged "Runners Up" in the beat contest. Mr. Imtilong of the college won the "best vocalist" award.
- 15th -20th Oct. The college football team participated in the 1st open football tournament running trophy organized by Bro's Driving Corner & Modern Driving Institute, where the college emerged champion.
- 17th-19th Oct. The college participated in the Zoom Max festival organized by Nagaland University, SETAM. Ms. Mughali of the college won the "Miss Zoom Max contest". And the college band emerged as the winner of the beat contest with Mr. Imtilong of the college as the "best vocalist". Mr. Sunep of the college also won the "Air Guitar" contest.
- 9th-13th Nov- The College conducted its Sports Meet.

- 14th & 15th Nov. Campus Revival was conducted.
- 13th Feb. 2013- Annual Day cum parting social was held.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/ state/ Zonal/National/International, etc., for the previous four years.

Refer 5.3.1. The college football team has been selected to represent Nagaland University in the National University Games 2015.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions.

The college through its exit level feedback system and the suggestion/complaint box receives feedbacks and accordingly works upon them to improve its performance.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazines and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The College publishes its own bi-monthly newsletter, and Annual Magazine which is circulated free of cost to every student which acts as a medium of sharing of thoughts and ideas. The Newsletter contains articles and poems, short stories, jokes, slogans etc. written and contributed by the students. The students are encouraged to write and voice their opinions and participate in the discussions for the betterment of the college and the students' community.

5.3.5 Does the college have student council or any similar body? Give details on its selection, constitution, activities and funding.

Yes, the institution has a students' union whose office bearers are elected through a transparent "one student one vote" system. Every student of the college cast their vote of choice from among the nominated members to various posts. The various posts to the Students' council are- 1. General Secretary. 2. Asst. General Secretary. 3. Games and Sport Secretary. 4. Literary & Cultural Secy. 5. Info. & Publicity Secy. Etc. Funds are released to the Union by the college as per the activities to be conducted.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The various academic and administrative bodies of the college accommodating students representatives are listed as under:-

- i) Red Ribbon Club.
- ii) NSS.
- iii) Eco Club.
- iv) Discipline Committee
- v) Editorial Board for Newsletter & Magazine
- vi) All co-curricular activities

5.3.7 How does the institution network and collaborate with the alumni and former faculty of the Institution.

The Institution puts every effort to meet and collaborate with the Alumni for the development and progress of the college. Regular meetings of the Alumni are conducted, also through social networking sites, the ex-students are able to meet and discuss on various issues of the college, the current students and faculty also being members of such social networking sites are able to communicate efficiently. The former faculty of the college are always willing and helpful as and when the Institution request their assistance.

CRITERION VI: GOVERNANCE, LEADERSHIP & MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision:

The Vision of Sakus Mission College is to empower the student community through value-based education. The College is devoted to promoting education in all branches of learning and sustaining an intellectual culture which cultivates in students a holistic personality. The motto of the college, *Learn for Excellence* underlies all our endeavours.

Mission:

The mission of the College is to promote into an institution of excellence, which will serve the rural youth by providing them with easy access to higher education and job opportunities. The College exists to train men and women in every aspect of life, both human and non-human. The College seriously considers the emerging context of a pluriform society and thus the mission of the College is to embody an ethic of gentleness, love and sharing of knowledge irrespective of race, caste, creed, gender etc.

Our main objectives are:

1. To emerge as a centre of academic excellence and research.

2. To serve the social needs and to uplift the living standards of the rural youths by imparting higher education, enabling every student employable through holistic education and development of right skills.
3. Providing value based education system to the poorer sections of the society who is not able to afford costly education outside the state.
4. Building quality human resource through progressive capacity building that will serve the foundation for the holistic development of the state.
5. Facilitating the students to critically analyze and evaluate the existing realities of our community and society.
6. Creating a healthy and congenial environment and inter-cultural and inter-religious dialogues to achieve greater impact at regional, national and global levels.
7. Complementing the state in terms of social engineering by developing manpower who are spiritual and helping the people in inculcating a sense of dedication and sacrifices through meaningful contributions.
8. Spreading the message of truthfulness and oneness of the human race through equality in education.
9. The pursuit of imparting quality and value based education to equip the young to address the growing unemployment concerns and to invoke and nurture them constructively.
10. Learning with clear goal oriented concept of higher education for an unprecedented change through a paradigm shift from teacher centric education to learner centric education by moving from generic model of education to a learner centered model of education.
11. Motivating and nurturing their areas of strength and abilities to move with confidence and to effectively confront the social and economic realities concerning the hiatus between the rich and the poor that is getting wider.
12. To actively respond to the momentous issues of our society and socio-political environment of the world.

13. To inculcate a sense of national spirit and respect for our culture among our students and society at large.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The Board of Management conducts Council meeting at the end of every academic year and discusses the problems faced in the past and also new agendas are discussed and resolved for implementation in the future. It advises the Board of Management to direct the Principal to act accordingly and the Principal takes the message to the faculty. The Board, Principal and faculty work in conjunction to formulate and implement its policy and plans for assurance and sustenance of quality in higher education. The Principal, the academic and administrative head of the institution, evolves strategies for academic growth within the purview of university/government regulations. As the leader of the academic community she ensures that there exists the necessary climate for intellectual pursuits. She supervises all academic programs of the college and keeps the management informed of the matters of general and financial administration. She represents the college in all academic matters related to the UGC, the Government, the University and others. The principal oversees the day to day administration of the college in consultation with departmental heads. She plans and executes all academic progress, supervises teaching and non-teaching staff; sanctions co-curricular activities and extension services; coordinates admission of students; and staff discipline and ensures the smooth conduct of examination.

The College has constituted different Committees with lecturers and members of the non-teaching staff which play an important role in the planning and implementation of activities in different spheres of institutional functioning.

Role of Departments:

Departments are the basic units of administration in the college in line with the principle of decentralization; the departments manage and plan their academic progress. The head of department is the key functionary in planning and administration.

The major functions of the **head of department** are as follows:

- To support the principal in the execution of plans and to report to her at least once in a month on the functioning of the department.
- To supervise the functioning of the department and to ensure effectiveness in keeping with the values and vision of the institution.
- To set academic goals in consultation with the faculty.
- To strive to achieve academic goals with the support of the faculty.
- To promote appropriate inter-department collaboration.
- To distribute the work equitably among the faculty and to build up team spirit.
- To hold departmental meeting and facilitate interaction and sharing among the staff.
- To review the course plans and to ensure their timely submission to the Principal.
- To monitor effective handling of classes by faculty members and to ensure adequate progress in the classes.
- To facilitate evaluation of staff members and to provide necessary support.
- To listen to grievances of students and redress them and report to management matters those are to be dealt with at the higher level.
- To identify the slow learners and provide them the required help.
- To communicate with the parents and report the academic progress to them.
- To organize field trips and industrial visits.
- To submit to the librarian/Library committee the list of books to be purchased.
- To maintain contact with the alumni.

Role of faculty:

- To share the personal mission statement with the students at the beginning of the academic year.
- To update oneself with the latest knowledge and skill available/to attend seminars/workshops outside the institution.
- To encourage quality circle in classroom for their respective subjects.
- To complete the syllabus according to the course plan prepared at the beginning of the semester.
- To discuss with the students the course plans and the methodology adopted in teaching
- To adhere to the university curriculum and to strictly follow the exam Pattern in preparing question papers for the CIA exams.
- To design the course innovatively as per syllabus and norms of the university and the college objectives under the leadership of the HOD.
- To discuss with and to explain to the students the syllabus, at the beginning of each semester (its general and specific objectives)

- To adapt appropriate methodologies with respect to teaching and evaluation and to incorporate innovative methods in teaching.
- To coordinate with the HOD to administer the internal assessment, value the answer papers, enter the marks in the records and return the answer scripts to the students within 10 days from the date of the internal exam.
- To identify the weak students and provide special guidance and help for their improvement in studies and keep the HODs and class mentors informed.
- To arrange for challenging assignments for high scoring students.
- To arrange for guest lectures, field visits and seminars whenever feasible and to undertake and help research activities of department which will greatly help teaching.
- To cooperate with the HOD and other faculty members in the efficient running of the department and to work with team spirit for the good of the students and the institution.
- After being permitted by the principal, to inform the HOD about leave in advance and make alternative arrangements for the classes.
- To arrange with the consent of the HOD and make up classes for those not held due to absence.
- To set question paper for CIAEs and send them to the HODs in time for review.

6.1.3. What is the involvement of the leadership in ensuring:

- **The policy statements and action plans for fulfilment of the stated mission**
- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The leadership at Sakus Mission College is involved in various manners through various committees. The Board of Management meets at regular intervals. Different Committee and subcommittees such as Core Committee, Building Committee, Finance Committee, Discipline Committee, Worship Committee, Students Welfare Committee, etc. – discuss all matters within their purview and present their reports and recommendations to the Principal, who tables the suggestions before the Board of Management. The issues are discussed and final resolutions are

adopted for implementation. Besides, the Board of Management gives enlightened leadership to the Principal, who in turn leads the college for the fulfilment of the stated mission.

Every year all the faculty members are assessed and evaluated by the Core Committee. The faculty members, whose performance is below the desired minimum level of expectancy, are counselled by the Principal. Continuous improvement in the academic process is ensured through participation in seminars and conferences at national and international level. The Principal constantly deputed faculty members for various seminars /conferences at the national/international level to enable the faculty to update their knowledge base and be exposed to the recent trends in higher education.

Interaction with Stakeholders:

The college makes conscious efforts to build a healthy relationship with its stakeholders namely – the students, parents, alumni, faculty, support staff, industry and the community.

a. Students:

Interaction with the students initiated from the time of admission continues up to placement and even after they leave the College and become cherished alumni. The Mentor-Mentee system and the co-curricular and extra curricular activities create a sense of belonging in the student community. In addition, all the faculty and Head of the departments are easily approachable by the students. All the students and faculty can meet with the Principal, Vice Principal and Academic Dean every day at fixed time slots to discuss any academic matters. Similarly, students, faculty and non-teaching staff can meet with the Administrator every day for grievance redressal.

b. Alumni:

The alumni association meet annually which give opportunity for the old students to feel as part of the institution. Even after leaving the College they continue to contribute to the overall development of the College through the provision of becoming lifetime members of the alumni association.

c. Parents:

The Management and members of the Faculty interacts with the parents during admission and whenever the parents seek an audience. Parent Meetings are organized to apprise the parents of their ward's performance and get a feedback on the various aspects of the college/University's functioning.

d. Teaching and Non-teaching Staff:

The members of the faculty and non-teaching staff are one of its strong pillars. Personal or Professional needs or grievances of the staff members are addressed by the college administration in the best possible manner. The College also announces best faculty and best non-teaching staff award every year. In order to foster a sense of belonging among the faculty and the staff programmes like sports competition, picnic, outing, etc. are arranged occasionally.

e. Industry:

The College fosters a strong interaction with the different Industries, agencies etc., organizing campus placements and undertaking consultancy projects.

f. Society:

The Principal values the opinion of the public and makes specific efforts to reach out to the public and interact with the public whenever possible.

Reinforcing the Culture of Excellence:

Participatory Leadership is ensured at every level to promote the culture of excellence. A fair representation of all the departments and representation from every quarters of the college community is kept in mind while constituting committees for various aspects of college functioning.

Pedagogy, communication skills and research methodology, faculty development workshops are organized with the guidance of the Principal, to keep the faculty abreast of the recent trends in teaching learning & evaluation, and their specialized area of interest, thereby reinforcing a culture of excellence besides, the Internal Quality Assurance Cell functions as the nodal centre for evolving strategies and programmes to reinforce a culture of excellence in teaching and research.

Championing Organisational Development:

The Principal invites proposals for new programmes. The Core Committee undertake a feasibility study prior to implementation of the new programme and introduce suitable modifications if necessary. Changes in the existing rules and regulations are brought about after a thorough discussion in the Core Committee based on the needs of the present generation. At the end of annual examinations, the Principal discusses with the Heads of Departments the proposed workload for the next academic year and can request for additional faculty members by way of posting/deputation or appointing *adhoc*/contract faculty.

6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The Board of Management functions as the governing body of the College. It has seven members and the Principal of the college is the Secretary of the Board. The Committee meets at regular intervals to discuss the progress of the college. They evaluate the existing policies and give guidelines for improvements.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Chairman, Board of Management at the highest level is in constant touch with the head of the institution and gives enlightened leadership to the Principal for the smooth functioning of the college. The members of the Management Committee meet frequently to discuss the problems and issues pertaining to college development, administration, appointments and infrastructural needs and student disciplines. The Principal and staff representatives in Management Committee provide information and suggestions if any. The role and responsibilities of the staff are communicated to the staff for efficacious functioning of the college.

The Management does not interfere in the freedom of the faculty while a decision is taken for the students. The faculty can recommend the best students and represent them to the Management and based on that the meritorious students get scholarship/financial assistance from the Management.

The Management advises the Principal and all the Head of Departments to give absolute freedom during the selection of the papers by faculty while deciding the workload of the department and the faculty can select paper according to their willingness and specialization so that the students are benefited.

6.1.6 How does the college groom leadership at various levels?

The Board of management and Administration always encourages the involvement of the faculty and staff in the quality assurance and enhancement process of the institution. All academic decisions are taken after deliberation at the department and faculty levels providing the opportunity for younger members to articulate their viewpoint. This bottom-up approach grooms both students and staff members to take up leadership roles.

a. Training Programmes:

The Principal, administrative officers and coordinators of various committees are encouraged to attend leadership training programmes organised by national and international organisations or institutions. Faculty members from different levels and departments are deputed to national and international seminars and training programs to strengthen leadership roles.

b. Students Level

Every batch of students has a Student Representative. Student's Union with its Office Bearers discuss and deliberate on student problems on campus and suggest solutions to student problems. They work on issues related to the campus and disseminate the decision to the entire student body. In addition, students function as Under Officers for NCC and team leaders for various NSS units.

c. Faculty Level

The faculty members are deputed to attend training programmes for developing leadership qualities. Faculty members are entrusted with different leadership positions like Convenor of Eco-Club, Career Guidance & Counselling, Worship Committee, NSS/Red Ribbon, NCC Officers, Placement Cell officers, Convenor of Staff & Student Grievances Cell, etc. to groom leadership at various levels. Besides, Faculty In-charge along with the wardens of all hostels plays an active role in improving the quality of the residential life on campus.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/units of the institution and work towards decentralized governance system?

The college has an organizational structure in which the Principal is the head of the organization. Other administrative posts are those of the Vice-Principal, Academic Dean, Administrator, and Bursar. The college delegates authority and provide operational autonomy to the departments and ensures decentralized governance system in the following way:

- The Principal monitors the day-to-day academic and administrative activities, and is also responsible for all the major financial decisions related to the college.
- The college also has statutory bodies like Board of Management, Academic Council, Finance Committee, IQAC, and Worship Committee which are involved in various administrative activities of the college.
- The Principal with the support of Vice Principal, Academic Dean, Administrator and Head of the Departments and various Committees participate in decision-making.

- The Heads of the departments monitor the functions of teaching. Administrative powers and responsibilities are delegated to teachers on the basis of their competence, commitment and aptitude.
- Delegate authority and provide operational autonomy to the departments with regard to purchase of departmental books and journals funded by the UGC.
- The equipment and books to be purchased are decided by the respective departments though the college allots money for these. The office of the Bursar monitors whether the purchase of equipment is done as per the norms of the college.
- In academic programmes, the department is given the freedom to design different value added courses. However, the Academic Dean and Vice Principal monitor the academic programmes for its reliability.
- Autonomy is given to the faculty to device various pedagogies for the Teaching-Learning process.
- Departments are given the freedom to invite academic experts for their National/ State level programmes, from any part of the country.

6.1.8 Does the College promote a culture of participative management? If ‘yes’, indicate the levels of participative management.

- The college promotes the culture of participative management. The participatory management approach is practiced at different levels in the college and stakeholders are involved in the process of decision making based on shared insight. This participation management is ensured through:
- Teaching and Non-teaching representative in the Board of Management.
- The IQAC is constituted as per the norms of UGC. This ensures the involvement of Teaching and Non-teaching staff, students, Industrialist and the Management Board member in the decision making process.
- Teaching, non-teaching members are also included in different sub committees like Finance Committee, Library Committee, Building Committee, Academic Sub-Committee etc.

The Chairman, Board of Management meets regularly with the teaching & non-teaching staff to get the feedback and make policy and programmes accordingly.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The quality policy has been formulated based on the vision and mission of the college and is the guiding force that help departments to plan their activities. The Principal and the IQAC ensure that this policy embodied in the quality objectives are well communicated to all the personnel of the College for better accomplishment. These objectives are regularly reviewed and revised in the College Council meetings.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Over the past 20 years, the college has shown tremendous growth. If this is to be sustained, strategies must be formulated, communicated to the different stakeholders and implemented effectively. As such, the perspective plan is drawn as short-term and long-term goals in the different aspects of the functioning of the college such as teaching and learning, Research and Development, Industry Interaction, Community engagement, Human Resource Planning, and Infrastructure.

Short Term Plan:

- Setting up e-class room/Smart classroom for the benefits of teachers and the students.
- Introducing various types of cultural programmes.
- To publish a quality journal.
- To organize training programmes by all departments in their emerging field of interest.

Long Term Plan:

- Proposes to expand its curriculum by starting post-graduation in History and English.
- To introduce BBA course.
- Faculty should become the members of Editorial boards of reputed journals.
- All departments to involve in addressing issues in the community through their respective disciplines.

- Department faculty should undergo intensive training in leadership skills and distinctive programmes of the college (Women's Studies, Human Rights, Conflict resolution, Adult counselling etc.)
- Faculty exchange/training programmes at reputed national colleges.

6.2.3 Describe the internal organizational structure and decision making processes.

The college adopts the internal organizational structure of decision making process in the following way:

- The Board of Management of the college is the apex body which acts as the supreme authority of the college and it makes plans and policies and takes decisions and finally evaluates those after its proper implementation and execution by the various committees.
- Core Committee being the academic advisory body of the college administration takes decision and recommends to the Board of Management for its approval.
- There are other matters relating to admission, examination, finance, purchase which require the decision to be taken by the respective committees and to get its final approval from the Board of Management.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- **Teaching & Learning**
- **Research & Development**
- **Community engagement**
- **Human resource management**
- **Industry interaction**

Teaching & Learning

The Management ensures effective and efficient transaction of the teaching learning process by:

- A. Recruiting highly qualified and competent teaching faculty
- B. Promoting professional development of faculty by providing support
 - i. To undergo refresher courses
 - ii. To equip themselves in modern pedagogical tools
 - iii. To pursue doctoral programmes
 - iv. To attend and organize National and International Seminars
 - v. By replacing faculty proceeding on leave with substitute teachers to ensure

teaching-learning process is unaffected

- C. Providing State-of-the-Art infrastructure conducive to intellectual growth and all-round personality development

Research & Development

- The college has established Research Development Committee to promote research aptitude among faculty and students.
- Many of our faculty is actively engaged in research activities.
- As many as 3 teachers are working on Minor Projects
- State and National Seminars are organized to promote research
- The college through the facility of **INFLIBNET** has been subscribing to online journals to promote research environment. The facility available for all the research scholars and teachers
- The Principal has been motivating the faculty to write research projects & apply to UGC etc. for research schemes
- Linkage with local industry and export houses/garment manufacturing units established to provide exposure to our students and help them develop entrepreneurial activities.

Community Engagement

The college has NSS, Red Ribbon, Eco-Club and NCC women wing. The college encourages students to take part in NCC, NSS and other extension activities. Comprehensive projects are undertaken by the students in collaboration with the community. The NSS unit and Eco-Club joins in various awareness campaigns and rallies in collaboration with different organizations.

The college organizes various outreach programmes to enable the students to respond to the larger issues of society: College engages many organizations like Red Cross, Medical Council, and N.G.Os for holding blood donation camp, NSS camps, free medical check-up, youth festivals, Tree plantation festival etc.

- Tree Plantation Drives
- Blood Donation Camps
- Visits to Hospitals
- Awareness Programmes on vital issues like Female Foeticide, Drug Addiction, HIV/AIDS
- Inter college competitions
- Youth Festivals
- Counselling Programme

- Important international days are observed

Human Resource Management

The College has a very effective mechanism for assessing adequate human power requirements, staff recruitment, monitoring and planning professional development programmes for faculty development and obtaining feedback on teachers. Faculty development programmes are organized periodically to update the knowledge base and pedagogical skills of teachers. The institution recruits faculty members and staff as per guidelines provided by the university/state government. Incentives are also given to the staff members. Effective system of appraisal of performance of teachers is there.

- Linkage with local industry and export houses/garment manufacturing units established to provide exposure to our students and help them develop entrepreneurial activities
- Industrial visits organized to provide exposure to manufacturing process

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Head of the institution ensures that adequate information (from feedback and personal contacts etc.) is available for the management in the following ways:

- Gathering information by holding periodical meetings to review the overall progress of the institution through personal interactions with students at both formal and informal level
- Through personal interaction of the Principal with the faculty and non-teaching staff
- Through interaction of the Principal with the parents/guardians
- Through information available in Student feedback forms
- Through reports of Parents meetings organized by various departments

The management and head of the institution are always in interactive mode with each other. The head of institution gets the feedback from various stakeholders, teachers, students, parents, industry, alumnae, and the public with regards to the teaching quality, curriculum, extra-curricular activities and infrastructural requirements and communicates it to the members of the Board of Management.

After thorough discussion and deliberations, the existing facilities and activities of the College are reviewed and decisions are taken for their implementation. The available resources and modalities are also considered thoroughly.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The management encourages and supports involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes:

- By constantly encouraging the teachers to participate in the seminar, present paper in the seminar, write for journals etc.
- By having faculty representatives in the College Board of Management.
- By constituting committees with teacher representatives, which play an important role in planning and implementation of activities in different spheres of institutional functioning
- Infrastructure is provided to the teachers for their ongoing research activities and carrying out their projects.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The college administrative body has made a number of resolutions on academic, administrative, financial and other important matters and adopted resolutions have been properly implemented.

On the basis of the result analysis, the candidates are identified and given special training.

- To obtain NAAC accreditation in the academic year 2015.
- Members approved the report on examination results and congratulated the rank holders

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No, the college has yet to apply or make an attempt for autonomy.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

Grievance Redressal Cell has been established in the college which attends the queries and grievances raised by the stakeholders and they are solved effectively upto their satisfaction whereby promoting a healthy atmosphere in the college.

The grievances/complaints come from the students, teaching and non-teaching staff. The common and individual complaints from the teaching staff are discussed and solved in the Faculty monthly meeting in a healthy manner. Faculty members are also free to express their individual complaints and problems directly to the Principal and Administrator privately. The complaints from the students individually or through the Students' Union are directly brought freely to the notice of the Academic Dean. The complaints from the other stakeholders are promptly attended by the Principal.

Suggestion/ Complaint boxes have been installed in the college campus and hostel in which students put in writing their grievances. Prompt and effective disposal of grievances of various stakeholders is being done by the Grievances Redressal Committee under the guidance of the Principal. The cell finds solutions for problems like, harassment-physical or mental, complaints regarding classroom teaching, grievances relating to hostel and administration.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No, there is no court case whatsoever filed by or against the College.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The institution has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institution. Feedbacks are obtained at the end of every semester from students. Suggestions are always welcomed from the parents also. An exit feedback about the institution covering all the aspects is obtained from the final year students and analysed. The suggestions given by the students are taken into consideration and necessary follow-ups are done. The management is much happy about the feedback because there were no instances of remarkable complaints from the students.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The teachers are encouraged to attend different seminars, conferences, symposium as participant or as resource persons to gather knowledge. The members of the Faculty are also encouraged to attend orientation courses, refreshers courses conducted by the UGC for academic upliftment. The teachers are also encouraged to conduct minor and major research programme.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

At the beginning of every semester a faculty retreat is conducted by the management to train and refresh the teachers in latest information and improvements made in their respective field.

The college has perceived the need for enabling its faculty to use ICT tools to create richer learning environment and also improve curriculum delivery. To address this need the college organizes Computer Literacy Programme for Faculty. The college organizes Computer Literacy Programme for the non-teaching also.

Irrespective of their years of teaching experience, permission is granted for them to pursue their Ph.D. as part-time researchers and they can opt for a six month leave without pay. Service rules are employee friendly and the faculty feels comfortable with them.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The College has a 'self-appraisal system' to evaluate the performance of the faculty annually. The appraisal report of faculty is made by the concerned head of the department on the basis of his/her yearly achievements, discipline, quality etc. and is then submitted to the Core Committee of the College.

Student Feedback form on Teachers also indicates the teacher quality. The feedback form has a well-defined set of questions that help the students to evaluate the teacher on the basis of knowledge base, communication skills and interest generated by the teacher. All the students from each and every class fill this form to help the College assess the teacher performance and take necessary measures. The identities of students are not revealed. Secrecy of this exercise is fully maintained. The Core Committee analyzes the students' reflections and shares it individually.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Performance Appraisal reports analyses the performance of the staff. No compromise is made on quality. The management always play a vital role in the performance appraisal of the staff. The management takes effective decisions and provides the appraisal details to the appropriate stakeholders by incorporating the decisions in the proceedings of the meetings of the Managing Committee to make them aware of the improvements and action plan for further improvement of the institution.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

Realizing that satisfied employee is an asset for the institution and can make the college a productive place, the management has put several welfare measures in place for the teaching as well as Non-Teaching Staff besides the salary package.

1. Leave:

a. Duty Leave:

Duty leave is given, if applicable. Teachers avail duty leave for attending orientation programmes/refresher courses/seminars/conferences/training programmes/workshops as resource person etc. Non-teaching staff avail duty leave for attending staff development programmes.

b. Medical Leave:

- i. Yearly 10 days medical leave are given to all the staff members.
- ii. 45 days maternity leave is provided to its female staff.
- iii. 15 days paternity leave is provided to the male staff.

c. Study Leave:

Study leave not exceeding 3 (three) years at a time is granted only to a confirmed (permanent) teacher.

d. Casual Leave:

Yearly 10 days casual leave is given to all the staff members.

e. Earned Leave:

A non-teaching employee is entitled to earned leave.

2. Medical Reimbursement:

The confirmed employees shall be entitled for Medical reimbursement upto 50% of his/her one basic salary per annum.

3. Employees Provident Fund:

Provision of provident fund is available for all the staff members.

4. Gratuity:

Gratuity benefit is provided after retirement.

5. Other Benefits:

- Fee waiver for children of SMC Staff if admitted at SMC.
- Every year two sets of uniform is given to class IV workers at the college expense.
- Training in the use of computers for Teaching as well as Non-Teaching Staff to motivate them to undertake self- development.
- Twice during the day, tea is offered free for class IV workers and for office staff

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

For attracting & retaining eminent faculty, the institute resorts to following measures:

- Offers UGC pay scale.
- M. Phil and Ph.D. awarded teachers get additional increments as per UGC norms.
- Provides annual increments and promotion grants to the faculty as per UGC norms.
- Provides EPF.
- Good relationships between teachers and the taught.
- Good academic atmosphere.
- Democratic leadership
- Departmental autonomy
- Availability of all sorts of modern facilities.
- Transparency in the system

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The college adopts different mechanism to monitor the effective and efficient use of financial resources. The utilization of financial resources is being monitored by the Accountant, the Bursar and above all prior authentication and authorization of the Principal and the Board of Management. Each purchase is allowed after inviting proper quotation. In some cases, departmental autonomy is given for purchase of items of meagre amount.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The College Management has appointed a regular internal auditor who audits all the income & expenditures of the college. In addition to this the Management has appointed an approved Chartered Accountant to audit the yearly accounts of the college and prepare the annual income & expenditure statement along with Balance Sheet of the college which is duly signed by him.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The College's major sources of funding are as follows:

- The main source of funding to the College is the income from the Students' fees.
- Grant-in-Aid received from State Government.
- Grants received from UGC.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

- The College encourages its faculty to apply for various projects from funding agencies both government and non-governmental organizations.
- Sharing the needs of the college with alumnae and friends of the college for setting up of endowments – for scholarships and lectures
- Writing for grants for specific needs – UGC, HRD, etc.
- Collecting money through sales organised for specific needs.

6.5. Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If ‘yes’, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

Yes. The College has established an Internal Quality Assurance Cell (IQAC) for academic excellence. The IQAC has immensely contributed in the following manner:

- Co-ordinate departmental activities.
- Encourage and co-ordinate co-curricular activities.
- Co-ordinate Academic Calendar.
- Ensure smooth conduct of regular classes.
- Enhance the general and academic discipline in the college.
- Monitor and evaluate students’ performance.
- Evaluate and take corrective measures on feedback.
- The IQAC has started mobilising in-house drive of furthering quality by encouraging UGC approved higher educational activities and even other external agencies programmes. The cell has been motivating the staff to clear UGC-NET exam and to take up minor/major projects and to pursue further studies leading to Doctoral degrees.
- Since its inception, the IQAC has become the pillar for academic excellence. It has enhanced the academic atmosphere in the college by creating a conducive environment for learning and holistic growth of the students and faculty alike.

- b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?**

The Board of Management approves most of the recommendations of IQAC.

- c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

The IQAC has external members in its committee. They often recommend some good suggestions.

- Smart class provision.
- Maternity leave provision.
- Up-gradation and acquisition of library resources- internet and carrel provision.
- Educational exposure trips.

- Transportation facility.
- Safe drinking water facility.
- E-journal facility (INFLIBNET)
- Suggestion box for feedbacks from students.
- Notice board for NAAC activities

d. How do students and alumni contribute to the effective functioning of the IQAC?

Students and Alumni play an important role in the effective functioning of the IQAC. As a mark of respect and gratitude to their alma mater which has shaped and chiselled their personalities, the students and alumni render valuable service to the college by instituting scholarships, delivering lectures on their areas of specialization, giving their valuable suggestions on curriculum designing and other aspects of functioning of the college. The College activities, cultural programs, Seminars, Conferences would not be possible without the students and alumni support.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

IQAC makes a positive communication to make an impact of qualitative improvement of academic atmosphere. This is ensured because all the departments make a whole hearted effort to make it a successful IQAC. The IQAC meetings are conducted three to four times in a year for the planning and implementation of quality enhancement measures and the decisions taken are communicated to the staff and students through in-house meetings of various committees for effective execution.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

- Strategies have been adopted by the College and that is to satisfy the needs of the students from diverse backgrounds including socio-economic backward community complying with all the norms of the Government. *f*
- Mechanisms to adopt Learner-centric education approach, academic planning, improved and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome.
- Mechanism for the upkeep of the infrastructure facilities and promote the optimum use of the same to maintain the quality of academic and other programmes on the campus.

- Mechanism to introduce skill -oriented Vocational Courses, opportunity of higher education to adult earning students to achieve core competencies & develop entrepreneurial approach to face the global requirements successfully
- Mechanism for participation of the students in various cultural and sports activities to foster holistic personality development of students
- Facilitating mechanisms like career and counseling cell, Remedial-coaching Classes for socio-economically backward students, grievance redressal cell and welfare measures to support students.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.

The institution has not provided any training to its staff for effective implementation of the Quality assurance procedures yet. However, the IQAC members are deputed to participate in IQAC related work shops, short term trainings and seminars.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?

Yes, the institution under takes academic audit through

- Academic Calendar.
- Departmental Progress Report.
- Attendance Report.
- Internal Assessment Report.

Outcomes

- Better scheduling of academic activities.
- Effective lesson planning and timely course coverage.
- Improvement in students attendance.
- Effective monitoring of students performances.
- Measurement of annual achievement.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

In the case of the institution the external regulatory authority is the Affiliating University and we make the compliances as per their needs and requirements.

6.5.6. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Continuous review of the teaching-learning process is undertaken in various manners:

- Discussion with the faculty, staff and students
- Students Feedback through “Student Feedback Questionnaire”
- Assessment and review of the performance of the faculty through Annual Performance Appraisal Report and Annual Confidential Report.
- Principal’s interaction with staff and students on monthly basis.

6.5.7. How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The College communicates its quality assurance policies to the various stakeholders like parents, faculty, staff and students through notices, internal memos, meetings, etc. Specifically, the College communicates its quality assurance policies to the parents during orientation programmes, admission interviews, parent-teachers meeting, to the students during orientation programmes and to the staff during staff meetings and other informal interactions.

PTA meeting is another forum to communicate to the parents about the quality policies. The quality assurance policies of the institution are communicated to various external stakeholders through press releases, letters, information brochures, advertisements, newsletters, websites, etc.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENTAL CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Yes, the Institution conducts a Green Audit of its campus and facilities. An eco-friendly club has been established in the college that undertakes and supports independent activities in the general areas of environmental awareness, plantation, pollution, energy-efficiency, waste management, anti-tobacco movement, cleanliness and social works.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

Making the campus eco-friendly is the focal initiative of the college. The initiatives taken up by the college to make the campus eco-friendly are:

1. Plantation
2. Hazardous waste management
3. Cleanliness drive
4. Energy conservation
5. Recycling
6. E-Waste management
7. Proper utilization of waste bin
8. Tobacco Free Zone

7.2 INNOVATIONS

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

1. **Free tuition:** Meritorious students and students falling under BPL are given free tuition.
2. **Discipline Committee:** A special committee on discipline has been instituted under the office of a Convenor, assisted by members from the teaching faculty and the Students' Union. The committee oversees the overall discipline of the college.
3. **Attendance assessment:** Attendance reports of the students are recorded by the concerned class teacher, which is then submitted and maintained through the office of the Academic Dean.
4. **Sports Coaching:** The College provides football coaching for boys and volleyball for girls.
5. **Computer Literacy:** The College provides free computer education to the teaching faculty and also provides a full-fledged course for the degree students.
6. **Seminars/Workshops:** Regular seminars and workshops are conducted for students as well as teachers on Career Guidance, Awareness, Teaching-Learning process, Methodology, etc.
7. **Music course:** The College in order to promote and encourage vocational talent have introduced elementary music course for the degree students.
8. **Audio-visual learning:** The College promotes the utilization of audio-visual methodology to enhance a better prospect in learning.
9. **Mentoring program:** To cater beyond students' academics, the College has a mentor-mentee program. This program allows the mentee to understand his/her goal and what to hope for.
10. **Community Service:** NSS, Red Ribbon, NCC and EU (Evangelical Union) have been instituted in the college for promoting community awareness and students' active involvement in social service.
11. **Extra-curricular activities:** Activities such as literary competition, singing competition, painting competition and sports competition are conducted to promote the spirit of competition among the students.

BEST PRACTICES

TITLE: ENVIRONMENTAL AWARENESS SERVICE

GOAL:

The College has established an eco-friendly club to cater to the needs of environmental awareness. The club is involved in environmental protection services. The club undertakes various activities and services which targets eco-friendliness.

The goals/objectives under this service are:

1. To create a clean and green consciousness among students and the community through various innovative methods
2. To encourage the activity of plantation
3. Management of hazardous waste /recycling
4. To promote pollution free campus
5. To educate the students about the importance of environmental protection
6. To involve students in general and independent environmental activities beyond the college.

THE CONTEXT:

In today's complex and fast changing generation, environmental consciousness seems to be at its minimum. Global warming, deforestation, pollution, waste hazards, and related issues have already begun to threaten the eco-system. Such issues and problems need to be made aware, especially amongst the student community. In reaction to the current realities and emerging environmental trend, the college introduced the eco club to make an effort to bring about an environmental consciousness. An eco-club is beneficial to the college for many reasons. However, if the involvement of the students tends to be few, then it can have a negative impact. An eco-club will help to promote, monitor and operate the environmental activities of the college as long as there is maximum participation from the student and the teaching community. An eco-club is essentially the need of the hour as it establishes a focal point for all environmental activities of the college.

The college gives the eco club all responsibility pertaining to environmental awareness programs. It also entitles the final semester as its permanent members whose membership is mandatory.

THE PRACTICE:

The eco club is an independent body that takes responsibility to keep the campus eco-friendly and clean. The club comprises of the advisory board, the office of the Chairman, 5 (five) elected members, final semester and the enrolled members. The advisory board comprises the teachers who are nominated by the college. The advisory board elects the Chairman and the other 5 (five) members of the club. The enrolment of the general students is purely on voluntary basis. However, membership of the final semester is permanent and compulsory.

1. One of the major initiatives taken up by the club is plantation. The club organises plantation programs and have contributed varieties of green plants to the college.

2. For keeping the campus clean, the members of the club are divided into groups and each group is allocated areas for maintenance.
3. The club organizes weekly social works.
4. Programs and activities involving environmental awareness are conducted by the club during such occasions as Earth Day and World Environment Day. Plantation drive, poster campaigning and workshops are some activities undertaken by the club.
5. The club maintains a park and a garden within the campus.
6. The club initiated the construction of waste bins for all the classrooms and the surroundings.
7. The eco club erected sign boards within the campus to mark its Anti Tobacco campaign.
8. The assessment and the impact of the club are published through its bi-monthly newsletter.

Environmental education is an important subject tool for inculcating and imparting awareness to the younger generation. With high rate of deforestation, increasing global heat, expanding population, pollution and the likes, educational institutions need to make environmental education a part of its curriculum. This will make the students conscious about the environment and help them to develop the sense of community service.

EVIDENCE OF SUCCESS:

The establishment of the Eco club has proven to be effective and successful in promoting awareness to the students and the college in general. Active students' participation along with teachers' devotion has brought about a revolution towards the concept of environmental awareness. One major focus of the club is cleanliness of the campus. With the initiative of the club, all the classrooms have a proper waste bin and implements for cleaning. Classrooms are well maintained, neat and eco-friendly. Relating to one of the club's main objective, the campus now has more trees and over 200 green plants through its plantation programs. The club is allotted two areas within the campus to be maintained as park and garden area. The club in one of its awareness activity successfully conducted a poster campaign which saw the participation of all the club members. With this initiative by the eco club, the college is able to cater to the needs of environmental sustainability and develop a sense of awareness to the students. The college now manages hazardous waste, promotes the culture of plantation, and creates more activities and programs on environmental issues. The club also launched a bimonthly newsletter that keeps an update of its impact and success.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

Some of the problems faced by the club are:

1. Inadequacy of funds
2. Lack of support from the local bodies
3. Minimum participation of the teachers

The resources required by the club for implementing its activities are:

1. Financial assistance
2. More participating members from the student community
3. Well-trained and dedicated advisory board
4. Well-equipped tools and implements
5. A room for office and a storeroom.

BEST PRACTICE

TITLE: MENTORING PROGRAM

GOAL:

The objective of the mentoring programme is to maximize a close and efficient relationship between the mentor and the mentee. by doing so, the students are given a wider opportunity to be more open and focused. The college initiated this programme in order to know in depth the students' progression in academics as well as counsel them in their needs.

THE CONTEXT:

There are numerous problems relating to students, which have created a negative impact making them stressful and emotionally detached. Such condition may lead the students to make unfortunate and wrong decisions. At this point of time, the students require an upliftment in their confidence to overcome and share their problems. The mentor-mentee program is one such platform where the students get an opportunity to seek personal counselling and guidance from the mentors. in a regular classroom, there are times when a teacher may not be able to locate the personal need of a particular student. However, through the mentoring program, a particular teacher is allotted a group of student allowing a better and closer face to face interaction. This mentor mentee program facilitates the students in their decision making and choosing the right path.

THE PRACTICE:

The practice of mentoring begins with a view of establishing an effective mentor mentee system. At the beginning of the academic session, the students of the first semester are divided into groups based on the teacher-student ratio. Each teacher is allotted a group to be taken care of. a group consists of around 9-10 students or on the criteria of teacher-student ratio. Mentoring being a requirement for the students, the college makes sure that every teacher is confined to a group. The

mentor maintains all the personal information of the student in the record file. The college utilizes two days of the week (Tuesday and Thursday) for a general sitting of the mentors with their mentees. However, the students can meet the mentor anytime whenever they wish for. During the mentoring session, priority is given to the students having inability to speak out and share their problems. The underlying problems of the students in their academics, personal, classroom, career, decision making, etc. are some of the areas of discussion. This mentoring program is an important activity as it makes the student more confident and comfortable.

Limitations:

- The mentor has to be well trained to counsel the students
- Timidity of the students may cause limited interaction between the mentor and the mentee
- Average response of the students

EVIDENCE OF SUCCESS:

The mentoring program has created a positive impact to the students who are facing issues and related problems. There are evidences in the progress of the students through this program. Academically the students have improved in their performances. Active participation in various college activities is one end result of the mentoring program. The students now come forward to share and interact with the teachers often. This program has created a platform even for those students not willing to share their personal grievances. This program has also developed the teachers' responsibility towards the students. Classroom attendance have progressed and there evidences of students participation in classroom discussions. All these positive impact highlights the importance and need of mentoring program in all educational institutions.

PROBLEMS ENCOUNTERED:

- Lack of training by professionals in counselling
- Timidity and poor participation of the students
- Inadequate communication from the parents
- Lack of recreational and related activities

RESOURCES REQUIRED:

- a professional counsellor to train the mentors
- recreational facilities

8. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department: **ECONOMICS**
2. Year of Establishment: 1996
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): U.G
4. Names of Interdisciplinary courses and the departments/units involved: B.A. ECONOMICS (PASS COURSE)
5. Annual/ semester/choice based credit system (programme wise): SEMESTER
6. Participation of the department in the courses offered by other departments: NONE
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NONE
8. Details of courses/programmes discontinued (if any) with reason: NONE
9. Number of teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D. Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years

R.B. SRIKANTH	MA. M. Phil. B. Ed	Asst. Prof	Agricultural Economics	17	-----
AOSANEN JAMIR	M.A	Asst. Prof	-----	02	-----

11. List of senior visiting faculty: NONE
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: NONE
13. Student -Teacher Ratio (programme wise)

Class	Ratio
B.A. 1 st Sem	15:1
B.A. 3 rd Sem	18:1
B.A. 5 th Sem	5:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NONE
15. Qualifications of teaching faculty with D. Sc/ D. Litt./ Ph. D/ MPhil / PG.: M. Phil=1. P.G=02
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NONE
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: NONE
18. Research Centre /facility recognized by the University: NONE
19. Publications: NONE

- ▶ Publication per faculty
- ▶ Number of papers published in peer reviewed journal (national /International) by faculty and students
- ▶ Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- ▶ Monographs
- ▶ Chapter in Books
- ▶ Books Edited
- ▶ Books with ISBN/ISSN numbers with details of publishers

- ▶ Citation Index
- ▶ SNIP
- ▶ SJR
- ▶ Impact factor
- ▶ h-index

20. Areas of consultancy and income generated: NONE

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....: NONE

22. Student projects: NONE

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: NONE

24. List of eminent academicians and scientists / visitors to the department: NONE

25. Seminars/ Conferences/Workshops organized & the source of funding a) National

c) International: NONE

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. 1 st Sem	15	15	07	08	
B.A. 3 rd Sem	18	18	16	02	
B.A. 5 th Sem	05	05	05	---	

*M = Male *F = Female

27. Diversity of Student

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. 1 st Sem	80%	20%	
B.A. 3 rd sem	94.45%	5.55%	
B.A. 5 th Sem	80%	20%	

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: Data collection in process

29. Student progression: Data collection in process

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
▶ Campus selection	
▶ Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities
 - a) Library: YES
 - b) Internet facilities for Staff & Students: YES
 - c) Class rooms with ICT facility : YES
 - d) Laboratories: N.A
31. Number of students receiving financial assistance from college, university, government or other agencies: One meritorious student receives financial assistance from the college and all students belonging to S.T. category receive post-matric scholarship from the state govt.
32. Details on student enrichment programmes (special lectures/workshops /seminar) with external experts: NONE
33. Teaching methods adopted to improve student learning: Lecture method, use of ICT, and discussion method.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students participate in plantation drive through the Eco-club, blood donation drive through RRC, and community service through the NSS.
35. SWOC analysis of the department and Future plans.

S - Determination to develop the potentialities and understand the concept of the subject.

W - Failure to attract more students to opt for Economics as a subject.

O - To visit industries and attend seminars.

C - To conduct programs on subject related matters.

FUTURE PLANS:

- Introduction of Economics as an Honours paper.

- Recruitment of more teaching faculty
- Involvement of students in mini-research projects.

8. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department: **ENGLISH**
2. Year of Establishment: 1996
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph. D., etc.): U.G
4. Names of Interdisciplinary courses and the departments/units involved: B.A Eng(Gen), B.A Eng (Hons) & Alt. Eng
5. Annual/ semester/choice based credit system (programme wise): SEMESTER
6. Participation of the department in the courses offered by other departments: NONE
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NONE
8. Details of courses/programmes discontinued (if any) with reason: NONE
9. Number of teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	06	06

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the

					last 4 years
Mr. JOHN ZARENCH	M.A	Asst. Prof	-----	13	N.A
Ms. ZUCHANO	M.A	Asst. Prof	-----	11	N.A
Ms. ALILA	M.A	Asst. Prof	-----	05	N.A
Mr. YANGER	M.A	Asst. Prof	-----	04	N.A
Ms. TIASENLA	M.A	Asst. Prof	-----	01	N.A
Ms. ASENLA YANGER	M.A(Geography) M.A(English) B.Ed. PGCCIES	Asst. Prof	-----	New Recruit	N.A

11. List of senior visiting faculty: NONE
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: NONE
13. Student -Teacher Ratio (programme wise)

CLASS	GEN	HONS
B.A. 1 st SEM	68:1	17:1
B.A. 3 rd SEM	55:1	20:1
B.A. 5 th SEM	N.A	11:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NONE
15. Qualifications of teaching faculty with DSc/ D. Litt/ Ph. D/ MPhil / PG.: PG=06
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NONE
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: NONE

18. Research Centre /facility recognized by the University: NONE
19. Publications: NONE
 - ▶ Publication per faculty
 - ▶ Number of papers published in peer reviewed journal (national /International) by faculty and students
 - ▶ Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - ▶ Monographs
 - ▶ Chapter in Books
 - ▶ Books Edited
 - ▶ Books with ISBN/ISSN numbers with details of publishers
 - ▶ Citation Index
 - ▶ SNIP
 - ▶ SJR
 - ▶ Impact factor
 - ▶ h-index
20. Areas of consultancy and income generated: NONE
21. Faculty as members in
 - a). National committees b) International Committees c) Editorial Boards....
Most English teachers are members of Editorial Boards of college magazines and newsletters.
22. Student projects
 - a). Percentage of students who have done in-house projects including inter departmental/programme: NONE
 - b). Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: NONE
23. Awards / Recognitions received by faculty and students: NONE
24. List of eminent academicians and scientists / visitors to the department: NONE
25. Seminars/ Conferences/Workshops organized & the source of funding
 - a) National
 - b). International: NONE

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. 1 st Sem (Gen)	188	188	148	40	
B.A. 1 st Sem (Hons)	30	17	10	07	
B.A. 3 rd Sem (Gen)	166	166	107	59	
B.A. 3 rd Sem (Hons)	20	20	10	10	
B.A. 5 th Sem (Hons)	11	11	06	05	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA. 1 st SEM	100%	-----	-----
B.A 3 rd SEM	100%	-----	-----
B.A 5 th SEM	100%	-----	-----

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: Data collection in the process

29. Student progression

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	

▶ Campus selection	
▶ Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a. Library: YES
- b. Internet facilities for Staff & Students: YES
- c. Class rooms with ICT facility : YES d) Laboratories: N.A

31. Number of students receiving financial assistance from college, university, government or other agencies: All students belonging to S.T. category receive post-matric scholarship from the state govt.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: NONE

33. Teaching methods adopted to improve student learning: Use of ICT, lecture method, Assignments etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Students participate in plantation drive through the Eco-club, blood donation drive through RRC, and community service through the NSS.

35. SWOC analysis of the department and Future plans.

- ✓ **S:** Very dedicated and committed teachers
- ✓ **W:** No teacher in the Dept. has passed NET. No Ph.d. Holders
- ✓ **O:** To organize state/national level seminars/workshops
- ✓ **C:** To do more in Research activities

FUTURE PLANS:

- ✓ To introduce Functional English as an Elective subject
- ✓ Introduction of “Creative Writing Club”

8. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department: **EDUCATION**
2. Year of Establishment: 1996
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): U.G
4. Names of Interdisciplinary courses and the departments/units involved: B.A. GENERAL. B.A. HONOURS
5. Annual/ semester/choice based credit system (programme wise): SEMESTER
6. Participation of the department in the courses offered by other departments: NONE
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NONE
8. Details of courses/programmes discontinued (if any) with reason: NONE
9. Number of teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	04	03

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ms. NAROLA JAMIR	M.A	Asst. Prof	Abnormal Psychology	12	N.A
Ms. LIMANARO	M.A. NET	Asst. Prof	-----	05	N.A
Ms. SATEMMENLA	M.A.B. Ed	Asst. Prof	-----	02	N.A

11. List of senior visiting faculty: NONE
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: NONE
13. Student -Teacher Ratio (programme wise)

CLASS	GENERAL	HONOURS
B.A. 1 st Sem	71:1	12:1
B.A. 3 rd Sem	68:1	10:1
B.A.5 th Sem	79:1	2:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NONE
15. Qualifications of teaching faculty with DSc/ D. Litt/ Ph. D/ MPhil / PG.: P.G=03
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NONE
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: NONE
18. Research Centre /facility recognized by the University: NONE
19. Publications: NONE
 - ▶ Publication per faculty
 - ▶ Number of papers published in peer reviewed journal (national /International) by faculty and students
 - ▶ Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - ▶ Monographs
 - ▶ Chapter in Books
 - ▶ Books Edited
 - ▶ Books with ISBN/ISSN numbers with details of publishers
 - ▶ Citation Index
 - ▶ SNIP
 - ▶ SJR
 - ▶ Impact factor
 - ▶ h-index
20. Areas of consultancy and income generated: NONE
21. Faculty as members in
 - a). National committees b) International Committees c) Editorial Boards....: NONE
22. Student projects: NONE

- a. Percentage of students who have done in-house projects including inter departmental/programme
 - b. Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students: NONE
24. List of eminent academicians and scientists / visitors to the department: NONE
25. Seminars/ Conferences/Workshops organized & the source of funding a) National
b. International: NONE
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. 1 st Sem. (Gen)	142	142	117	25	
B.A. 1 st Sem (Hons)	12	12	08	04	
B.A. 3 rd Sem (Gen)	136	136	90	46	
B.A. 3 rd Sem (Hons)	10	10	06	04	
B.A. 5 th Sem (Gen)	79	79	60	19	
B.A. 5 th Sem (Hons)	03	02	02	---	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A.1 st Sem	100%	-----	-----
B.A. 3 rd Sem	100%	-----	-----
B.A.5 th Sem	97.5%	-----	2.5%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? Data collection in process

29. Student progression: Data collection in process

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	

Employed	
<ul style="list-style-type: none"> ▶ Campus selection ▶ Other than campus recruitment 	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities
 - a. Library: YES
 - b. Internet facilities for Staff & Students: YES
 - c. Class rooms with ICT facility: YES
 - d) Laboratories: NO
31. Number of students receiving financial assistance from college, university, government or other agencies: 14 students get financial assistance from the college and all students belonging to S.T category receive post-matric scholarship from the state govt.
32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: seminar on “career guidance and leadership” was conducted on April 2015.
33. Teaching methods adopted to improve student learning: use of audio-visual aids, and teacher exchange program has benefited the students.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students participate in plantation drive through the Eco-club, blood donation camp through RRC and community service through NSS.
35. SWOC analysis of the department and Future plans.
 - S -** Dedicated and qualified teachers, good co-operation and team spirit, have produced University toppers during the last 4 years.
 - W -** Books related to the subject matter are not readily available. Teacher-Student ratio is in excess which at times result in difficult class room management. No Ph. D. in the department.
 - O -** Use of audio-visual aids helps in effective teaching. Internet facilities are readily available for students and teachers. Library facilities.
 - C -** To avail Ph. D degree. To organize workshops and seminars.

Future plans:

- More faculty
- Conduct seminars and organize field trips

8. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department: **HISTORY**
2. Year of Establishment: 1996
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: B.A (Gen) & B.A.(Hons)
5. Annual/ semester/choice based credit system (programme wise): SEMESTER
6. Participation of the department in the courses offered by other departments: NONE
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NONE
8. Details of courses/programmes discontinued (if any) with reason: NONE
9. Number of teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	05	05

10. Faculty profile with name, qualification, designation, specialization, (D. Sc./D. Litt./Ph. D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ms. SENJANO	M.A	Asst. Prof		18	N.A

Mr. THANGKHOKAI GANGTE	M.A. NET	Asst. Prof	Ancient Indian History	15	N.A
Ms. ASUNGLA	M.A. NET	Asst. Prof	-----	08	N.A
Ms. VILIKA	M.A. B. Ed	Asst. Prof	-----	08	N.A
Ms. AKALA	M.A	Asst. prof	-----	07	N.A

11. List of senior visiting faculty: NONE
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: NONE
13. Student -Teacher Ratio (programme wise)

CLASS	GENERAL	HONS
B.A. 1 st SEM	56:1	11:1
B.A. 3 rd SEM	56:1	11:1
B.A 5 th SEM	51:1	4:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NONE
15. Qualifications of teaching faculty with D Sc/ D. Litt/ Ph. D/ MPhil / PG.: P.G=05
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NONE
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: NONE
18. Research Centre /facility recognized by the University: NONE
19. Publications:
 - ▶ Publication per faculty
 - ▶ Number of papers published in peer reviewed journal (national /International) by faculty and students
 - ▶ Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - ▶ Monographs
 - ▶ Chapter in Books
 - ▶ Books Edited

- ▶ Books with ISBN/ISSN numbers with details of publishers
- ▶ Citation Index
- ▶ SNIP
- ▶ SJR
- ▶ Impact factor
- ▶ h-index

PUBLICATIONS:

1. THANGKHOKAI GANGTE

- (i) Traditional Marriage of Kuki Tribe – Nagaland Women Commission (Nagaland State)
- (ii) Origin of the Kuki people- SCERT (NAGALAND STATE)
- (iii) National seminar on “Strategies for knowledge and skill Development in the present educational system; North east perspective” Sub-theme- environment protection in North east India.- PROCEEDINGS OF NATIONAL SEMINAR, DIBRUGARH UNIVERSITY.
- (iv) Political History of Kuki tribe in Nagaland.- Souvenir state level celebration “MINKUT”

20. Areas of consultancy and income generated: NONE

21. Faculty as members in

- a. National committees b) International Committees c) Editorial Boards.... NONE

22. Student projects: NONE

- a. Percentage of students who have done in-house projects including inter departmental/programme
- b. Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: NONE

24. List of eminent academicians and scientists / visitors to the department: NONE

25. Seminars/ Conferences/Workshops organized & the source of funding a) National
b. International: NONE

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

B.A. 1 st Sem. Gen	172	172	143	29	
B.A. 1 st Sem. Hons	11	11	09	02	
B.A. 3 rd Sem. Gen	170	170	118	52	
B.A. 3 rd Sem. Hons	11	11	08	03	
B.A. 5 th Sem. Gen	102	102	80	22	
B.A. 5 th Sem. Hons	04	04	04	-	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. 1 st Sem	100%	-----	-----
B.A. 3 rd Sem	100%	-----	-----
B.A. 5 th Sem	100%	-----	-----

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:Data collection in process

29. Student progression: Data collection in process

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
▶ Campus selection	
▶ Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities
- a. Library: YES
 - b. Internet facilities for Staff & Students: YES
 - c. Class rooms with ICT facility: YES
 - d. Laboratories: N.A
31. Number of students receiving financial assistance from college, university, government or other agencies: All students belonging to S.T. category receive post-matric scholarship from the state govt.
32. Details on student enrichment programmes (special lectures/workshops /seminar) with external experts: NONE
33. Teaching methods adopted to improve student learning: Lecture method, discussions, home assignments, paper presentations, ICT, Feedbacks etc.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students participate in plantation drive through the Eco-club, blood donation drive through RRC, and community service through the NSS.
35. SWOC analysis of the department and Future plans.
- S -** Experienced and qualified faculty. Co-operation and team work.
 - W -** Books for consultation are not easily available in the market.
 - O -** Teachers are mentors. Students are given encouragement to present their views and opinions. Seminars and counseling is provided. Creative writing is encouraged. All round support is provided to the teachers.
 - C -** Teachers should involve in research programmes and pursue doctoral degrees. Involve in publications area.

FUTURE PLANS:

- (1) To conduct seminar on Research Methodology
- (2) Field Study

8. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department: **SOCIOLOGY**
2. Year of Establishment: 1999
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved: B.A. General, B.A Honours
5. Annual/ semester/choice based credit system (programme wise): Semester
6. Participation of the department in the courses offered by other departments: None
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: None
8. Details of courses/programmes discontinued (if any) with reason: None
9. Number of teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	04	03

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	NO. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ms. BENDANGNARO	M.A	Asst. Prof	-----	16	N.A
Mr. MHONTHUNG	M.A	Asst. Prof	-----	10	N.A
Mr. WABONGTOSHI	M.A	Asst. Prof	-----	05	N.A

11. List of senior visiting faculty: None
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: None
13. Student -Teacher Ratio (programme wise)

CLASS	GENERAL	HONOURS	
B.A 1 st Sem	81:1	08:1	
B.A 3 rd Sem	73:1	05:1	
B.A 5 th Sem	40:1	07:1	

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: None
15. Qualifications of teaching faculty with DSc/ D. Litt/ Ph. D/ MPhil / PG.: P.G=03
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: None
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: None
18. Research Centre /facility recognized by the University: None
19. Publications: None
 - ▶ Publication per faculty
 - ▶ Number of papers published in peer reviewed journal (national /International) by faculty and students
 - ▶ Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - ▶ Monographs
 - ▶ Chapter in Books
 - ▶ Books Edited
 - ▶ Books with ISBN/ISSN numbers with details of publishers
 - ▶ Citation Index
 - ▶ SNIP
 - ▶ SJR
 - ▶ Impact factor
 - ▶ h-index
20. Areas of consultancy and income generated: None

21. Faculty as members in
 a) National committees b) International Committees c) Editorial Boards....
- One faculty inducted as member of the Board of Under Graduate Studies in Sociology, under Nagaland University.
22. Student projects
 a) Percentage of students who have done in-house projects including inter departmental/programme
 b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

COURSE NO	NO. OF STUDENTS	%
SOC 606 (6 th SEM)	07	100%

23. Awards / Recognitions received by faculty and students: None
24. List of eminent academicians and scientists / visitors to the department: None
25. Seminars/ Conferences/Workshops organized & the source of funding a) National
 b) International: None
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. 1 st Sem (Gen)	88	88	70	8	
B.A. 1 st Sem (Hons)	10	08	04	03	
B.A. 3 rd Sem (Gen)	73	73	42		
B.A. 3 rd Sem (Hons)	05	05			
B.A. 5 th Sem (Gen)	40	40			
B.A. 5 th Sem (Hons)	07	07			

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. 1 st Sem	100%	-----	-----
B.A. 3 rd Sem	100%	-----	-----
B.A. 5 th Sem	97.5%	-----	2.5%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: Data collection in process
29. Student progression: Data collection in process

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed ▶ Campus selection ▶ Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities
- Library: YES
 - Internet facilities for Staff & Students: YES
 - Class rooms with ICT facility: YES
 - Laboratories: N.A
31. Number of students receiving financial assistance from college, university, government or other agencies: All students belonging to S.T avail of Post-Matric scholarship from the state govt.
32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: None
33. Teaching methods adopted to improve student learning: Class Room lecture, Discussions and project works.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Plantation drive by Eco club, Blood Donation Camp by RRC, cleanliness drive by NSS.
35. SWOC analysis of the department and Future plans.
- S - Good management, Excellent Academic results and proper co-ordination**
- W - Need to focus more on the Applied and research related courses.**
- O - Paper publication and Research programs**
- C - Enroll more students and bring out maximum paper publication.**

Future Plans:

1. To initiate State/National Seminars and workshops
2. Take up applied courses of Sociology relating to current issues of interest
3. To put more emphasis on field based studies

8. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department: **POLITICAL SCIENCE**
2. Year of Establishment: 1996
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): U.G
4. Names of Interdisciplinary courses and the departments/units involved: B.A. GEN. & HONS
5. Annual/ semester/choice based credit system (programme wise): SEMESTER
6. Participation of the department in the courses offered by other departments: NONE
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NONE
8. Details of courses/programmes discontinued (if any) with reason: NONE
9. Number of teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	05	05

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. SIMON ANGAMI	M.A	Asst. Prof		20	N.A
Mr. MOATEMSU	M.A	Asst. Prof		20	N.A
Ms. PRANATI DAS	M.A	Asst. Prof		12	N.A
Ms. TIAJUNGLA	M.A	Asst. Prof		05	N.A
Mr. REPATSUBA	M.A. M.Phil	Asst. Prof		02	N.A

11. List of senior visiting faculty: NONE
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: NONE
13. Student -Teacher Ratio (programme wise)

CLASS	GEN	HONS
B.A. 1 st SEM	51:1	25:1
B.A. 3 rd SEM	52:1	27:1
B.A. 5 th SEM	32:1	07:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NONE
15. Qualifications of teaching faculty with DSc/ D. Litt/ Ph. D/ MPhil / PG.: P.G=05. M. Phil=01
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NONE
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: NONE
18. Research Centre /facility recognized by the University: NONE
19. Publications: NONE
 - ▶ Publication per faculty
 - ▶ Number of papers published in peer reviewed journal (national /International) by faculty and students
 - ▶ Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - ▶ Monographs
 - ▶ Chapter in Books
 - ▶ Books Edited
 - ▶ Books with ISBN/ISSN numbers with details of publishers
 - ▶ Citation Index
 - ▶ SNIP
 - ▶ SJR
 - ▶ Impact factor
 - ▶ h-index

20. Areas of consultancy and income generated: NONE
21. Faculty as members in
 - a) National committees b) International Committees c) Editorial Boards....: NONE
22. Student projects: NONE
 - a) Percentage of students who have done in-house projects including inter departmental/programme
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students: NONE
24. List of eminent academicians and scientists / visitors to the department: NONE
25. Seminars/ Conferences/Workshops organized & the source of funding
 - a) National
 - b) International: NONE
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. 1 st SEM GEN	155	155	126	29	
B.A. 1 st SEM. HONS	25	25	22	03	
B.A. 3 rd SEM .GEN	163	163	121	42	
B.A. 3 rd SEM .HONS	27	27	21	06	
B.A. 5 th SEM. GEN	97	97	81	16	
B.A. 5 th SEM. HONS	07	07	07	--	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. 1 st Sem	98%	02%	
B.A. 3 rd Sem	98%	02%	
B.A. 5 th Sem	97%	02%	01%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? Data collection in process

29. Student progression: Data collection in process

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
▶ Campus selection	
▶ Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a) Library: YES
- b) Internet facilities for Staff & Students: YES
- c) Class rooms with ICT facility: YES
- d) Laboratories: N.A

31. Number of students receiving financial assistance from college, university, government or other agencies: All students belonging to S.T. category receive post-matric scholarship from the state govt.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: NONE

33. Teaching methods adopted to improve student learning: Use of ICT, lecture method, discussion method, assignments etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students participate in plantation drive through the Eco-club, blood donation drive through RRC, and community service through the NSS.

35. SWOC analysis of the department and Future plans.

- S** - Qualified and senior/experienced faculty.
- W** - Lacking in research activities
- O** - Attend and organize seminars/workshops
- C** - Pursue doctoral degrees

FUTURE PLANS:

- 1. To form a STUDY CLUB
- 2. To acquire more books in the library
- 3. Regular use of ICT
- 4. To arrange field trips

NAGALAND

Headquarters : Lumami



0370 - 2290331 / 2290488
 Fax - 0370 - 290248
 E-mail : nagalanduniversity@yahoo.co.in
 Gram : Nagvanshi

UNIVERSITY

Camp : Kohima - 797001

No. NU/AC/C-30/95- 3140

Dated 6th Dec. 2005

To,

The Principal,
 Sakus Mission College,
 Dimapur.

Sub:- Permanent Affiliation

Sir,

On the Subject cited above, I am directed to inform you that the Affiliation Committee Meeting which was held on 30th Nov. 2005 has recommended Permanent Affiliation to your College in the following subject:

B.A (Gen) : English, History, Education, Economics Political Science & Sociology.
 B.A (Hons) : History, English, Political Science and Education

This is for favour of information and necessary action.

Yours faithfully,

(TONGPANG AO) *T/A*
 Deputy Registrar (Acad.)

Copy to:-

1. The P.S. to Registrar for information of the Registrar, Nagaland University, Kohima.
2. The Deputy Registrar (Exams.), Nagaland University, Kohima.
3. Office copy.

[Signature]
 Principal
 Sakus Mission College

(TONGPANG AO)
 Deputy Registrar (Acad.)

ANNEXURE-II

132346591, 23232701, 23237721, 23234116
23239732, 23232317, 23236736, 23239437

www.ugc.ac.in



उच्च शिक्षण विभाग

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. 8-267/2006 (CPP-I)

June, 2007

The Registrar,
Nagaland University,
Lumani,
Kohima-797 001.

**Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956.
Inclusion of New Colleges.**

Sir,

I am directed to refer to the letter dated nil received from the College on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Sakus Mission College (Arts), Post Box # 216, Duncan, Dimapur-797 112 (Nagaland) (On permanent affiliation)	1996	The College is eligible to receive central assistance in terms of the Rules framed under Section 12-b of the U.G.C Act, 1995.

The documents submitted in respect of the above College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy to:-

1. The Principal, Sakus Mission College (Arts), Post Box # 216, Duncan Dimapur-797 112 (Nagaland).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Commissioner Secretary, Higher Education, Nagaland, Kohima.
4. The Deputy Secretary, UGC, North-Eastern Regional Office, 3rd Floor, House FED Rental Block-5, Beltola-Basistha Road, Dispur, Guwahati-781 006 (Assam).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer, FD-III Section, UGC, New Delhi.
7. All Sections, UGC, New Delhi.
8. Guard file.

Principal
Sakus Mission College

(Mrs. Urmil Gulati)
Under Secretary



SUKANTA DEY & ASSOCIATES
Chartered Accountants

DCM Apartment, West Yard Colony
Dimapur – 797112 (Nagaland)
☎ 09435176326, 09436013659
E-mail I.D – Sukantadeyassociates@yahoo.co.in

AUDITORS' REPORT

We have examined the annexed Balance Sheet of **SAKUS MISSION COLLEGE SOCIETY**, Dimapur – 797112, Nagaland as on 31st March, 2012 and the Income and Expenditure Account and the Receipts & Payments Account for the year ended on that date with the books of account and other records produced before us and report that, to the best of our information and according to the explanations given to us, the annexed Balance Sheet, Income & Expenditure Account and the Receipts & Payments Account are in agreement with the said records.

Place : DIMAPUR

Date : 13/05/2013



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

(SUKANTA DEY)
Proprietor
M. No. : 056743



SAKUS MISSION COLLEGE SOCIETY

DIMAPUR - 797112 : NAGALAND

BALANCE SHEET AS ON 31ST MARCH, 2012

LIABILITIES	AMOUNT(Rs.)	AMOUNT(Rs.)	ASSETS	AMOUNT(Rs.)	AMOUNT(Rs.)
<u>CAPITAL FUND</u>			<u>FIXED ASSETS</u>		
As per last A/c	22543151.93		Land [at cost]		1900000.00
Add: Surplus for the year	<u>2696037.00</u>	25239188.93	College Building [As per last A/c.]		17534777.00
<u>RESERVE FUND</u>			Women Hostel Building [As per last A/c.]		10448512.00
Donation & Contribution		100000.00	Utensils, Kitchenette, Furniture		
Grant in Aid from UGC for			& Fixtures	238708.00	
Construction of Women Hostel		6000000.00	Less: Dep. @ 10%	<u>23871.00</u>	214837.00
College Development		350000.00	Vehicle (TATA SUMO)	113145.00	
<u>CURRENT LIABILITIES & PROVISIONS</u>			Less: Dep. @ 15%	<u>16972.00</u>	96173.00
Salaries outstanding		166700.00	Sports materials and		
Audit fee payable		9000.00	Library Books	641618.00	
			Add: Books & Journals	<u>0.00</u>	
				641618.00	
			Less: Dep. @ 10%	<u>64162.00</u>	577456.00
			Computer with Peripherals	6415.00	
			Less: Dep. 25%	<u>1604.00</u>	4811.00
			LCD Projector & Screen	39312.00	
			Less: Dep. @ 15%	<u>5897.00</u>	33415.00
			LAPTOP	39312.00	
			Less: Dep. @ 15%	<u>5897.00</u>	33415.00
			<u>CURRENT ASSETS, LOANS & ADVANCES</u>		
			Cash in hand & at Bank		1021492.93
			[As certified by the Management]		
TOTAL		31864888.93	TOTAL		31864888.93

As per our report of even date attached.

Place : Dimapur,
Date : 13/05/2013



For SUKANTA DEY & ASSOCIATES
Chartered Accountants
Self Study

(SUKANTA DEY)
Proprietor
M. No. : 056743



SAKUS MISSION COLLEGE SOCIETY

DIMAPUR - 797112 : NAGALAND

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED AS ON 31ST MARCH, 2012

EXPENDITURE	Amount(Rs)	INCOME	Amount(Rs)
To,		By,	
Staff salaries [teaching & non-teaching]	4269300.00	Admission & Tuition fees	8333910.00
Rent	360000.00	Hostel Admission & Mess fees	1612120.00
Postage, printing & stationeries	209886.00	Uniform fee	602400.00
Telephone, fax & internet charges	79098.00	Examination fee collection	788920.00
Travelling & conveyance	156780.00	Registration & Enrolment fee	89300.00
Water & electricity	211332.00	Scholarship / Stipend	3490700.00
Uniform expenses	623450.00	Grant - in -Aid (DHE, Kohima)	375000.00
Scholarship / Stipend	3490700.00	Grant-in-Aid from UGC	
Hostel maintenance	1311345.00	for Conducting Seminar/Workshop/	
Examination expenses	587960.00	Conferences	112000.00
Games & sports expenses	113456.00	Donation & contribution from	
Refreshment & staff welfare	134578.00	Members & well-wishers	689300.00
Student union & welfare expenses	143210.00	Miscellaneous receipts [including	
Function, expenses	587213.00	bank interest etc.]	101423.00
NSS	86750.00		
Audit fee & expenses	9000.00		
Repairs & maintenance	412358.00		
Utilities & consumables	89125.00		
Seminar/Workshop/Conference			
[As per utilisation report]	248310.00		
Miscellaneous expenses	256782.00		
Depreciation	118403.00		
Surplus transferred to Balance Sheet	2696037.00		
TOTAL	16195073.00	TOTAL	16195073.00

Place : Dimapur

Date : 13/05/2013



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

Sukanta Dey
(SUKANTA DEY)
Proprietor
M. No. : 056743



SAKUS MISSION COLLEGE SOCIETY

DIMAPUR - 797112 : NAGALAND

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED AS ON 31ST MARCH, 2012

RECEIPTS	Amount(Rs)	PAYMENTS	Amount(Rs)
To,		By,	
Opening Balance	1026930.93	Staff salaries [teaching & non-teaching]	4252800.00
Admission & Tuition fees	8333910.00	Rent	360000.00
Hostel Admission & Mess fees	1612120.00	Postage, printing & stationeries	209886.00
Uniform fee	602400.00	Telephone, fax & internet charges	79098.00
Examination fee collection	788920.00	Travelling & conveyance	156780.00
Registration & Enrolment fee	89300.00	Water & electricity	211332.00
Scholarship / Stipend	3490700.00	Uniform expenses	623450.00
Grant - in -Aid (DHE, Kohima)	375000.00	Scholarship / Stipend	3490700.00
Grant-in-Aid from UGC		Hostel maintenance	1311345.00
for Conducting Seminar/Workshop/		Examination expenses	587960.00
Conferences	112000.00	Games & sports expenses	113456.00
for Women's Hostel	2000000.00	Refreshment & staff welfare	134578.00
Donation & contribution from		Student union & welfare expenses	143210.00
Members & well-wishers	689300.00	Function expenses	587213.00
Miscellaneous receipts [including		NSS	86750.00
bank interest etc.]	101423.00	Audit fee & expenses	8500.00
		Repairs & maintenance	412358.00
		Utilities & consumables	89125.00
		Seminar/Workshop/Conference	
		[As per utilisation report]	248310.00
		Const. of women hostel	4836878.00
		Miscellaneous expenses	256782.00
		Closing Balance	1021492.93
TOTAL	19222003.93	TOTAL	19222003.93

Place : Dimapur
Date : 13/05/2013



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

M. Debnath

(SUKANTA DEY)
Proprietor
M. No.: 056743



AUDITORS' REPORT

We have examined the annexed Balance Sheet of **SAKUS MISSION COLLEGE SOCIETY**, Dimapur – 797112, Nagaland as on 31st March, 2013 and the Income and Expenditure Account and the Receipts & Payments Account for the year ended on that date with the books of account and other records produced before us and report that, to the best of our information and according to the explanations given to us, the annexed Balance Sheet, Income & Expenditure Account and the Receipts & Payments Account are in agreement with the said records.

Place : DIMAPUR

Date : 13/05/2013



For **SUKANTA DEY & ASSOCIATES**
Chartered Accountants

(SUKANTA DEY)
Proprietor
M. No. : 056743



SAKUS MISSION COLLEGE SOCIETY

DIMAPUR - 797112 : NAGALAND

BALANCE SHEET AS ON 31ST MARCH, 2013

LIABILITIES	AMOUNT(Rs.)	AMOUNT(Rs.)	ASSETS	AMOUNT(Rs.)	AMOUNT(Rs.)
<u>CAPITAL FUND</u>			<u>FIXED ASSETS</u>		
As per last A/c	25239188.93		Land <i>[at cost]</i>		1900000.00
Add: Surplus for the year	7017437.00	32256625.93	<u>College Buildings</u>		
			As per last A/c.	17534777.00	
<u>RESERVE FUND</u>			Add. Construction/extn.	19721035.00	37255812.00
Grant in Aid from UGC					
for Const. of Women Hostel	6000000.00		Women Hostel Building <i>[As per last A/c.]</i>		10448512.00
for College Development	8010000.00				
for Const. of Swimming Pool	5000000.00		Construction of Swimming Pool		5051400.00
for Const. of ISTF Building	2800000.00	21810000.00	Const. of Building for Indoor Sports		
Donation & Contribution		100000.00	Training Facilities		3007650.00
<u>CURRENT LIABILITIES & PROVISIONS</u>			Utensils, Kitchenette, Furniture		
Salaries outstanding		214300.00	& Fixtures	214837.00	
Audit fee payable		9000.00	Less: Dep. @ 10% p.a.	21484.00	
Unsecured Loan from Members		6500000.00		193353.00	
			Addition for the year	150000.00	343353.00
			Vehicle (TATA SUMO)	96173.00	
			Less: Dep. @ 15% p.a.	14426.00	81747.00
			Sports Equipments &		
			Library Books	577456.00	
			Less: Dep. @ 10% p.a.	57746.00	
				519710.00	
			Add. Books & Journals	950905.00	1470615.00
			Computer with Peripherals	4811.00	
			Less: Dep. 25% p.a.	1203.00	
				3608.00	
			Addition for the year	470000.00	473608.00
			LCD Projector & Screen	33415.00	
			Less: Dep. @ 15% p.a.	5012.00	28403.00
Balance B/f.		60889925.93	Balance B/f.		60061100.00





Balance C/f.	60889925.93		60061100.00
		LAPTOP	33415.00
		Less: Dep. @ 15% p.a.	5012.00
			28403.00
		Misc. Equipments	786600.00
		Less : Dep. @15%	58995.00
			727605.00
		<u>CURRENT ASSETS, LOANS & ADVANCES</u>	
		Cash in hand & at Bank	72817.93
		<i>[As verified by the Management]</i>	
TOTAL	60889925.93	TOTAL	60889925.93

As per our report of even date attached.

Place : Dimapur.
Date : 13/05/2013



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

Sukanta Dey
(SUKANTA DEY)
Proprietor
M. No. : 058743



SAKUS MISSION COLLEGE SOCIETY

DIMAPUR - 797112 ; NAGALAND

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED AS ON 31ST MARCH, 2013

EXPENDITURE	Amount(Rs)	INCOME	Amount(Rs)
To,		By,	
Staff salaries [teaching & non-teaching]	4458900.00	Admission & Tuition fees	9854800.00
Rent	360000.00	Hostel Admission & Mess fees	1922300.00
Postage, printing & stationeries	245372.00	Uniform fee	712200.00
Telephone, fax & internet charges	88932.00	Examination fee collection	890200.00
Travelling & conveyance	170100.00	Registration & Enrolment fee	102400.00
Water & electricity	219345.00	Scholarship / Stipend	3490700.00
Uniform expenses	698400.00	Gant - in -Aid (DHE, Kohima)	375000.00
Scholarship / Stipend	3490700.00	Donation & contribution from	
Hostel maintenance	1589390.00	Members & well-wishers	6987400.00
Examination expenses	611780.00	Miscellaneous receipts [including	
Games & sports expenses	120295.00	bank interest etc.]	189782.00
Refreshment & staff welfare	150110.00		
Student union & welfare expenses	145800.00		
Function-expenses	601340.00		
NSS	90200.00		
Audit fee & expenses	9000.00		
Repairs & maintenance	212020.00		
Utilities & consumables	65224.00		
Development grant & merged scheme			
[As per U.C.]	3726167.00		
Miscellaneous expenses	290392.00		
Depreciation	163878.00		
Surplus transferred to Balance Sheet	7017437.00		
TOTAL	24524782.00	TOTAL	24524782.00

Place : Dimapur
Date : 13/05/2013



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

(SUKANTA DEY)
Proprietor
M. No. : 056743



SUKANTA DEY & ASSOCIATES
Chartered Accountants

DCM Apartment, West Yard Colony
Dimapur – 797112 (Nagaland)
☎ 09435176326, 09436013659
E-mail I.D – Sukantadeyassociates@yahoo.co.in

SAKUS MISSION COLLEGE SOCIETY

DIMAPUR - 797112 : NAGALAND

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED AS ON 31ST MARCH, 2013

RECEIPTS	Amount(Rs)	PAYMENTS	Amount(Rs)
To,		By,	
Opening Balance	1021492.93	Staff salaries (teaching & non-teaching)	4411300.00
Admission & Tuition fees	9854800.00	Rent	360000.00
Hostel Admission & Mess fees	1922300.00	Postage, printing & stationeries	245372.00
Uniform fee	712200.00	Telephone, fax & internet charges	88932.00
Examination fee collection	890200.00	Travelling & conveyance	170100.00
Registration & Enrolment fee	102400.00	Water & electricity	219345.00
Scholarship / Stipend	3490700.00	Uniform expenses	698400.00
Grant - in -Aid (DHE, Kohima)	375000.00	Scholarship / Stipend	3490700.00
Donation & contribution from		Hostel maintenance	1589390.00
Members & well-wishers	6987400.00	Examination expenses	611780.00
Miscellaneous receipts [including		Games & sports expenses	120295.00
bank interest etc.]	189782.00	Refreshment & staff welfare	150110.00
Grant-in-Aid under UGC	15460000.00	Student union & welfare expenses	145800.00
Unsecured loan from Members	6500000.00	Function expenses	601340.00
		NSS	90200.00
		Audit fee & expenses	9000.00
		Repairs & maintenance	212020.00
		Utilities & consumables	65224.00
		Development grant & merged scheme	
		[As per U.C.]	25804707.00
		Construction of Swimming Pool	5051400.00
		Const. of ISTF Building	3007650.00
		Miscellaneous expenses	290392.00
		Closing Balance	72817.93
TOTAL	47506274.93	TOTAL	47506274.93

Place : Dimapur
Date : 13/05/2013



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

(SUKANTA DEY)
Proprietor
M. No. : 056743



SUKANTA DEY & ASSOCIATES
Chartered Accountants

DCM Apartment, West Yard Colony
Dimapur – 797112 (Nagaland)
☎ 09435176326, 09436013659
E-mail I.D – Sukantadeyassociates@yahoo.co.in

AUDITORS' REPORT

We have examined the annexed Balance Sheet of **SAKUS MISSION COLLEGE SOCIETY**, Dimapur – 797112, Nagaland as on 31st March, 2014 and the Income and Expenditure Account and the Receipts & Payments Account for the year ended on that date with the books of account and other records produced before us and report that, to the best of our information and according to the explanations given to us, the annexed Balance Sheet, Income & Expenditure Account and the Receipts & Payments Account are in agreement with the said records.

Place : DIMAPUR

Date : 19/03/2015



For **SUKANTA DEY & ASSOCIATES**
Chartered Accountants

Sukanta Dey

(SUKANTA DEY)
Proprietor
M. No. : 056743



SUKANTA DEY & ASSOCIATES
Chartered Accountants

DCM Apartment, West Yard Colony
Dimapur – 797112 (Nagaland)
☎ 09435176326, 09436013659
E-mail I.D – Sukantadeyassociates@yahoo.co.in

SAKUS MISSION COLLEGE SOCIETY

DIMAPUR - 797112 : NAGALAND

BALANCE SHEET AS ON 31ST MARCH, 2014

LIABILITIES	AMOUNT(Rs.)	AMOUNT(Rs.)	ASSETS	AMOUNT(Rs.)	AMOUNT(Rs.)
<u>CAPITAL FUND</u>			<u>FIXED ASSETS</u>		
As per last A/c	32256625.93		Land [at cost]		1900000.00
Add: Surplus for the year	3585659.00	35842284.93	College Buildings [As per last A/c]		37255812.00
			Women Hostel Building [As per last A/c]		10448512.00
<u>RESERVE FUND</u>			Construction of Boys Hostel		3980250.00
Grant in Aid from UGC			Construction of Swimming Pool		13781525.00
for Const. of Women Hostel	6000000.00		Const. of Building for ISTF		7073900.00
for College Development	8010000.00				
for Const. of Swimming Pool	9000000.00		Utensils, Kitchenette, Furniture		
for Const. of ISTF Building	6800000.00		& Fixtures	343353.00	
for Const. of Boys Hostel	3000000.00	32810000.00	Less: Dep. @ 10%	34335.00	309018.00
Donation & Contribution		5500000.00	Vehicle (TATA SUMO)	81747.00	
[from Members]			Less: Dep. @ 15%	12262.00	69485.00
<u>CURRENT LIABILITIES & PROVISIONS</u>			Sports Equipments & Library Books	1470615.00	
Salaries outstanding		214300.00	Less: Dep. @ 10%	147062.00	
Audit fee payable		5000.00		1323553.00	
Unsecured Loan from Members		4000000.00	Add. Books & Journals	807640.00	2131193.00
			Computer & Peripherals	473608.00	
			Less: Dep. 25%	118402.00	355206.00
			LCD Projector & Screen	28403.00	
			Less: Dep. @ 15%	4260.00	24143.00
			LAPTOP	28403.00	
			Less: Dep. @ 15%	4260.00	24143.00
			Misc. Equipments	727605.00	
			Less: Dep. @ 15%	54570.00	673035.00
			<u>CURRENT ASSETS, LOANS & ADVANCES</u>		
			Cash in hand & at Bank		345362.93
			[As certified by the Management]		
TOTAL		78371584.93	TOTAL		78371584.93

As per our report of even date attached.

Place : Dimapur.
Date : 19/03/2015



For **SUKANTA DEY & ASSOCIATES**
Chartered Accountants

Sukanta Dey
(SUKANTA DEY)
Proprietor
M. No. : 056743



SAKUS MISSION COLLEGE SOCIETY

DIMAPUR - 797112 : NAGALAND

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED AS ON 31ST MARCH, 2014

EXPENDITURE	Amount(Rs)	INCOME	Amount(Rs)
To,		By,	
Staff salaries [teaching & non-teaching]	4569800.00	Admission & Tuition fees	10132400.00
Rent	360000.00	Hostel Admission & Mess fees	2134600.00
Postage, printing & stationeries	250900.00	Uniform fee	720000.00
Telephone, fax & internet charges	93938.00	Examination fee collection	910300.00
Travelling & conveyance	178935.00	Registration & Enrolment fee	110500.00
Water & electricity	223948.00	Scholarship / Stipend	3650000.00
Uniform expenses	716700.00	Donation & contributions	66900.00
Scholarship / Stipend	3650000.00	[from well-wishers]	
Hostel maintenance	1611230.00	Miscellaneous receipts [including	
Examination expenses	623402.00	bank interest etc.]	110507.00
Games & sports expenses	133948.00		
Refreshment & staff welfare	160100.00		
Students welfare expenses	167800.00		
Function expenses	623440.00		
Fees & other legal charges	89330.00		
Audit fee & expenses	5000.00		
Repairs & maintenance	239480.00		
Utilities & consumables	68930.00		
Newspapers & periodicals	29344.00		
Relief & charity	39800.00		
Miscellaneous expenses	38372.00		
Depreciation	375151.00		
Surplus transferred to Balance Sheet	3585659.00		
TOTAL	17835207.00	TOTAL	17835207.00

Place : Dimapur

Date : 19/03/2015



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

Sukanta Dey

(SUKANTA DEY)
Proprietor
M. No. : 056743



SAKUS MISSION COLLEGE SOCIETY

DIMAPUR - 797112 : NAGALAND

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED AS ON 31ST MARCH, 2014

RECEIPTS	Amount(Rs)	PAYMENTS	Amount(Rs)
To,		By,	
Opening Balance	72817.93	Staff salaries [teaching & non-teaching]	4569800.00
Admission & Tuition fees	10132400.00	Rent	360000.00
Hostel Admission & Mess fees	2134600.00	Postage, printing & stationeries	250900.00
Uniform fee	720000.00	Telephone, fax & internet charges	93938.00
Examination fee collection	910300.00	Travelling & conveyance	178935.00
Registration & Enlargement fee	110500.00	Water & electricity	223948.00
Scholarship / Stipend	3650000.00	Uniform expenses	716700.00
Donation & contributions	5466900.00	Scholarship / Stipend	3650000.00
[[from well-wishers]		Hostel maintenance	1611230.00
Miscellaneous receipts [including		Examination expenses	623402.00
bank interest etc.]	110507.00	Games & sports expenses	133948.00
Grant-in-Aid under UGC	11000000.00	Refreshment & staff welfare	160100.00
		Students welfare expenses	167800.00
		Function expenses	623440.00
		Fees & other legal charges	89330.00
		Audit fee & expenses	9000.00
		Repairs & maintenance	239480.00
		Utilities & consumables	68930.00
		Newspapers & periodicals	29344.00
		Relief & charity	39800.00
		Miscellaneous expenses	38372.00
		Construction of Boys hostel	3980250.00
		Const. of ISTF Building	4066250.00
		Construction of Swimming Pool	8730125.00
		Sports equipments	807640.00
		Refund of unsecured loan	2500000.00
		Closing Balance	345362.93
TOTAL	34308024.93	TOTAL	34308024.93

Place : Dimapur
Date : 19/03/2015



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

Sukanta Dey
(SUKANTA DEY)
Proprietor
M. No. 056743

Statements of Account

As on 31st March, 2015

OF

SAKUS MISSION COLLEGE SOCIETY

LAND MARK COLONY
DIMAPUR - 797112 : NAGALAND

Audited by :-
SUKANTA DEY & ASSOCIATES
Chartered Accountants
Dimapur – 797112
Nagaland



AUDITOR'S REPORT

We have audited the attached Balance Sheet of **SAKUS MISSION COLLEGE SOCIETY**, Landmark Colony, Dimapur - 797112 : Nagaland as on 31st March, 2015 and also the Income & Expenditure Account and the Receipts & Payments Account as on that date annexed thereto. These financial statements are the responsibility of the Management of the Organisation our responsibility is to express an opinion on these financial statements based on our audit.

We conduct our audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management as well as evaluating the overall financial statements presentation. We believe that our audit provides reasonable basis for our opinion.

We report that -

1. We obtained all the information and explanations, which to the best of knowledge and belief were necessary for the purposes of our audit.
2. In our opinion proper books of account have been kept by the Organization so far as it appears from our examinations of those books.
3. The Balance Sheet and the Income & Expenditure Account and the Receipts and Payments Account dealt with by this book, reports are prepared in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India.
4. In our opinion and to the best of our information and according to the explanations given to us, the said accounts give a true and fair view;
 - a) in the case, of the Balance Sheet, of the state of affairs of the Organisation as on 31st March, 2015.
 - b) in the case of the Income & Expenditure Account of the Surplus for the year ended as on 31st March, 2015

Place : Dimapur
Date : 28/08/2015



For **SUKANTA DEY & ASSOCIATES**
Chartered Accountants

Sukanta De
(SUKANTA DEY)
Proprietor
M. No. : 058743



SAKUS MISSION COLLEGE SOCIETY

LAND MARK COLONY
DIMAPUR - 797112 : NAGALAND

BALANCE SHEET AS ON 31ST MARCH, 2015

LIABILITIES	AMOUNT(Rs.)	AMOUNT(Rs.)	ASSETS	AMOUNT(Rs.)	AMOUNT(Rs.)
<u>CAPITAL FUND</u>			<u>FIXED ASSETS</u>		
As per last A/c	35842284.93		Land [at cost]		1900000.00
Add: Surplus for the year	1887173.00	37729457.93	College Buildings [As per last A/c.]		41262312.00
			Women Hostel Building [As per last A/c.]		10448512.00
<u>RESERVE FUND</u>			Construction of Boys Hostel		18446198.00
Grant in Aid from UGC			Construction of Swimming Pool		13781525.00
for Const. of Women Hostel	6000000.00		Const. of Building for ISTF		7073900.00
for College Development	8010000.00				
for Const. of Swimming Pool	10000000.00		Utensils, Kitchenette, Furniture		
for General Dev. Assistance	2154000.00		& Fixtures	309018.00	
for Const. of ISTF Building	7500000.00		Less: Dep. @ 10%	30902.00	278116.00
for Const. of Boys Hostel	5400000.00	39064000.00			
Donation & Contribution		16965948.00	Vehicle [TATA SUMO]	69485.00	
[from Members]			Less: Dep. @ 15%	10423.00	59062.00
<u>CURRENT LIABILITIES & PROVISIONS</u>					
Salaries outstanding		214300.00	Sports Equipments & Library Books	2131193.00	
Audit fee payable		20000.00	Less: Dep. @ 10%	213119.00	
Unsecured Loan from Members		4600000.00		1918074.00	
			Add. Books & Journals	108052.00	2026126.00
			Computer & Peripherals	355206.00	
			Less: Dep. @ 25%	88802.00	
				266404.00	
			Addition for the year	118709.00	385113.00
			LCD Projector & Screen	24143.00	
			Less: Dep. @ 15%	3621.00	20522.00
			LAPTOP	24143.00	
			Less: Dep. @ 15%	3621.00	20522.00
			Misc. Equipments	673035.00	
			Less: Dep. @ 15%	50478.00	622557.00
			<u>CURRENT ASSETS, LOANS & ADVANCES</u>		
			Cash at Banks		2244835.31
			Cash in hand		24405.62
			[As certified by the Management]		
TOTAL		98593705.93	TOTAL		98593705.93

As per our report of even date attached.

Place : Dimapur.
Date : 28/08/2015



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

Sukanta Dey
(SUKANTA DEY)
Proprietor
M. No. : 056743



SUKANTA DEY & ASSOCIATES
Chartered Accountants

DCM Apartment, West Yard Colony
Dimapur – 797112 (Nagaland)
☎ 09435176326
E-mail I.D – Sukantadeyassociates@yahoo.co.

SAKUS MISSION COLLEGE SOCIETY

LAND MARK COLONY
DIMAPUR - 797112 : NAGALAND

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED AS ON 31ST MARCH, 2015

RECEIPTS	Amount(Rs)	PAYMENTS	Amount(Rs)
To,		By,	
Opening Balance	345362.93	Staff salaries	8256035.00
College fees	10619190.00	<i>[teaching & non-teaching staffs]</i>	
<i>[Admission & Tuition fees]</i>		Postage, printing & stationeries	25630.00
Exam Fees	785500.00	Telephone, fax & internet charges	40074.00
Uniform fee	688000.00	TA/DA	128475.00
Miscellaneous fees collection	137600.00	Water & electricity	154330.00
Registration etc.	90150.00	Uniform expenses	613470.00
UGC Grant		Examination expenses <i>[incl. fees]</i>	554220.00
General Dev. Assistance	2154000.00	Games & sports expenses	101015.00
IQAC	300000.00	Refreshment expenses	55665.00
Seminar	40000.00	Seminar/workshops/programmes	93648.00
Higher Education	300000.00	Office maintenance	291090.00
Sports Infrastructure & Equipments	950000.00	Registration/enrolment fees	83574.00
Swimming Pool	1000000.00	Repairs & maintenance	234197.00
Boys Hostel	2400000.00	<i>[including fuel etc]</i>	
Bank interest	34252.00	Utilities & consumables	22340.00
Unsecured loan from Members	600000.00	Newspapers & periodicals	24852.00
Members contribution & donation	11465948.00	Miscellaneous expenses	12938.00
		Construction/development	4006500.00
		Construction of Boys hostel	14465948.00
		Library books	108052.00
		Refund (UGC fund)	250000.00
		Computers with Peripherals	118709.00
		Closing Balance:	
		Cash at Bank	2244835.31
		Cash in hand	24405.62
TOTAL	31910002.93	TOTAL	31910002.93

Place : Dimapur
Date : 28/08/2015



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

Sukanta Dey
Proprietor
M. No. : 056743



SAKUS MISSION COLLEGE SOCIETY

LAND MARK COLONY
DIMAPUR - 797112 : NAGALAND

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED AS ON 31ST MARCH, 2015

RECEIPTS	Amount(Rs)	PAYMENTS	Amount(Rs)
To,		By,	
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Exam Fees	785500.00	Telephone, fax & internet charges	40074.00
Uniform fee	688000.00	TA/DA	128475.00
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Sports Infrastructure & Equipments	950000.00	Registration/enrolment fees	83574.00
Swimming Pool	1000000.00	Repairs & maintenance	234197.00
Boys Hostel	2400000.00	[including fuel etc]	
Bank interest	34252.00	Utilities & consumables	22340.00
Unsecured loan from Members	600000.00	Newspapers & periodicals	24852.00
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		Library books	108052.00
		Refund (UGC fund)	250000.00
		Computers with Peripherals	118709.00
		Closing Balance:	
		Cash at Bank	2244835.31
		Cash in hand	24405.62
TOTAL	31910002.93	TOTAL	31910002.93

Place : Dimapur
Date : 28/08/2015



For SUKANTA DEY & ASSOCIATES
Chartered Accountants

Sukanta De
SUKANTA DEY
Proprietor
M. No. : 098743

ANNEXURE- V

Photo Gallery







