

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

June 2017-May 2018

I. Details of the Institution

1.1 Name of the Institution

Model Christian College

1.2 Address Line 1

A.G. Colony

Address Line 2

-

City/Town

Kohima

State

Nagaland

Pin Code

797001

Institution e-mail address

moccollege@yahoo.in

Contact Nos.

9612605656

Name of the Head of the Institution:

Dr. Luke Rymbai

Tel. No. with STD Code:

0370-2800929

Mobile:

9402831942

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	2.77	2017	02/05/2022
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year

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

- i. AQAR _____ N/A _____ (DD/MM/YYYY)
- ii. AQAR _____ N/A _____ (DD/MM/YYYY)
- iii. AQAR _____ N/A _____ (DD/MM/YYYY)
- iv. AQAR _____ N/A _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Nagaland University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="5"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="7"/> Faculty <input type="text" value="4"/>
Non-Teaching Staff	<input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. National Seminar on Federal Democracy and Ethnic Identity: Challenges and Prospects

2.14 Significant Activities and contributions made by IQAC

Organized faculty development programmes
 Preparation of AQAR
 Feedbacks from Students, Teachers and Parents
 Installation of Biometric machine for faculty attendance
 Teacher performance analysis through API to be implemented from June 2018
 Computerization of Library
 Regular faculty and IQAC meetings
 IQAC Newsletter to become active from June 2018

2.15 Plan of Action by IQAC/Outcome

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

Month	Plan of Action	Achievements
June 2017	-General Staff Meeting	General staff meeting was held successfully on 3 rd June
	- Commencement of Classes	Semester I, II & III classes started successfully in the month of June
	- Observation of World Environment Day	World environment day was observed on June 5 th in the college under the theme 'Connecting people with Nature' organised by the NSS and Eco club.

	- Orientation for Fresher	Fresher orientation was held on 13 th June at the college auditorium.
	-Internal Assessment Exam	Internal assessment exam was conducted successfully on 19 th June
July 2017	-Fresher's Day cum College Foundation Day	Fresher's Day cum College foundation day was held on 1 st July at the college auditorium.
	-Internal Assessment Exam	Internal assessment exam was conducted successfully on 3 rd , 10 th , 17 th & 24 th July.
	-IQAC meeting	IQAC meeting was held on 17 th July in the conference hall
	-Governing Body meeting	Governing Body meeting was held on 22 nd July at the President's residence.
	-Parents/Guardians Orientation programme	Parents/Guardians Orientation programme was held at the college auditorium on 29 th July
	-Distribution of Feedback form to parents/Guardians	Feedback from parents/Guardians was collected on 29 th July
August 2017	-Analysis of Parents/Guardians feedback	Analysis of the feedback from parents/Guardians was done on 2 nd and 3 rd August
	-Visit to an Orphanage home	As part of the extension activities the Management, faculty and student representatives visited Kohima Orphanage Home on 5 th August.
	- Internal Assessment Exam	IAE was conducted successfully on 7 th , 14 th 21 st and 28 th August.
	-Literary Day	Literary day organized by Literary Club was held on 19 th August with Ms. Vishu Rita Krocha (writer and Author) as special guest.
	-NSS cleanliness Drive	NSS cleanliness drive was conducted in and around the college campus on 14 th August.
Sept. 2017	-Teacher's Day	Teacher's day was celebrated in the college auditorium which was organized by the NSS of the college.
	-Moderation for internal assessment	Moderation for internal assessment was conducted on 12 th Sept.
	-Declaration of result	Declared on 13 th Sept.

	-Practical exam for science stream	Science stream practical exam was conducted from 15 th Sept- 26 th Sept
Oct 2017	-University end semester exam	Conducted from 5 th Oct- 21 st Oct
	-Moderation for external assessment	Moderation for internal assessment was done on 26 th Oct 2017
	-Declaration of Result	Result was declared on 30 th Oct 2017
	-External study tour (Geol. & Bot. dept)	External study tour was conducted during the semester break.
Nov 2017	-Even semester resumes	II, IV & VI semester classes started from 7 th Nov 2017
	A National Seminar	A National seminar on “Federal Democracy and Ethnic Identity: Challenges and Prospects” organized by the department of Pol Science, Sociology & History, was held in the College from 23 rd -24 th Nov.
	-Annual Sports Meet	Annual Sports meet was held from 29 th Nov to 1 st Dec
Dec 2017	-IQAC meeting	IQAC meeting was held on 11 th Dec at the Conference room.
	-Pre- Christmas	Pre Christmas celebration of the college was held on 14 th Dec in the Auditorium.
	-Winter break	Winter break started from 15 th Dec 2017.
Jan 2018	Reopening of College	College resumes from 17 Jan 2018
	Internal Assessment Exam	IAE was conducted on 22 nd , 29 th Jan.
Feb 2018	Internal Assessment Exam	IAE was conducted on 5 th , 12 th , 19 th and 26 th Feb
	College Management Council Meeting	CMC meeting was held on 19 th Feb.
Mar 2018	Moderation for Internal Assessment	Moderation meeting was held on 8 th March
	Observation of International women’s day cum Flower Sales Day (Women’s cell)	Women’s day was celebrated on 8 th March at the college auditorium and followed by sale of flowers. The flowers for sale were donated by the female members of the college.
	Parting Social	Parting Social was held on 9 th March.
	IQAC Meeting	IQAC meeting was held on 12 th March at the Conference room.

	Result Declaration	Declared on 13 th March
	Practical Exam	Practical exam was conducted from 15 th March – 29 th March
April 2018	Governing Body Meeting	Governing Body Meeting was held at the President's Residence on 7 th April.
	Moderation for 2 nd Semester External Assessment	Moderation meeting was held on 25 th April.
	Result Declaration	Declared on 30 th April
May 2018	Semester Break	May 1-31st

** Academic Calendar of the year 2017-2018 attached as Annexure I*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was sent to the College Management Council for approval, which was obtained.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

1.2 (i) Flexibility of the Curriculum: Elective option And Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

* An analysis of the feedback is attached as Annexure II

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

The College follows the curriculum of the affiliating University

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	24	24			

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	4									

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		28	
Presented papers		3	
Resource Persons			

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

Group discussions, ICT based teaching and learning process, assignment presentations, classroom seminar, weekly test, use of charts, quiz, projects.

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.	24	4.1%	54%	8%	NIL	66.66%
B.A.	16	6.25%	18.75%	37.5%	18.75%	81.25%

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

- IQAC monitors all the academic activities of the college such as internal and external assessment of students as well as teachers and proper conduct of daily Class routine.
- Prepares the academic calendar and monitors its proper and timely execution
- Monitors the attendance and discipline of students and teachers.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	28
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13			1
Technical Staff	6			1

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC in collaboration with the Research Committee of the College encourages the faculty to do minor research projects in their respective fields and in their own departments.
- Encourages the faculty to engage in personal research works and publish them in national/international journals.
- There is provision for Special Leave for research purposes and financial aid to the faculty who takes up research work.
- The institute does its best in enforcing and doing internal minor projects/field studies by students under the enthusiastic and able guidance and leadership of the departmental faculty. The institute deals with undergraduate courses and teachers do their best in incorporating field activities and research related activities, apart from the research approach applied in the assignment and seminar papers presentation, in order to enhance knowledge, instil critical and analytical thinking and motivate research interest.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				

Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		ICSSR Shillong & Governor of Nagaland			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text" value="1"/>

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

- Visit to Orphanage Home
- Sanitation Drive

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2 acres			2 acres
Class rooms	17		Fund from the Society	17
Laboratories	9		Fund from the Society	9
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		11	Fund from the Society	11
Value of the equipment purchased during the year (Rs. in Lakhs)		1,24,000		1,24,000
Others				

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2399	2,387,511	208	111,541	2607	2,499,052
Reference Books	265	3,37,808				3,37,808
e-Books			National Digital Library	Free		
Journals	9				9	
e-Journals						
Digital Database						
CD & Video						
Others (Magazines & Newspapers)	6	17,880				17,880

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	24	1	4mbps			11	10	
Added			6mbps					
Total	24	1	10mbps			11	10	

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

Offices and Computer lab have access to internet facility and the campus has Wi-fi connectivity.

4.6 Amount spent on maintenance in lakhs:

i) ICT	54,800
ii) Campus Infrastructure and facilities	30,360
iii) Equipments	
iv) Others	
Total :	85,160

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Displaying notices about admission dates and other admission related information on the College Website, Notice Board and Newspapers making a wider publicity of the College and its admission advertisements;
- Keeping fees at a nominal rate, distinguishing between fresh admission and renewal of admission
- Admitting students midway through the course of studies, such as to the second/third/fourth/fifth semesters, as per procedure provided by the affiliating university and for genuine reasons.
- Organizing programmes like Annual Sports, Literary Day, Cultural Day, College Foundation Day, Fresher's Day, Parting Social, Pre-Christmas Gathering and Gift Exchanges.
- Conducting Field Trips.
- Morning Chapel
- Community extension service
- Various value added enrichment programmes sponsored and conducted by NSS, RRC, etc.
- Annual Orientation Programme to orient the students on the academic system, activities, and academic year, and prepare them to enter into the programme with ease.
- Internet facility is made available in the Computer Lab to have an access to internet for academic purposes and research requirements.
- The College constitutes committees for prevention of sexual harassment and caste-based discrimination.
- The Anti-Ragging Committee ensures that no student faces any kind of harassment in the college.

5.2 Efforts made by the institution for tracking the progression

The institution facilitates student progression to higher level of education by motivating students to pursue higher studies.

The following steps are initiated by the institution for tracking the progression of a student:

- Weak students are made to meet the Principal as well as the College Chaplain for personal counselling.
- Subject Teachers are apprised to make extra effort to pay more attention to weaker students, assist them and call them for academic instruction.
- Parents/guardians along with the students meet the Principal and proper counselling is given.
- In class, teachers provide personal attention to the weak students.
- Above all, monthly progress reports of students, both weekly internal assessment examinations marks and monthly attendance percentage, are put up on the College Notice Board and the same is sent home for parents/guardians' perusal and feedback. Through this, the institution also advises parents/guardians to help their children /wards.
- Results and pass percentage of students in each course are examined in Moderation Committee meeting and Staff meetings and faculty discuss remedial measures.
- Advanced learners are encouraged to participate in various academic programmes held in other institutions.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	260			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	3	214	2	-	220	3	4	253	-	-	260

Demand ratio

Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

Women's Cell of the College is instrumental in creating awareness on indiscrimination, preciousness, value and role of women.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	6	1,61,100
Financial support from government	143	Not available
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Deduction of fees redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To impart quality education to produce intellectually competent, spiritually and morally upright individuals, socially committed men and women in the service of the society.

Mission

The College aims at translating the Vision into action in the following ways:

1. To create an environment congenial to continuous and sustainable human development;
2. To create peace and harmony in the society;
3. To organize various knowledge-based activities for promotion of better understanding and furtherance of latest skills and technologies;
4. To cater to the academic needs of the aspirants for excellence;
5. To provide an excellent supportive Christian environment for moral excellence that will stimulate each student socially, politically, economically and scientifically.

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

The institution follows the curriculum of the affiliating University.

6.3.2 Teaching and Learning

Apart from classroom interaction, guided library assignments, group discussion, ICT based teaching and learning, assignment presentations, classroom seminar, weekly test, use of charts, quiz, mentoring and counselling are part of teaching learning process.

6.3.3 Examination and Evaluation

Being an Affiliated College the institution follows the University rules and norms. Apart from this the institution ensures continuous evaluation through different methods like internal assessment test, assignments, presentations, projects etc.

6.3.4 Research and Development

The institution provides all support for research and development like sanctioning special leave, use of internet, encouraging faculty to interact with faculty from other institutions and to participate / present / publish papers in the Conferences/Seminar/Workshops. Students are also encouraged to do research work by conducting projects.

To involve the faculty in research activities a mini Research Project a year to be funded by the College Management will be implemented from the current year.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There is provision for the Librarian to go for training once every year. Installation of projectors in classrooms and CCTV around the campus

6.3.6 Human Resource Management

Delegation of responsibilities and initiatives taken. Arrangement is made for conducting workshops in view of better delivery and efficiency of the teachers. Filling of vacancies in time.

6.3.7 Faculty and Staff recruitment

Faculty as per UGC and University Guidelines & staff as per the College Guidelines.

6.3.8 Industry Interaction / Collaboration

-

6.3.9 Admission of Students

Qualified students are admitted on first come first basis without any reservation and discrimination and without any cut off marks.

6.4 Welfare schemes for

Teaching	✓
Non teaching	✓
Students	✓

6.5 Total corpus fund generated 93, 43,090

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	College Management Council
Administrative			Yes	College Management Council

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

For UG Programmes Yes No

For PG Programmes Yes No

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

Alumni readily participate in College activities and interact with the students and teachers.

6.12 Activities and support from the Parent – Teacher Association

Annual Parent- Teacher Meeting

6.13 Development programmes for support staff

-

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

Rain water harvesting, energy conservation, maintenance of plants in and around the college campus, regular cleanliness drive by students and staff.

Criterion – VII

7. Innovations and Best Practices

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

Regular HoDs Meeting.
Installation of Biometric Machine for Faculty & Staff attendance.

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

- Meetings of the Following Bodies were conducted regularly-
 1. Faculty & Staff of the College
 2. IQAC
 3. Governing Body
 4. College Management Council
- One National Seminar was conducted
- Orientation for Freshers and Parents/ Guardians
- Feedback from Parents/ Guardians and students
- Conduct of Annual Sports Meet
- Conduct of Literary Day

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

1. Success Through Tri-pillar Effort
2. Teacher's Teaching Plan

**The details is attached in annexure III*

7.4 Contribution to environmental awareness / protection

Observation of World Environment Day
Regular Cleanliness and Sanitation Drive in and around the campus by the Students, Faculty and Staff

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTH

Strong bond of collaboration amongst the staff.

Transparency in admission and appointments

Cooperation, feedback and support of parents/guardians contribute to the active functioning of the College.

Accredited by NAAC with a CGPA of 2.77 (B++) in the First Cycle.

WEAKNESSES

Being a budding college, Model Christian College has infrastructural limitations such as availability of sophisticated IT infrastructure and other equipments for science laboratories to augment research activities. There is a comparatively high turnover of the teaching community. Better salary and security in the Public Sector lure many of the young teachers.

OPPORTUNITIES

Being one among the three colleges offering science course in Kohima, the college provides opportunity to students to take B.Sc.

Scope for starting new courses.

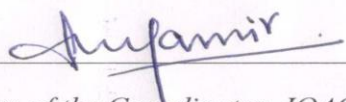
CHALLENGES

Though necessary equipments are procured, providing sophisticated equipments for quality and effective teaching –learning is a challenge. Other challenges are handling academically average/below average students at the same time ensuring zero failure and retaining members of the faculty as perks and security in the government sector is better.

8. Plans of institution for next year

- Consolidation on Research
- Increasing Enrolment
- Construction of Women Hostel
- To organize Skill and Entrepreneurship Programmes
- To organize Workshop on Innovative Teaching-learning processes
- Interdepartmental linkages for Research and Teaching
- To interact with the Alumni
- To establish a Language Laboratory

Name Dr. Nungshikokla Jamir



Signature of the Coordinator, IQAC
IQAC Coordiantor
Model Christian College

Name Dr. Luke Rymbai



Signature of the Chairperson, IQAC
Principal
Model Christian College
Kohima : Nagaland.

Annexure I

MODEL CHRISTIAN COLLEGE

ACADEMIC CALENDAR FOR THE YEAR 2017-2018

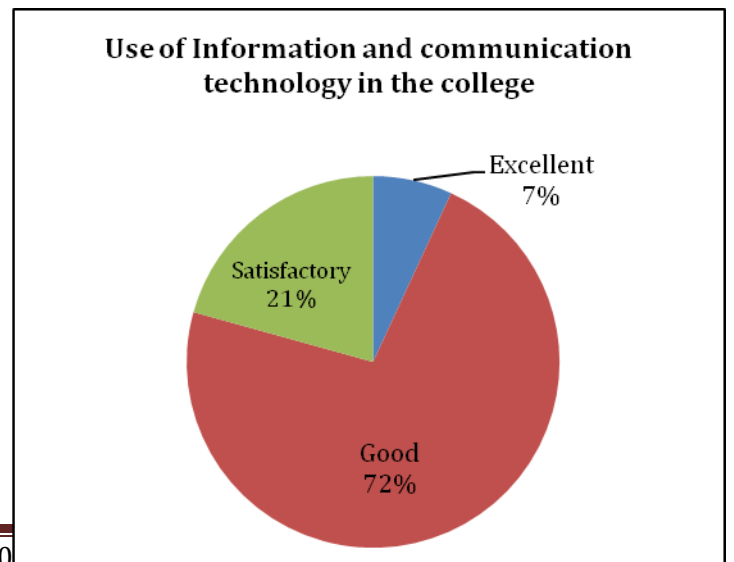
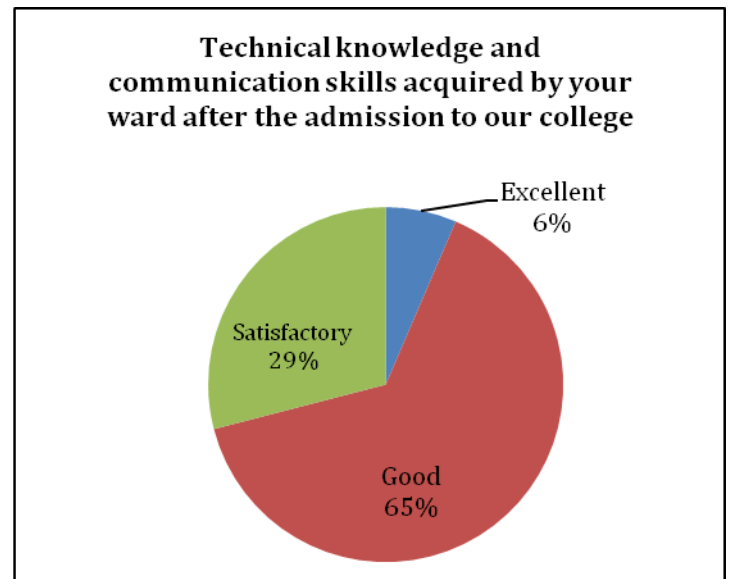
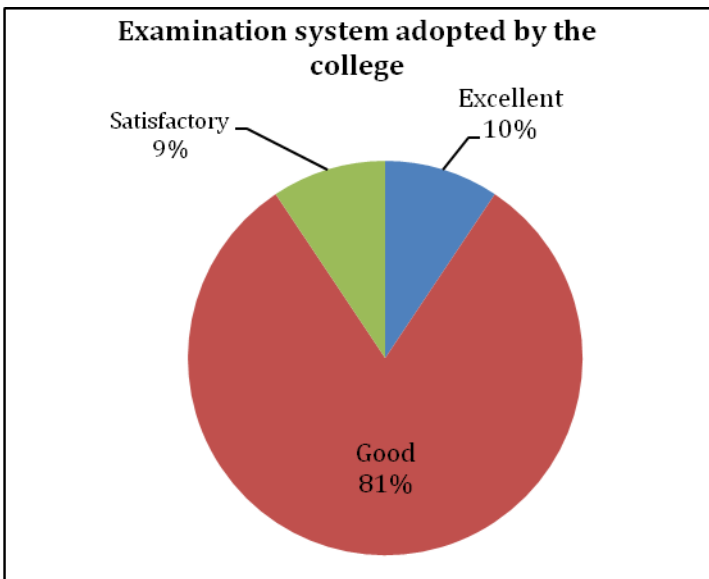
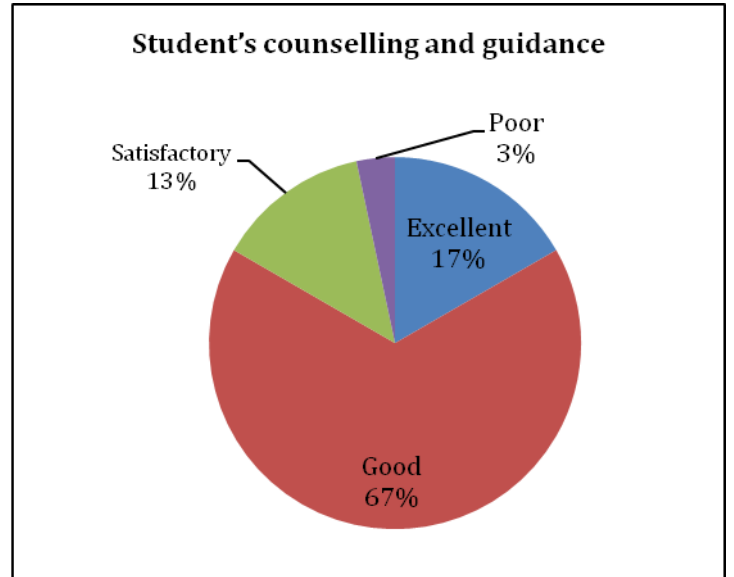
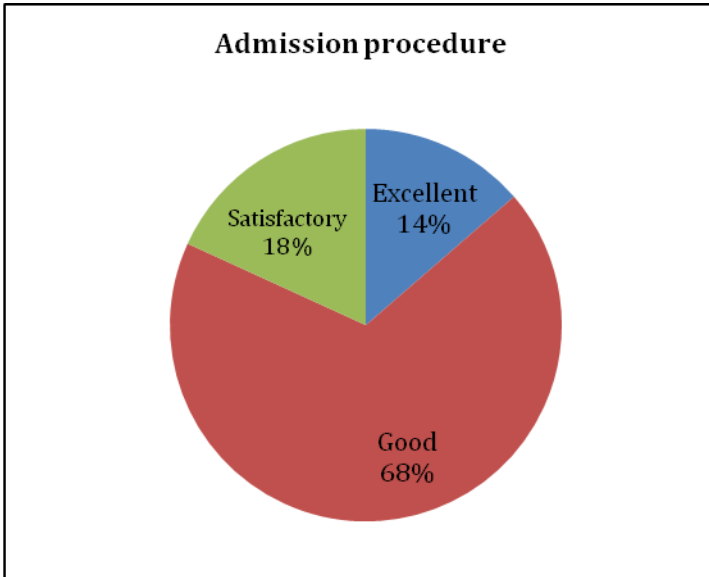
MONTH	DATE	DAY	PARTICULARS/ACTIVITY
ODD SEMESTER (June 2017- Oct 2017)			
June 2017	1 st	Thursday	Odd semester Commences
	3 rd	Saturday	General Staff Meeting
	5 th	Monday	World Environment Day
	13 th	Tuesday	B.A & B.Sc 1st Sem orientation
	19 th	Monday	IAE
	26 th	Monday	Idu'l-Fitr
July 2017	1 st	Saturday	College foundation Day/Fresher's day
	3 rd	Monday	IAE
	10 th	Monday	IAE
	17 th	Monday	IAE/ IQAC Meeting
	22 nd	Saturday	BOG Meeting
	24 th	Monday	IAE
	29 th	Saturday	Parents/Guardians Orientation Programme
	29 th	Saturday	Distribution of feedback forms to Parents/Guardians
August 2017	2 nd & 3 rd	Wed & Thur	Feedback Analysis
	5 th	Saturday	Visit to an Orphanage Home
	7 th	Monday	IAE
	14 th	Monday	IAE/ NSS cleanliness Drive
	15 th	Tuesday	Independence Day/ Janmashtami
	19 th	Saturday	Literary Day
	21 st	Monday	IAE
	28 th	Monday	IAE
September 2017	2 nd	Saturday	Id-UI-Zuha(Bakrid)
	5 th	Tuesday	Teacher's Day
	11 th	Monday	Last date for internal Assessment
	12 th	Friday	Moderation for internal Assessment
	13 th	Monday	Result Declaration
	29 th -30 th	Fri-Sat	Durga Puja/Study break
* B.Sc Practical exam should be completed before study break			
October 2017	2 nd	Monday	Gandhi Jayanti
	19 th	Thursday	Diwali
	25 th	Wednesday	Last date for submission of marks & answer scripts

	26 th	Thursday	Moderation for internal Assessment
	30 th	Monday	Result Declaration
	30 th Oct -2 nd Nov		External study Tour (Geol & Bot dept.)
Even Semester (Nov 2017-May 2018)			
November 2017	4 th	Saturday	Guru Nanak's Birthday
	7 th	Tuesday	Even Semester resumes
	11 th	Monday	CMC Meeting
	23 rd & 24 th	Thur & Fri	A National Seminar
	27 th	Monday	IAE
	29 th -1 st Dec		Sports days
December 2017	2 nd	Saturday	Milad-Un-Nabi/ Id-E-Milad
	4 th	Monday	IAE
	11 th	Monday	IAE/IQAC Meeting
	14 th	Thursday	Pre-Christmas
	15 th	Friday	Winter Break Starts
January 2018	17 th	Wednesday	College Reopening Day
	22 nd	Monday	IAE
	29 th	Monday	IAE
Feb 2018	5 th	Monday	IAE
	12 th	Monday	IAE
	14 th	Wednesday	Issue of Exam Form for end Semester Exam
	19 th	Monday	IAE/ CMC Meeting
	26 th	Monday	IAE
March 2018	5 th	Monday	Last Date for submission of Internal Marks
	8 th	Thursday	International Women's Day Cum Flower Sales Day
	8 th	March	Moderation for Internal Assesstment
	9 th	Friday	Parting Social
	12 th	Monday	IQAC meeting
	13 th	Tuesday	Result Declaration
	15 th - 29 th		Practical exam
	29 th – 4 th April		Easter Break/Study Break
April 2018	7 th	Saturday	BOG Meeting
	23 rd & 24 th		Department of Geology Field Trip for 5 th Semester
	23 rd	Monday	Last date for Submission of 2 nd Sem Ans. Scripts & Marks
	25 th	Wednesday	Moderation for 2 nd semester External Assessment
	30 th	Monday	Result Declaration
May 2018			Semester break

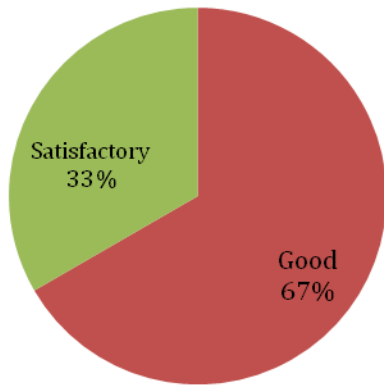
Annexure II

FEEDBACK ANALYSIS FROM PARENTS AND STUDENTS

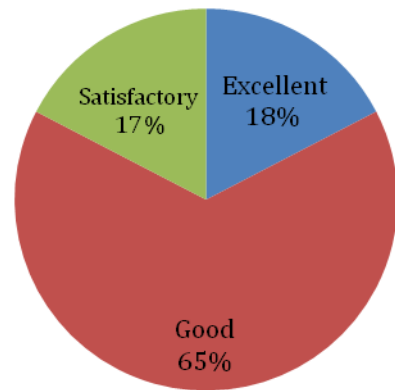
1. Feedback Analysis from Parents (July 2017)



Extracurricular activities and sports



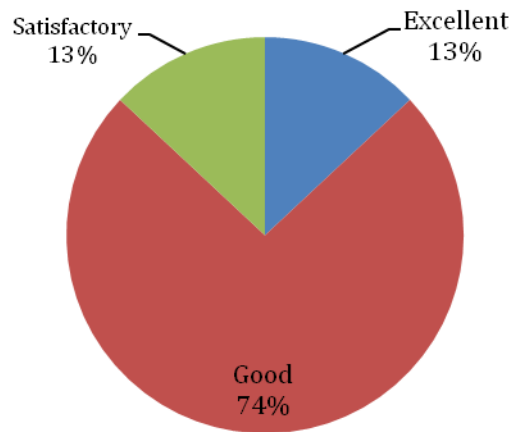
Laboratory facility



Canteen facility



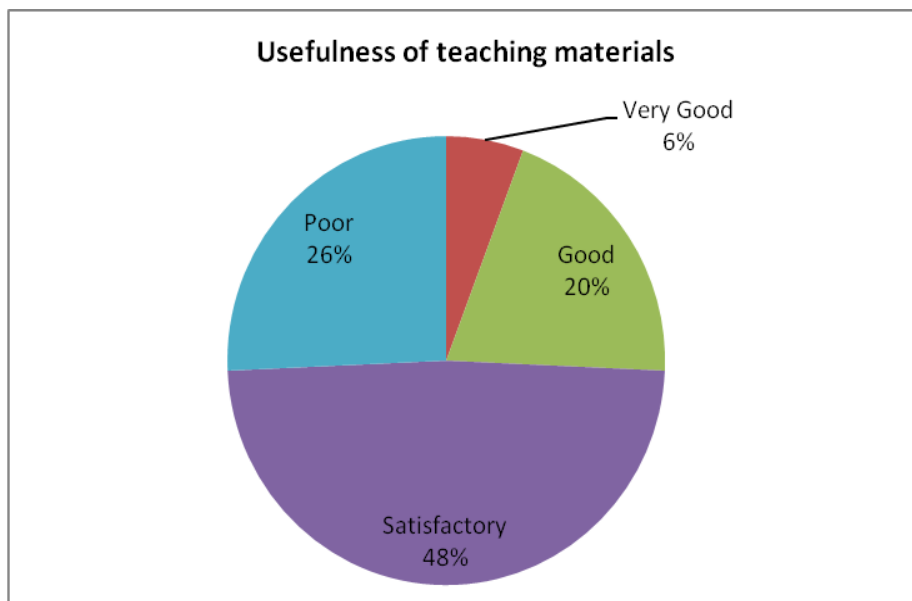
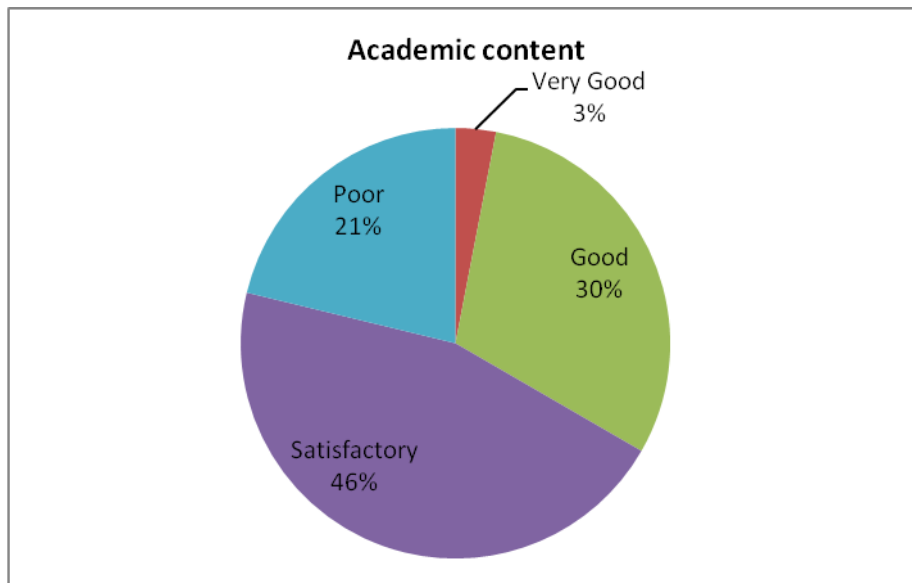
College bus services



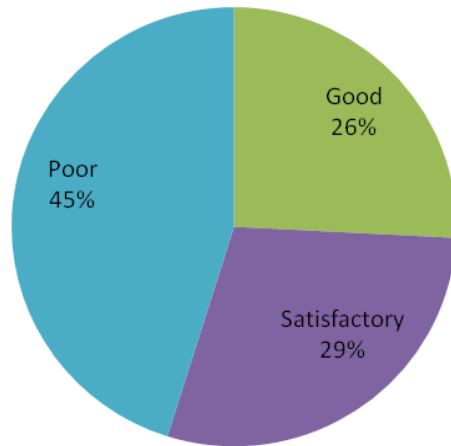
2. Feedback from Students (March 2018)

Total No of Students -33

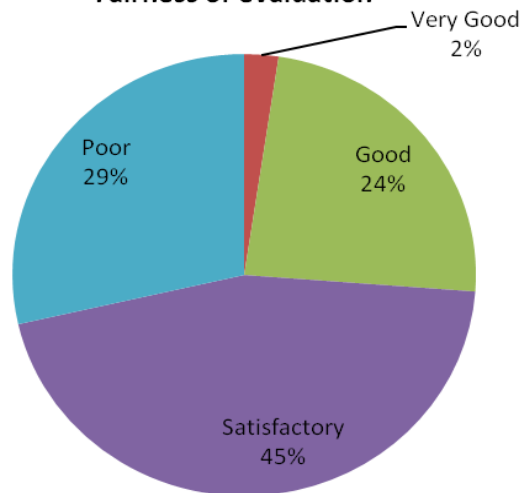
Batch of 2015



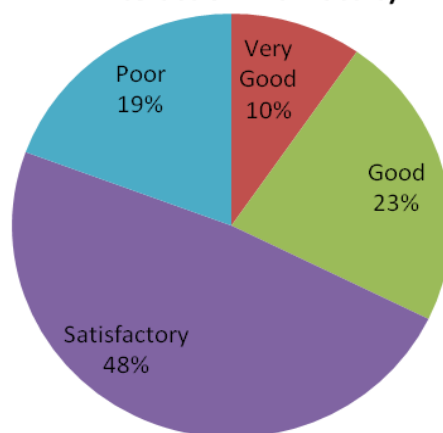
Offering and seeking helpful feedback



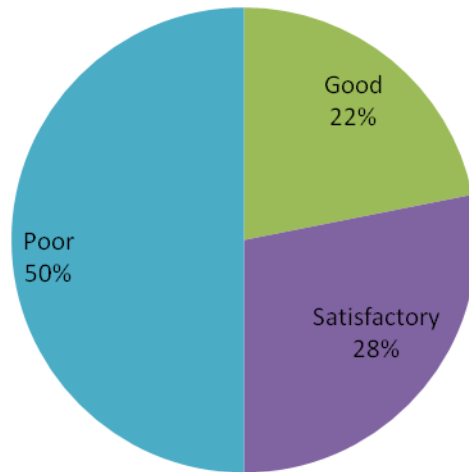
Fairness of evaluation



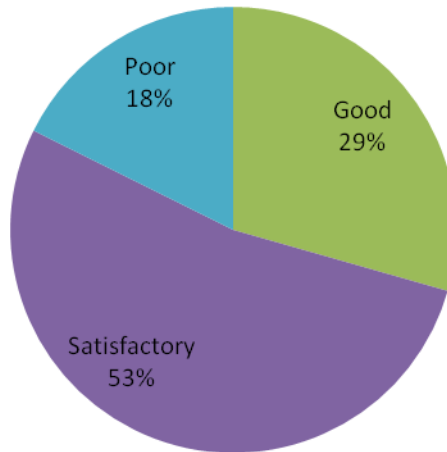
Interaction with faculty



Interaction with administration



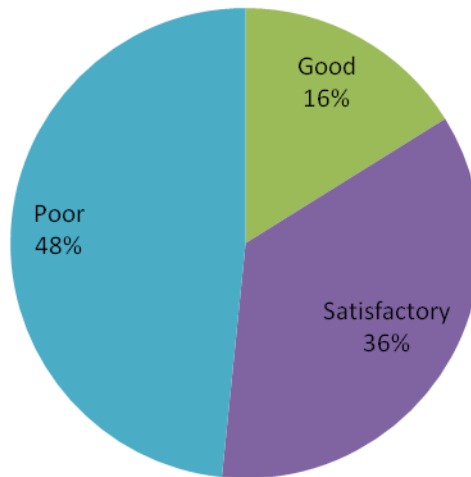
Library facilities



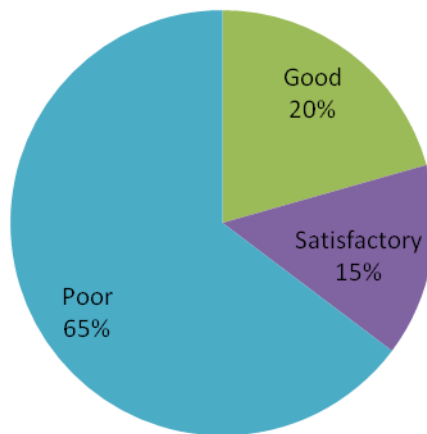
Computer facilities



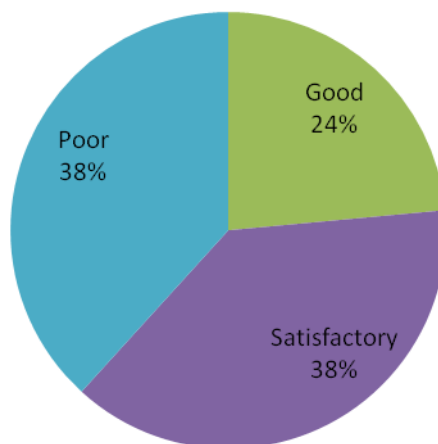
Recreational facilities



Extra currucular activities



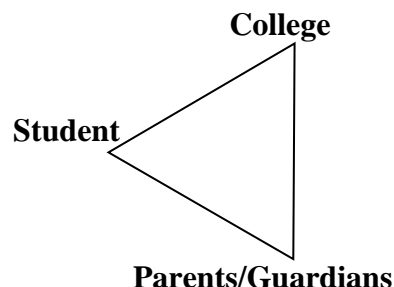
Sports facilities



Annexure III

Best Practice 1

1. Title of the Practice: *Success through Tri-pillar Effort*



2. Goal

- * To optimise relationship and understanding in order to support and help one another for yielding the best fruit
- * To maintain constant communication in order to ensure that the right information reaches the right person in time, and necessary correction and action or measures are taken in time
- * To enhance proper management system, teaching-learning quality and academic performance of students through feedback
- * To check truancy and irregularity in the class
- * To cater to the special needs of students
- * To provide counselling for both students and parents/guardians
- * To provide opportunity for interaction
- * To ensure personal responsibility
- * To ensure transparency and accountability

3. The Context

Education is pivotal in the upbringing of any person, be it at home or in any educational institution. In a person's growth and development, the whole person needs to be taken into account and properly as well as rightly moulded for a physical, intellectual, moral and spiritual balanced advancement. But there is a tendency to miss out one or more of these aspects. This creates an imbalanced growth in a person.

In an educational institution, the second home for students, concentrated attention, careful dealing, compassionate understanding, genuine interest and continual follow up need to be given to each student. This is required because students come to the institute with different impressions and experiences, varied personalities, likes and dislikes, temperaments and health conditions and varied backgrounds. The 'person' of the student prior to coming to the institute is not known by the institute. It is known by parents and others directly related to the student. Therefore, there is need of good, genuine and constant relation of the second home with the first home (actual home with parents/guardians) and the concerned student. This will allow a maximum space and time to understand and support the one in need through physical, moral, intellectual or psychological services. This will ensure a balanced and productive upbringing of a student.

4. The Practice

The tri-pillar relation in the College is a very important and valued practice since its inception. In fact, it has been the treasure store from where many inspirations and

successes have been drawn. Every new academic session is put into motion through an orientation programme for parents/guardians in the presence of the entire staff of the College. With this lighted candle, many other valuable activities are carried forward:

- Regular progress reports of weekly internal assessment examinations (at least twice in a semester), with space for feedback from parents/guardians, are sent home and received back for evaluation by the institute.
- Monthly attendance record, with a space for feedback, is sent home and received back for evaluation.

Parents/guardians of poor performing students are always called to the office for remark, counselling and face to face feedback. Students are also counselled, encouraged and guided in these calls.

- Separate feedback forms are sent home at least twice in a year (once in every semester) before the two semester breaks (summer break and winter break). These feedbacks are collected by the Grievance and Redressal Cell for an intensive evaluation and action plan. For instance, through one of these feedbacks, provision of a Big Reprography Machine was procured for use in the college for common service.
- Parents/Guardians' Association of MCC: This association is one of the mouthpieces of the parents/guardians to help the institute grow and develop. In their meetings, they always give positive strokes for the College to be happily and continuously striving in providing the best services. At the same time, doubts are also cleared, e.g., their query on the necessity of having the Parents/Guardians' Association and the need of biological parents' presence when called by the institute.
- Questionnaire on teachers by students: This mechanism provides the best avenue for teachers to improve and plan for more and effective ways of handling teaching-learning process. It also helps them to improvise teaching techniques and employ the most viable teaching tools/aids. This system is taken by most of the teachers as self evaluation because students are the best mirrors to see their own image.

5. Evidence of success

- Closer affinity among students, teachers and parents
- Increase in infrastructure facilities
- Teachers and non-teaching staff become more responsible and accountable
- Parents/guardians became more cooperative
- Some parents/guardians begin to walk in voluntarily for any necessary information for their ward(s) or to inquire about their ward(s)' progress
- Some parents/guardians report that some students become more responsible at home with regard to their academic works

6. Problems encountered and Resources Required

- Lackadaisical participation of some parents/guardians
- Lack of congenial atmosphere at home to study due to various factors like drunkenness, drug abuse and other social menaces
- Some aimless and irresponsible students continue to be passive to guidance and counsel
- Some students remain on the same level of performance, not making any improvement despite the best efforts of the institute in guiding and helping them
- Failure of returning the progress reports in time
- Incidences of students forging their parents/guardians signature and thereby keeping their parents/guardians ignorant of their ward's progress in the College
- Some teachers fail to accept the remarks extracted from feedbacks or act on it to improve themselves

7. Notes (Optional)

This is a very good practice which has yielded immeasurable results and the College will continue to practice it with more vigour and innovation. Other institutes, especially those institutes which do not have this practice can imbibe and put it into practice.

This practice leads us to the next best practice called 'Teacher's Teaching Plan' (TTP).

Best Practice 2

1. Title of the Practice: *Teacher's Teaching Plan (TTP)*

2. Goal

- * Plan-Organize-Prepare-Execute
- * To enhance teaching quality
- * To inspire creative and effective ways of imparting knowledge
- * To enhance personal management techniques
- * To ensure justice in providing sufficient time and space for covering the subjects/topics taught and related activities in order to enhance deeper understanding and critical judgement
- * To make learning more student centric and student friendly through a pre-planned lesson preparation while making teaching plan in advance
- * To do away with cram-learning through rush teaching
- * To avoid failures
- * To avoid the obsolete method of one-way-traffic
- * To avoid ready-made material supply without imparting proper knowledge in class
- * To ensure special needs of students are attended
- * To ensure maximum yield through the effective execution of teaching plan
- * To ensure accountability

3. The Context

The popular adage 'failing to plan is planning to fail' is true when it comes to responsibility. Just as there is no escape from death, there is no escape for a teacher from planning the teaching activities. Just like students, teachers too come from different backgrounds with diverse personalities and varied abilities and capabilities attached to it. They also come with assorted experiences. Some get into the profession of teaching because of lack of options, while some just get into teaching because of forces from without. There are ample proofs of teachers who are fresh in this profession, though some join the institute with number of years of teaching experience either at the undergraduate level or higher secondary and high school levels. Of course, there are varieties of styles a teacher can adopt in approach to students and teaching, but without a systematic and organised plan to execute the teaching activity, one can invite scores of hiccups and it will be too late to undo after exhausting some days because time waits for none. This will incur a colossal loss on the part of students because their age and resources spent for the cause of education cannot be reversed.

To march forward, envisaging to reap a rich harvest through investment of time and energy, with the teaching career, a good and organized plan, collection of all possible resources, churned out tactics and materials of supplementing teaching, stretchable span of time in plan for remedial purposes or fixing the failures and other unforeseen eventualities that come up midway to interrupt the already planned schedules, identified academic activities to augment the teaching-learning process, identified missing infrastructure for proposal and to receive it in time and the like are inevitable. Therefore, to effectively discharge duty as a teacher, a teaching plan is very crucial. Just by receiving the allotment of classes, units/topics to handle and having the books that contain the minimum skeletal knowledge, one can never effectively impart knowledge and produce good results of

students, worthy students with scientific temper, creative and critical thinking abilities and independent decisions.

So, Teacher's Teaching Plan (TTP) has been enthusiastically practised by teachers of the College to produce tangible results.

4. The Practice

Every individual teacher receives the readymade format of the Teacher's Teaching Plan (TTP) at the beginning of each academic session, preferably on the first working day or in the first week itself. A teacher prepares the same, submits it to the Principal's office for perusal and rectification, if any, signs it, gets a photocopy of the same for the Office and retains the original copy for putting the plan into action. Each teacher prepares separate TTP for each paper that she/he is to engage.

There is a column in the format for the teacher to fill after each unit/topic is completed with any other activity to augment the teaching-learning that has taken place.

Departmental evaluation of the same is done monthly and the same is checked by the Principal.

This practice ensures that personal responsibilities are carried out in a most efficient and effective manner. At the same time, justice is done to the profession and accountability is maintained.

5. Evidence of success

Since the practice began, there were no incidences of any teacher ignoring any minute topic let alone units or chapters. There was no complaint of failure to complete the portions assigned to a particular teacher.

Teachers became more faithful.

Smooth ending of courses and easeful conduct of examinations, both internal and external, have been experienced since the introduction of this practice in the College.

Fluctuation in the pass percentage is normal because it depends on the capacity of individual students. The fact that the College receives a sieved out group of students and the university ranks that students secured in different departments and in different years explain everything of what we do and how we do our job.

6. Problems encountered and Resources Required

There were concrete problems faced by the teachers and administration at the initial stage. There was misconception of this plan as the lesson plan that is taken up in the B.Ed. courses for High School and Higher Secondary level courses and classes. Besides, there was a sluggish speed in making this practice an effective method of teaching the lessons and completing the portions with ease as well as with good end result awaiting the investment of time and energy.

Problem is faced whenever a new teacher comes to join the College family. This has to be explained, and the goals and scopes have to be understood by the newly inducted teacher(s) for an effective carrying out of the method.

Problems in strictly following the pre-teaching plan do occur when there is unforeseen non-working day or leave is taken by teachers due to unforeseen health conditions or other unavoidable circumstances. But this is resolved by teachers engaging the non-working Saturdays or engaging an extra hour after the normal classes are over or engaging the class of those teachers who are absent.

7. Notes (Optional)

This practice is solely dedicated for the benefit of students and the enhancement of teacher's teaching abilities. Success and faithful rate has gone up high in the College.

8. Contact Details

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City: Kohima

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Accredited status: B++

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