



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**MODEL CHRISTIAN COLLEGE**

**TSIEPFU TSIEPHFE, A.G. COLONY, KOHIMA, NAGALAND-797001  
797001**

**[www.modelchristiancollege.org](http://www.modelchristiancollege.org)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**April 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Model Christian College was established in 2007 by Arücho Society for Human Transformation and Research, Kohima, to provide undergraduate programme in Science courses, since there were few colleges in the State of Nagaland, only one in Kohima at that time, offering B.Sc. Programme. With a vision to encourage youngsters and provide quality education, the College embarked on its journey on 09th July 2007, with nineteen students as its first saplings.

The motto of the college is 'Educate. Inspire. Transform.' The college takes immense pride in imparting quality education to students, at the same time, inspiring them to reach their full potential, and transforming them into model citizens with a sense of purpose.

The college is located at Tsiepfü Tsiephfe, A.G. Colony, Kohima, Nagaland, two kilometres away from NH-2.

It is an affiliated, a co-educational and a private-aided institution. It offers both Arts and Science Programmes. It is approved by the Government of Nagaland, affiliated to Nagaland University and recognised by UGC under Sections 2f and 12 B of the UGC Act, 1956. It was assessed by NAAC (Cycle I) and accredited with CGPA 2.77 on seven point scale at Grade B++.

The college offers B.Sc. Honours Courses in Botany, Chemistry, Geology and Zoology, and Pass Course in Geography. It offers B.A. Honours and Pass Course in Education, English, Political Science and Sociology, and Pass Course in History. Permission was obtained from Nagaland University to offer Geography as Honours or Elective Paper to Arts students. Two Add-on Courses, Basic English Language Skills and Course on Computer Concepts, are conducted in the Odd Semester annually.

In spite of its young age, the College has produced toppers in the Nagaland University Examinations. To cite the most recent ones, the Department of Geology produced the First Rank Holder in 2018, 2019, 2020 and 2021; the Department of Zoology in 2020; and the Department of Botany in 2021.

### Vision

Model Christian College is dedicated to impart quality education to students for their holistic development through an appropriate environment, and highly motivated and competent faculty.

### Mission

The College strives

- To create an environment congenial to continuous and sustainable human development;
- To coordinate various knowledge-based activities for promotion of better understanding and furtherance of latest skills and technologies;
- To nourish students' spiritual, intellectual and emotional growth.

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

### Institutional Strength

Model Christian College is blessed with good infrastructure and a well maintained campus. There is a qualified, experienced, dedicated and hardworking team of faculty and staff, having a strong bond of collaboration among them. The working environment is good, cooperative, friendly and serene. The college is situated in an ideal location for education, far from the hassle and bustle of city life, and paves the way for a congenial atmosphere for the teaching and learning process. Diversity of staff and students, from different parts, backgrounds and religions, adds spice to life. The excellent teacher-student rapport and favourable student-teacher ratio are plus points. Discipline is emphasised. Integration of Science and Arts is beneficial for students. Interdisciplinary collaboration such as offering Geography as Elective Paper to both Arts and Science students is greatly appreciated.

The college has various cells, clubs and committees, which provide opportunity to the faculty, staff and students to participate in administration, management and exposure. Several co-curricular and extra-curricular activities are conducted such as Departmental Academic Activity Day, Literary Day, Cultural Day, Freshers Day, Parting Social, and Annual Games and Sports. These activities open avenues for students to hone their talents and express themselves. The Work Study Programme provides employment opportunity for students while studying in the college.

### Institutional Weakness

Being a young college, Model Christian College has several limitations. There are so many areas where the college requires improvement. There is lack of space for conducting outdoor games and recreational activities for students during free hour. Books in the library are less in number. Some prescribed books for the syllabi are not available in the market. Enrolment is small. With the space limitation, there is no scope for future expansion of the college building at the present site. Classrooms are small for accommodating a larger number of students. More exposure for students is required. Enhancing ICT for teaching-learning process is a much felt need. LED projectors are mounted in few classrooms. Smart classrooms are yet to make an appearance. Augmentation of laboratory equipments for research activities is very much required. A thirst for research and publication has to be cultivated. There is a comparatively high turnover of teachers; better salary and security in the Public Sector lure many of them.

### Institutional Opportunity

Model Christian College is one of the few colleges providing both Arts and Science Programmes. It provides opportunities for students to study Science Courses in the State itself. There is scope for it to become a premier institute. It is one of the centres for conducting competitive examinations such as NPSC and UPSC examinations. It can conduct programmes and invite other colleges to participate. Proximity to many educational institutions offers opportunity for collaboration in inter-departmental and inter-college exchange activities.

Opportunities are for teachers and students. Teachers have the opportunity of work experience; setting question papers for Nagaland University examinations and other colleges; exposure to and experience in co-curricular and extra-curricular activities; helping students to build their careers, attending seminars, webinars, workshops, etc.; meeting new people every year; having enough time for self study and self preparation; mentoring students; learning from colleagues and students; learning many new things through programmes conducted in the college; availing opportunities to be in different clubs and committees, and organising programmes; getting regular feedback from students and college Authorities; being with intellectuals; being internal and external (for practical examinations) examiners; invigilating in civil service examinations; enhancing skills; and taking up research projects.

Students get the opportunities for work study programme, earning while learning; participation in co-curricular and extra-curricular activities; attending seminars, webinars, workshops, fairs, etc.; meeting new people every year; having enough time for study and preparation; exposure to organising events, thereby improving their personality development; learning many new things through programmes conducted in the college; availing opportunities to be in different clubs and committees, and organising programmes; building up personal growth and self-esteem; competing in various inter-collegiate competitions; participation in fieldtrips and excursions; being allowed and encouraged to participate in activities, contests and competitions organised outside of the college such as Miss India Global, Miss Nagaland, badminton tournament, etc.; being provided learning beyond the classroom discourse; offered all-round development opportunities; each and every student being provided with a mentor; scholarship for bright students; student-friendly environment; and enhancement of skills.

### **Institutional Challenge**

The college faces numerous challenges such as construction of more classrooms; acquiring land for playgrounds and outdoor activities; increasing students enrolment; improvement of research and development wing; financial resources for field trips, educational and exposure tours, research projects, enhancement programmes, workshops, etc.; retaining members of the faculty; providing sophisticated equipments for the laboratories; separate staffrooms for all departments; long run welfare of employees; providing more buses for transportation; providing better printing and reprography facilities; handling academically average and below average students; encouraging students for marketability; space constraint to accommodate more students; mentoring young minds; handling few cells and clubs besides teaching; coping with online and face-to-face classroom teaching; upgrading the learning skills of the students after the online classes; preparing for implementation of CBCS along with the present semester system; and trying to maintain or score above the first cycle accredited B++ Grade.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The college, being an affiliated college, follows the curriculum designed by Nagaland University. An academic calendar is prepared and followed with flexibility. Teachers prepare their teaching plans, which are adhered to. They use lecture, PowerPoint presentation, documentary and debate to impart learning. The daily class routine and internal assessment schedule are prepared and implemented. Students are continuously assessed through test, assignment, paper presentation, quiz, etc. Experiential learning such as field work and project work are applied.

Teachers set question papers for Nagaland University and autonomous colleges, participate in evaluation of answer scripts, and are invited as external examiners. Some members of the faculty are members of Board of Studies and BUGS, thereby getting involved in syllabus designing. The Department of English took part in syllabus designing for BELS.

Gender, environment and sustainability, human values and professional ethics are incorporated in the curriculum. The college conducts several programmes for promotion of gender equity. The Women's Cell sensitises students on gender equality. Environmental Science is a compulsory paper. The Eco Club assists the students in keeping the campus and its surrounding clean and green. Human values are disseminated during the Chapel and by the Evangelical Union. The Work Study Programme inculcates work ethics in students.

### Teaching-learning and Evaluation

The college admits students from different backgrounds and abilities. Admission to the 1st Semester is on first come first basis. The college offers full scholarship (Admission/Annual and Tuition Fees) to two, sometimes three, orphans from any recognised orphanages in Nagaland.

Advanced learners and slow learners are identified, and each category is taken care of. The ratio of student-teacher is good and that of mentee-mentor is ideal. Experiential, participative and problem solving methods are used for enhancing learning experiences. The Departmental Academic Activity Day (DAAD) instils in students the creative and problem solving skills, and encourages participative learning. Students undertake field work to gain first hand information. Teachers utilise the available ICT tools for effective teaching-learning delivery.

The mechanism of Internal Assessment (IA) is transparent and robust. A schedule is prepared for IA and is implemented timely, with some flexibility. IA papers are shown to students, who may express their grievances, which are redressed.

Teachers and students are aware of the Programme Outcomes (POs) and Course Outcomes (COs), which are displayed in the college website and prospectus. Attainment of POs and COs are measured by means of Internal Assessment Evaluation (IAE) and External Assessment Evaluation (EAE). It is manifested in the average pass

percentage of the college in the past five years, which is 84.87%.

A Student Satisfaction Survey on the overall performance of the institution is conducted annually.

### **Research, Innovations and Extension**

The college encourages research, and grants special leave and seed money to any faculty who wishes to undertake research. The projects, assignments and field studies taken up under the supervision of teachers are valuable initiatives for research. To promote research among the faculty, the college conducted seminars and webinars. An example was a two-day National Seminar on “Federal Democracy and Ethnic Identity: Challenges and Prospects” conducted on 23rd-24th November 2017, in which two faculty members presented papers.

The college carried out extension activities. For example, on 06th December 2019 the NCC Cadets made paper bags from newspapers and distributed them to shopkeepers and vegetable vendors. On 17th March 2020, the Department of Chemistry made hand sanitiser for the College and the neighbourhood. The NSS undertook cleanliness drive at Metelephe, an adopted village, on 24th February 2018, and donated a volleyball and volleyball net to the village. The Eco Club conducted sanitation drive around the campus on 12th November 2021 and the Model Christian College Students Council, on 05th February 2022.

MOUs were signed with (i) National Institute of Electronics & Information Technology, Kohima, on 3rd July 2019, for the conduct of Course on Computer Concepts, (ii) Emporium Training & Consultancy Pvt Ltd, on 10th August 2019, for training students in hospitality and other sectors, (iii) Telcocrats Technologies, Mohali, on 24th September 2019, in a collaborative effort of industry and academic linkage, and (iv) Reev Technologies, Kolkata, on 9th October 2019, for online conduct of academic activities.

### **Infrastructure and Learning Resources**

The college has well furnished classrooms, laboratories, library, Computer Lab, Conference Room, IQAC Office and gymnasium. LED projectors are mounted in three classrooms and in the Auditorium. Three projectors are portable and may be used in any classroom. 41 computers have internet connectivity.

The library was fully automated in 2016. The Integrated Library Management System (ILMS) Software is SOUL 2.0. E-resources, both e-books and e-journals, are available in NLIST.

There are facilities for cultural activities, and sports and games (indoor and outdoor). A day, Cultural Day, is set aside for conducting cultural programmes. The college has a basketball court, with a makeshift arrangement for a volleyball court, and a badminton court. There is provision for indoor games such as table tennis, carom boards, chess and so on. Students may play in their free time, but may not disturb the classes. They may also relax in the Students Lounge.

Proposal for purchase of books is submitted by the Heads of Department to the Librarian. The proposal is

forwarded through proper channel to the Administrator for placing order and making payment. Any damage or loss of book is borne by the student under whose possession the damage or loss occurred. The procedure for purchase of laboratory materials is the same as the purchase of books. Damage or loss of equipment is paid by the student concerned.

To avail the gym, a candidate has to register on payment of fees. There is concession for students, employees and alumni.

### **Student Support and Progression**

The college is concerned about students' performance, and progression to higher education and gainful employment. It identifies reasons for poor performance, and applies remedial measures. It facilitates students' representation and engagement in administrative, co-curricular and extra-curricular activities. The Model Christian College Students Council (MCCSC) acts as liaison between the Management, and faculty and students. It takes responsibility for students' activities and associates with other college student bodies. The President of the MCCSC is a member of the IQAC.

The college promotes value-based education, and students' participation in social and cultural activities. It takes keen interest in development of soft skills, language communication skills, life skills and computing skills. It signed an MoU with Telcocrats Technology for development of soft skills and computing skills.

It encourages students' participation in sports and cultural events, and competitions conducted by the institution or other institutions and organisations. To encourage physical fitness and good health, it started a gym. It procured and installed a sanitary pad vending machine and an incinerator for girl students.

The college encourages students to avail scholarships provided by the Government and non-government agencies. It provides full scholarship to two orphans from any recognised orphanages of Nagaland. Besides, it grants concession to students from low income families.

The Alumni Association is a Registered Association. The college engages with the alumni to make the Association meaningful for society.

The college provides counselling and grievance-redressal. It conducts Work Study Programme in which two students in every semester earn while studying.

### **Governance, Leadership and Management**

Decentralisation and participative management are practised. The Principal is the Head of the Institution. He/She delegates the power of granting casual leave to employees, discipline of students and conduct of end semester examinations to the Vice Principal. The Academic Dean looks after the academic calendar, class routine, conduct of classes, internal assessment, and conduct of seminars and workshops. The Dean of Students Welfare oversees extra-curricular activities, welfare of students, and students' leave and attendance. The

faculty and staff are members and coordinators of cells, clubs and committees.

Employees are involved in the decision making bodies. The Principal is the Member Secretary of the Governing Body and the Vice Principal, a member. The Principal, Vice Principal, Deans, IQAC Coordinator and teacher representatives are members the College Management Council, IQAC and Moderation Committee. The Heads of Departments assign papers and classes to the teachers of their departments.

The IQAC plans the academic activities and development programmes for employees and students. Development is required in several areas. Since these areas cannot be attended to at one go, priority areas are set and taken care of first.

Welfare schemes are provided for employees and students.

Both internal and external audit is done in the college. Internal audit is performed by the Management and external audit, by the Chartered Accountant.

### **Institutional Values and Best Practices**

The college aims at producing men and women of integrity. These men and women have respect for one another. They are responsible in performing their roles. They excel in every sphere – intellectual, emotional and spiritual. Service is inherent in them. They appreciate diversity and embrace people of all communities.

A safe space for women is created. The Women's Cell and the Anti-Sexual Harassment Cell assist in this endeavour. International Women's Day is observed with a variety of activities to sensitise employees and students on gender equity.

The college is sensitive to climate change and environmental issues. A national webinar on 'Impact of Climate Change on Natural Resources and Biodiversity' was organised on 14th November 2020. Solid wastes are collected everyday and kept at the collection site, ready to be collected by the municipal pickup truck. Liquid wastes are drained off through a well maintained drainage system. E-waste is dispatched to Hulladeck Recycling Pvt.Ltd., Diphupar, Dimapur District, for destruction or recycling.

An inclusive environment of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities is nurtured. On Cultural Day, students showcase their cultures and those of other communities. National and international commemorative days, events and festivals are celebrated.

The two best practices of the college are Full Scholarship for Orphans and Phoenix. Full scholarship provides opportunity to two orphans to avail higher education at the undergraduate level. Phoenix provides a platform for the students to showcase their talents, communication skills, creativity and thinking out of the box.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	MODEL CHRISTIAN COLLEGE
Address	Tsiepfu Tsiephfe, A.G. Colony, Kohima, Nagaland-797001
City	Kohima
State	Nagaland
Pin	797001
Website	<a href="http://www.modelchristiancollege.org">www.modelchristiancollege.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Luke Rymbai	0370-9612605656	9612605656	-	mocollege@yahoo.in
IQAC / CIQA coordinator	Mhabemo Odyuo	0370-7397255851	7397255851	-	odyuomhabe@gmail.com

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

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	30-05-2007

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

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

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	11-06-2012	<a href="#">View Document</a>
12B of UGC	08-05-2019	<a href="#">View Document</a>

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

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

**Details of autonomy**

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Tsiepfu Tsiephfe, A.G. Colony, Kohima, Nagaland-797001	Urban	1.648	3521.34

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Zoology	36	HSSLC	English	25	10
UG	BSc,Chemistry	36	HSSLC	English	25	3
UG	BSc,Botany	36	HSSLC	English	25	9
UG	BSc,Geology	36	HSSLC	English	25	12
UG	BSc,Geography	36	HSSLC	English	40	20
UG	BA,Sociology	36	HSSLC	English	50	6
UG	BA,Political Science	36	HSSLC	English	50	10
UG	BA,Education	36	HSSLC	English	50	3
UG	BA,English	36	HSSLC	English	50	5
UG	BA,History	36	HSSLC	English	50	19

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

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				28			
Recruited	0	0	0	0	0	0	0	0	7	21	0	28
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	8	6	0	14
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	2	3	0	5
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	2	0	4
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	4	16	0	20
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	1	1	0	2

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	111	6	0	0	117
	Female	117	12	0	0	129
	Others	228	18	0	0	246

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	1	1	1	0
	Female	3	1	0	0
	Others	0	0	0	0
ST	Male	143	101	120	120
	Female	111	104	158	122
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	1	1	1	2
	Female	3	2	0	2
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		262	210	280	246

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	The institution adopted interdisciplinary education even prior to the promulgation of NEP 2020. On 29th March 2017, it sought the permission of Nagaland University for permitting (i) B.Sc. students to choose
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	<p>any Elective Papers of their choice and (ii) B.A. students to opt for Geography (a subject offered in the B.Sc. Programme) as an Interdisciplinary Elective Paper. The Vice Chancellor of Nagaland University denied permission to B.Sc. students to choose any Elective Papers of their choice, but granted permission to B.A. students to opt for Geography as Honours or Elective Paper [Nagaland University, NO.F.2-12/ACAD/2009(VOL-IV)-7776, Dated 19th March 2019]. Being an affiliated college, option for interdisciplinary, cross-disciplinary and multidisciplinary education would be as advised and permitted by the affiliating University.</p>
2. Academic bank of credits (ABC):	<p>Academic Bank Credits and transfer of credits would depend upon the policy and guidelines of the affiliating University.</p>
3. Skill development:	<p>Skill development has been one of the priorities of the college. The institution offers two add-on courses (i) Basic English Language Skills (BELS) for communication skills and (ii) Course on Computer Concepts (CCC) for computer literacy before leaving college. The former was approved by Nagaland University. For the latter, an MOU was signed with National Institute of Electronics &amp; Information Technology, Kohima, on 3rd July 2019. Besides, the college signed MOUs with (i) Emporium Training &amp; Consultancy Pvt Ltd, Dimapur, Nagaland, on 10th August 2019, for training students in hospitality and other sectors, and (ii) Telcocrats Technologies, Mohali, on 24th September 2019, for imparting soft skills and computing skills. 'Professional Skills Development Training' for the Administrative Staff was conducted on 05th October 2019. Workshops were organised for the faculty on (i) 'Innovative Teaching' on 12th – 13th July 2018, (ii) 'Classroom Management' and 'Question Paper Setting and Evaluation' on 16th November 2019, and (iii) workshops on CBCS on 19th August 2019 and 15th February 2020.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The institution follows the medium of instruction as notified by the affiliating University. Besides, it has to follow the subjects permitted by and affiliated to the University. Students of Sociology Honours take a paper on 'Culture and Mass Media', in which they learn about different cultures in India. Besides, the institution promotes indigenous culture by setting</p>



	<p>aside a day, Cultural Day, for showcasing tribal and other cultures. It made provision in its dress code for the students, faculty and staff to wear a sign of traditional dress or symbol on the first Thursday of the month.</p>
5. Focus on Outcome based education (OBE):	<p>The college is focused on outcome based education. The Programme Outcomes and the Course Outcomes are clearly defined and shared with student in the Prospectus, which is available on the college Website. Outcomes of Bachelor of Science: Bachelor of Science opens up a world of opportunity such as research, analysis and thinking critically, or making the planet a better place. It offers theoretical as well as practical knowledge about the different courses. A Bachelor of Science can opt for career in forestry, horticulture, research laboratories, Government sectors, Corporate, pursue post graduate programme, journalism, animation, computer technology, management, business administration, hospitality sector, business process outsourcing, marketing, banking and finance sectors, and teaching to mention a few. Outcomes of Bachelor of Arts: Bachelor of Arts fosters students' individual growth and allows them to develop research and analytical skills that can be applied to a wide range of situations. A Bachelor of Arts is familiar with the social, economic, historical and political thinking and literature, theories, concepts and research methodologies. A Bachelor of Arts can opt for career in Government sectors, Corporate, pursue a post graduate programme, teaching, journalism, management, business administration, hospitality sector, BPO, marketing, and banking sectors to name a few.</p>
6. Distance education/online education:	<p>The college does not offer Distance Education, but encourages the faculty, staff and students to participate in it. Presently, four teachers are enrolled in short-term distance education courses. One teacher is doing a fifteen-week course on 'Basics of Remote Sensing, GIS &amp; GNSS Technology and Their Applications', conducted by IIRS, ISRO, in SWAYAM platform. The same teacher is taking a two-week course on 'Advanced Research Methodology', under FDP-165, Ramanujan College, University of Delhi. Two teachers are undergoing a course on 'Online Induction Training/Orientation Programme for Faculty in Universities/Colleges/Institutions of Higher</p>

Education’ from 21st March to 19th April 2022, conducted by Teaching Learning Centre, Ramanujan College, University of Delhi, in collaboration with the Ministry of Education, Government of India. Another teacher is undergoing an ‘Online Two Weeks Inter-disciplinary Refresher Course on Environment and Human Health’, 28th March – 11th April 2022, organised by the Department of Environmental Studies, Ramanujan College, in collaboration with the Ministry of Education, Government of India. With the COVID-19 Pandemic lockdown, 16th March 2020, the college switched to the online mode of imparting education. For this, it signed an MOU with M/s Reev Technologies, Kolkata, on 1st June 2020, for a period of 5 (five) years. The Reev Classroom offers features such as teachers and students routines, online classes, recorded classes streaming, online fee payment, internal assessment, assignment, besides others. The annual Departmental Academic Activity Day 2020 was conducted by all the Departments in the online mode on 24th September 2020. The college could think of offering distance/online education in some courses.

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
195	195	195	195	195
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
246	280	210	262	221
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
65	148	69	93	95

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

## 2.3

### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
71	63	92	40	37
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
28	28	28	28	28
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
28	28	28	28	28
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 17**

## 4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
7.27	10.48	13.17	16.77	72.92

## 4.3

**Number of Computers**

**Response: 41**

## 4.4

**Total number of computers in the campus for academic purpose**

**Response: 33**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

Model Christian College is affiliated to Nagaland University and therefore follows the curriculum laid by the former. In addition, the college ensures effective curriculum delivery and documentation process through the following ways: 1. At the commencement of every academic session, the academic calendar is prepared by Dean of Academics and distributed to all the departments and students. The academic calendar serves as a guide to the college, the departments, clubs, cells and committees to carry out yearly activities. The online teaching website and app REEV is also updated with all the necessary information regarding class routines, notices and attendance to the students and parents/guardians. 2. Teaching plans for every semester, by the teachers from all the departments are prepared and preserved as documentation. The Principal and Academic dean oversees the timely and effective execution of the teaching plans. These plans are adhered to in order to deliver the curriculum efficiently within a stipulated time frame. The format of the Teaching plan is uploaded. 3. Traditional methods of teaching are complemented by PPT lectures, documentaries, films, music and art depending on the stream concerned. The individuality of the student is also kept in mind and thus a variety of innovative methods are used by the teachers. 4. Students are encouraged to compulsorily participate in classroom discussions, project works, presentations, and webinars and group discussions. Some departments also carry out field trips and excursions to develop a hands-on experience of concepts and topics. These techniques are employed to empower, encourage and help develop a practical and critical sense of inquiry. 5. The daily class routine is prepared with the teachers' names on it every semester. Every faculty stays in the college till the last period of the day on all working days, a conditional provision of leaving the college after the fifth period is granted to the faculty who do not have classes in the sixth and seventh period. Regular faculty meetings, departmental meetings and IQAC meetings are also held. 6. Orientation programmes are conducted for the newly enrolled students every year, parents and staff development programmes in addition. In the orientation programme the newly enrolled students are briefed about the syllabus, format of internal assessment and the criteria of selection to become eligible for end semester examinations. In light of Covid-19, online orientation was conducted through the REEV app with due participation from all departments and staff. 7. Student assessment and evaluation are an integral part of curriculum delivery. Students are continuously assessed and evaluated at the end of each topic through assignments, classroom seminars, paper presentation, open book tests, and quizzes. Regular unit tests also form an important part of the continuous evaluation system along with debates, project work and observation of students engaged in activities. The institution therefore takes proper care in designing processes, systems and structures to ensure effective and efficient curriculum delivery with the ultimate objective of the realising local needs and also in tune with the emerging national and global trends.

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

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

1. For effective implementation of Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts activities and tests depending on necessity of slow learners and individuality of the students. The internal assessment of 30 marks is divided into two core areas with 15 marks each:
  1. Internal Assessment Examinations (IAE) which are conducted for 15 marks where covered units and topics are presented in the format of a descriptive, objective or a combination of both. Answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability including discussions and/or remedial measures where necessary. Internal assessment examination is conducted every semester and the question papers are prepared by the teachers according to the University question paper pattern. The dates of internal tests are made known to all the Students and Departments at the commencement of every academic session. Examinations halls and invigilation duty are prepared in such a way that the tests are conducted in a fair manner.
  2. Internal Assessment activities for 15 marks are conducted in a two-pronged manner – presentation and assignment. The 15 marks is divided into two parts 10 marks for power point presentation and 5 marks for written assignments. The dates of these activities are made known to the students well in advance at the start of every new semester and a sufficient break in between tests and activities are allotted. Depending on the department concerned the nature of the activities may vary in the form of a field trip, lab exercise, practical work, mini project works, model exhibition, technical paper presentation and workshop.
1. A student has to score 45 percent of the total internal assessment mark, i.e., 30 as pass mark. Any students failing to attain pass mark (13.5) are not allowed to seat for the end semester examinations. Further the performance of the students are also evaluated through their attendance in every paper for which, the college adhere to the guidelines laid down by the Nagaland University. As per the Nagaland University guidelines a student needs to have a minimum of 80% attendance in each paper failing which he/she becomes ineligible to seat for end semester examinations. A copy of the Nagaland University Guidelines on Attendance requirements is uploaded for reference.
2. The final assessment of the students is done by the Moderation Committee of the college, which consist of Managing Director, Administrator, Principal, Vice Principal, Dean of Students Welfare, Dean of Academics, Office Superintendent and two Teacher Representatives. Moderation committee sits after all the internal marks are submitted by the departments. This committee takes into consideration the overall performance of the students in both Internal Assessment (tests and activities) and Attendance records. The decision of the committee is final and binding. Apart from this, Continuous Internal Evaluation is carried out in every semester through assignments, classroom seminars, paper presentation, open book test, quizzes, debates, project work and observation of students engaged in activities.

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

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 44.44

**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.**

**Response:** 4

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 15



**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	7	2	2	2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 33.1**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
121	29	98	96	50

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

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

The College strongly believes in inculcating human values, gender equality, professional ethics, promotion of environmental conservation and sustainable development among the students. This is done through curricular and extra-curricular activities; Social Works, Cleanliness Drives, Community Services, literary and cultural events organized by National Service Scheme (NSS), National Cadet Corps (NCC) Clubs, Cells and Committees.

Gender sensitivity: Sensitizing the student community about gender issues is one of the core areas of

concern. Gender issue topics such as, Women and Politics, Family Planning, Women Reproductive Health, Changing trends on the role of Women, Gender and Society and Education of Women and Girls are incorporated in the Bachelors of Arts Curriculum. In order to protect the rights of women, Women Cell, Anti-sexual Harassment Cell and Internal Complaints cell are formed by the college. Further to help girl students in developing their personalities platforms such as NCC, NSS and Red Ribbon Club are instituted in the College.

**Environment and Sustainability:** It is made mandatory for all students to study and pass a compulsory paper i.e., Environmental Science (EVS) at the graduation level as part of the University curriculum. Efficient and expert faculties of Science Departments have worked persistently in helping students become aware of waste management and disaster management by organizing field trips, workshops and webinars. A paper on Environmental issues: Global warming and Climate change is included in BA Political Science (H) Course in semester V. Papers on Environmental and Green Chemistry, Biodiversity and Forestry are provided to the BSc students. Projects are conducted by All BSc students in partial fulfillment of Under Graduate courses.

Environment centric club, Eco Club also works in helping students practice and maintain clean environment within and outside the campus. It also observes World Environment Day and World Biodiversity Day every year.

**Human Values and Professional ethics:** A number of papers related to Human values such as Human Rights, Gandhian Techniques of Non Violent and practice of Satyagraha, Modernization and Secularism, Value Education, Peace and Human Rights Education and Inclusive education are a part of BA curriculum. Important days of National and International significance are observed like International Women's Day, Gandhi Jayanti, Independence Day, Yoga Day, World Environment Day, World Biodiversity day naming a few. Awareness campaigns are organized on various issues of substance abuse, sexual abuse, environmental issues etc. It also provides room for Moral and Ethical values to be inculcated among the students. Evangelical Union is a unit within the college helping in spreading good moral values from the scriptures.

With the objective to instill Professional ethics among the students, the college has signed MoUs with a number of agencies: MoU with Telcocrats Technology, Mohali for 'Skill Development Programs', MoU with National Institute of Electronics and Information Technology for 'Course on Computer Concepts', MoU with Emporium Training and Consultancy Pvt Ltd for 'Vocational Training Programs'. It also has a Work Study Program initiated for students to inculcate the value of work ethic and to understand the concept of professionalism.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field

**work/internship during last five years****Response:** 1.95**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)****Response:** 17.07**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 42

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

**1.4 Feedback System****1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni****Response:** C. Any 2 of the above

File Description	Document
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 94

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

2020-21	2019-20	2018-19	2017-18	2016-17
63	149	69	93	96

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	100	100	100

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

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 100

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
65	148	69	93	95

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

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

#### Response:

The institution, from its inception, has always strived to provide quality education and to cater to the needs of students in both academic and emotional aspects. It assesses the learning levels of the students through direct and indirect methods.

#### Direct method:

Direct assessment of learning levels is done through homework, assignments, quizzes, attendance, examinations and viva voce. Every department gives assignments and homework to each student, the performance is recorded and marks are allotted. Viva voce and class tests are conducted by the departments across all courses. The marks scored by the students in assignments, homework and class tests become a criterion for their selection to sit in the end semester examinations. Hence, the end semester examinations form the mainstay of assessing students learning level. Toppers in University examinations are awarded certificate and cash.

Attendance is a very important criterion in assessing the learning level of the students. Students attending classes regularly have shown achievement at higher level than students not having regular attendance. Therefore, the college, as per Nagaland University guidelines, has made it compulsory for the students to attain 80% of attendance to qualify for the end semester examinations. Students with 100% attendance in a semester are recognised with a certificate.

In general, the Internal Assessment Evaluation process assesses students learning levels through three activities which are PowerPoint presentation, written assignments and class tests.

#### Indirect method:

The indirect measures for assessing the learning level of students include pass percentage in the university examinations, students' surveys, course evaluation and placement on graduation. The college regularly conducts Students Satisfaction Survey, Students Feedback on teachers, exit questionnaire to graduating students and recording the number of students pursuing higher studies after graduation. These methods form the basis of indirect assessment of learning level.

Special programmes are organised and introduced by the institution for advanced learners. The institution introduced the Work Study Programme, where two students are given the opportunity to earn while they learn. 50% waiver in admission fees is given to meritorious students seeking admission for Under Graduate courses in the college. Debates, extempore and quizzes are conducted. Notable mentions here are the conduct of Science Fair for the B.Sc. Programme students in November 2021 and Literature Day held annually by the Department of English. The institution provides two add-on three-month certificate courses one on Course on Computer Concepts and the other on Basic English Learning Skills. It signs MoUs with various agencies in order to provide skill development courses. It collaborates with different agencies and organisations in conducting seminars, conferences and workshops.

The institution also takes special care in helping the slow learners through peer teaching methods in which students are grouped together for PowerPoint presentation. The newly admitted students are oriented about the Under Graduate programmes and courses. Mentoring classes are conducted by every department to orient the students and help the slow learners in coping with their advanced peers. Mechanisms such as conduct of remedial classes, re-tests and distribution of study materials/handouts are used. At the individual level, teachers identify slow learners in a class, counsel them and assist them regularly.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 8.79

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

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

The institution makes a sustained effort to encourage the students for experiential learning, participative learning and problem solving through varied activities in the teaching-learning process.

Experiential learning:

The college encourages learning activities both inside and outside the classroom. To train the students to learn by doing, almost all the departments conduct field trips and study tours. The B.Sc. Programme incorporates project work in the sixth semester in all courses. The project work is conducted locally and, if required, outside the local area. In the B.A. Programme, educational tours are conducted to areas of great significance to enlighten the students about the ground reality of the theory taught in the classrooms.

Participative learning:

Participative learning is practised by conducting PowerPoint presentation, where students are divided into groups. The members of every group discuss and prepare the topic assigned to them, which is then presented in the presence of the class and the teacher concerned. PowerPoint presentation constitutes 33.33% of the total Internal Assessment Evaluation marks, i.e. 10 out of 30 marks. Another activity for promoting participative learning is the Departmental Academic Activity Day (DAAD), where

all the students from all programmes and courses take part in activities such as role play, quiz, debates, DIY art, singing, extempore, painting and video making. DAAD is an annual activity conducted in the month of August and is incorporated in the Academic Calendar.

#### Problem solving:

The students are expected to observe, understand, analyse, interpret and find solutions. In view of this, they are entrusted with project works concerning a specific problem and are monitored by assigned teachers. Some examples of the projects carried out by the departments and aimed at problem solving are:

#### I. Department of Chemistry:

1. Determination of acid value in different samples of oil,
2. Detection of caffeine in various sample of tea leaves,
3. Qualitative analysis of soft drinks available in the market of Kohima,
4. Detection of adulteration in some common food items,
5. Determination of acidity and the quality of different samples of tea leaves available in Kohima,
6. Determination the presence of nitrogen containing pesticides or insecticides in various fruits and vegetables,
7. Analysis of honey for presence of different minerals and carbohydrates and purity of honey,
8. Analysis and comparison of the effectiveness of different antacids (tablets and liquids),
9. Synthesis of paints and pigments and determination of their capacity to dye.

#### II. Department of Botany

1. A market survey on non-timber forest products (NTFS),
2. Study of the utilization of forest products from Puchama and Khonoma Village of Nagaland,
3. Biological diversity of Nagaland with special reference to medicinal and economically important plants,
4. A review on the aromatic plants of Kohima district, Nagaland.

#### III. Department of Zoology

1. Traditional underground beekeeping as a means of income generation and environment conservation in Nagaland with special reference to Mima Village,
2. Physio-chemical water analysis of drinking water of A.G. Colony, Lierie Colony, Jotsoma Village, Jakhama Village,
3. Distribution of sensory test threshold for Phynylthio Carbide taste ability,
4. Carbon Cycle and Nitrogen Cycle.

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

#### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.



**Response:**

The college provides ICT enabled tools to both the faculty and students for effective teaching-learning process. The general ICT enable tools available in the college are desktop, laptop, projector (LED), digital camera, printer, photocopier, pen drive, scanner, microphone, Reev Classrooms app, and social media platforms such as college website, whatsapp groups, facebook and instagram.

The Computer Lab has a total of 16 working desktops with internet connectivity. It is accessible to all the teachers and students. It is used to conduct computer classes and classes for the Course on Computer Concepts, a certificate course. The Science departments utilise the lab to conduct practical classes on topics such as mapping, study of physical features, bioanalytics and biostatistics using google map. It is also accessed by the students to prepare assignments, project works and PowerPoint presentation. The college has a laptop, which is made available to the teachers to conduct classes and other academic related works.

Visually oriented classes are very important for the students, as they create interest about a topic, boost their confidence by clarifying their doubts and create a more relaxed discussion environment in the classrooms. Therefore, the teachers are always encouraged to conduct visual classes. Projectors are available for this purpose and are used to the optimum capacity. The projectors are also used by the students for PowerPoint presentation. Projectors serve as important tools to show course oriented videos and movies to the students.

Photographic visuals produced by cameras can enhance the learning process. The college has one DSLR camera, which is used for capturing images of the programmes organised by or conducted in the college. It is also used by the departments during fieldworks, project works and Departmental Academic Activity Day. The images collected during fieldworks or project works serve as evidences and raw data, which are important elements in the authentication and completion of a project or field work.

The college has sufficient photocopiers and scanners in the Administration Office, Principal's Office, Vice Principal's Office, Library and IQAC Office. These tools contribute significantly towards effective teaching-learning process. Handouts, study materials, notices and other printing related works are executed in the Office with the help of printers and scanners. As a result, students are provided with study materials and handouts to help them prepare for their examinations and other academic related works. The programmes of activities conducted in the college are printed and photocopied in the Administration Office.

With successive unlock guidelines from the Government during the pandemic, some classes were shifted to the Auditorium so as to maintain social distancing. Microphones and speakers were used to communicate with the students. These instruments played a very important role in the effective conduct of classes, thereby mitigating the challenges of communication in a big hall.

Beside the above-mentioned ICT enabled tools, the teachers have their own laptops and pendrives for conduct of classes. If required, they make available their ICT tools to the students for enhancing the teaching-learning process.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )

**Response:** 8.79

#### 2.3.3.1 Number of mentors

Response: 28

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

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

**Response:** 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 8.57

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	2	1	2

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

### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

**Response:** 0.14

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

Response: 4

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

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

Internal assessment is transparent and robust in terms of frequency and mode. It is conducted every semester. The schedule for assessment activities is given in the Academic Calendar and is displayed well in advance in the Notice Boards and uploaded in social media for the students and teachers to know about it. Sufficient time for break is allotted in between tests and other activities.

Internal assessment is for 30 marks. A minimum of three activities have to be conducted. The college conducts Internal Assessment Examination (IAE) for 15 marks; power point presentation, 10 marks; and assignment, 5 marks.

The IAE is conducted from the units and topics that are covered till the date of the IAE. The question papers are prepared by the teachers according to the University question paper patterns. Examination halls and invigilation duty chart are prepared in such a way that the tests are conducted in a fair manner.

A schedule is prepared for power point presentation and written assignment, and is made known to the students and teachers well in advance. The nature of the activities may vary from department to department. Generally, activities such as field trip, lab exercise, practical work, mini project work, model exhibition, technical paper presentation, workshop, assignment, classroom seminar, quiz, debate and observation of students engaged in activities are conducted.

There is complete transparency in evaluation. Once paper correction is over, the answer scripts are returned to the students, providing sufficient transparency and accountability. Discussion and/or remedial measures are conducted where necessary. Discrepancies, if any, are rectified.

The final assessment of the students in internal assessment is done by the Moderation Committee of the college, which consists of the Managing Director, Administrator, Principal, Vice Principal, Dean of

Students Welfare, Academic Dean, Office Superintendent and two Teacher Representatives. The Moderation Committee sits after all the internal assessment marks are submitted by the departments to the college Office and tabulated by the Office. It takes into consideration the overall performance of the students in both internal assessment activities and attendance records.

Pass mark for internal assessment in any paper is 45% of the total mark (30), i.e. 13.5. Any student failing to obtain pass mark in any paper is not eligible to sit for the End Semester Examination. Further, as per the guidelines of the Nagaland University, a student needs to have a minimum of 80% attendance in each paper, failing which he/she becomes ineligible to appear the End Semester Examination.

The internal assessment results are displayed on the Notice Boards and uploaded in the college website for easy access on the date mentioned in the academic calendar.

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

### **2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient**

#### **Response:**

The conduct and evaluation of internal assessment is transparent, time-bound and efficient. The dates for Internal Assessment Examination (IAE) for the various papers are given in the Academic Calendar. Similarly, a schedule for PowerPoint presentation and written assignment is prepared. All the dates of these activities are made known to students and teachers well in advance. Similarly, dates are fixed for submission of marks by the Heads of Departments to the college Office, completion of tabulation by the Office, sitting of the Moderation Committee and declaration of internal assessment results. These dates are adhered to.

The IAE is conducted before the commencement of End Semester Examination. It is conducted from the covered units and topics till the date of the IAE. Seating arrangement is carefully worked out to avoid malpractices in the examination halls and vigilant faculty are assigned duty to ensure the examination is conducted in a fair and smooth manner. The question papers are prepared by the teachers according to the University question paper patterns.

Valuation of internal assessment papers are carried out in a time bound schedule and in the best possible efficient manner. There is complete transparency in evaluation. The valued papers are returned to the students. This provides opportunity for students to express their grievances, interact with teachers and get any grievances redressed, and discrepancies rectified. In case of deadlock, the matter is referred to the Principal through the Head of Department, and his decision is final and binding.

Sufficient time for break is given between tests and other activities. The nature of the activities for PowerPoint presentation and written assignment may vary from department to department. The PowerPoint

presentation and written assignment are valuated, and returned to the students for self-assessment. If there are grievances, the students interact with teachers and get any discrepancies rectified. In case of deadlock, the matter is referred to the Principal through the Head of Department, and his decision is final and binding.

The final assessment of the students in internal assessment is done by the Moderation Committee. The Committee takes into consideration the overall performance of the students in both internal assessment activities and attendance records. Decision for failing any student is taken after a thorough deliberation. The decision taken by the Moderation Committee is final and binding. There is no review of its decision.

Pass mark for internal assessment in any paper is 45% of the total mark (30), i.e. 13.5. Any student failing to obtain pass mark in any paper is not allowed to sit for the End Semester Examination. Further, as per the guidelines of the Nagaland University, a student needs to have a minimum of 80% attendance in each paper, failing which he/she becomes ineligible to appear the End Semester Examination.

The internal assessment results are displayed on the Notice Boards, and uploaded in the college website and other social media for easy access of students.

There is no provision for expressing grievances after the declaration of internal assessment final results, as any shortfall of a student, whether in attendance or marks, is already taken care of at the earlier stages of internal assessment.

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

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

#### Response:

Describe Course Outcomes (COs) for all Programmes and mechanism of communication within a minimum of 500 characters and maximum of 500 words

The Programme Outcomes (POs) and Course Outcomes (COs) for all programmes and courses offered by the college are reflected in the Prospectus, which is displayed on the college website.

#### POs of Bachelor of Science:

Bachelor of Science opens up a world of opportunity such as research, analysis and thinking critically, or

making the planet a better place. It offers theoretical as well as practical knowledge about the different courses.

A Bachelor of Science can opt for career in forestry, horticulture, research laboratories, Government sectors, Corporate, pursue post graduate programme, journalism, animation, computer technology, management, business administration, hospitality sector, business process outsourcing, marketing, banking and finance sectors to mention a few.

### **POs of Bachelor of Arts:**

Bachelor of Arts fosters students' individual growth and allows them to develop research and analytical skills that can be applied to a wide range of situations. A Bachelor of Arts is familiar with the social, economic, historical and political thinking and literature, theories, concepts and research methodologies.

A Bachelor of Arts can opt for career in Government sectors, Corporate, pursue a post graduate programme, journalism, management, business administration, hospitality sector, BPO, marketing, and banking sectors to name a few.

### **COs of Science Courses:**

The college offers two undergraduate programmes, Science and Arts. There are five courses in Science, viz. Botany, Chemistry, Geography, Geology and Zoology.

Students of Botany obtained knowledge on medicines, foods, and other plant products. They knew more about plant physiology and anatomy, and the different areas of study such as cytology, ecology, taxonomy, genetics, microbiology and forestry.

By studying Chemistry, students gained knowledge in analytical, inorganic, organic, physical and quantum Chemistry, with a strong emphasis on practical skills.

On completion of a course on Geography, students knew about land, features, inhabitants, and phenomena of the Earth and planets. They studied Physical Geography (Geomorphology, Climatology, Oceanography and Biogeography), Human Geography, cartography, and socio-economic problems.

Geology students learnt about the Earth, petrology, palaeontology, geomorphology, mineralogy, plate tectonics and remote sensing to mention a few.

In Zoology students learnt about animal sciences, the biology of animals (physiology and ecology).

### **COs of Arts Courses:**

The institution offers five courses in Arts, i.e. Education, English, History, Political Science and Sociology.

Education made students gain knowledge on the ways people learn, understand developmental stages of human behaviour and development of society (culture, ethnicity, social problems and possible remedies).

Students of English learnt about English literature and language, criticism, types of English (UK, American, Indian, etc), English grammar, writing in English and phonetics.

By studying History, students learnt about past events; great kingdoms and kings; developments in art, language and architecture; invasion and colonisation; political, cultural and social developments; disputes; national movements; economic and political transformation; and issues.

Students of Political Science would be familiar with various political philosophies; Rights and Duties of the citizens; Modern Governments; International Relations; Indian administrative system; local, national and international issues; and executive, legislative, and judicial processes.

In Sociology students learnt how society shape people as individuals, how society is shaped by individuals, engagement with various aspect of society, behaviour of human beings, socialization, urban and rural sociology, social change, deviance and social control.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) exhibit what students are expected to achieve or attain by the time they complete the course of study. Course Outcomes (COs) are the learning aspects that a student should acquire upon completing their study.

The method of measuring the level of attainment of POs, PSOs and COs in the college comprises of Internal Assessment Evaluation (IAE) with weightage of 30% marks and External Assessment Evaluation/End Semester Examination carrying a weightage of 70% marks.

IAE comprises of internal assessment examination, PPT/Class Seminar/Project, assignment, and other academic related activities.

Internal assessment examination is carried out once every semester to assess performances of students. It carries 15 marks out of the overall 30 marks attributed to IAE. The focus is to assess whether students have attained the proposed Course Outcomes (COs).

Depending on the subject of study and requirements of the course of study, PowerPoint presentations, Class Seminars or Projects are given to the students. This activity carries 10 marks. Evaluation is based on performance, participation and attainment of Course Outcomes.

Students of every department are given assignments from their course of study and each subject teacher assesses the assignments based on how far students fulfil the objectives of the assignment. Assignment carries 5 marks.



Internal assessment activities are evaluated internally by each department. Below average/weak students and students who missed out their examinations and academic related activities owing to health issues and other personal problems are made to sit for retests, rewrite assignments and redo other academic related activities after remedial help in the form of discussion, counselling, etc. The IAE marks are then handed over to the college Office for tabulation and taken up in the Moderation Committee for discussion and decision. The final outcome is the declaration of IAE results. Further, feedback is taken from students to improve the teaching-learning process, and performance of each student is reported to the parents or guardians for perusal and action.

External Assessment Evaluation or End Semester Examination is a metric for assessing whether POs, PSOs and COs are attained through an Objective and Descriptive based Examination. Here, performance of students is evaluated externally by external examiners assigned by the University. For the Science Courses, besides theoretical papers, practical examinations are conducted by external and internal examiners. The maximum weightage of marks, 70% marks out of the overall 100% marks to be obtained by a student, is allotted to the End Semester Examination.

Thus, for measuring POs, PSOs and COs, the college employs both internal and external examinations and activities to assess students' performance.

File Description	Document
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 79.59

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
71	62	79	26	18

#### 2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
71	63	92	40	37



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

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

**Response:** 3.19

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

**Response:** 9.7

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	1.9	1.8

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**3.1.2.2 Number of departments offering academic programmes**

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

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

### 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

**Response:** 19

#### 3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	2	5	1	1

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

## 3.2 Research Publications and Awards

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

**Response:** 0.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

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

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

**Response:** 0.11

**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	0	0	0

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

### 3.3 Extension Activities

**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

The college carried out extension activities to sensitise students to various social issues and their holistic development. The NSS, NCC, RRC, Eco Club and Evangelical Union organised various social outreach programmes to facilitate the students with the concept and practice of social responsibility. Students were encouraged to participate in these programmes, which not only instilled a sense of community responsibility on students but also effectively sensitised them towards important social issues. This eventually would result in their holistic development.

Visit to orphanages inspired the college to offer full scholarship to two orphans from any recognised orphanage in Nagaland. The college adopted two orphans every new academic session.

The college extended its services to the community by allowing its classrooms for the conduct of state and central competitive examinations. The departments, cells, clubs and committees carried out extension activities in the neighbourhood. Some extension activities include:

1. The Departments of Political Science, Education and Sociology visited Makhel, Senapati District, Manipur, as a part of the Departmental Academic Activity Day on 12th August 2017.
2. The College visited Kohima Orphanage & Destitute Home on 5th August 2017.
3. The NSS adopted Metelephe village (Kohima District, Nagaland) where extension services were carried out annually. It conducted Special Camps yearly. On 24th February 2018, it undertook cleanliness drive at the village ground, and donated volleyball and Volleyball net. It held another Special Camp on 2nd - 4th March 2019, visited the primary school, undertook cleanliness drive in the school premises, and distributed learning aids. It donated a dustbin to every household of the village. In the years 2020 and 2021, it could not conduct any extension services owing to the global

pandemic and restriction of public movement.

National NSS Day (Swaachta Hi Seva) was observed by displaying a poster placard around the college premises on 24th September 2018. The NSS observed “*PoshanAbhiyan*” on 12th September 2019 by conducting a door to door campaign on healthy life among adolescents in Lower A.G. Colony, Kohima. On 13th May 2020, it donated food items to six families severely affected by the COVID-19 pandemic. It conducted a cleanliness drive in and around the college premises on 22nd October 2021 as part of the clean India campaign.

1. On 9th September 2019, Principal of the college, was invited as a resource person at Patkai Christian College (Autonomous), Chumukedima, Dimapur, Nagaland, for a one-day workshop.
2. The NCC Unit, on 6th December 2019, made paper bags from newspaper and distributed them to shopkeepers and vegetable vendors.
3. The college observed vigilance awareness week on 4th November 2019 on the theme “Integrity–A Way of Life” by displaying posters around the college campus.
4. The Department of Chemistry, on 17th March 2020, made hand sanitizer for the college and the neighbourhood to combat the COVID 19 pandemic.
5. The Eco Club, on 12th November 2021, conducted a cleanliness drive in and around the college premises.
6. The EU, in collaboration with NSS, NCC, Women’s Cell, RRC and Eco Club, conducted a Christmas donation drive for the orphanages in and around Kohima starting on 1st November 2021.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response: 8**

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	3	1	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response: 28**

#### 3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	12	2	2

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

**Response: 2.39**

#### 3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	12	2	2

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

### 3.4 Collaboration

**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

**Response: 5**

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	2	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

**Response: 5**

**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	1	2

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

In order to facilitate teaching-learning process, the institution strives towards securing the most congenial environment with adequate facilities for meeting the needs of students as well as teachers. Providing and securing adequate infrastructure for facilitating the needs of the teachers and students is considered as one of the priorities of the college Authorities.

The available facilities and infrastructure with regard to teaching-learning process are described as under:

**1. CLASSROOMS:** There are well furnished classrooms for both Science and Arts Programmes. In addition, separate classrooms are available for all honours students of both the Programmes. Classrooms are well-equipped with adequate facilities including power connection with 24 hour power backup and other related equipments for easing technology based learning inside the classrooms. The classrooms are also well lighted and well ventilated. They are wide enough with adequate space for ensuring social distancing during Covid-19 pandemic.

The number of classrooms available presently are 7 (seven) for Arts, 9 (nine) for Science, 1 (one) for Computer class and 1 (one) for Environment Science class.

During the pandemic, the college Auditorium is used as classroom to accommodate a larger number of students. This requires the utilisation of the public address system. An amplifier, a microphone and speakers are employed. An LED projector is installed so as to facilitate the use of PowerPoint presentation.

**2. LABORATORIES:** The institution has dedicated an enormous amount of resources and efforts in procuring instruments, apparatuses and other requirements for the laboratories to ease teaching-learning process in practical and empirical sciences. Presently, all the departments of the Science Programme have two laboratories each. Besides these, there is one laboratory each for Computer Science and English Language. The laboratories are well equipped with all the required facilities.

The numbers of laboratories along with the names of the departments are 2 (two) each for Botany, Chemistry, Geography, Geology and Zoology, and 1 (one) each for Computer Science and English Language.

**3. COMPUTING EQUIPMENT:** At present, the college has 41 computers in operational condition and with internet facility. A Computer Lab is available for computer related works. The lab caters to the needs of the students, faculty and staff for various works like assignments, project works, PowerPoint presentations and other practical works. It is used to conduct computer classes. Besides, it has also been



utilised for the Course on Computer Concepts, a certificate course in collaboration with NEILIT, Kohima, provided for the college students. The Science departments utilise it to conduct practical classes on topics such as mapping, study of physical features, bioanalytics and biostatistics using google map. Wi-Fi facility is available for use in the college campus during office hours. The college has a laptop, which is available to the teachers to conduct classes and other academic related works.

The details of computer equipments available are 20 (twenty) in the Computer Lab, 3 (three) in the Library, 3 (three) in the Administration Office, and 1 (one) each in the Cashier's Office, Principal's Office, Vice Principal's Office and IQAC Office. The Language Lab has 11 (eleven) computers installed with a language software.

These tools contribute significantly towards effective teaching-learning process.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

##### **Response:**

The College is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor games and sports as well as other students and faculty support amenities.

There is a spacious Auditorium with a seating capacity of 500 persons. It is available for the students to organise and participate in co-curricular, recreational and cultural activities. It has a sound system with two speakers, one amplifier, a mixer, three hand microphones and one cordless microphone. It is equipped with a screen and a projector. There is a generator for power back-up. There are two exit points in the Auditorium.

##### **CULTURAL ACTIVITIES:**

With regard to cultural activities, the College hosts annually a Cultural Day, where a guest speaker is invited and speaks on the theme for the occasion, and students are given the chance to showcase in the vibrant uniqueness of their respective tribes and cultures. Their customs and traditions are displayed in the form of acts, plays, dramas, songs, dances and traditional attires they wear on that day. Alongside, competitive activities like folk song, dances, skits and other activities are integral parts of the college cultural activities.

##### **GAMES AND SPORTS:**

The college stands amongst one of the finest colleges in Kohima in terms of infrastructure and facilities for

sports and cultural activities. It takes pride in its comprehensive sports training and fitness infrastructure. The outdoor sports facilities include badminton court, basket-ball court and volley ball court. Indoor arrangements comprise of a table tennis, carom board, chess, etc.

The College has a splendid badminton court measuring 13.33 m in length and 6.06 m in breadth, and a total area of 80.79 sq.m. There is a normal size basketball court, which measures 394. 85 sq.m. The basketball court is converted to a volleyball court when the need arises.

Besides outdoor games, the college also provides indoor games like table tennis, board games, chess, ludo, jenga, etc. These are provided separately for students and employees.

The College hosts a week long sports activities where talents of students are showcased in respective fields of sports such as football, basketball, races and indoor games. Medals and meritorious certificates are awarded to students who excel in any field.

### **GYM:**

The College is proud to have a gym since 2019. A fully equipped gym is open for the students and employees from 6.00 am to 8.00 am (morning hours) and 4:00 pm to 8:00 pm (evening hours). Trained Instructor is available for assistance, guidance and training. It is a popular spot for both sports and health enthusiasts. The gym has the latest equipments and machines such as cardio cycling machine, abs cruncher, multipurpose flying machine, leg press machine, squad machine, Yoga mats, etc. Students, faculty members and alumni can have access to the gym. There is a provision of 50% discount for students, employees and alumni of the college.

### **LOUNGE:**

The Students Lounge is located at the groundfloor of the adjacent building. It is open to students for gathering, studying and relaxing between classes. The lounge is equipped with comfortable furniture, LCD TV, and with attached cafeteria. The college also has an Employees Lounge that is set aside for employees to use during a break to relax and socialise.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 100

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

Response: 17

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

Response: 24.5

**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.27	3.7	1.4	1.5	36.56

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The College library is automated with SOUL 2.0 Library Management Software designed and developed by the INFLIPNET centre. It is user-friendly software developed to work under client-server environment. The College was fully automated with Soul 2.0 in the year 2016. Three computers with Soul 2.0 are used in the library, one as a main server and two as clients.

The module of soul 2.0 includes Acquisition, Catalogue, Circulation, Online Public Access Catalogue (OPAC), Serial Control and Administration.

**Acquisition:**

The purpose of Acquisition module is to manage and control the expenditure of funds for materials that meet the collection development.

### **Catalogue:**

Catalogue module is used for retrospective conversion of library resources. It facilitates to process newly acquired library resources. It allows processing the items received from acquisition module for technical process such as cataloguing and assigning call number.

### **Circulation:**

Circulation is an important function of academic library. Sufficient care has been taken in designing this module starting from membership management, status of library items, transaction, Inter Library Loan (ILL), overdue charges, renewal, reminder, search status and report generation according to the status of items.

### **Online public access catalogue (OPAC):**

The User can search the minimum information of the items by using author, title, keyword, subject heading, class number, serial name, accession number or combination of any of the two or more information regarding the items.

### **Serial Control:**

Managing serial is the most complicated job of the library. The module keeps track of serial in the library effectively and efficiently. This module includes suggestion, master database, subscription, payment, reminder, etc.

### **Administration:**

This module is the master of all modules. It has provision to administer all the modules and system setting.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

## **4.2.2 The institution has subscription for the following e-resources**

- 1.e-journals
- 2.e-ShodhSindhu

- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** B. Any 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 4.4

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
2.76	0.33	1.7	2.1	15.13

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year

**Response:** 99.27

##### 4.2.4.1 Number of teachers and students using library per day over last one year

**Response:** 272

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

## 4.3 IT Infrastructure

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

#### Response:

The primary objective of the college is to provide high quality support services that meet pedagogical and research need in the institution. The college has IT facilities. For providing high quality support services, it frequently updates its IT facilities including Wi-Fi.

The College has the following hardware and software related facilities:

- College has a total of 41 computers in the college. Out of 41 computers in the college there are 20 computers in the Computer Lab, 11 computers in the Language Lab, three computers in the College Office, three computers in the Library and one computer each in the Principal Office, Vice Principal Office, Cashier and IQAC Rooms.
- The college uses Compaq and HP workstations.
- Computer Lab has adequate number of desktops for students to use.
- There are 4 printers in the Administrative Block, one printer each in the Principal Office, Vice Principal Office, Cashier Counter, IQAC Room and Library. There is a total of 9 Printers in the College. The College uses Canon, Brother DCP, Konica Bizhup and HP Laser Jet Printers.
- The college has a total of 7 LED multimedia projectors. Two projectors installed in BSc and 1 in BA classroom, one projector installed in auditorium and one in the conference room. Three (3) projectors for portable and can be used for different purpose. The College uses Sharp, Epson and Casio Projectors in the College.
- The institution provides access to desktop and laptopsystems to both faculty and students which allows them to use ICT tools for project work, presentation, practical session and teaching-learning.
- SOUL 2.0 (LMS) software is used in the Library. It is user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. The software was designed to automate all housekeeping operations in library.
- All the computers in the College are installed and protected with Kaspersky antivirus. Kaspersky can scan and identify the virus and infected files, delete the files and virus easily and effectively without losing personal and business data.
- Office automation packages like Open Office, MS Office and Antivirus are purchased by the College and updated regularly.
- The Administration Office has an Iron-plate Laminator for laminating documents, I-card, etc.
- The College has a Diesel Electric Generator for backup when there is no electricity supply.
- The Administrative Office and Computer Lab are connected in LAN. The first floor of the College is Wi-Fi enabled zone.
- Computing and internet facilities are available to all teachers and students on the College campus.
- The Institution has two Wi-Fi connections from Symbiosis, one in the Computer Lab with 7TB Data@250 Mbps LAN/100 Mbps Wi-Fi Unlimited Data @ 30 Mbps and another in the Administration Office with 1.5 TB Data@100 Mbps LAN/50 Mbps Wi-Fi Unlimited Data @ 8 Mbps.
- The college has signed an MOU with Reev technologies, Kolkata on 1st June 2020, where the classes were conducted online during the global pandemic. The Reev technologies also undertakes on the college websites.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 7.45

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 250 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 28.25

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.96	3.39	4.48	6.46	6.87



File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### **4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

##### **Response:**

The college has established systems and procedures for maintaining and utilising the physical, academic and support facilities such as laboratory, library, computers, classrooms and other facilities. It ensures regular maintenance and upkeep of all these facilities. A full time care taker supervises the maintenance work carried out by trained in-house experts. Maintenance is also outsourced to appropriate external agencies. The maintenance and repairs of college infrastructures and facilities are done by the Management.

##### **LABORATORY:**

The College has laboratories for different departments such as Botany, Computer, Chemistry, English, Geography, Geology and Zoology. These laboratories have the required equipments. It is compulsory to wear lab coats while in the Science laboratories. For breakage of lab instruments, the student is to replace it by paying the amount required for the material damaged. Safe usage and safe disposal of chemicals is always instructed. The lab assistants assist the students in doing practical works. Oxygen emitting plants are kept in some of the laboratories.

##### **LIBRARY:**

The college library is automated with SOUL 2.0 Library Management Software since 2016. The software is designed and developed by the INFLIPNET centre. Three computers with SOUL 2.0 are used in the library, one as the main server and two as clients. The procedure in the library is such that every student or teacher entering the library needs to register his/her details such as name, time of entry and exit, purpose of visit, signature with date, etc. A card holder may borrow three books at a time for a duration of 10 days, failing which a fine of Rs. 2 per day is charged for late submission of borrowed books. Payment for damage or loss of books is borne by the student concerned. Book checking, re-arrangement and general maintenance is taken care of by the librarian. Noises, food and beverages are strictly prohibited in the library.

##### **GAMES AND SPORTS:**

The College has a badminton court and a basketball court. It provides indoor game facilities to the students like table tennis, carom board, chess, ludo, jenga, etc. Students may play in their free time. Basketball can be played only during the long recess and in the last period. Badminton may be played after the classes are over. The College has a gym with an instructor.

##### **COMPUTERS:**



The Computer Lab accommodates 16 computers with internet facilities. Students can browse and avail the computers during the college hours for their academic purposes such as assignments and PowerPoint presentations. The computer instructor assists the students and renders help when required. He also looks after the maintenance of the computers.

### **CLASSROOMS:**

Classrooms are used for general and honours classes. Decoration of classroom by any department requires prior permission of the Head of the institution. Academic programmes and important informations are displayed on the class notice board. Any damage in the classroom is reported to the college Authorities and repairs are done.

### **OTHER SUPPORT FACILITIES:**

Auditorium, Conference Room, safe drinking water filter, ramp, cafeteria, Students Lounge, Ladies Common Room, Employees Lounge, washroom, gym, Medical Room and fire extinguishers are the other support facilities.

#### **Auditorium:**

The College has a spacious Auditorium with a seating capacity of 500 persons. The Auditorium is available for the students to organise and conduct co-curricular, recreational and cultural activities. When the audience is big, sound system is used. There is a spacious green room backstage for participants to get ready for any programme. The large stage is convenient for performing any kind of item. The Auditorium is large enough for conducting any programme or meetings of national, state, academic and socio-cultural importance.

#### **Conference Room:**

The Conference Room has a seating capacity of 30 persons. It is equipped with round table seating and LED projector facility. Important meetings are conducted in this room.

#### **Safe drinking water:**

Reverse Osmosis is available and accessible at drinking water points.

#### **Ramp:**

For differently abled persons, the college provides a ramp, which connects to the 1st, 2nd, 3rd and 4th floors. Besides, a separate washroom with 24 hours running water is maintained for them.

#### **Cafeteria:**

The College owns a cafeteria in which different food items are available at reasonable prices. It is currently run and managed by the D' Café Restaurant, which is based at P.R Hill, Kohima.

**Students Lounge:**

The Students Lounge, on the ground floor of the building adjacent to the college building, is open to students for gathering, studying and relaxing between classes. Students can also play indoor games and watch television in the lounge.

**Ladies Common Room:**

Ladies common rooms are maintained for girl students in the ground floor and the second floor. They are equipped with comfortable sofa sets, dressing mirrors and two washrooms with 24 hours running water facility. A sanitary pad vending machine and an incinerator are installed in the ground floor. These are places where girl students gather to socialise, relax, eat and ease themselves.

**Employees' Lounge:**

There is a separate employees' lounge with indoor board game facilities where employees can relax, socialize or eat during off periods.

**Washrooms:**

There are separate washrooms for male and female students as well as for employees with 24 hours running water facility. A separate washroom is provided for the differently abled persons.

**Gym:**

Since 2019, a fully equipped gym is open for the students and employees from 6.00 am to 8.00 am (morning hours) and 4:00 pm to 8:00 pm (evening hours). A trained instructor assists, guides and trains the customers. It is a popular spot for both sports and health enthusiasts. There is a provision of 50% discount for students and alumni of the college.

**Medical Room:**

The Medical Room, with a medical officer on call and a full time nurse, is an important support facility. Casualties are attended by the nurse during the college working hours. Basic medical facilities are available at the Medical Room. De-worming and immunization campaigns are done from time to time. Thermal testing is done by the nurse throughout Covid-19 pandemic. Sanitary pads for girl students are available in the Medical Room.

**Fire extinguisher:**

The college has 6 hand fire extinguishers and two exit points for fire emergencies.

**Transportation:**

The college has 4 Buses for transportation.

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

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 51.22

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	182	130	182	132

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 5.14

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
20	35	3	6	3

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

#### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

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

#### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 2.82

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	37	0

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

#### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

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

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.08

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 184.51

#### 5.2.2.1 Number of outgoing student progressing to higher education.

Response: 131

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

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

**examinations) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**5.3 Student Participation and Activities****5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.****Response: 2****5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### 5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

#### Response:

Model Christian College Students Council consists of 23 members, of which 11 are elected to the Executive Council through secret ballot and 12, the Associate Members of the Executive Council, are selected by the members of the faculty and nominated by the College Authorities. The 12 members are the class representatives and vice class representatives of the Science and Arts Programmes. The tenure of the Students Council is two semesters, i.e. one academic year. The Council has an Advisory Board, headed by the Dean of Students Welfare. The other members of the Board are the Vice Principal and the Academic Dean.

The institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities. The Students Council acts as a link between the College Authorities and the students for the smooth functioning of the college. It helps in maintaining discipline among the students and monitors students' uniform. It decides, in consultation with the college Authorities, on any matter of urgency. It liaises between the college and other students' bodies. It initiates and monitors students' activities and programmes. It organises as well as participates in various activities in and outside the college. Activities outside the college are organised by various NGOs, Government departments and other colleges. The students participated in blood donation, HIV awareness programmes, electoral literacy programmes, competitions and meets. For example, they participated in the first ever All Nagaland Inter-college Sports and Literary Meet organised by Private College Association of Nagaland (PCAN) on 28th – 29th January 2020.

The Students Council has its own year plan, in which students' activities are incorporated. This year plan is approved by the College Authorities. The Council organises various functions in the college such as Freshers' Day to welcome the newly admitted students to the college and Parting Social to bid farewell to the seniors. It also organises Sports Week, Cultural Day and Literary Day. Sports Week, where students get the opportunity to participate in the games and sports activities, is held every year. Similarly, in the Cultural Day and Literary Day, students get the opportunity to expose their talents. Beside these activities, the members of the National Cadet Corps, National Service Scheme and Red Ribbon Club organise and participate in programmes organised in the college as well as outside the college.

The institution provides for students' representation in some bodies of the college. To cite an example, the President of the Students Council is a member of the IQAC. The Sport Secretaries, Cultural Secretary and Literary Secretary are members of the Sport Committee, Cultural Committee and Literary Committee respectively. These committees are headed by the teachers, who work in coordination and collaboration with the respective Secretaries of the committees.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution



**participated during last five years (organised by the institution/other institutions)**

**Response: 2.2**

**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	3	4	2

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

## 5.4 Alumni Engagement

**5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

**Response:**

The Alumni Association Model Christian College was formed on the 6th February 2015. It is a registered Association. It is dedicated to bringing together the alumni on a common platform in order to maintain and promote unity and fellowship among them, maintain a good rapport with the college, promote the interests of the college and give support to the college. At present, the Vice Principal is the Coordinator of the Association.

Model Christian College, Kohima, is a young college. Most of its alumni are still pursuing higher studies. A handful of them are doing part time jobs in the private sector. A scanty number are Government employees. In this backdrop, it is not expected that the Alumni Association will contribute significantly to the development of the institution through financial and/or other support services.

In spite of this disadvantage, the members of the Alumni Association visit the college regularly. They give the college moral support. They are invited for various academic, cultural and social events held in the college, even for those conducted in the virtual mode. In order to foster a warm relationship, the college maintains regular contact with them and the former faculty through various social networking sites such as Facebook and WhatsApp groups. The President of the Alumni Association is a member of the IQAC. In other words, he/she is the representative of the alumni in the IQAC.

The contribution of the alumni to the institution will be significant once they are well placed in society.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years (INR in lakhs)****Response:** E. <1 Lakhs

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

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

The vision and mission of the college are clearly stated.

##### Vision:

The college is dedicated to impart quality education for students' holistic development through an appropriate environment with highly motivated and competent faculty and staff.

##### 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 coordinate various knowledge-based activities for promotion of better understanding and furtherance of latest skills and technologies;
3. To nourish students' spiritual, intellectual and emotional growth.

The governance of the college is reflective of its vision and mission. In order to impart quality education for holistic development, decentralization and participative management are practised. This is clearly laid down in Part II of the Employee Handbook (Service Rules), where the roles and responsibilities of the institutional bodies are clearly defined.

Some agenda in the perspective plan of the college, which were successfully implemented, are introduction of Add-on Courses on Basic English Learning Skills and Course on Computer Concepts, Geography as elective course to both Arts and Science students, NCC for both boys and girls, and skilled development courses by signing MoUs with different agencies.

The college encourages the involvement of teachers in the decision making bodies to realise the importance of decentralization and participative management in the development of the institute. Participative management is visible through inclusion of the Principal, Vice Principal, teachers and administrative staff in the decision making bodies such as the Governing Body, College Management Council, and IQAC. In the Governing Body, which is the highest decision making body of the college, the Principal is the Secretary and the Vice Principal is a member. The College Management Council is the second highest body in hierarchy. The Principal, Vice Principal, Academic Dean, Dean of Students Welfare, Office Superintendent and the Accountant are included in the Council. This Council assesses and plans the overall annual activities to be conducted. It also performs the functions of creation and addition of new courses, departments, add-on courses, clubs, committees, cells, etc. The IQAC is the premium cell to ensure a system for conscious, consistent and catalytic improvement in the overall performance of the

institution. The Co-coordinator of IQAC is appointed from among the teachers and 4 Teacher Representatives are nominated as members of IQAC. The Moderation Committee evaluates and assesses the students in Internal Assessment and some End Semester Examinations. It is composed of the Managing Director, Administrator, Principal, Vice Principal, Dean of Students Welfare, Academic Dean, Office Superintendent and two teacher representatives.

The inclusion of the Principal, Vice Principal and teachers in all the major decision making bodies indicates the effective participation in the decision making process.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

#### Response:

The success of any institution directly depends on the proper decentralisation of powers and functions, and effective implementation of participative management strategy. The powers and duties of the Managing Director, Administrator, Principal, Vice Principal, Deans, Head of Departments, Teachers and Administration Block are clearly defined in 'Part II- Roles and Responsibilities' in the Employees Handbook. There are no instances of overlapping of power among the above mentioned personnel.

The Principal is the head of the institution, and all official papers and letters are signed by him. He allocates responsibilities to the Vice Principal, Deans, Head of Departments and other employees. He/She is Secretary of the Governing Body, College Management Council and Selection Committee.

Vice Principal assists the Principal and so also in the management of the administrative staff, in order to ensure smooth and efficient functioning of the Office. He/She is delegated with the responsibilities of granting casual leave to faculty and staff, discipline of students and conduct of end semester examination and matters related therein. The Office Superintendent, in consultation with the Vice Principal, supervises and oversees the responsibilities of the account clerk, office assistants and fourth grade employees, and maintains official correspondences in consultation with the Principal.

The Academic Dean is given the responsibilities of preparing the academic calendar, class routine, conduct of classes and internal assessment activities. He/She also plans the conduct of seminars, conferences, orientations, lectures and others pertaining to academics both for employees and students. He/She, under the direction of the Principal, ensures that all the faculty stay in the college for the allocated period of time.

The Dean of Students Welfare oversees the extra-curricular activities and welfare of the students within and outside the college. He/She acts as the Advisor to the Students Council. He/She is responsible for overseeing the attendance and regularity of students, and takes disciplinary action on defaulters. He/She grants leave to the students.

The Heads of Departments decide and act on assigning periods and papers to the teachers of their respective departments. They also plan and prepare departmental annual calendar and are given the discretion to utilise the departmental fund allocated towards the development of their departments. They are responsible for ensuring completion of the syllabus in time and helping the students in achieving good grades.

The Librarian is responsible for stock maintenance, record and procurement of the library. All correspondences in relation to the library is his/her responsibility.

All the faculty and staff are assigned to different clubs, committees and cells, the coordinators and members of which are nominated by the Principal. These clubs, cells and committees conduct activities which aim at the overall development of the students and contribution towards the community. At the student level, the Students Council takes active part in all the co-curricular, extracurricular and social services as in-charges and coordinators. The Executive Members of the Council are elected by the students democratically. The members of the Advisory Board of Students Council are Dean of Students' Welfare (Chairperson), Vice Principal (Member) and Academic Dean (Member).

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

Strategic and perspective planning is a necessity towards the development of the college through balanced decision making. While the college has successfully implemented a number of its plans such as signing of MoUs with different agencies to provide skill development courses, computer certificate course, and providing Geography as Elective Paper to the B.Sc. students and as Honours and Elective Paper to the B.A. students. The introduction of NCC for both boys and girls in 2019 has been one of the major fields of achievement.

The institute, realising the importance and enormous scope of National Cadet Corps as a career option and towards the personality development of the students, raised NCC units for both boys and girls. The application for raising NCC unit for Girls Senior Wing (Army) was first forwarded to the 1st Naga Girls, 66 Bn, NCC, on 24th August 2015 and then follow up applications were forwarded again on 07th March 2018, 19th March 2019 and 05 July 2019, which was formally approved on 19th November 2019. The cadet strength for NCC girls is 1 platoon, which is 53 cadets. Ms. Neichiizonuo Riipre-o, Assistant Professor, Department of Sociology, was appointed as the Care Taker Officer. The cadets were recruited in different phases as follows:

1. 2019–2020: 20 Cadets

2.2020 – 2021: 15 cadets

3.2021 – 2022: 18 cadets

The College forwarded successive applications for raising NCC Boys Senior Division, (Army) unit on 23rd January 2015, 7th March 2018 and 21st September 2018, which received approval from the 24 Nagaland (I) COY NCC, Kohima, on 1st April 2019. The total strength of cadets allotted is 50 Cadets. Mr. KedozolieNagi, Assistant Professor, Department of Geography, is the Care Taker Officer. The allocated 50 seats were to be filled in three phases:

1.2019 – 2020: 17 Cadets

2.2020 – 2021: 17 Cadets

3.2021 – 2022: 16 Cadets

The Group Headquarters for both NCC boys and girls is Kohima and the Directorate is North East Region. NCC is a three years course and the second year cadets become eligible to sit for 'B' Certificate examination, while third year cadets are eligible to appear the 'C' Certificate examination. NCC classes are incorporated in the normal class routine, with a maximum number of three classes of 45 minutes each in a week. The NCC classes are looked after by the Care Taker Officers and the senior cadets. The NCC cadets are allowed to attend camps both state and national. Since its raising, the NCC cadets have actively participated in a number of activities and camps organized by the NCC unit. They also participate in social works, awareness campaigns and other community development activities.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**

##### **Response:**

Model Christian College is sponsored by the Ariicho Society for Human Transformation and Research. The Governing Body is the highest decision making body of the college. Its President is the President of the Ariicho Society for Human Transformation and Research; the Principal acts as the Secretary. The members of the Governing Body include Members of the Society, Nagaland University Representative, Principal and nominated members.

The College Management Council is responsible for planning and assessing the functioning of the departments, clubs, cells, committees and all other activities of the college. The Managing Director is the Chairman and the Principal is the Secretary of the Council. The members include the Administrator, Vice Principal, Academic Dean, Dean of Students Welfare, Office Superintendent, Accountant and any member

of the Governing Body.

The Managing Director acts as the overall in-charge of college properties and assets, accounts and financial matters, and advises and instructs the Administrator, Principal and Vice Principal.

The Administrator oversees the overall administration of the College.

The Principal is the Head of the Institution, maintains the Annual Confidential Report of all the employees, and delegates works to the Vice Principal, Deans and other employees. He/She is the sole signing authority of all documents and correspondences of the college. The Vice Principal works under the Principal, performs responsibilities assigned by the Managing Director and Administrator, and maintains the students' discipline in the college.

The Academic Dean performs responsibilities relating to academic activities of the college. He/She prepares the academic calendar, class routine and internal assessment activities. He/She plans the conduct of seminars, conferences, orientations, etc. The Dean of Students Welfare is responsible for overseeing the extra-curricular activities and welfare of the students.

The Office Superintendent is the overall in-charge of all the administrative work and allocates responsibilities to the account clerk, office assistants and fourth grade employees.

The Librarian maintains stock, record and procurement of the library.

The Medical Officer attends to the health of employees and students, and performs functions assigned by the Managing Director, Administrator and Principal.

The Counsellor provides counselling to the students and employees. The Chaplain is responsible for conducting and overseeing effective and timely conduct of Morning Chapel.

Committees, clubs and cells are responsible for regular and effective conduct of programmes and activities, which nurture the talents of the students, inculcate and educate values and morals among the students, and work towards community development.

The IQAC functions towards realisation of the goals of quality enhancement and sustenance. It develops a system for conscious, consistent and catalytic improvement in the overall performance of the institution. It is headed by the Principal and the Coordinator is appointed from among the teachers. One member from the Management, three nominated members from local society, Students Council, Alumni Association, four Senior Administrative Officers, four teachers and President of Parents Forum, are included in the cell.



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

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

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

**Response:** B. 3 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The institution has effective welfare measures and policies for both the teaching and the non-teaching staff. These are incorporated in the college service rules and leave policy book of the institution.

All confirmed non-pensionable employees are entitled to the benefits of Contributory Provident Fund (CPF). The percentage of contribution from the employer and employee is 50% each. For the Principal, Vice Principal, Office Superintendent, Librarian and teaching staff the total amount of CPF is Rs. 1000.00, out of which both the parties contribute Rs. 500.00 each. For Lab Assistants and Office Clerks, Rs. 350.00 each is contributed from both the parties. The total CPF saved is paid to an employee at the time of retirement, resignation or termination of service within one or two months.

All confirmed employees are entitled to the benefits of Employees Provident Fund (EPF), in which the contribution of the employee and college shall be 12% and 13% each as per the provisions of EPF. An employee can claim EPF as per the provisions of EPF. This programme has been implemented since 1st January 2020.

The college also provides paid parental leave to both male and female employees. Maternity leave is granted to female employee during prenatal and postnatal stage, for sixty days with full pay and extension of maternity leave beyond sixty days is allowed but without pay. The maternity leave in total shall not



exceed three months, additional days beyond three months may be granted by the College Authority. Maternity leave is applicable up to the second child. The college also has provision of leave for a male parent during the time of birth of his child. Paternity leave is granted on his spouse delivery for 7 days and it is applicable up to the second child. Granting extension of paternity leave is under the discretion of the College Authority.

Other benefits to the faculty include:

1. Teachers and non-teaching staff of the college are provided 50% discount in the admission fee for college Gym.
2. One child of a teacher and non-teaching staff is entitled for free admission to all the semesters in the college.
3. Free medical facilities are provided to both teachers and non-teaching staff in the college Medical Room. Medical leave of ten days in one calendar year is available to all the faculty, and the minimum number of days for availing medical leave at a stretch is four days. Any medical leave exceeding the prescribed number of days due to major illness shall be granted after verification by the College Authority and without pay.
4. Encashment of un-availed casual leave is credited to all the teachers and non-teaching staff at the end of the year along with the December salary. The amount is the wage of the employee per day multiplied by the number of days of un-availed leave.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 4.29

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response: 3**

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	3	2	1	1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response: 106.43**

#### 6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	56	56	28	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

#### Response:

The college is committed to making sincere efforts towards enhancing the professional competence of the faculty and staff. Their performance appraisal is conducted annually. There are different parameters for the teachers and the staff.

#### 1. Teaching Staff:

For teachers, performance appraisal is considered on the basis of the following mechanisms:

1. Career Advancement Scheme (CAS),
2. Academic Performance Indicators (API),
3. Students Feedback Form (SFF),
4. Performance of Students in the Nagaland University UG Examinations.

##### *Career Advancement Scheme:*

A teacher who wishes to be considered for promotion under CAS may submit in writing to the college, three months in advance of the due date, that he/she fulfils all the required qualification under CAS and submits to the college the Performance Based Appraisal System Proforma.

##### *Academic Performance Indicators:*

A teacher applying for promotion to a higher level must qualify as per the criteria and norms listed in Part III - Employees, serial number 25, pages 8 and 9, of the Employees Handbook. If eligible, he/she must duly fill the API form. The API score is a self-appraisal of one's performance. It, along with the other mechanisms for assessment, is then assessed by a duly constituted selection committee. Movement from one level to the next higher level is subject to satisfaction of API and other scores, and availability of sanctioned posts in the college.

##### *Students Feedback Form:*

The students' feedback is the backbone in reviewing employee's performance and overall contribution to the institution. The entire process is carried out by the IQAC under the direction of the College Management Council. The SFF has a set 20 criteria, which encompass personality of the teacher, timely completion of curriculum, classroom ethics and efficiency of skills related to teaching. Rating for each criterion ranges from 0-5. Rating of 0-1.4 is poor, 1.5 to 2.4 fair, 2.5 to 3.4 good, 3.5 to 4.4 very good and 4.5 to 5 excellent. The SFF is conducted toward the end of every academic year, the ratings are collected and calculated by the IQAC and submitted to the Principal.

##### *Performance of Students in the Nagaland University UG Examinations:*

Performance appraisal of teachers is also done through observation of the number of students graduating from each department and the toppers the departments produce. The departments securing first rank holders in the UG Examinations, Nagaland University, are awarded with a monetary acknowledgement of

Rs.1000/- to each teacher and Rs. 2000/- to the Head of Department. The above mentioned categories (CAS, API, Students' Feedback and Performance of Students in Final Semester Examination) are taken into account during the promotion process of a teacher.

## 2. Non-Teaching Staff:

The performance appraisal of the non-teaching staff is mentioned in Part III - Employees, serial number 25 (g), pages 8 and 9, of the Employees Handbook. Some of the parameters for evaluation are dependability, skill and knowledge to perform a job, work quality, communication skills, willingness to take on additional responsibilities, creativity and cooperation. The Final decision is taken by the college Management.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

Model Christian College regularly conducts external and internal audits. It has a full time cashier to maintain all the financial records.

#### External Financial Audits:

All the receipts and payments account of the college for the last 5 years was externally audited by two Chartered Accountant Firms, (1) Ajit K Jain and Associates, Dimapur, and, (2) Lipokmeren & Co, Dimapur. Financial audits carried out during the last 5 years are enumerated below:

**Year: 2016-2017**, audited by Ajit K Jain and Associates, Chartered Accountants.

The total receipt for the year was Rs. 16,085,686.00 and the total expenditure incurred was Rs. 1,60,47,430.00 with a closing balance of Rs. 38,256.00

**Year: 2017-2018**, audited by Lipokmeren & Co Chartered Accountants.

The total receipt for the year was Rs. 97,99,796.00 and the total expenditure incurred was Rs. 96,36,263.00 with a closing balance of Rs. 1,63,533.00

**Year: 2018-2019**, audited by Lipokmeren & Co Chartered Accountants.

The total receipt for the year was Rs. 1,00,63,490.00 and the total expenditure incurred was Rs. 96,91,220.00 with a closing balance of Rs. 3,72,270.00

**Year: 2019-2020**, audited by Lipokmeren& Co Chartered Accountants.

The total receipt for the year was Rs.99,69,562.00 and the total expenditure incurred was Rs. 99,36,961.00 with a closing balance of Rs. 32,601.00

**Year: 2020-2021**, audited by Ajit K Jain& Associates, Chartered Accountants.

The total receipt for the year was Rs.98,20,051.00 and the total expenditure incurred was Rs. 97,97,109.00 with a closing balance of Rs. 22,942.00

All financial statements for the last Five years are countersigned and certified by the Chartered Accountants.

All observations/objections of external auditors are communicated to the Managing Director through their report. In the case of any audit objections, the audit reports are examined by the Governing Body including the Cashier, under the supervision of the President of Arücho Society for Human Transformation and Research. As per the audit reports of the last Five Years, no objections or irregularities are outstanding.

#### **Internal Audits:**

The institute carries out internal audit of the Students Council Account (Incomes and Expenditures) annually by an Internal Audit Committee appointed by the Dean of Students Welfare (DSW). Any anomaly or objections is communicated to the DSW and Cashier, and a draft report of the objection is submitted to the Students Council for Compliance.

The internal audit report of the Students Council for the last three years are enumerated below:

Year: 2018-2019

Total Income: Rs. 89,889.00

Total Expenditure: Rs. 87,849.00

Closing Balance: Rs. 2,040.00

Year: 2019-2020

Total Income: Rs. 86,040.00

Total Expenditure: Rs. 80,790.00

Closing Balance: Rs. 5250.00

Year: 2020-2021

Total Income: Rs. 84,050.00

Total Expenditure: Rs. 76,450.00

Closing Balance: Rs. 7,600.00

Internal Audit covering all financial and accounting activities of the college is also conducted by the Audit Committee of the Arücho Society for Human Transformation and Research. This Committee scrutinises the following items:

- (a) All receipts from fees, donations, Grants-in-Aid from the Government;
- (b) All expenses of salary payments, University fees, bills, stationeries and others.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

Response:

Model Christian College is a Private-Aided institution where the resources to run the college is generated through admission and tuition fees, grant-in-aid from the Government of Nagaland, contribution from the Sponsoring Body, Arücho Society for Human Transformation and Research, and donations from well-wishers. All the resources are optimally utilised towards the overall development of the institution. The

resources mobilisation policy of the college is transparent and well planned. The resources generated from the above mentioned sources are utilised optimally in the following ways:

1. Salary to teaching and non-teaching staff,
2. Upgradation, procurement and maintenance of laboratory equipment,
3. Advertisements to local dailies for vacant posts and publications of activities conducted,
4. Payment to the affiliated University as affiliation and examination fees,
5. Conduct of seminars, webinars, workshops, training activities and orientation programmes,
6. Newspaper, water, electricity and sanitation fees,
7. Maintenance of college buses, classrooms, basketball court, projectors and computers,
8. Expenses towards stationeries and printing,
9. Release of Departmental Funds for maintenance of the departments and meet unforeseen expenses,
10. Payment of audit fees to the external auditors,
11. To meet miscellaneous expenses,
12. Upgradation and procurement of books for the library,
13. To conduct students centric activities such as Freshers' day, Parting Social, Sports Meet, Cultural Day, Literary Day and observing important National and International Days,
14. Towards fixing of furniture and constructions, and
15. To meet the depreciation of fixed assets.

The details of amount utilised for the above mentioned items can be accessed in the Annual Audit Report of the college prepared by Chartered Accountant agencies. The percentage of the resources utilised towards the overall development of the college to the total income in the last five years is 99.506%. The institution utilises almost all of its income generated towards the promotion of learner-centric ecosystem.

All funds are released under the authorisation of the President of the Arücho Society for Human Transformation and Research. Resources are also released under the authorisation and direction of the Managing Director to meet any unforeseen expenditure.

The application for upgradation and procurement of books, lab equipments and other major requirements are forwarded by the Principal to the Administrator, who approves it as per priority and urgency of the matter. The funds are then released by the Managing Director for execution of purchase.

Departmental funds of Rs. 5000 for Science Departments and Rs. 4000 for Arts Departments per academic year is released by the Cashier with due approval of the Principal.

The Administrator approves the release of funds for activities conducted internally by the various departments. Funds are allocated for sports, webinars and any inter-college activities conducted by the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

The IQAC, with the aim to ensure a system for conscious, consistent and catalytic improvement in the overall performance of the institution, has institutionalised the following two practices:

- Students feedback
- Faculty development programme.

#### 1. Students feedback:

Student's feedback is a mechanism where all the students in the college review, assess and rate the performance of all the teachers. These feedback forms are distributed and collected annually under the direction of the IQAC Coordinator. The feedbacks are tabulated, calculated and placed before the Principal, who reviews them and hands them over to the respective teachers. This feedback is an important criterion for the movement of teachers from one level to the next higher level. The students rate the teachers on a scale of 0-5 on the following criteria;

PUNCTUALITY IN THE CLASS	
REGULARITY IN TAKING CLASS	
COMPLETES SYLLABUS OF THE COURSE IN TIME	
SCHEDULED ORGANIZATION OF ASSIGNMENTS/CLASS /TESTS/QUIZZES/SEMINARS, ETC.	
MAKES ALTERNATE ARRANGEMENT OF CLASS IN HIS/HER ABSENCE	
FOCUS ON SYLLABI	
COMMUNICATION SKILLS	
TEACHING THE SUBJECT MATTER	
DELIVERY OF STRUCTURED LECTURE	
SKILL OF LINKING SUBJECT TO LIFE EXPERIENCE & CREATING INTEREST IN THE SUBJECT	
USE OF INNOVATIVE TEACHING METHODS	
SHARES THE ANSWERS OF CLASS TEST OR SESSIONAL TEST QUESTIONS AFTER CONDUCTING CLASS TEST/SESSIONAL TESTS	



HELPS STUDENT IN PROVIDING STUDY MATERIAL WHICH IS NOT READILY AVAILABLE IN T	BOOKS
HELPS STUDENTS FACING PHYSICAL, EMOTIONAL AND LEARNING CHALLENGES	
HELPS STUDENTS IN REALIZING THEIR STRENGTHS AND DEVELOPEMENTAL NEEDS	
CONTROL MECHANISM IN EFFECTIVELY CONDUCTING THE CLASS	
STUDENT' PARTICIPATION IN THE CLASS	
SKILLS OF ADDRESSING INAPPROPRIATE BEHAVIOUR OF STUDENT	
TENDENCY OF INVITING OPINION AND QUESTION ON SUBJECT MATTER FROM STUDENTS	
ACTS AS A ROLE MODEL	

The Rating for each criteria is given below:

POOR:	0 to 1.4
FAIR:	1.5 to 2.4
GOOD:	2.5 to 3.4
VERY GOOD:	3.5 to 4.4
EXCELLENT:	4.5 to 5

## 2. Faculty development programme:

To ensure that the students receive quality education, the IQAC conducts regular faculty development programmes. It has conducted a series of programmes which aim at enhancing the efficiency of the teachers as well as preparing them to address the issues challenging the overall growth of the students:

- A two-day workshop on 'Innovative Teaching' was conducted on 12/07/2018 and 13/07/2018;
- A one-day workshop on 'Classroom Management, and Evaluation and Question Paper Setting' on 16/11/2019;
- Two Conferences on Choice Based Credit System was conducted on 19/08/20219 and 15/02/2020;
- A demonstration class on usage of Classrooms.reevtech app for online teaching was conducted on 1st June 2020;
- An orientation on 'New NAAC Manual for SSR Preparation' was conducted on 19/02/2021;
- The departments were encouraged to conduct webinars/ seminars / workshops, and, as per the directive of the IQAC, the departments conducted webinars.

In order to cater the social, mental and emotional aspects of the faculty, the following initiatives are institutionalized:

1. Creation of an employee's lounge,
2. Organising faculty picnic or day out every year,
3. Counselling for both faculty and students, and
4. Sanitary pads vending machine and incinerator.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

Two institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are (i) feedback mechanism and (ii) teaching and learning reforms.

The feedback mechanism in the institution includes (i) teaching faculty feedback on the teaching, learning evaluation and research, infrastructures and governance; (ii) students feedback on individual teachers; (iii) exit questionnaire for the final year students; and (iv) parents/guardian feedback. These feedback forms are distributed and collected annually under the direction of the IQAC Coordinator. They are tabulated and placed before the Principal and college Management. For students feedback on teachers, students are selected based on their subject combinations and their identities are not revealed in the survey. The survey is then statistically tabulated and analysed by the IQAC Coordinator, after which an action taken report is prepared. The report is then communicated to the concerned teachers. In case of a feedback below the minimum standard prescribed in their feedback form, the Principal personally interacts with the teacher and ascertains the reason in a constructive manner in areas of improvement. The parents/guardians feedback is conducted during the parents/guardians forum meeting, which is held every year in the college. Through personal interaction with the parents/guardians, the college ascertains their opinion, understands their problems and tries to provide possible remedies. Teachers feedback is collected during meetings with the Management from time to time. The feedbacks are discussed and deliberated upon in areas that needed the most attention.

Teaching and learning reform takes place by evaluating students' interactions in classroom, participation in extra-curricular activities, and their performance in internal assessment and end semester examination. The extra-curricular activities organised by the college help the students to have firsthand information on diverse areas. Activities such as quiz competitions, debates, essay writing, painting, singing, slogan writing and cultural activities are conducted. Departmental Academic Activity Day (DAAD) is conducted by each Department in which the students participate for the purpose of gaining academic advantages. Apart from the usage of ICT enabled tools such as computers and projectors (LED), the college also has signed an MOU with REEV Classrooms to enable digital learning platform for the conduct of online classes during the pandemic.

The IQAC coordinator and Chairman also actively participate in various programmes conducted by NAAC and affiliating Nagaland University.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

Gender equality is one of the important pillars for a society to progress and develop. Model Christian College has played an active role towards gender equity by organising various activities and programmes.

Focusing on the primary aim of ensuring a safe space and promoting a healthy environment, the Women's Cell and the Anti-Sexual Harassment Cell were formed. The Women's Cell would come up with an annual action plan, with activities and programmes aiming at sensitising individuals about gender equity. The Anti-Sexual Harassment Cell would look into sexual harassment complaints, if any. The Cell has not received any complaint till date.

Some of the activities and programmes, which were conducted by the college and the cells, are mentioned below:

1. As a part of the observance of International Women's Day 2018, on 8th March 2018 the Women's Cell organised a flower exhibition wherein women of the college donated plants and flowers.
2. For the International Women's Day 2019, the Women's Cell organised the following activities on 8th March 2019 (i) Essay competition on the topic 'Balance for Better', where the best three winners were awarded prizes. (ii) Flower sale: A sum of Rs 500/- was given to the girls of each semester as seed money for setting up their respective class stalls. Each stall exhibited the products of their skills and talents in crafts and different products.
3. The college conducted a seminar on 'Sexual Harassment and Bullying' on 11th June 2019 with resource persons from Sakhi - One Stop Centre and Women Helpline 181, Kohima, Nagaland.
4. Sanitary napkin vending and disposal machines were installed in the college on 11th July 2019 to provide easy access to and quick disposal of sanitary napkins, which is also environmental friendly.
5. On 5th February 2020, the Women's Cell conducted an orientation programme on the topic 'Menstrual Hygiene and Management Energy Efficient Approaches' with Akangkoka Namo, Programme Officer, Family Planning Association, India, Nagaland Branch, as the resource person.
6. The International Women's Day 2020 was observed on 11th March 2020 with the theme 'I Am Generation Equality: Realising Women's Rights'.
7. The Women's Cell observed International Women's Day on 8th March 2021 by joining the International Women's Day 2021 Hashtag 'I Choose to Challenge' campaign.
8. On 6th March 2021, a national webinar was organized by the Department of Education on 'Gender Sensitization – A Step towards Social Reconstruction' with Dr. Ananya Ghosh, Assistant Professor, Amity University, Noida, as the resource person.
9. The Department of History celebrated 'International Day of the Girl Child' 2021 with the theme 'Digital Generation, our Generation' on 11th October, 2021.
10. On 17th November 2021, the Department of Sociology conducted a national webinar on the topic 'Creating Human Rights Culture and the Role of Society therein in the 21st Century' with Kezhokhoto Savi, Assistant Professor, Kohima Law College, President, Nagaland Voluntary Consumers Organisation, and President, Rotary Club, Kohima, as resource person.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

Model Christian College strives to create an eco-friendly campus. It discourages single use plastics and littering within the college campus. The NSS Unit, Eco Club and Model Christian College Students Council have played a prominent role in making the campus plastic free by organizing awareness programmes, conducting cleanliness drives and various other activities. Apart from these activities, the importance of waste management and methods of waste disposal mechanism are taught in the college through Courses such as Environmental Studies and Practical Project Paper.

#### **Solid waste management**

The college has a mechanism for management of solid waste. The waste (biodegradable and non-

biodegradable) generated in the college falls under solid waste. These wastes consist of papers in large quantities, plastics in lesser quantities, moderate amounts of organic matter, and metals and glass in lesser quantities. Plastic bags, plastic cups and plastic bottles, being banned in the college campus, contribute to lesser plastic waste. Dustbins are placed on every floor, and in every washroom, staff room and laboratory. The solid wastes are collected everyday and are kept at the collection site within the college campus, ready to be collected by the municipal pickup truck. This truck comes twice a week for garbage collection. These solid wastes are taken to the municipal solid waste management plant for treatment. Radioactive wastes are not generated during practical classes in the laboratories.

### **Liquid waste management**

Liquid wastes are generated at several points such as toilets, washing basins, cafeteria and laboratories. These wastes are drained off through well maintained drainage system within and outside the college.

### **E-waste management**

The college takes measures to dispose of properly the e-waste generated inside the campus. All obsolete electrical and electronic waste is disposed of as e-waste to vendors for proper destruction or for recycling in an eco-friendly manner without damaging the environment and certificate for such destruction and disposal is obtained. It is also ensured that the generated e-waste is not disposed of along with the other solid wastes generated in the campus. Collection of e-waste separately is a sustainable approach to prevent such waste reaching the landfills and also provides an opportunity to recycle such waste. The company Hulladeck Recycling Pvt.Ltd., Diphupar, Dimapur District, collects all the e-waste. The college donated 227.80 kg e-waste to the Company, through e-Circle Dimapur, on 5th July 2019. It received a certificate for doing so.

### **Installation of sanitary disposal machines**

The college successfully installed sanitary napkins incinerator in the Girls Common Room on 11th July 2019. The vending machine was installed to ensure an effective, safe and convenient mode to have access at any time to sanitary napkins. The purpose is to promote safe and hygiene sanitary practices among women and girls. After installation of the machines, demonstration was given to female students and employees to create awareness and easy accessibility. An orientation programme was conducted for the same cause on the topic 'Menstrual Hygiene and Management of Energy Efficient Approaches' on 5th February 2020.

<b>File Description</b>	<b>Document</b>
Geotagged photographs of the facilities	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:**

- 1.Rain water harvesting**
- 2.Borewell /Open well recharge**
- 3.Construction of tanks and bunds**
- 4.Waste water recycling**
- 5.Maintenance of water bodies and distribution system in the campus**

**Response:** A. Any 4 or all of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

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

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

**7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1.Built environment with ramps/lifts for easy access to classrooms.**



2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

Students from various communities and from every nook and corner of Nagaland flock to Model Christian College for education. Therefore, it is one of the primary objectives of the college to provide equal opportunity for all, and maintain peace and harmony. It endeavours to provide a proper platform for promoting awareness about national integration and a sense of brotherhood among the students in particular and the society in general. The spirit of unity in diversity is always maintained and upheld by the institution.

#### **Measures for equal opportunities**

The college has implemented several measures to make it an inclusive campus. It has a reservation policy for admissions of students, and recruitment of faculty and staff. Seat reservation for admission is formulated for all categories of students (ST=90%, SC=5%, OBC=2%, General=2% and others=1%). Vacant posts are advertised in local dailies, college website and other social media, which offers equal opportunity for all to apply for the posts.

The college offers free scholarship to two orphans from any recognised orphanages of Nagaland. This is done to provide higher education to orphans. Two orphans are enrolled every year to the first semester on a first come first basis. For availing the scholarship, the candidate is required to submit a certificate from the orphanage where he/she resides. In an academic year, six orphans benefit from the initiative.

Mentor-mentee meetings are held regularly. Students are encouraged to share their problems with their mentors.

#### **Promotion of diversity and inclusivity.**

The college promotes cultural plurality and inclusivity in the campus. In an effort to unite all cultures, events are organised to promote and showcase cultural diversity. Some of the events organised annually are described below:



1. The college organises an inter-collegiate talent hunt under the name “Phoenix”. The main objective of the event is to conceptualize and provide a platform for the students to hone and showcase their skills and talents. The first “Phoenix” event was organised under the theme ‘Eclectic Effervescent Effulgent’ on 3rd August 2019. The winners were awarded cash prizes: First Prize - Rs.15, 000, Second Prize - Rs.10, 000, Third Prize - Rs.5000, and five consolation prizes of Rs. 1000 each. Thirteen colleges took part in ‘Phoenix’ 2019. Henceforth, the event would be conducted annually.
2. The Departmental Academic Activity Day (DAAD), an annual event of the college, is actively pursued to impart knowledge and skill enrichment. Activities like art, craft, and debate are often included as part of this activity, which offers platforms for diversity and inclusivity.
3. The Cultural Club annually organises ‘Cultural Day’, which is an evidence of promotion of cultural diversity and peaceful co-existence. Cultural dances, folk songs and ethnic wears are some of the activities conducted on this day.
4. Since 2019, the college annually has observed ‘Thanksgiving Day’. It is an event where all the inmates come together to celebrate the achievements and blessings of the year. Tiffin is shared and thanksgiving video, where students, faculty and staff express their thankfulness, is screened to the enjoyment and satisfaction of all. Thanksgiving Day for the year 2021 was observed on 17th November 2021.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

The ideas of equality, justice and liberty enshrined in the Constitution of India can be achieved when a citizen is made aware of his/her rights, duties and responsibilities. The college has worked intensely in sensitizing the students and employees on the values, rights, duties and responsibilities of the citizens of India. It has organised activities, events and programmes in order to achieve this goal. Besides, it has encouraged the different Departments to do likewise.

1. The Departments of Political Science, Sociology and History jointly organized a National Seminar on the topic 'Federal Democracy and Ethnic Identity: Challenges and Prospects' on 24th and 25th November 2017. Besides participants from Nagaland, there were paper presenters from other states such as Andhra Pradesh, Assam, Mizoram and West Bengal.
2. The Department of Political Science observed the state level launching programme on the Fundamental Duties enshrined in the Constitution of India on 20th February 2020 at the college Auditorium. The pledge of the Preamble was read by Stephen, HOD, and a talk on the significance of the Constitution was given by Ketuniphre-e Gwirie.
3. The NCC Unit celebrated India's Independence Day by uploading quotes and articles in online platforms. This activity was executed under the directive of the 24 Nagaland (I) Coy on 15th August 2020.
4. On the same day, 15th August 2020, the college participated in the poster campaign organized by Sakhi - One Stop Centre, Kohima, on the theme 'What Freedom Means to Us'.
5. The NCC Unit of the college made a short video clip on the theme 'Fitness and Health' under 'Fit India Campaign' on 24th September 2020.
6. The Department of Political Science conducted a National Webinar on the topic 'Influence of Church on Politics in Nagaland' with Rev. Dr. Zelhou Keyho, General Secretary, Nagaland Baptist Church Council (NBCC), as resource person, on 9th March 2021.
7. The Literary Club and the NSS Unit conducted an essay competition under aegis of the Ministry of Education, GOI, pertaining to the celebration of India's 75th year of Independence under the theme 'Inspiration of India's Freedom Fighters' on 22nd March 2021.
8. On the occasion of the celebration of India's 75th year of Independence, the college, in collaboration with Nehru Yuva Kendra Sangathan (NYKS), Kohima, organised a programme on 24th March 2021 on the topic 'India's Freedom Struggle for Life', with John Makhabo, Director I/C NYKS, Nagaland, as resource person.
9. The NSS Unit conducted a painting competition in celebration of the 75th year of India's Independence on the theme 'A Tribute to our Fallen Heroes' on 12th August 2021.
10. The college observed World Mental Health Day under the theme 'Mental Health in the Naga Society' on 9th October 2021.
11. The Department of History celebrated International Day of the Girl Child on the theme 'Digital Generation, our Generation' on 11th October, 2021.
12. The Literary Committee organised Literary Day on 6th November 2021 on the theme 'Kaleidoscope' with Mr. Toshi O. Longkumer, Advocate, Guwahati High Court, and author of the book 'The Over Thinking Parrot' as the guest speaker.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1.The Code of Conduct is displayed on the website**
- 2.There is a committee to monitor adherence to the Code of Conduct**
- 3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4.Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

**National Events**

- 1.The NSS Unit observed *Swaach Pakhwada* on 14th August from 1st to 4th August 2018 by administering oath to all the students; '*Swaachta Hi Seva*' on 24th September 2018 by conducting sanitation and cleanliness rally in Lower A.G. Colony; the *Poshan Abhiyan* Nutrition Month on 12th September 2019 and painting competition on the theme 'A Tribute to our Fallen Heroes' in celebration of the 75th India's Independence Day on 12th August, 2021.
- 2.Three students and two Assistant Professors of the college attended the programme organised by the Department of Youth Affairs and Sports, Government of India, on 2nd October 2019, under the theme 'Fit India', in commemoration of Mahatma Gandhi's 150th birth anniversary.
- 3.21 students and the HOD of the Department of Political Science represented the college at the Raj Bhavan, Kohima, in the *Swaach Bharat* Mission Programme on 6th November 2019.
- 4.On 25th January 2020, 6 members of the Electoral Literacy Club, along with the Nodal Officer,

represented the college at the 10th National Voter's Day Programme, held at Hotel Japfu, Kohima, on the theme 'Electoral Literacy for Better Democracy'.

5. The college participated in the virtual poster campaign organised by the Sakhi - One Stop Centre, Kohima, on the theme 'What Freedom Means to Us' on Independence Day, 15th August 2020.
6. On the 75th India's Independence Day celebration, an essay competition was jointly organised by the NSS Unit and the Literary Club on the topic 'Inspirations of Indian Freedom Fighters' on 22nd March 2021.

### International Events

1. The Women's Cell observed the International Women's Day every year on 8th March, unless this date fell on a non-working day. For example, in 2017, it was held on 7th March 2017, on the theme 'A Woman of Substance' with Joel Pucho, Executive Director, Directorate of Industries & Commerce, Nagaland, Kohima, as the resource persons. The theme for 8th March 2018 was 'Women of Strength and Dignity'. In 2019, the Women's Cell distributed polybags with saplings to all the girl students and lady faculty for plantation. In 2021, it joined the international campaign 'Choose to Challenge' under the theme 'I am Generation Equality: Realizing Women's Rights'.
2. On 5th June 2018, the NSS Programme Officer and Assistant Programme Officer attended the World Environment Day programme organised by the Department of Forest and Environment, Nagaland, on the theme 'Beat Plastic Pollution'.
3. The NSS Unit, on 5th June 2019, joined the World Environment Day programme organised by Kohima Village Students' Union on the theme 'Save Dzüvürü Campaign'. On 5th June 2020, to protect and promote the environment, the college observed the World Environment Day.
4. The Department of Sociology, on 9th October 2021, conducted an essay competition on World Mental Health Day on the theme 'Mental Health in the Naga Society'.
5. The Department of History celebrated International Day of the Girl Child on the theme 'Digital Generation, our Generation' on 11th October 2021.
6. The college organised a Pre-Christmas celebration on 25th November 2021.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format

**provided in the Manual.**

**Response:**

The two best practices successfully implemented by the college are Full Scholarship for Orphans and Phoenix.

**Best Practice 1**

Title:

**Full Scholarship for Orphans**

Objective of the Practice:

The objective of this practice is to provide opportunity for orphans from recognised orphanages of Nagaland to avail higher education at the undergraduate level so that they can realise their dreams and obtain employment for enhancing their quality of life.

The Context:

Extension service is one of the extracurricular activities of the college. One of the extension services is visit to orphanages. Visit to orphanages inspired the institution to offer full scholarship to two orphans from any recognised orphanage of Nagaland.

The Practice:

The practice is advertised in the local newspapers and social media. Orphanages are contacted and informed about it. The scholarship is for the entire undergraduate programmes. Two orphans are enrolled every year to the first semester of any programme, Arts or Science, on first come first basis. For availing the scholarship, the candidate is required to submit a certificate from the orphanage where he/she resides. In an academic year, six orphans benefit from the scholarship. The college keeps in touch with the orphanages of the beneficiaries.

Evidence of success:

The college initiated this practice in the year 2018. It enrolled three orphans for the year. Hard work, dedication and perseverance are seen in the student beneficiaries. Three orphans graduated in 2021. This is a clear evidence of the success of the programme. The college is hopeful that these students will grow up to be leaders, be prosperous in their lives and be a guiding force in their communities.

Problems encountered and resources required:

The college would like to enrol more orphans, but lack of hostel facility has been a hindrance to this practice. Besides, there are years when there are no orphans from any orphanage for undergraduate study.

## Best Practice 2

Title:

### Phoenix

Objectives of the Practice:

Phoenix is an inter-collegiate talent hunt which has been conceptualized to provide a platform for the students to showcase their talents. The event will help students to learn communication and social skills, allowing them to be creative and think out of the box. The event will witness students in any creative field such as singing, mimicry, dance, flash art, magic show, stand-up comedy, cosplay and other areas. The event will be conducted every year in the month of August.

The Context:

Naga youth and students have rich creative and artistic talents, but there is a need to explore and invest in their creative abilities. This can be achieved through platforms of exhibition on creative art that can help their inner creative spirits. Phoenix is one of such platforms. It provides space and paves the way for the students to hone, showcase and promote their inherent talents.

The Practice:

The flyer of the “Phoenix” event is distributed to every college in Nagaland. The concept note of the event is presented in the flyer. Events of any creative fields such as singing, mimicry, dance, flash art, magic show, stand-up comedy, cosplay and any other fields are showcased. The event has a panel of judges, who are professionals in various fields of art, culture and literature. The first Phoenix event was conducted under the theme ‘Eclectic Effervescent Effulgent’ on 3rd August 2019. The winners were awarded cash prizes: First - Rs.15,000, Second - Rs.10,000, Third - Rs.5000 and five consolation prizes of Rs. 1000 each. The event will be conducted annually.

Evidence of success:

A total of 13 (thirteen) colleges took part in the first “Phoenix” event on 3rd August 2019. Various performances such as singing, dance, instrumental pieces and mimicry were showcased. The event was a grand success. By promoting such talent hunt, the college creates avenue for the students to achieve success through pursuing their talents.

Problems encountered and resources required:

The event was a grand success. However, organizing such a big event is always a challenge for the organizing committee. Some of the notable problems and challenges encountered are lack of sponsorship and participation of far flung colleges.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Best practices in the Institutional web site	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

##### Response:

The core vision of Model Christian College is to impart quality education by creating an environment congenial for the overall growth of the students. The institution is private-aided. This does not limit it in taking initiatives such as Departmental Academic Activity Day, Phoenix (Talent Hunt) and adoption of a village by the NSS unit, which are distinct and unique to it. However, it has taken a landmark decision of introducing the Work Study Programme in 2019, which is an area distinctive to its vision and thrust.

Work Study Programme aims at imparting work experience, while studying, to students. This programme is designed to make small clerical works accessible to students. It is scheduled systematically so that it does not disturb the regular classes, course load and studies of the students. It also helps the students in gaining experience and developing work ethics and professionalism before they graduate. The In-charge of this programme is Mr. Albert Arücho, Administrator, Model Christian College.

Two students (one male and one female) from BA/BSc III/IV semesters and BA/BSc V/VI semesters are selected for the odd semester and two for the even semester, one student from each Programme, i.e. BA and BSc. If no student qualifies from a particular Programme, both the students may be selected from one Programme only. A student is given a one-time opportunity for the Programme.

The eligibility Criteria to be selected for this programme are:

1. Good attendance,
2. Good academic performance, and
3. Personal Interview.

A student, who fulfils the first two eligibility criteria, collects the application form from the College Office, fills it and submits it to the Principal. The final list of the students for interview is prepared and the

students are called for interview.

The duration of the programme is 3 (three) months from the date of commencement and the students work for a maximum of 8 (eight) hours per month. They work only during off periods and any other free time as per the time allotment designated by the college. The students engaged in the programme must strictly follow and comply with the college policies and guidelines. If a student misses two consecutive hours without prior information to the In-charge of the programme, he/she is disqualified from the programme. A student attending the programme receives an honorarium of Rs. 1500/- (Rupees One Thousand Five Hundred) per month. A Certificate of Completion is awarded to the students after the successful completion of the programme.

The students selected for the Work Study Programme may be allotted service in the Administration Office, Library, Computer Lab, Laboratories and Medical Room. However, much of the work is done in the Library where the students performs the following works:

1. Arranging books according to their call number, i.e. according to class number and within each class number in alphabetical order according to the author's name;
2. Labelling of each book at the same distance from the bottom, about 5mm to 10mm;
3. Stamping of new books with the library stamp in order to mark and identify ownership;
4. Entries of New Book in Accession Register according to the title, name of the author, place of publication, edition, price, call number, etc;
5. Register all the students in NLIST (E-Resources) website for accessing e-resources from mobile and Personal Computer;
6. Collection and arrangement of past years question papers of Under Graduate Semester examinations;

The objective of this programme is to provide a practice-oriented and hands-on working environment, to enhance the learning experience of the students, to develop a right to work attitude, dignity of labour, self-confidence and ability to work as a team, and to provide an opportunity to develop knowledge and skills useful in day-to-day life.

Programme Out-comes:

The following are the Programme Outcomes of the Work Study Programme:

1. The students learn the procedure of arranging books in the shelf according to the class number;
2. They learn the method of labelling each book at the same distance (5mm to 10mm) from the bottom, thus making it easy to locate the books and keeping the shelves tidy;
3. They learn stamping of books in the author page, making it convenient to identify the ownership of the books;
4. Overall, they learn the value of team work in executing an action, maintaining the library by learning the functions, roles and duties of a librarian, and library activities and services section wise;
5. They learn the maintenance of instruments and records in the practical labs;
6. They are made aware about first aid and assist the nurse in case of any emergency.

Work Study Programme has enabled the students to gain skills before hand and skills to handle pressure in performing well in any engagement that closely resembles the real world situation. This prepares them for



a career. The certificate of completion awarded to the students may also serve as an additional support in their resume, as it depicts their capability of multi-tasking.

Since the introduction of the programme, a total number of 6 (six) students have benefitted from it. A notable mention may be made of Ms. Mochoyia L. Kriichena, who participated in the programme, secured Gold Medal in the Under Graduate Examinations of Nagaland University. The institute takes immense pride and responsibility in catering to the overall needs of the students and will continue to do so. In this way, it lives up to its motto 'Educate. Inspire. Transform'.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

### Additional Information :

#### Post Accreditation (Cycle I) Initiatives:

The college implemented the recommendations of the Peer Team (Cycle I) to the best of its ability.

Sl. No.	Recommendation	Implementation
1.	Introduction of courses	<ul style="list-style-type: none"> <li>On 19th March 2019, permission was obtained from the University for offering Geography as Honours or to the Arts students.</li> </ul>
2.	Consolidate on research	<ul style="list-style-type: none"> <li>Seminars and webinars conducted.</li> <li>A two-day National Seminar on “Federal Democracy and Ethnic Identity: Challenges and Prospects” conducted on 23rd-24th November 2017. Two faculty members presented papers.</li> <li>Seed money for research instituted.</li> </ul>
3.	Skill and entrepreneurship programmes	<ul style="list-style-type: none"> <li>MOUs were signed</li> <li>a) 10th August 2019: With Emporium Training &amp; Consultancy, Dimapur, for training in hospitality and other sectors.</li> <li>b) 24th September 2019: With Telcocrats Technologies, for imparting soft skills and computing skills.</li> <li>Professional Skills Development Training for Administrative Staff conducted on 05th October 2019.</li> <li>06th November 2019: The Entrepreneur Association conducted a seminar on ‘Promoting Entrepreneurship and Developing Sustainable Livelihood in Nagaland’.</li> </ul>
4.	Enhancement of infrastructure	<ul style="list-style-type: none"> <li>A more spacious library.</li> <li>New Computer Lab, Conference Room and IQAC.</li> <li>Establishment of Language Lab, Gymnasium, and Lounge.</li> <li>Sanitary pad vendor machine and incinerator installed in Women Common Room.</li> <li>Sound proof ceiling for Auditorium.</li> <li>Office for Deans.</li> <li>4 new LED projectors.</li> </ul>
5.	Innovation in teaching-learning and inter-departmental linkages	<ul style="list-style-type: none"> <li>12th-13th July 2018: Workshop on ‘Innovative Teaching and Learning’.</li> <li>Geography for Arts students (2019).</li> <li>16th November 2019: Workshop on ‘Classroom Management and ‘Question Paper Setting and Evaluation’.</li> <li>14th November 2020: National Webinar on ‘Impact of COVID-19 on Higher Education’.</li> </ul>

		Change on Natural Resources and Biodiversity' job organised by the Science Departments.
		• 09th-10th November 2021: Science Fair.
6.	Establishment of Anti-Ragging Committee and Cell Against Sexual Harassment	• Anti-Ragging Committee and Anti Sexual Harassment established.
7.	Language laboratory	• Established.
8.	Interaction with Alumni	• The Management continuously interacted with Alumni.
9.	IQAC to be more proactive	• IQAC made more proactive.
10.	Increase number of teachers	• One teacher recruited in the Department of Geography.

## Concluding Remarks :

Model Christian College has made significant strides since its NAAC Accreditation in 2017. Some areas of progress are:

### 1. Academic Progress-

- Getting Basic English Language Skills approved by Nagaland University;
- Obtaining permission from Nagaland University for offering Geography as Honours or Elective Paper to Arts students;
- Recognised by UGC under 12(B);
- Organising seminar and webinars such as (i) a two-day National Seminar on "Federal Democracy and Ethnic Identity: Challenges and Prospects" and (ii) a one-day National Webinar on 'Impact of Climate Change on Natural Resources and Biodiversity' coordinated by the Science Departments;
- Seed money for research instituted;
- 1st Rank Holder in Under-Graduate Nagaland University Results:
  - Department of Geology in 2018, 2019, 2020 and 2021,
  - Department of Botany in 2021,
  - Department of Zoology in 2020;
- Obtaining Permanent Affiliation for Departments of Botany, Chemistry and Zoology (Honours and Pass Course);

### 2. Enhancement of Infrastructure-

- New spacious library;
- New Computer Lab, Conference Room and IQAC Office;
- Establishment of Language Lab, Gymnasium and Employees Lounge;
- Sanitary pad vendor machine and incinerator installed in Women Common Room;
- Sound proof ceiling for Auditorium;
- Office for Deans;
- 4 new LED projectors;
- Notice Boards provided for each classroom;

### 3. Allied Sectors-

- Raising of Senior Division NCC Platoons for boys and for girls;
- MOUs with Emporium Training & Consultancy Pvt Ltd, Dimapur, for training students in hospitality and other sectors, and with Telcocrats Technologies, Mohali, for imparting soft skills and computing skills, and enabling collaborative effort of industry and academic linkage;
- Conducting “Professional Skills Development Training” for administrative staff;
- Seminar by Entrepreneur Associates, Kohima, on “Promoting Entrepreneurship and Developing Sustainable Livelihood in Nagaland”;
- Establishment of Anti-Ragging Committee and Anti Sexual Harassment Cell.

However, there is much to be done. Some areas need attention. They are:

- Interaction with the Alumni;
- Students support and progression;
- ICT and introduction of smart boards;
- Procuring land for playground;
- Increase number of classrooms.

The college strives to live up to its motto ‘Educate. Inspire. Transform’.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p><b>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</b></p> <p>1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University</p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
1.2.1	<p><b>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p> <p>1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 4 Answer after DVV Verification: 4</p>																				
1.2.2	<p><b>Number of Add on /Certificate programs offered during the last five years</b></p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2</td><td>7</td><td>2</td><td>2</td><td>2</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2</td><td>7</td><td>2</td><td>2</td><td>2</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	2	7	2	2	2	2020-21	2019-20	2018-19	2017-18	2016-17	2	7	2	2	2
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	7	2	2	2																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	7	2	2	2																	
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>21</td><td>122</td><td>98</td><td>96</td><td>50</td></tr></table> <p>Answer After DVV Verification :</p>	2020-21	2019-20	2018-19	2017-18	2016-17	21	122	98	96	50										
2020-21	2019-20	2018-19	2017-18	2016-17																	
21	122	98	96	50																	

2020-21	2019-20	2018-19	2017-18	2016-17
121	29	98	96	50

**1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

**1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	3

**1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**1.3.3.1. Number of students undertaking project work/field work / internships**

Answer before DVV Verification : 42

Answer after DVV Verification: 42

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**

**1) Students**

**2) Teachers**

**3) Employers**

**4) Alumni**

Answer before DVV Verification : C. Any 2 of the above

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

Remark : As per HEI

**1.4.2 Feedback process of the Institution may be classified as follows:**

**Options:**

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**

**3. Feedback collected and analysed****4. Feedback collected****5. Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website

**2.1.1 Average Enrolment percentage (Average of last five years)****2.1.1.1. Number of students admitted year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
69	154	69	88	91

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
63	149	69	93	96

**2.1.1.2. Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	100	100	100

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	100	100	100

**2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)****2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
65	148	69	93	95

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
65	148	69	93	95

2.3.3	<p><b>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )</b></p> <p><b>2.3.3.1. Number of mentors</b> Answer before DVV Verification : 28 Answer after DVV Verification: 28</p>																									
2.4.2	<p><b>Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</b></p> <p><b>2.4.2.1. Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>4</td><td>3</td><td>2</td><td>1</td><td>2</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>4</td><td>3</td><td>2</td><td>1</td><td>2</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	4	3	2	1	2	2020-21	2019-20	2018-19	2017-18	2016-17	4	3	2	1	2					
2020-21	2019-20	2018-19	2017-18	2016-17																						
4	3	2	1	2																						
2020-21	2019-20	2018-19	2017-18	2016-17																						
4	3	2	1	2																						
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p><b>2.4.3.1. Total experience of full-time teachers</b> Answer before DVV Verification : 4 Answer after DVV Verification: 4</p>																									
2.6.3	<p><b>Average pass percentage of Students during last five years</b></p> <p><b>2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>70</td><td>61</td><td>79</td><td>30</td><td>23</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>71</td><td>62</td><td>79</td><td>26</td><td>18</td></tr></table> <p><b>2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years</b> Answer before DVV Verification:</p> <table><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	70	61	79	30	23	2020-21	2019-20	2018-19	2017-18	2016-17	71	62	79	26	18					
2020-21	2019-20	2018-19	2017-18	2016-17																						
70	61	79	30	23																						
2020-21	2019-20	2018-19	2017-18	2016-17																						
71	62	79	26	18																						



2020-21	2019-20	2018-19	2017-18	2016-17
70	61	92	40	37

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
71	63	92	40	37

**3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

**3.1.1.1. Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	1.9	1.8

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	1.9	1.8

**3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**3.1.2.1. Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

**3.1.2.2. Number of departments offering academic programmes**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**

**3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	2	5	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	2	5	1	1

**3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	0	0	0

**3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	3	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	3	1	1

**3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	12	2	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	12	2	2

**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years****3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	12	2	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	12	2	2

**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	2	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	2	0	0

**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years****3.4.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	0	1	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	1	2

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 17

Answer after DVV Verification: 17

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.27	1.05	1.4	1.5	36.56

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
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1.27	3.7	1.4	1.5	36.56
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4.2.2 **The institution has subscription for the following e-resources**

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: B. Any 3 of the above

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2.76	0.33	1.7	2.1	15.13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2.76	0.33	1.7	2.1	15.13

4.2.4 **Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year**

4.2.4.1. **Number of teachers and students using library per day over last one year**

Answer before DVV Verification : 272

Answer after DVV Verification: 272

4.3.3 **Bandwidth of internet connection in the Institution**

Answer before DVV Verification : A. 750 MBPS

Answer After DVV Verification: A. 750 MBPS

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.96	3.39	4.48	6.46	6.87

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.96	3.39	4.48	6.46	6.87

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

**5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	181	139	182	132

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	182	130	182	132

**5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

**5.1.2.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
22	40	6	9	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
20	35	3	6	3

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	37	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	37	0

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

**5.2.1 Average percentage of placement of outgoing students during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2

5.2.2	<p><b>Average percentage of students progressing to higher education during the last five years</b></p> <p><b>5.2.2.1. Number of outgoing student progressing to higher education.</b> Answer before DVV Verification : 131 Answer after DVV Verification: 131</p>																																								
5.2.3	<p><b>Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b></p> <p><b>5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table> <p><b>5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	1	1	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	1	1	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	1	1	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	1	1	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																																					
1	1	0	0	0																																					
2020-21	2019-20	2018-19	2017-18	2016-17																																					
1	1	0	0	0																																					
2020-21	2019-20	2018-19	2017-18	2016-17																																					
1	1	0	0	0																																					
2020-21	2019-20	2018-19	2017-18	2016-17																																					
1	1	0	0	0																																					
5.3.1	<p><b>Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.</b></p> <p><b>5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>0</td><td>2</td><td>0</td><td>0</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	2	0	0																														
2020-21	2019-20	2018-19	2017-18	2016-17																																					
0	0	2	0	0																																					



Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	0	0

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	3	4	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	3	4	2

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

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

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	0	0	0

6.3.3	<p><b>Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years</b></p> <p><b>6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>8</td><td>3</td><td>2</td><td>1</td><td>1</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>8</td><td>3</td><td>2</td><td>1</td><td>1</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	8	3	2	1	1	2020-21	2019-20	2018-19	2017-18	2016-17	8	3	2	1	1
2020-21	2019-20	2018-19	2017-18	2016-17																	
8	3	2	1	1																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
8	3	2	1	1																	
6.3.4	<p><b>Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).</b></p> <p><b>6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>9</td><td>56</td><td>56</td><td>28</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>9</td><td>56</td><td>56</td><td>28</td><td>0</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	9	56	56	28	0	2020-21	2019-20	2018-19	2017-18	2016-17	9	56	56	28	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
9	56	56	28	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
9	56	56	28	0																	
6.4.2	<p><b>Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)</b></p> <p><b>6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1.5</td><td>0.75</td><td>0.5</td><td>0.5</td><td>15.0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	1.5	0.75	0.5	0.5	15.0	2020-21	2019-20	2018-19	2017-18	2016-17					
2020-21	2019-20	2018-19	2017-18	2016-17																	
1.5	0.75	0.5	0.5	15.0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	

	<table> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </table>	0	0	0	0	0
0	0	0	0	0		
6.5.3	<p><b>Quality assurance initiatives of the institution include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</b></li> <li>2. <b>Collaborative quality initiatives with other institution(s)</b></li> <li>3. <b>Participation in NIRF</b></li> <li>4. <b>any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></li> </ol> <p>Answer before DVV Verification : D. 1 of the above          Answer After DVV Verification: D. 1 of the above</p>					
7.1.2	<p><b>The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <ol style="list-style-type: none"> <li>1. <b>Solar energy</b></li> <li>2. <b>Biogas plant</b></li> <li>3. <b>Wheeling to the Grid</b></li> <li>4. <b>Sensor-based energy conservation</b></li> <li>5. <b>Use of LED bulbs/ power efficient equipment</b></li> </ol> <p>Answer before DVV Verification : C. 2 of the above          Answer After DVV Verification: C. 2 of the above</p>					
7.1.4	<p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. <b>Rain water harvesting</b></li> <li>2. <b>Borewell /Open well recharge</b></li> <li>3. <b>Construction of tanks and bunds</b></li> <li>4. <b>Waste water recycling</b></li> <li>5. <b>Maintenance of water bodies and distribution system in the campus</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above          Answer After DVV Verification: A. Any 4 or all of the above</p>					
7.1.5	<p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Restricted entry of automobiles</b></li> <li>2. <b>Use of Bicycles/ Battery powered vehicles</b></li> <li>3. <b>Pedestrian Friendly pathways</b></li> <li>4. <b>Ban on use of Plastic</b></li> <li>5. <b>landscaping with trees and plants</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above          Answer After DVV Verification: B. 3 of the above</p>					
7.1.6	<p><b>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p>					

	<ol style="list-style-type: none"> <li>1. Green audit</li> <li>2. Energy audit</li> <li>3. Environment audit</li> <li>4. Clean and green campus recognitions / awards</li> <li>5. Beyond the campus environmental promotion activities</li> </ol> <p>Answer before DVV Verification : D.1 of the above Answer After DVV Verification: D.1 of the above</p>
7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. Built environment with ramps/lifts for easy access to classrooms.</li> <li>2. Divyangjan friendly washrooms</li> <li>3. Signage including tactile path, lights, display boards and signposts</li> <li>4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment</li> <li>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</li> </ol> <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. The Code of Conduct is displayed on the website</li> <li>2. There is a committee to monitor adherence to the Code of Conduct</li> <li>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</li> <li>4. Annual awareness programmes on Code of Conduct are organized</li> </ol> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>

## 2.Extended Profile Deviations

Extended Form Deviations					
ID	Extended Questions				
1.1	<b>Number of courses offered by the Institution across all programs during the last five years</b>				
	Answer before DVV Verification:				
	2020-21	2019-20	2018-19	2017-18	2016-17
	193	193	193	193	193
	Answer After DVV Verification:				
	2020-21	2019-20	2018-19	2017-18	2016-17
	195	195	195	195	195
1.2	<b>Number of programs offered year-wise for last five years</b>				

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

**2.1 Number of students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
246	280	210	262	221

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
246	280	210	262	221

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
65	148	69	40	37

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
65	148	69	93	95

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
71	62	92	40	37

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
71	63	92	40	37

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
28	28	28	28	28

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
28	28	28	28	28

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
28	28	28	28	28

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
28	28	28	28	28

**4.1 Total number of classrooms and seminar halls**

Answer before DVV Verification : 17

Answer after DVV Verification : 17

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7.27	10.48	13.17	16.77	72.92

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7.27	10.48	13.17	16.77	72.92

**4.3 Number of Computers**

Answer before DVV Verification : 41

Answer after DVV Verification : 41

**4.4 Total number of computers in the campus for academic purpose**

Answer before DVV Verification : 41

Answer after DVV Verification : 33