

**The Annual Quality Assurance Report (AQAR) of the IQAC of
Public College of Commerce Dimapur, Nagaland
(July 2014 – June 2015)**

Part – A

I. Details of the Institution

1.1 Name of the Institution	Public College of Commerce
1.2 Address Line 1	Near Fire Service Station
Address Line 2	Burma Camp Road
City/Town	Dimapur
State	Nagaland
Pin Code	797112
Institution e-mail address	Pccdimapur1985@gmail.com
Contact Nos.	03862-230131
Name of the Head of the Institution:	Mr. A.K.Talukder
Tel. No. with STD Code:	03862-230131
Mobile:	9436430369

Name of the IQAC Co-ordinator:

Mr. Pradip Chakraborty

Mobile:

9436014758

IQAC e-mail address:

pcciqac2014@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

EC/66/A & A/032 Feb 21st 2014

1.4 NAAC Executive Committee No. & Date:

EC/66/A & A/032 Feb 21st 2014

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.pccdimapur.in

Web-link of the AQAR:

In Progress

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.50	2014	20.02.2019
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

10-12-2010

1.8 AQAR for the year (for example 2010-11)

2014 – 2015 (July – June)

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

- i. AQAR _____ **NA**
- ii. AQAR _____ **NA**
- iii. AQAR _____ **NA**
- iv. AQAR _____ **NA**

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Certificate Courses

1.12 Name of the Affiliating University (for the Colleges)

Nagaland University

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="Nil"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="13"/>

2.10 No. of IQAC meetings held : **Four (March, Sept, Dec 2014 & June 2015)**

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- | |
|--|
| <ul style="list-style-type: none"><i>i. Restructuring of college website</i><i>ii. Remedial Coaching for slow learners</i><i>iii. Installation of electronic bell on all floors</i><i>iv. Formation of Research Committee</i><i>v. Skill development programme for teaching and non teaching staff</i><i>vi. Installation of three more Aqua Guards</i><i>vii. 695 new text books and 20 reference books added in the library</i><i>viii. Formation of Swatch Bharat Committee</i><i>ix. Cleanliness Drives initiated</i><i>x. Programmes on Health Awareness, Environmental protection, Career counselling, Educational cum Industrial Tour, Literary Competition, world environment day celebration</i> |
|--|

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<i>Annexure I</i>	

**** Attach the Academic Calendar of the year as Annexure.***

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate any other body

Provide the details of the action taken

AQAR have been placed before the IQAC of the college. IQAC have looked into the details of the report and approved the same for submission to UGC.

Part – B

Criterion – I

I. Curricular Aspects:

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01	NIL		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01	NIL		
Others				
Total	02	NIL		
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: ***The college is offering choice based credit papers, Core & Elective papers.***

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	Nil
Annual	Nil

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

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

****Please provide an analysis of the feedback in the Annexure***

The following initiatives have been taken to cater the feedback received from the students

- Safe drinking water have been Arranged in all the floors***
- In selected topics notes have been provided by the respective subject teachers.***

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

Choice Based Credit Papers have been introduced in the Sixth Semester from January 2015

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<i>11</i>	<i>11</i>	<i>Nil</i>	<i>Nil</i>	<i>02</i>

2.2 No. of permanent faculty with Ph.D.

Nil

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<i>3</i>	<i>Nil</i>					<i>01</i>	<i>Nil</i>	<i>4</i>	

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			<i>04</i>
Presented papers		<i>02</i>	
Resource Persons			

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

- 1. Restructuring of college website is in progress to enable the college to provide timely information to all the stake holders regarding academic, administrative and other activities.*
- 2. Construction of more class rooms are in progress and likely to be completed within a month.*
- 3. Announcement system has been installed in all the classes, which is operated from the Principal's office.*
- 4. Microphones have been installed in all the class rooms for effective communication*
- 5. Electronic bell system has been installed in all the floors to maintain proper timing.*
- 6. Installation of additional CC cameras in the newly constructed classrooms is in progress*
- 7. Remedial coaching classes have been arranged for the slow learners*

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

136

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

Nil

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

- *Mr. Dulal Majumdar, Member of Board of Under Graduate Studies, Nagaland University, Nagaland*
- *Mr. Pradip Chakraborty, Member of Board of Studies, Icfai University, Dimapur, Nagaland*

2.10 Average percentage of attendance of students

As per university rule 80% attendance is mandatory to appear in the university examinations. However, sometimes students with less percentage are also allowed to appear in the university examinations on providing satisfactory reasons for their absence.

2.11 Course/Programme wise distribution of pass percentage (*Batch 2013-14*):

<i>Title of the Programme</i>	<i>Total no. of students appeared</i>	<i>Division</i>				
		<i>Distinction %</i>	<i>I %</i>	<i>II %</i>	<i>III %</i>	<i>Pass %</i>
<i>B.Com (Gen)</i>	<i>125</i>		<i>Nil</i>	<i>39(31.2%)</i>	<i>53(42.4%)</i>	<i>92(73.6%)</i>
<i>B.Com (Hons)</i>	<i>69</i>		<i>9(13.04%)</i>	<i>41(59.4%)</i>	<i>12(17.4%)</i>	<i>62(89.9%)</i>

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

- 1. Performance of the students is evaluated every month including their attendance and by taking monthly tests*
- 2. Remedial Coaching classes are organized for the slow learners*
- 3. Monthly tests are taken by the concerned teachers*
- 4. IQAC takes necessary corrective measures if required during its quarterly meeting.*

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<i>Nil</i>
UGC – Faculty Improvement Programme	<i>All the faculty members attended the training</i>
HRD Programmes	<i>Nil</i>
Orientation programmes	<i>Nil</i>
Faculty exchange programme	<i>Nil</i>

Staff training conducted by the university	<i>Nil</i>
Staff training conducted by other institutions	<i>Nil</i>
Summer / Winter schools, Workshops, etc.	<i>Nil</i>
Others	<i>Nil</i>

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<i>08</i>			
Technical Staff	<i>02</i>			

Criterion – III

3. Research, Consultancy and Extension

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

- | |
|---|
| <ul style="list-style-type: none"> <i>i. The research journal of the college “PCC Journal of Economics and Commerce” bearing ISSN 2229-6417 is published every year.</i> <i>ii. Faculty members are encouraged to write research based articles.</i> <i>iii. A Research Committee with seven members have been constituted in order to encourage research activities the college.</i> <i>iv. A separate Research Cell has been constituted in the library</i> <i>v. Skill development programme have been organised by the college by hiring the services of “Third Eye Computer Institute” Dimapur from 21st February to 27th February 2015.</i> <i>vi. Faculty members are encouraged to participate in seminars, workshops, symposia, refresher courses, orientation courses, HRD programmes etc.</i> <i>vii. Faculty members are encouraged to undertake Minor Research Projects</i> |
|---|

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		<i>Mr. A.K.Talukder (2)</i> <i>Mr. Pradip Chakraborty(2)</i> <i>Mr. Nipul Sutradhar (1)</i>	
Non-Peer Review Journals			
e-Journals			
Conference Proceedings			

3.5 Details on Impact factor of publications:

Range Average H-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other (Specify)				
Total				

3.7 No. of books published i) With ISBN

<p><i>i. Mr. Ranjit Paul (Single Author: 3 Books)</i></p> <p><i>ii. Mr. Pradip Chakraborty (Single Author: 1 Book & Co-Author: 1 Book)</i></p> <p><i>iii. Mr. A.K.Talukder (Single Author: 2 Books & Co-Author: 3 Books)</i></p> <p><i>iv. Mr. D.Majumdar (Co-Author: 4 Books)</i></p>

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text"/>	CAS	<input type="text"/>	DST-FIST	<input type="text"/>
DPE	<input type="text"/>			DBT Scheme/funds	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
3.9 For colleges	Autonomy	CPE		DBT Star Scheme	
	INSPIRE	CE	<input type="text"/>	Any Other (specify)	<input type="text"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

<p>Subject Experts:</p> <ul style="list-style-type: none"> Mr. D. Majumdar <p>Resource Persons</p> <ul style="list-style-type: none"> Mr. A.K.Talukder Mr. A.K.Singh Mr. Pradip Chakraborty Mr. D. Majumdar

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	<input type="text" value="Nil"/>	From Management of University/College	<input type="text" value="Nil"/>
Total	<input type="text" value="Nil"/>		

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
<i>Nil</i>						

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

Nil

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

Nil

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

JRF *Nil* SRF *Nil* Project Fellows *Nil* Any other *Nil*

3.21 No. of students Participated in NSS events:

University level *Nil* State level *Nil*
National level *Nil* International level *Nil*

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

1. *Free computer training to the students of nearby school which is economically weaker.*
2. *Cleanliness drive have been initiated twice by the college*
3. *In collaboration with Ramkrishna Mission, Cherapunjee, Meghalaya; six days Programme on “Youth Counselling For Positive Thinking” have been organized in the month of September, 2014.*
4. *Two educational tours - to Nagaland Bamboo Resource Centre/ Nagaland Bamboo Development Agency, and North East Zonal Cultural Centre undertaken on 28th February 2015*
5. *Programme on Environmental Protection with reference to waste management in Dimapur, organised in the college with resource person Mrs. Elizabeth Ngully, ADC, Dimapur, on 18th march, 2015*
6. *Environmental Awareness Programme held at college in collaboration with Green Succession of Nagaland on 5th June in observance of WORLD ENVIRONMENT DAY*
7. *College Magazine “LYCEUM” has been published in time for the year 2014 and literary competitions have also been conducted on debate, extempore, short story, poem, pencil sketch. The Winners have been awarded with memento and cash prizes.*

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund Rs. In lakh	Total Rs. In lakh
Campus area	<i>1552 Sq.m.</i>	<i>Nil</i>		
Class rooms	<i>05</i>	<i>03</i>	<i>UGC</i>	<i>9.18</i>
Laboratories				

Seminar Halls				
<i>No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.</i>		<i>Annexure II</i>	<i>UGC & College fund</i>	
<i>Value of the equipment purchased during the year (Rs. in Lakhs)</i>			<i>UGC (3.35)</i> <i>College (0.50)</i>	<i>3.85</i>
Others				

4.2 Computerization of administration and library

- 1. Announcement system introduced in the class rooms**
- 2. More CC cameras have been installed (in progress in the newly constructed rooms)**
- 3. All the office computers are connected with internet facility**
- 4. All the computers in the office are having LAN connectivity**
- 5. Library is connected with internet facility and N-List**
- 6. The college is having Wi-Fi connectivity**

1.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2147		695	305381	2842	
Reference Books	792		20	5830	812	
e-Books						
Journals	4		3	5500	7	
e-Journals						
Digital Database	<i>N – List (1)</i>		0		1	
CD & Video						
Others (specify)	40		5	12289	45	
Total				329000 <i>(Actual payment 2.85 lakh)</i>		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others (IQAC)
Existing	46	36	45	5		5		
Added	4	3				1		1
Total	50	39	45	5		06		01

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

- *Skill development programme for teaching and non teaching staff held in the college from 21st to 27th February 2015*

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.63 lakh
ii) Campus Infrastructure and facilities	0.21 lakh
iii) Equipments	0.48 lakh
iv) Others	0.34 lakh
Total:	1.66 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- *Career counselling for the final semester students have been organised with the following Resource persons on 16th March, 2015*
 - Mr. Ningsangwaba, GM (Rcy) Nagaland state cooperative Bank Ltd. Dimapur*
 - Mr. Dhruvajyoti Bordoloi, Asst. Professor, School of Management studies, Nagaland University, Dimapur campus.*
 - Mr. Abhijit Bhattacharjee, ABM(Rtd), LIC, Tinsukia, Assam*
- *Sports Week: College sports week started at Govt. High School Play ground. OC, Dimapur west police station was the chief guest during the inaugural ceremony.*
- *Health Awareness Programme held on 13th March 2015 with Resource person Dr. Imcha Jamir, Deputy CMO, Dimapur District.*
- *Fresher's-cum-Parting social held on 29th September 2014 at Town Hall Dimapur, Chief Guest Mr. V.Z.Angami, SP, Dimapur*
- *A Workshop on "Personality Development" for employability for the students of B.Com first and fifth semester have been organized in collaboration with Digitech Institute of IT and Management, Dimapur.*
- *Physical Fitness Programme: One physical fitness programme has also been organised in the college on 17th march. A team from Korea were invited to*

demonstrate in order to generate awareness about self defence and physical fitness among the students

- *More than 23 students participated in “Zoomax – Inter College Sports & Cultural Meet” organized by Nagaland University, Dimapur Campus (15th to 17th Oct, 2014). Students have secured positions in the events such as Panel discussion, solo dance and group dance.*
- *Two students were sent for Quiz competition organized by St. Joseph College, Jakhama, Kohima, (Students secured third position)*
- *24 students participated in “Inter College Youth Fest” organized by Tetso College, Dimapur.*
- *36 students participated in the Sports cum Music Fest organized by ANCSU held on 4th 8th November 2014 at S.M. College Dimapur.*

5.2 Efforts made by the institution for tracking the progression

- *Quarterly IQAC meeting is organised in the college to evaluate the progress of the targets set in the first IQAC meeting*
- *On every third Saturday monthly faculty meeting is held in the college to evaluate and discuss about the progress of the students and to take the corrective measures.*
- *A system has been developed to evaluate the attendance and performance of the students every month followed by monthly tests.*

5.3 (a) Total Number of students

UG (As on 30.06.2015)		PG	PhD	Orhers
<i>Semester I</i>	<i>:160</i>			
<i>Semester III</i>	<i>:202</i>			
<i>Semester V</i>	<i>:240</i>			
<i>Total</i>	<i>: 603</i>			

(b) No. of students outside the state

61

(c) No. of international students

Nil

	No	%		No	%
Men	488	80.93	Women	115	19.07

Last Year (2013-14)

This Year (2014-15)

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
249	30	319	28	01	626	240	33	295	35	01	603

Demand ratio: 10:9

Dropouts: 2% to 3%

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

- Coaching classes for banking sector have been organised in the college for the final semester students**

No. of students beneficiaries

28

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- A programme on “Youth counselling for Positive thinking” held in the college from 14th to 28th September 2014 to commemorate 150th birth centenary of Swami Vivekananda, in collaboration with Ramakrishna Society, Dimapur, sponsored by Ramakrishna society, Cherapunjee, Meghalaya. The main resource persons were**
 - Shri Sumanashanandajee, secretary, Ramakrishna society, Cherapunjee**
 - Mr. Jitu Borah, Guwahati**
 - Mr. P. Chakraborty, PCC, Dimapur**
 - Mr. A.K.Talukder, PCC, Dimapur**
 - Mr. D. Mazumdar, PCC, Dimapur**
 - Mr. A.K.Singh, PCC, Dimapur**
- Career Counselling for the final semester students have been organised with the following Resource persons on 16th March, 2015**
 - Mr. Ningsangwaba, GM (Rcy) Nagaland state cooperative Bank Ltd. Dimapur**
 - Mr. Dhrubajyoti Bordoloi, Asst. Professor, School of Management studies, Nagaland University, Dimapur campus.**
 - Mr. Abhijit Bhattacharjee, ABM(Rtd), LIC, Tinsukia, Assam**

No. of students benefitted

- Youth counselling programme: The programme was compulsory for all classes**
- Career counselling: 62 students**

5.7 Details of campus placement

	On campus	Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed

NIL

5.8 Details of gender sensitization programmes:

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5.9 Students Activities

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

State/ University level	83	National level	<i>Nil</i>	International level	<i>Nil</i>
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No. of students participated in cultural events	8
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State/ University level	12	National level	<i>Nil</i>	International level	<i>Nil</i>
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level	04	National level		International level	
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Cultural: State/ University level		National level		International level	
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5.10. Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	19	Rs. 57000
Financial support from government	NIL	
Financial support from other sources	NIL	
Number of students who received International/ National recognitions	Nil	

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: *No major grievance were placed by the students*

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To be the premier commerce institution, a student centric learning community, recognised for its quality teaching, guidance, a moral building, skill up gradation and training by using latest technology and innovative methodologies.

Mission:

To promote excellence in different fields of commerce and wide aspects of other related fields of education in a conducive and rewarding environment for both students and faculty to light and uphold a zeal for quality education involving self motivation, self evaluation, accountability and reliability in the process of teacher learner relationship by providing job oriented courses in conjunction with the present industry demand.

6.2 Does the Institution has a Management Information System

The Governing body of the college meet twice in a year where major policy decisions are taken which are being communicated to concerned stakeholders through the principal. The principal directly communicate with the faculty and the administrative staff from time to time who in turn also communicate with the principal as and when necessary.

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

6.3.1. Curriculum Development

- Prospectus is published highlighting various aspects including semester wise details.*
- Academic calendar is prepared at the beginning of every session for information to all concerned*
- Orientation programme is organised for the first semester students to make them*

aware about the details of the semester system and pattern of examination and evaluation, credit points, grade points etc.

6.3.2. Teaching and Learning

Though the syllabus is framed not by the college but by the Nagaland University to which it is affiliated, each department adopts some innovative processes in teaching and learning.

- i. The faculties of each department meet at the beginning of each academic session for term-wise allocation of teaching and other assignments, fix dates for the internal tests and prepare the academic calendar for the session.*
- ii. Department of English in particular organise literary competition for the students.*
- iii. Field study/Project work is carried out by the final semester Honours students.*

6.3.3 Examination and Evaluation

- Regular class tests for all the departments.*
- Home assignments are given and class participation is evaluated on a continuous basis.*

1.3.4 Research and Development

- Research journal of the college “PCC Journal of Economics and Commerce” bearing ISSN have already been published in the month of December 2014*
- A Seminar Committee has been constituted in the college to organise seminars both at local, state and national level.*
- A Research Committee has been formed in the college on 20th June 2015, with the following members*
 - 1. Mr. A.K.Talukder: :Chairman*
Acting Principal
Public College of Commerce
 - 2. Dr. R.K.Behra, :Member*
Dean of Social sciences
Patkai Christian College (Autonomous)
 - 3. Dr.N.Martina Solo :Member*
Head, Deptt. of Commerce
Nagaland University
(Members from within the college)
 - 4. Mr. Pradip Chakraborty : Member*
 - 5. Mr. D.Majumdar :Member*
 - 6. Mr. D. Baruah : Member*
 - 7. Mr. N.Sutradhar :Member*
- A separate Research Cell in the library has been created for compiling Ph.D. Theses, Dissertations and Research Projects etc for the benefit of faculty and students.*

- *One faculty member has already submitted PhD thesis to Nagaland University and two more faculty members have completed their PhD course work and have registered for PhD in the Department Commerce, Assam University*
- *Teachers are being encouraged to participate in seminars at different level. Two papers have been presented in National Seminar in 2014 one by Mr. A.K.Talukder (Acting principal) and another by Mr. Pradip Chakraborty, Asst. professor, Deptt. of Economics.*
- *A week long Skill development programme have been organised by the college authority from 21st to 27th February 2015 with resource persons from “Third Eye Computer Institute” Dimapur for the teaching and non teaching staff*
- *Minor Research Projects proposal have been prepared by two of the faculty members for submission to UGC (NERO), Guwahati*
- *The following faculty members have published research articles in national journals*
 - a) *Mr. Pradip Chakraborty (2)*
 - b) *Mr. A.K.Talukder (2)*
 - c) *Mr. Nipul Sutradhar (1)*
- *The following faculty members have published text books bearing ISBN*
 - a) *Mr. Ranjit Paul (3)*
 - b) *Mr. Pradip Chakraborty (2)*
 - c) *Mr. A.K.Talukder (5)*
 - d) *Mr. D.Majumdar (4)*

6.3.5 Library, ICT and physical infrastructure / instrumentation

- *Three more steel book shelves have been added to the library*
- *Five Volumes of UGC Handbook of guidelines have been purchased.*
- *695 new text books and 20 reference books have been added in the library*
- *Three more journals have been subscribed for the library*

6.3.6 Human Resource Management

Various committees/ Boards/ Cell have been formed to deal with various areas of administrative, academic and developmental activities, viz: Planning Board, Building Committee, Purchase Sub –Committee, Seminar Committee, Research Committee, Career counselling cell, Swachha Bharat committee, Grievance Redressal Cell, Admission Committee, Magazine Committee, Games And Sports Committee, NSS committee Advisory committee of Red Ribbon Club, and Alumni Association In-charge.

6.3.7 Faculty and Staff recruitment

<p>Recruitment (During the Session)</p> <ul style="list-style-type: none"> • Three faculty have been recruited (2 in Commerce, and 1 Economics) • One computer Instructor have been recruited • One class IV staff have been recruited

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

<ul style="list-style-type: none"> • Admission procedure: First and Second Division students are given direct admission and the rest are admitted after interview by the admission committee. • Intake capacity: 900 • Gender ratio: 190 female / 000 male
--

6.4 Welfare schemes for

Teaching	Loan facility available
Non teaching	Loan facility available
Students	Concession/ Relaxation of fees for poor but meritorious students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic Dean
Administrative	No		No	

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- *The college strictly follow the rules of Nagaland University*
- *College represents in Board of Undergraduate Studies*
- *Principal being a member of the Nagaland College Principal's Forum which coordinates with the University for Various Reform Measures.*

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

University has given exam centre to the college and has imposed the tusk of evaluating the papers and preparing the result for 1st, 2nd, 3rd and 5th semester classes.

6.11 Activities and support from the Alumni Association

Initiatives are being taken to institutionalise the alumni association.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

Skill development programme have been organized to train the teaching and non teaching staff in the relevant field 21st to 27th Feb 2015

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

- In observance of the "World Environment Day" a short programme was held in the college on 5th June, 2015, followed by a plantation drive at the surrounding of the college campus. Necessary saplings were provided by Green Succession of Nagaland State (Green SONS).*
- Students are bringing flower and other plants in tubs for the college, which are being maintained by the college*
- A Three-Member "Swachh Bharat Committee" has been constituted in the college on 22nd May, 2015 to initiate cleanliness drive from time to time in and outside the college and also to participate in any such programmes initiated by Government and other agencies*

Criterion – VII

7. Innovations and Best Practices

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

- **Monthly faculty meeting is being conducted on every third Saturday**

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

Annexure: III

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

- **Free computer training is given to the students of the nearby economically weaker school**
- **Free education is imparted to the children of the staff of the college**
- **Some of the teachers help the economically weaker students by paying their tuition fees and admission fees to the college**

**Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

7.4 Contribution to environmental awareness / protection

- **Cleanliness Drive have been initiated by the college twice during the academic session**
- **Plantation drive have been initiated on world environment day within the available space in the college campus**

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- **Highly experienced dedicated teachers**
- **Good number of students**
- **Located at the heart of the town**
- **Well equipped computer lab library facility**
- **Wi-Fi Campus**
- **NAAC accreditation**

Weaknesses

- **Absence of playground in the college**
- **Limited scope of industry institute linkage**

Opportunities:

- **Scope for introducing New courses and**
- **Improvement of infrastructure**

Threats:

- **Competition due to establishment of new colleges**

8. Plans of institution for next year

The following are the major plans of the college for the coming session (2015-16)

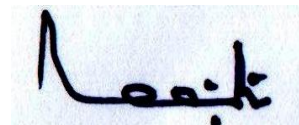
- *To complete the construction of Womens' Hostel*
- *To construct Phase II of the existing college building*
- *To introduce post Graduate courses under IGNOU*
- *To create welfare fund for students*
- *To create NSS fund*
- *To develop industry institute linkage*
- *To give annual recognition to the students and teachers for their remarkable contribution*

Name: Mr. Pradip Chakraborty



Signature of the Coordinator, IQAC

Name: Mr. A.K. Talukder



Signature of the Chairperson, IQAC

Annexure I



☎ 03862-230131

PUBLIC COLLEGE OF COMMERCE

Estd: 1985

POST BOX NO- 85

DIMAPUR:NAGALAND

NAAC Accredited w.e.f. 21st February, 2014 with Grade 'B'

NU Permanent Affiliation No: NU/AC/C-3/95-5124

E-Mail: pccdimapur1985@gmail.com

Web-site : pccdimapur

Month	Date	Days	Events	No. of Holidays
2014(July to December)				
July	1	Mon	Commencement of Classes	
	25	Fri	Election for class representatives	
	28	Mon	SUPCC Election	
	29	Tue	Id ul Fitar	01
Aug	15	Fri	Independence Day	01
	16	Sat	Social Work by the members of SUPCC and CR	
	18	Mon	Janmastomi	01
Sept	4	Thur	IQAC meeting	
	5	Fri	Celebration of Teachers Day	
	8-12	Mon	Internal Test for all Semester	
	2 nd week		2nd IQAC Meeting	
	17-20	Wed-sat	College Sports Meet	
	29	Mon	Freshers' Social	
Oct	1 – 6	Wed - Mon	Gandhi Jayanti, Id-ul-Juha and Puja Vacation	06
	3 rd week		Exam Form fill up	
	24	Fri	Dewali	01
	Last week		Remedial Coaching Classes starts	
Nov	3	Mon	Social Work Cum Cleanliness Drive in Launching of Swachh Bharat	
	3rd week		University Exam	
Dec	3rd week		IQAC meeting	
	22-31		Christmas and Winter vacation	10
2015 (January to June)				
Jan	01-26		Winter Vacation Continues	26
	22	Thur	College Office Re-opens	
	26	Mon	Republic Day	1
	27	Tues	Resumption of Classes	
Feb	20	Fri	Submission of Enrolments to N.U	
	21	Sat	Monthly Faculty Meeting	
	21-27	Sat - Fri	Skill Development Program for Teaching and Non-Teaching Staff of the College	
	28	Sat	Educational Tour for 6 th Semester Students	
March	6	Fri	Holi	1

	13	Fri	Health Awareness Programme	
	16	Mon	Career Counselling Programme for 6 th Semester	
	18	Wed	Awareness Programme on Environmental Protection	
	21	Sat	Monthly faculty meeting	
	26-27	Thur-Fri	Literary Programme (Debate, Extempore, Poem & Short Story Writing, Pencil Sketch, etc.)	
April	1-2	Wed,Thur	Exam Form fill-up of 2 nd , 4 th , and 6 th Semesters	
	3-4	Fri-Sat	Good Friday & Easter	2
	8	Wed	Project Evaluation/Viva for 6 th Semester (Hons)	
	10	Fri	Submission of Exam Forms, Internal Marks of 4 th & 6 th Semesters to NU & Collection of Roll Sheets/Signature Sheets, Blank Answer Scripts, etc.	
	14-15	Tus-Wed	Baishaki/Bihu/Dr. Ambedkar Jayanti	2
	16	Thur	Meetings of Purchase Sub-Committee, Building Committee & Planning Board of the college.	
	18	Sat	Review of 2 nd , 4 th & 6 th Semester Performance (8:30 AM to 10:00 AM); Monthly Faculty Meeting (10:00 AM to 12:00 Noon)	
	28	Thur	Commencement of NU Examinations for 2 nd , 4 th & 6 th Semesters	
May	1-9		NU Exams continues	
	16	Sat	Review of NAAC Activities, and Monthly Faculty Meeting	
	21	Thur	Submission of CBCP (PA-6 th Sem.) Marks and 2 nd semester results, Attendance/ Signature sheet of 2 nd , 4 th & 6 th Semesters.	
	25	Mon	Declaration of 2 nd Semester Results.	
	25-30	Mon-Sat	Provisional admission to 3 rd Semester.	
June	1	Mon	Commencement of Classes for 1 st , 3 rd , 5 th Semesters	
	21	Sat	Monthly Faculty Meeting	
	24	Wed	Review NAAC Activities	
			Total number of holidays	52

Annexure II

List of equipments added during the year 2014-15		
S.No	Items Purchased	Amount Spent
1	Biometric machine	18000
2	8 port dvr	14500
3	Ir camera (8) (CC TV camera)	40000
4	24 port switch,	6400
5	Sports(tread mill)	36000
6	Air bike	14000
7	IQAC (Almirah)	12000
8	Office table	7500
9	HP computer	27900
10	UPS 600va	2100
11	Printer, HP1515	5200
12	Computer table	2800
13	Computer chair	2500
14	HP i3 (1)	38500
15	Acer desktop (2)	49000
16	UPS 1kva (1)	4800
17	HP lazar jet 1020 (2)	16000
18	Epson 1550 printer	17900
19	UPS 600 va (8)	17600
20	Hard disk 500gb (3)	10500
21	Cant water purifier(2)	39800
22	Pure it auto fill 23l	3500
23	Pen drive 16gb (2)	1000
	Total	387500
	Discount (S.No.14-23)	1986
		385514

Action Taken Report (ATR)

- 1. Restructuring of college website is in progress to provide timely information to all the stakeholders regarding academic, administrative and other activities.**
- 2. Construction of three more class rooms are in progress and likely to be completed within 03 (three) months.**
- 3. A weeklong “Skill Development Programme for Teaching and Non-Teaching staff” have been organised in the college.**
- 4. 695 new text books and 20 reference books have been added in the library**
- 5. Programme on Youth Counselling for Positive Thinking, Personality Development, Career Counselling, Literary Competition, Health Awareness, Environmental Protection, Cleanliness Drive in Observance of Swachh Bharat, Educational Tour, Celebration of World Environment Day, etc have been organised.**