

**The Annual Quality Assurance Report (AQAR) of the IQAC of
Public College of Commerce Dimapur, Nagaland
(July 2015 – June 2016)**

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: **Dr. 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) **2015 – 2016 (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 2014-15 Submitted to NAAC on 8th August 2015
- 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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

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) Certificate course in computer

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="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="0 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="0 2"/>
2.9 Total No. of members	<input type="text" value="13"/>

2.10 No. of IQAC meetings held : *Two (11th July 2015 & 10th Nov, 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

1. Quality of Banking Services and Its Impact on Customer Satisfaction with Special Reference to Nagaland

2.14 Significant Activities and contributions made by IQAC

- i. Skill development programme for the teaching and non teaching staff of the college
- ii. Skill development programme on tailoring for female students of the college.
- iii. Cleanliness drive initiated several times
- iv. Programmes on Health Awareness, Environmental Protection, Protection of Wild Life, Career Counselling, Educational-cum-Industrial Tour, Literary Competition both within the college and inter college, etc.

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. (Annexure II)

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 was discussed in the faculty meeting held in the college on 20th August, 2016 and thereafter it was presented before the IQAC of the college on 30th August, 2016. The members of IQAC after thorough discussion finalised the AQAR and approved the same for submission to NAAC.

Part – B

Criterion – I

1. 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 Paper, Core & Elective papers.*

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<i>01</i>
Trimester	<i>Nil</i>
Annual	<i>Nil</i>

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

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

- *Two automated water filter installed in the 2nd and 3rd floor*
- *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 Paper for the sixth semester students has been changed from 'Public Administration' to 'Entrepreneurship Development'

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>Nil</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>Nil</i>									

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	Nil	Nil
-----	-----	-----

2.5 Faculty participation in conferences and symposium:

No. of Faculty	International level	National level	State level
Attended	--	--	<i>06</i>
Presented papers	--	<i>05</i>	
Resource Persons	--	--	--

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

- 1. Three more class rooms have been constructed on the third floor of the existing college building with toilets.*
- 2. Additional CC camera has been installed in the newly constructed class rooms and corridors*

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

176

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and 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

Dr. Pradip Chakraborty

- i. Member of BUGS (Board of Undergraduate Studies), Department of Commerce, Nagaland University
- ii. Member of Board of Studies, Department of Economics, Icfai University Nagaland, Dimapur, Nagaland

Mr. D. Majumdar

- i. Member of Board of Undergraduate Studies, Patkai Christian College, Chumekedima, Dimapur, Nagaland
- ii. Member of IQAC, Unity College, 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

<i>(Batch 2014-15) First Batch Under Semester System</i>						
<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>73</i>	<i>Nil</i>	<i>Nil</i>	<i>39</i>	<i>Nil</i>	<i>55.71%</i>
<i>B.Com (Hons)</i>	<i>70</i>	<i>Nil</i>	<i>29(41.43%)</i>	<i>41 (58.57%)</i>	<i>Nil</i>	<i>100%</i>

<i>(Batch 2015-16)</i>						
<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>97</i>	<i>Nil</i>	<i>00</i>	<i>01(1.03%)</i>	<i>28(28.87%)</i>	<i>29.9%</i>
<i>B.Com (Hons)</i>	<i>114</i>	<i>Nil</i>	<i>23 (27.7%)</i>	<i>60 (72.3%)</i>	<i>Nil</i>	<i>72.81%</i>

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

- i. *Mentorship has been developed in the college with two teacher mentors for each class.*
- ii. *On every third Saturday of the month, faculty meeting is held wherein the academic*

performance of the students is discussed and remedial measures are taken.

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 Skill Development Programme arranged in the college.</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>05</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

- i. The research journal of the college “PCC Journal of Economics and Commerce” bearing ISSN 2229-6417 is published every year.*
- ii. A special issue of “PCC Journal of Economics & Commerce” bearing ISSN 2229-6417 was brought out after the national seminar held on 10th June 2016.*
- iii. Under the initiatives of ‘Research Cell of the College’ the number of faculty members writing research articles has increased*
- iv. Skill development programme have been organised by the college by hiring the services of “Third Eye Computer Institute” Dimapur*

- v. *Faculty members are encouraged to participate in seminars, workshops, symposia, refresher courses, orientation courses, research methodology etc.*
- vi. *Faculty members are encouraged to undertake Minor Research Projects.*

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	<i>1. Ranjit Paul (2)</i>	<i>a) Mr. Ranjit Paul (1)</i> <i>b) Mr. A.K.Talukder (1)</i> <i>c) Mr. Moakam (1)</i> <i>d) Mr. Nipul Sutradhar (1)</i> <i>e) Mr. K.N.M.Humtsoe (1)</i> <i>f) Mrs. Supongsangla (1)</i> <i>g) Mr. Ajit K. Singh (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

i. Mr. Ranjit Paul
a) Business Mathematics and computer Applications
b) Fundamentals of Business Mathematics – Vol.2

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences organised by the institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

Subject Experts / Resource Persons / Chairpersons

- 1. Dr. Pradip Chakraborty:**
 - i. Subject Expert in interview for Asst. Professor (Unity College, Dimapur, Nagaland)*
 - ii. External Expert for viva-voce exam of Project of 6th Semester (Unity College, Dimapur, Nagaland)*
- 2. Mr. Nipul Sutradhar:**
 - i. External Expert for viva-voce exam of Project of 6th Semester (Pranabananda Women's College, Dimapur)*

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- i. On 1st July 2015, The College organised FCI Recruitment Exam for 365 candidates on 12th July 2015. Services of college staff and teachers from the neighbouring schools and colleges were used to conduct the examination**
- ii. Skill Development Programme for teaching and non-teaching staff of the college was organised from 13th June to 24th June, 2016 by engaging the services of Third Eye Education, Dimapur Branch.**

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: (As on 31st March 2016)

Facilities	Existing	Newly Created	Source of Fund Rs. In lakh	Total Rs. In lakh
Campus area	1552 Sq.m.	<i>Nil</i>		
Class rooms	08	On completion of the 03 class rooms created during 2014-15	<u>UGC</u> 2014-15: 9.18 Lakh 2015-16: 9.18 Lakh <u>College</u> 2014-15: 5.00 lakh 2015-16: 6.78 lakh	18.36 lakh 11.78 lakh 30.14 lakh
Laboratories				
Seminar Halls				
<i>No. of important equipments purchased (≥ 1-0 lakh) during the current year.</i>				
<i>Value of the equipment purchased during the year (Rs. In Lakhs)</i>		k		
Others (Annexure IV)				
Infrastructure equipments/machinery	1,20,91,900	3,75,150		Rs. 1,24,67,050
furniture/Facilities	27,29,578	20,000		Rs. 27,49,578
	14,47,907	2,65,300		Rs. 17,13,207

4.2 Computerization of administration and library

Regarding computerisation of administration and library the facilities that prevailed in the previous academic session is continuing and nothing new has been added.

4.3. Library services: (As on 31st March, 2016)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2842	632648	35	4212	2877	636860
Reference Books	812	236144	1	5850	815	241994
e-Books						
Journals	7	23672		--	7	23672
e-Journals						
Digital Database (N-List)	01	000		--	1	
CD & Video						
Others (specify) (Handbook of UGC, Story books, Dictionary & Other books)	45	41218	2	1250	47	42468
Total		933682		11312		944994
						Depⁿ
						94499
						850495

(Note: No separate accounts for text books and reference books have been maintained. However, separate accounts shall be maintained from the next session)

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others (IQAC)
Existing	51	39	45	5		6		1
Added	1					1		
Total	52	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).

- **On 29th Oct, 2015 Technical Staff of the college Mr. Rajesh Kuswaha & Mr. Rahul Choudhury attended the launching programme on National Digital Literacy Mission at Don Bosco Higher Secondary School, Dimapur. Mr. Rajesh Kuswaha attended the training programme also.**
- **50 Students accompanied by Computer Instructors of the college participated in the seminar on cyber security titled 'Cyber Defender 2016' on 27th Feb, 2016 at Holy Cross School Auditorium, organized by Society for Cyber Security.**
- **Skill Development Programme for teaching and non-teaching staff of the college was organised from 13th June to 24th June, 2016 by engaging the services of Third Eye Education, Dimapur Branch.**

4.6 Amount spent on maintenance in lakhs: (Annexure V)

i. ICT	0.24 lakh
ii. Campus Infrastructure and facilities	1.68 lakh
iii. Equipments	0.04 lakh
iv. Others	
Total	1.96 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i. **16th July 2015:** An awareness programme on “*Yes! I am the Change*” held in the college on 16th July, 2015; organized by Yes Foundation of Yes Bank Ltd.
- ii. **18th Sept, 2015:** 50 students were taken to Nagaland Beekeeping and Honey Mission Dimapur and Nagaland Bamboo Development Agency for Field exposure.
- iii. **24th Sept, 2015:** Students participated in Icfai University management fest BizHorn 2015 on the Theme “Collaborating Thoughts, Creating Ideas” on 24th to 25th September 2015. One student got first prize in pencil sketch
- iv. **7th Sept, 2015:** Students organised belated Teachers Day on 7th September as the college was closed on 5th September 2015
- v. **30th Sept, 2015:** Students Union of the College organised **Freshers’ Social** cum Parting Social at Town Hall, Dimapur. Retired Chief Secretary Mr. Alemtemshi Jamir was the Chief Guest.
- vi. **6th – 8th Oct, 2015:** Students Union of the college organised **Sports Week** from 6th October to 8th October 2015 including several outdoor and indoor games hiring the field of Government H.S.School, Half Nagarjan, Dimapur.
- vii. **9th Oct, 2015:** A literary Competition was organised in the college including Debate on the topic “News Channels give views not News” and Extempore Speech followed by Closing Ceremony of the Sports Week.
- viii. **9th Oct, 2015:** Students participated the management fest Zoomax 2015 organised by the department of management, Nagaland University, Dimapur campus. The group Boogie Poppers’ became the champion in Group Dance competition.
- ix. **26th Oct, 2015:** A Committee on Sexual Harassment against Women was formed with 05 (Five) members headed by Mrs. Supongsangla (convener). Director, CDC, N.U and Dr. B Kilangla Jamir (Convener) were informed through e-mail.
- x. **5th Dec, 2015:** A group of students led by faculties participated in a *Training Programme organised by NSE* officials from Kolkata in relation to Stock Exchanges in the country and related topics
- xi. **27th Feb, 2016:** 50 Students accompanied by Computer Instructors of the college participated in the seminar on cyber security titled ‘Cyber Defender 2016’ at Holy Cross School Auditorium, organized by Society for Cyber Security.
- xii. **28th Feb, 2016:** Bio-data of 30 students of 6th Semester sent to Lava International Ltd. for selection and recruitment of two candidates (out of the total 30 students) as marketing executive, as an initiative towards placement. Further on 2nd March bio data of 12 students of B.Com 6th Semester was sent to Lava International Ltd., Guwahati Office for selection of 02 students as Retail Officer
- xiii. **2nd March, 2016:** Awareness program on environment and climate change held at the college with Resource Persons from the Department of Forest, Nagaland, (Known as Finger Print)

- xiv. **3rd March, 2016:** A Programme on awareness and Adoption Campaign on Wildlife was organised in the college in association with the Dept. of Forest, Nagaland.
- xv. **17th March, 2016:** Education Tour to Acoland, Guwahati was arranged for the final semester students of the college.
- xvi. **17th March, 2016:** College Sent 50 students to participate in a Skill Development programme for B.Com students organized by Luit Educational Service Pvt. Ltd held at Hotel Theja Fort. Students also participated in the seminar programme organised by them 27th March 2016.
- xvii. **21st March, 2016:** The College organised Commemoration programme with Green Succession of Nagaland State (GREEN SONS) on the theme “Forest Averting Climate Change” on the occasion of World Forestry Day
- xviii. **22nd March, 2016:** The students of 4th semester organised Farewell Programme for the Final Semester Students in the college
- xix. **18th May, 2016:** An Induction Programme for First Semester students was organised in the college in which students were given detailed information about the subjects in different semester and the marking system
- xx. **28th May, 2016:** Inter-college Literary Fest held at the college on the events Poem writing, Story writing and Essay writing. Students from different colleges participated in it. The winners were given certificate and cash prize
- xxi. **4th June, 2016:** As per the notification of the District Administration regarding World Environment Day mass social work was undertaken by the staff and students in and off the college campus.
- xxii. **6th June, 2016:** A short programme on World Environment Day was organised in the college in which principal and faculty members highlighted the importance of the preservation of environment followed by Sapling Distribution among the students and faculty.
- xxiii. **12th June, 2016:** Faculty members, Staff and 20 students of the college participated in marathon run Against Child Labour on World Day against Child Labour organized by Community Educational Centre Society, Dimapur and supported by Department of Labour and Employment in partnership with National Child Labour Project and Wipro Cares. Miss Ayang C of our college clinched the 1st position in the female category and received certificate and cash prize.
- xxiv. **17th June 2016:** A group of Students participated in Yuva Olympiad, held at state Stadium, Dimapur, Organised by Assam Rifles.

5.2 Efforts made by the institution for tracking the progression

- *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.*
- *Mentorship system has been developed in the college to track the overall development of the students.*

5.3 (a) Total Number of students

UG (As on 30.06.2016)	PG	PhD	Others
Semester I : 224			
Semester III : 163			
Semester V : 214			
Total : 601			

(b) No. of students outside the state

35

(c) No. of international students

Nil

Men	No	%		Women	No	%
	487	81.03			114	18.97

<i>Last Year (2014-15)</i>						<i>This Year (2015-16)</i>					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
240	33	295	35	01	603	298	23	250	30	01	601

Demand ratio: 10:9

Dropouts: Around 2% (appx)

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- a) **17th Feb, 2016:** A Career Counselling Program was organised for the students of B.Com 6th Semester with resource persons from Pune Institute of Business Management
- b) **25th Feb, 2016:** Career Counselling Program was organized for the students of B.Com 6th Semester with resource persons Mr. Michael Ngusanyu & Mr. Prakash Nayak from North East India Tribal Student Development and Welfare Society, Shillong.

No. of students benefitted

All the students of B.Com 6th semester (major and general) participated in the programmes

5.7 Details of campus placement

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

NIL

5.8 Details of gender sensitization programmes:

Nil

5.9 Students Activities

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

State/ University level **100 (appx)** National level **Nil** International level **Nil**

No. of students participated in cultural events **09**

State/ University level **09** National level International level

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

Cultural: State/ University level **01** National level International level

5.10. Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution (2015-16)	05	24,270/-
Financial support from government	229	12,46,860/-
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 the session containing the tentative dates of the events scheduled to be held during the academic session.*
- 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 organises both within and inter-college literary competitions.*
- iii. Field study/Project work is carried out by the final semester Honours students as part of their university curriculum.*

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.***

6.3.4 Research and Development

- ***Research journal of the college “PCC Journal of Economics and Commerce” bearing ISSN 2229-6417 have already been published in the month of December 2015***
- ***Special Issue of PCC JEC bearing ISSN 2229-6417 containing the papers presented in National Seminar held on 10th June 2016 has also been published right after the Seminar.***
- ***One faculty member has completed PhD course work and pursuing Ph.D from Icfai University Nagaland, Dimapur: Nagaland***
- ***Acting Principal and One faculty member is pursuing Ph.D from the department of Commerce, Assam University, Diphu Campus.***
- ***Seven Teachers have presented Papers in the National Seminar held in the college on 10th June 2016.***
- ***The following faculty members participated in Research methodology programme***
 - a) ***Mr. A.K.Talukder***
 - b) ***Mr. Nipul Sutradhar***
 - c) ***Mr. Ranjit Paul***
- ***The following faculty members have published research articles in national journals***
 - h) ***Mr. Ranjit Paul (1)***
 - i) ***Mr. A.K.Talukder (1)***
 - j) ***Mr. Moaakam (1)***
 - k) ***Mr. Nipul Sutradhar (1)***
 - l) ***Mr. K.N.M.Humtsoe (1)***
 - m) ***Mrs. Supongsangla (1)***
 - n) ***Mr. Ajit K. Singh (1)***
- ***The following faculty members have published text books bearing ISBN***
 - a) ***Mr. Ranjit Paul (2)***

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ***35 text books and 3 reference books have been added to the library***
- ***The existing journals have been renewed***
- ***N-List has been renewed***

6.3.6 Human Resource Management

All the existing committees/ Boards/ Cells such as 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 are continuing

6.3.7 Faculty and Staff recruitment

- *No recruitment was made during this academic year*

6.3.8 Industry Interaction / Collaboration

On 28th Feb, 2016, Bio-data of 30 students of 6th Semester sent to Lava International Ltd. for selection and recruitment of two candidates (out of the total 30 students) as marketing executive, as an initiative towards placement.

6.3.9 Admission of Students

- *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: 1:4*

6.4 Welfare schemes for

Teaching	<i>Loan facility available</i>
Non teaching	<i>Loan facility available</i>
Students	<i>Concession/ Relaxation of fees for poor/or meritorious students</i>

6.5 Total corpus fund generated *Nil*

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	<i>No</i>		<i>Yes</i>	<i>Academic Dean</i>
Administrative	<i>No</i>		<i>No</i>	

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 of Nagaland University*
- *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 task 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

Parent Teacher meet has been called for but will be included in next academic session

6.13 Development programmes for support staff

Skill Development Programme for teaching and non-teaching staff of the college was organised from 13th June to 24th June, 2016 by engaging the services of Third Eye Education, Dimapur Branch.

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

- i. 4th June, 2016: As per the notification of the District Administration regarding World Environment Day mass social work was undertaken by the staff and students inside and surrounding area of the college**
- ii. 6th June, 2016: A short programme on World Environment Day was organised in the college in which principal and faculty members highlighted the importance of the preservation of environment followed by Sapling Distribution among the students and faculty.**
- iii. Students are bringing flower and other plants in tubs for the college, which are being maintained by the college**

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.

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)

- i. **Peer Teaching classes was organized for the 2nd and 6th semester students in the college**
- ii. **On every third Friday of each month compulsory cleanliness drive is taken in the college by the students**

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

7.4 Contribution to environmental awareness / protection

1. **Cleanliness Drive have been initiated by the college twice during the academic session**
2. **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 and limited campus area of 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 (2016-17)

- *To develop industry institute linkage*
- *To give annual recognition to the students and best library users*
- *Presentation of paper by the teachers (on rotation basis) on third Saturday of every month on any current issues any relevant topics.*

Name: Dr. Pradip Chakraborty



Signature of the Coordinator, IQAC

Name: Mr. A.K. Talukder



Signature of the Chairperson, IQAC

Plan of Action and Achievements during 2015-16

I. CURRICULAR ASPECTS

Activities Planned at the beginning of the session 2015-16

- To make Feedback System more systematized with the use of proper Feedback Format (from the stakeholders such as alumni, parents, employers, students etc)
- To introduce skill based CBC Papers in sixth semester.

Activities accomplished during 2015-16

- ***Choice Based Credit Paper*** for the 6th Semester students has been changed from Public Administration to Entrepreneurship Development.
- In order to ***collect Feedback*** from the faculty members ‘faculty meeting’ is held on third Saturday of every month.
- **Certificate course in computer** is continuing in the college.

II. TEACHING LEARNING AND EVALUATION

Activities Planned at the beginning of the session:

- i. To arrange differentiated coaching classes for slow/advanced learners
- ii. To introduce Audio Visual Teaching by using TV, Films based on education, smart boards etc.
- iii. To provide Field Exposure to the students through industrial tour, educational tour, picnic and excursions etc.
- iv. Initiatives will also be taken for Inter College Faculty Exchange or Inter-College Student Exchange.

Activities accomplished during 2015-16

- i. In order to monitor the progress of the students continuously Mentors has been developed in the college. Each Section of different semesters is having two faculty mentors.
- ii. **18th Sept, 2015**: ***Field Trip was*** organised for the final semester students on 18th Sept, 2015. Fifty students were taken to Nagaland Beekeeping and Honey Mission Dimapur and NBDA (Nagaland Bamboo Development Agency, 4th Mile, Dimapur) under the guidance of faculty members.
- iii. **29th Sept, 2015**: Principal, Coordinator of IQAC & Computer Instructor attended a ***workshop on “Quality Enhancement Initiatives”*** organized by the State Level Quality Assurance Coordination Committee (SLQACC) sponsored by Directorate of Higher Education, Govt. of Nagaland
- iv. **26th Oct, 2015**: Mr. A.K.Talukder (Principal), Mr. Rajesh Kushwaha & Mr. Rahul Choudhury (Comp. Instructors) attended a ***workshop on ‘NU Examination Process’*** at Cornerstone College, Dimapur, organized by Nagaland University.
- v. **28th Oct, 2015**: Mr. Pradip Chakraborty, Asst. Professor, attended a meeting of BUGS (Board of Undergraduate Studies) in the Department of Commerce, Nagaland University and took active participation in ***making the syllabus of CBC Papers.***
- vi. **29th Oct, 2015**: Mr. Rajesh Kuswaha & Mr. Rahul Choudhury attended the ***launching programme on National Digital Literacy Mission*** at Don Bosco Higher Secondary School, Dimapur. Mr. Rajesh Kuswaha attended the training programme also.

- vii. **5th Dec, 2015:** 35 Students accompanied by 02 Faculty members Mr. A.K.Singh and Mr. R. Paul *attended the awareness program on SEBI, NSEI Ltd.* organized by NSE officials from Kolkata at Hotel Acacia, Dimapur.
- viii. **2nd Feb, 2016:** Assistant Librarian Mr. L. Singson attended *training on Library Management* at Administrative Training Institute in Kohima from 2nd February to 4th February, 2016.
- ix. **13th June 2016:** Skill Development Programme for teaching and non-teaching staff of the college was organised from 13th June to 24th June, 2016 by engaging the services of Third Eye Education, Dimapur Branch.
- x. Initiatives have been taken to organize Faculty exchange programme with Pranabananda Women's College, Dimapur but due to some difficulties it was not possible to organize the same during this session.

III. RESEARCH CONSULTANCY & EXTENSION

Activities Planned at the beginning of the session:

- Publication of Quality Research Papers/Text Books/Minor Research Projects, to clear NET/M.Phil/Ph.D; Participation in Seminars, Workshops, Symposia, Orientation Programme and Refresher Course etc.
- To organize NSS camp periodically and to undertake membership drive amongst the students and staff with voluntary contribution.
- To continue the extension service in the form of free computer education to the students of Namghar H.S.School, Dimapur
- To organize Blood donation camp in the college

Activities accomplished during 2015-16

- 1st July, 2015: NSS Committee of nine members has been formed in the college on 1st July 2015. The committee has already taken initiative for membership drive amongst the students and staff with voluntary contribution.
- 1st July, 2015: An advisory Committee to RRC has been constituted on 1st July 2015. The committee has planned for Health Awareness programme and Blood Donation Camp but the programme was postponed and could not be accomplished during the academic year 2015-16
- 12th July 2015: The College organised FCI Recruitment Exam for 365 candidates on 12th July 2015. Services of college staff and teachers from the neighboring schools and colleges were used to conduct the examination.
- 10th Oct, 2015: Mr. A.K.Talukder, Acting Principal and Mr. Nipul Sutradhar, Asst. Professor participated in a programme on Research Methodology, in the Department of Commerce, Assam University, Diphu Campus.
- 3rd Nov, 2015: Acting Principal Mr. A.K.Talukder attended a meeting of Nagaland College Principals' Forum at Immanuel College, Dimapur to deliberate on Under Graduate Syllabi, Grading System, Examination Reforms & Election of New Office Bearers
- 18th Dec, 2015: A Cleanliness Drive by the staff was undertaken at the college campus on 18th December 2015, which was followed by Pre-Christmas Celebration party.
- Jan, 2016: The College has published its annual refereed research journal PCC Journal of Economics and Commerce in the month of January 2016. The annual magazine of the college 'Lyceum' has also been published in time.
- 10th June, 2016: The College has organised UGC Sponsored National Seminar on 10th June, 2016 on the theme "Quality of Banking Services and its Impact on

Customer Satisfaction with Special Reference to Nagaland” in collaboration with the State Bank of India, Regional Business Office, Dimapur. The proceedings of the Seminar has been published in the form of ‘Special Issue of PCC Journal of Economics and Commerce’ 2016.

- 10th June, 2016: Seven teachers of the college have presented paper in the National Seminar held in the college on 10th June, 2016.
- Mr. Ranjit Paul, Asst. Professor, participated in a programme on Research Methodology at North Bengal University, West Bengal and Icfai University Nagaland, Dimapur
- Seven faculty members has published research articles

IV. INFRASTRUCTURE & LEARNING RESOURCES

Activities Planned at the beginning of the session 2015-16

- To reconstitute the library committee to look after the overall activities and development of the library
- The librarian was directed to modify the Visitors Attendance Registrar by keeping proper record of the books/journals etc. that the visitors use to refer on that day.
- To update the library with INFLIBNET and to enrich the Research Cell in the library by adding research based inputs.
- To take initiative to buildup seminar hall, renovate the office & rearrange its layout to facilitate smooth flow of office work
- To take initiatives to start the work of phase-II of the college building.

Activities accomplished during 2015-16

- The Visitors Attendance Register in the library have been modified as per the direction given to the librarian
- The Research Cell of the library has also been enabled with INFLIBNET facility.
- Necessary initiatives has already been taken to build up Seminar Hall in Second floor which one is equipped with, but the work could not be completed within this academic year.
- The layout of the office in ground floor has been modified and rearranged to facilitate smooth flow of office work.
- Technology upgrading: Details of computerization/internet facility/LAN connectivity/N-List/Wi-fi connectivity

V. STUDENT SUPPORT AND PROGRESSION

Activities Planned at the beginning of the session:

- To provide coaching classes for entry into service to the outgoing and ex-students of the college.
- To organize an Inter-college Literary Competition in the college
- To organize programmes on Career counseling and guidance, soft skill development, entrepreneurship development etc.
- To organize programmes on Environmental Protection, Women empowerment and RTI.
- To organize Awareness Programme on HIV/AIDS and other related issues

Activities accomplished during 2015-16

- 16th July 2015: An awareness programme on “*Yes! I am the Change*” held in the college on 16th July, 2015; organized by Yes Foundation of Yes Bank Ltd.
- 24th Sept, 2015: BizHorn 2015: Students participated in Icfai University

management fest BizHorn 2015 on the Theme “Collaborating Thoughts, Creating Ideas” on 24th to 25th September 2015. One student got first prize in pencil sketch

- 7th Sept, 2015: Students organised belated Teachers Day on 7th September as the college was closed on 5th September 2015
- 30th Sept, 2015: Students Union of the College organised Freshers’ Social cum Parting Social at Town Hall, Dimapur. Retired Chief Secretary Mr. Alemtemshi Jamir Was the Chief Guest.
- 6th – 8th Oct, 2015: Students Union of the college organised Sports Week from 6th October to 8th October 2015 including several outdoor and indoor games hiring the field of Government H.S.School, Half Nagarjan, Dimapur.
- 9th Oct, 2015: A literary Competition was organised in the college including Debate on the topic “News Channels give views not News” and Extempore Speech followed by Closing Ceremony of the Sports Week.
- 9th Oct, 2015: Zoomax 2015: Students participated the management fest organised by the department of management, Nagaland University, Dimapur campus. The group Boogie Poppers’ became the champion in Group Dance competition.
- 26th Oct, 2015: A Committee on Sexual Harassment Against Women was formed with 05 (Five) members headed by Mrs. Supongsangla (convener). Director, CDC, N.U and Dr. B Kilangla Jamir (Convener) were informed through e-mail.
- 5th Dec, 2015: A group of students lead by faculties participated in a *Training Programme organised by NSE* officials from Kolkata in relation to Stock Exchanges in the country and related topics
- 17th Feb, 2016: A Career Counseling Program was organised for the students of B.Com 6th Semester with resource persons from Pune Institute of Business Management
- 25th Feb, 2016: Career Counselling Program was organized for the students of B.Com 6th Semester with resource persons (Michael Ngusanyu & Prakash Nayak) from North East India Tribal Student Development and Welfare Society, Shillong.
- 27th Feb, 2016: 50 Students accompanied by Computer Instructors of the college participated in the seminar on cyber security titled ‘Cyber Defender 2016’ at Holy Cross School Auditorium, organized by Society for Cyber Security.
- 28th Feb, 2016: Bio-data of 30 students of 6th Semester sent to Lava International Ltd. for selection and recruitment of two candidates (out of the total 30 students) as marketing executive, as an initiative towards placement.
- 2nd March, 2016: Awareness program on environment and climate change held at the

college in presence of the Resource Persons from the Department of Forest, Nagaland, (Known as Finger Print)

- 3rd March, 2016: A Programme on awareness and Adoption Campaign on Wildlife was organised in the college in association with the dept. of Forest, Nagaland.
- 17th March, 2016: Education Tour to Acoland, Guwahati was arranged for the final semester students of the college.
- 17th March, 2016: College Sent 50 students to participate in a Skill Development programme for B.Com students organized by Luit Educational Service Pvt. Ltd held at Hotel Theja Fort. They also organized similar programme again on 27th May 2016 at the same Venue.
- 21st March, 2016: The College organised Commemoration programme with Green Succession of Nagaland State (GREEN SONS) on the theme “Forest Averting Climate Change” on the occasion of World Forestry Day
- 22nd March, 2016: The students of 4th semester organised Farewell Programme for the Final Semester Students in the college
- 18th May, 2016: An Induction Programme for First Semester students was organised in the college in which students were given detailed information about the subjects in different semester and the marking system
- 28th May, 2016: Inter-college Literary Fest held at the college on the events Poem writing, Story writing and Essay writing. Students from different colleges participated in it. The winners were given certificate and cash prize
- 4th June, 2016: As per the notification of the District Administration regarding World Environment Day mass social work was undertaken by the staff and students inside and the surrounding area of the college
- 6th June, 2016: A short programme on World Environment Day was organised in the college in which principal and faculty members highlighted the importance of the preservation of environment followed by Sapling Distribution among the students and faculty.
- 12th June, 2016: Faculty members, Staff and 20 students of the college participated in marathon run Against Child Labour on World Day against Child Labour organized by Community Educational Center Society, Dimapur and supported by Department of Labour and Employment in partnership with National Child Labour Project and Wipro Cares. Miss Ayang C of our college clinched the 1st position in the female category and received certificate and cash prize.
- 17th June 2016: A group of Students participated in Yuva Olympiad, held at state

Stadium, Dimapur, Organised by Assam Rifles.

VI. GOVERNANCE, LEADERSHIP & MANAGEMENT

Activities Planned at the beginning of the Session

- To conduct Academic Audit on regular basis an academic Audit Committee to be formed
- To include all the meeting with different stakeholders in the academic calendar of the college

Activities accomplished during 2015-16

- **20th June 2016**: CR Election held at the college in which Mr. Moakam, Asst Professor in Commerce was the teacher incharge.
- **24th June, 2016**: SUPCC Election also held in the college in which Mr. Moakam was appointed as the Election Commissioner
- **6th July 2015**: A five member committee of teachers has been formed to deal with Alumni Association on 6th July 2015.
- **4th Sept, 2015**: Teachers Day Programme was arranged by the college authority on 4th September 2015 in the college followed by lunch
- **10th Sept, 2015**: Meeting of Planning Board of the College held at Principal's Chamber
- **11th Dec, 2015**: Staff picnic was organised at Siloni, Karbianglong, Assam.

VII. INNOVATIONS AND BEST PRACTICES

Activities Planned at the beginning of the session 2015-16

- To imbibe best practices such as introduction of peer teaching, declaration of best library user, declaration of best teacher of the year and to make the college litter free.

Activities accomplished during 2015-16

- Monthly faculty meeting is held in the college on every 3rd Saturday of the month and feedback is collected from them.
- Peer Teaching classes was organized for the 2nd and 6th semester students in the college
- On every third Friday of the month compulsory cleanliness drive is taken in the college by the students.
- Sudden inspection is done in the class to find whether the students are carrying any tobacco items inside the class. Corrective measures are taken in both by action and moral suasion.

ANNEXURE II

ACADEMIC CALENDAR 2015-16 (JULY-JUNE)				
Month	Date	Day	Event	No. of Holidays
2015 JULY	9	Thu	IQAC meeting/ review of NAAC activities	
		Third week	Awareness program on any issue/topic	
	18	Saturday	Id-ul Fitr	1
	22-31	Wed-Fri	Summer vacation	10
AUG	1-09	Sat-Sat	Summer vacation continues	9
	12	wed	Resumption of classes	
	15	Fri	Independence day	1
	22	Sat-Sat	Review of semester performances, Monthly faculty meeting	
		Last Week	Review of NAAC activities	
SEPT	4		Pre Teachers' day celebration (as 5 th September is a holiday-Janmastomi)	
	5	Sat	Janmastomi	1
	16	Wed	Review of NAAC activities Governing Body Meeting	
		Third Week	(Industrial Tour/ Field Trip)	
	19	Sat	Review of semester performances, Monthly faculty meeting	
	25	Fri	Idd-uz-zuha	1
	29	Tue	Submission of Internal Assessment report by faculty members	
		Last Week	Freshers' cum Parting Social	
OCT	02	Fri	Gandhi Janyanti	1
	First Week		College sports week, Literary Programme (Debate and Extempore), and Closing Ceremony of Sports Week	
	Second Week		Exam Form fill up for semester-end exams (Sem – I, III, V)	
	19-23	(Mon-Fri)	Puja vacation	5
	24	Saturday	Moharram	1
	4 th week		Submission of examination forms, Roll sheet cum signature sheet to NU	
	27		Faculty Meeting	
NOV	First Week		Staff meeting for NU Exams	
	2 nd Week		IQAC meeting/ Review of NAAC Activities/Alumni	
	3 rd & 4 th Wk		Semester-end examination (subject to notification by NU) (15 days appx)	
	11	Wed	Diwali	1
	4 th Week		Submission of B.com result sheets to NU; and Admission to 2 nd , 4 th , & 6 th semesters	
DEC	1		Statehood Day	1
	2	Mon	Commencement of classes for B.Com 2 nd , 4 th & 6 th semesters.	
	2 nd Week	Thu	IQAC meeting/ Review of NAAC Activities/Alumni	
	2 nd Week		Annual Staff Picnic	
	15		Faculty Meeting	
	18		Cleanliness drive –cum Pre Christmas celebration	
	19-31	Sat-Thur	Christmas & winter vacation	13

2016 January	01-16	Fri-Sat	Winter vacation continues	16
	18		Resumption of all classes	
	26	Tues	Republic Day	1
February	08		New routine to follow for B.Com classes	
	3 rd Week		Career Guidance & Counseling for the students of B.Com 6 th Semester	
	20	Sat	Faculty meeting	
	24-26	Wed-Fri	Internal Exams for B.Com 2 nd , 4 th , & 6 th Semesters	
	4 th Week		Submission of profile of 6 th semester students to LAVA International Ltd. for placement	
March	First Week		Awareness programme	
	2 nd Week		Career counselling for 6 th semester students	
	2 nd Week		Farewell programme for the final semester students Form fill up for B.Com semesters end exams	
	20		Last date for submission of examination form, Roll sheet cum signature sheet and internal marks tabulation of 4 th and 6 th semesters to NU, and collection of blank admit card, answer scripts, additional sheet and signature cum top sheet from NU	
	2 nd /3 rd Week		Awareness programme, Career Counselling for 6 th semester Educational Tour for 6 th Semester	
	24		Holi	01
	25-26		Good Friday, Easter	02
April	01-05		Issue of Exam Admit Card to B.Com 2 nd , 4 th & 6 th semesters and repeaters	
	06-15		NU semester-end exams (2 nd , 4 th & 6 th)	
	20	Wed	Mahavir Jayanti	01
	Last Week		Uploading of AISHE Data	
May	5	Thur	Last date for submission of Roll sheet cum statement of attendance/ signature sheet and tabulation sheets of B. Com 2 nd semester to NU	
	1 st Week		Declaration of Provisional result after getting approval of NU	
	2 nd & 3 rd week		Admission to Class XI & B.Com 1 st semester (after declaration of HSLC & HSSLC results by NBSE); and B.Com 3 rd and 5 th Semesters Inter-college literary fest	
	18		Commencement of classes for XI, 1 st , 3 rd and 5 th semesters	
	21	Sat	Buddha Purnima	1
	25		College Establishment Day	
	4 th week		Parents-Teacher Meet	
June	1 st week		Awareness programme on HIV/AIDS, Blood donation camp, Faculty Exchange Programme, Election of CRs	
	6		World environment day	
	2 nd week		UGC sponsored National Level Seminar; NSS Programme; Skill Development Programme for staff,	
	3 rd week		Alumni Meet; Inter College Literary Competition SUPCC Election	
	30		Last date for submission of cases for transfer of college to NU	

ACTION TAKEN REPORT

1. Three additional classrooms have been completed
2. Toilet for boys has been constructed in the top floor
3. Skill development programme for teaching and nonteaching staff of the college has been organised
4. Skill development programme on tailoring for female students of the college.
5. 35 New text books and 3 reference books purchased for the library
6. Programmes on Health Awareness, Environmental Protection, Protection of Wild Life, Career Counselling, Educational-cum-Industrial Tour, Literary Competition both within the college and inter college, etc.

ANNEXURE IV

INFRASTRUCTURE	
Existing	Addition during 2015-16
Building (old academic block) : 51,507 Administrative block: 98,48,793 Women's hostel : 21,91,600 Total: 1,20,91,900	Electrification: 1,41,000 Panel board, earthling: 1,58,150 Collapsible gate (02): 76,000 Total: 3,75,150
EQUIPMENTS AND MACHINERY	
Existing	Newly Added
Tools and machinery: 73,498 Teaching and learning equipments 21,66,611 Computer and accessories 1,54,069 Equipments from GDA 12th plan: 2,75,400 Equipments IQAC 60,000 Total 27,29,578	2nd hand HP printer and Desktop: 20,000 Total: 20,000
FURNITURE AND FACILITIES	
Existing	Addition during 2015-16
Furniture and fixtures: 1040360 Sports equipments: 340532 Utensils: 9766 Water pump: 17935 Sign boards , curtain etc: 39314 Total 14,47,907	Bench and desk 40 pairs: 1,40,000 Ceiling fan 39 and 30 tub light sets: 87,000 02 Green board : 27,000 03 notice board: 4500 01 podium: 2500 01 library magazine rack: 2000 Curtain: 2300 Total : 2,65,300

ANNEXURE V

Maintenance Expenditure		
<u>Amount spent for ICT</u>		
08.02.2016	Website Renewal charges	Rs. 6,067.00
08.03.2016	Net Working expenses	Rs. 8,300.00
06.11.2016	ICTS Communication expenses incurred from IQAC Grant (1800+800+100+4900+160+2000)	<u>Rs. 9,760.00</u>
		<u>Rs.24,127.00</u>
<u>Amount spent for campus/Infrastructure and facilities</u>		
08.07.2015	Water line making & repair charges	Rs. 1,220.00
03.08.2015	- do-	Rs. 3,150.00
04.08.2015	-do-	Rs. 3,240.00
05.10.2015	Water line	Rs. 1,120.00
18.12.2015	Office, Principal Chamber, Faculty Room, Renovation exp.	Rs. 79,900.00
18.01.2016	Wages for soil shifting & levelling charges	Rs. 4,400.00
18.01.2016	Stair case making charges	Rs. 2,400.00
20.01.2016	Bench & Desks repair	Rs. 4,000.00
21.01.2016	Water line making & repair charges	Rs. 4,500.00
27.01.2016	-do-	Rs. 4,300.00
06.02.2016	Part of Ground Floor Pacca expenses	Rs. 3,200.00
08.02.2016	-do-	Rs. 1,800.00
09.02.2016	-do-	Rs. 1,400.00
09.02.2016	-do-	Rs. 20,000.00
12.02.2016	Wages for Collapsible Gate fitting	Rs. 5,000.00
12.02.2016	3 Nos. Platform making charges on 3 rd floor	<u>Rs. 28,000.00</u>
		<u>Rs. 1,67,630.00</u>
<u>Equipment</u>		
13.08.2015	Generator repairing cahrges	Rs. 2,500.00
27.01.2016	Acquaguard repairing cahrges	<u>Rs. 1,800.00</u>
		<u>Rs. 4,300.00</u>
<u>Others</u>		
		Nil