

**The Annual Quality Assurance Report (AQAR) of the IQAC of  
Public College of Commerce Dimapur, Nagaland  
(July 2016 – June 2017)**

**Part – A**

**I. Details of the Institution**

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

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.com**

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
<b>1</b>	<b>1st Cycle</b>	<b>B</b>	<b>2.50</b>	<b>2014</b>	<b>20.02.2019</b>
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY **10-12-2010**

1.8 AQAR for the year (for example 2010-11) **2016 – 2017 (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 August 8, 2015
- ii. AQAR 2015-16 Submitted to NAAC on November 5, 2016
- 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="02"/>
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 (30<sup>th</sup> August, 2016 and 16<sup>th</sup> March, 2017)*

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

List of other meetings:  
1. GB Meeting :01  
2. IQAC Meeting :02  
3. Parents Teacher Meeting: 01  
4. Exam committee meeting: 02 (Before every semester end exam)

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. Women Empowerment**

2.14 Significant Activities and contributions made by IQAC

- i. Skill development programme has been arranged for the faculty members by hiring the services of 'Third Eye' Computer institute, Dimapur from 9<sup>th</sup> August 2016
- ii. Skill development programme on tailoring for female students of the college on 10.08.2016
- iii. Cleanliness drive initiated several times in and outside the college
- iv. A seminar was organised on Women Empowerment in the college on 8<sup>th</sup> March 2017
- v. Programmes such as Inter-College Literary Fest organised in the college on 15<sup>th</sup> March, 2017
- vi. Health Awareness Programme organised by RRC on 17<sup>th</sup> March 2017
- vii. Three Days Entrepreneurship awareness programme was initiated in the college in collaboration with Indian Institute of Entrepreneurship, Dimapur Unit from 13<sup>th</sup> June to 15<sup>th</sup> June, 2017.
- viii. Extension Services in the form of Computer Training to the Higher Secondary (Arts)

students of Namghar H.S.School, Dimapur was provided from 15<sup>th</sup> March 2017 13<sup>th</sup> June 2017

ix. Coaching Classes for Entry into Banking Services for the outgoing and Ex-students of the college was held from May 2017 to July 2017 by hiring the services of Swasti Coaching Centre, Dimapur.

x. Programmes on Career Counselling organised two times on 12/07/2016 and 10/03/2017

xi. Educational-cum-Industrial Tour has been undertaken and students were taken to Heritage Village, Khonoma, Kohima, Nagaland on 27.08.2016 ii) Cement Corporation of India, Bokajan Assam on 27.08.2016 ii) Doyang Hydroelectricity Project, Wokha, Nagaland on 17th and 18th March, 2017 iv) Zoological Park, Rangapahar, Dimapur, Nagaland on 14.07.2016

**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	<b>01</b>	<b>NIL</b>		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	<b>01</b>	<b>NIL</b>		
Others				
<b>Total</b>	<b>02</b>	<b>NIL</b>		
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*

*In selected topics study materials and extra classes 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.

**No changes during this academic year**

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.

*01*

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 seminars, conferences and symposium:

No. of Faculty	International level	National level	State level	College Level
Attended Seminars/ Workshops			01	
Presented papers			02	03
Resource Persons				

State level	College Level
1. Mr. A.K.Talukder	1. Dr. P. Chakraborty
2. Mr. D.Majumdar	2. Mr. K.N.Mhabemo Humptsoe
3. Dr. P.Chakrbaorty	3. Mr. A.K.Singh

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

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

**149**

(The number of classes was less during this academic session due to political unrest in the state)



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

**Mr. D. Majumdar**

- i. Member of Board of Undergraduate Studies, Patkai Christian College, Chumekedima, Dimapur, Nagaland
- ii. Attended IQAC meeting of Unity College as member of IQAC on 04.08.2016
- iii. Advisory Committee Member of 'Dimapur BONGS', an NGO for socio-cultural activities.

**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. Nipul Sutradhar**

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

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 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>77</i>		<i>01</i>	<i>11</i>		<i>15.58</i>
<i>B.Com (Hons)</i>	<i>131</i>		<i>22</i>	<i>39</i>		<i>46.56</i>

1.12 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>NIL</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>02</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. Faculty members are encouraged to undertake research activities in different form and the number of articles published by the faculty members increased significantly.*
- iii. Skill development programme have been organised by the college by hiring the services of “Third Eye Computer Institute” Dimapur*
- iv. Faculty members are encouraged to participate in seminars, workshops, symposia, refresher courses, orientation courses, research methodology etc.*
- v. Faculty members are also 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	<b>1. Ranjit Paul (2)</b> <b>2. A.K.Talukder (1)</b>	<b>1. Dr. P.Chakraborty (02)</b>	
Non-Peer Review Journals			
e-Journals			
Conference Proceedings			

3.5 Details on Impact factor of publications:

Range  Average  H-index  Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN

***No books have been published in this academic session***

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***

- Mr. A.K.Talukder (Subject Expert)***  
***Acted as the Subject Expert for selection of Asst. Professors in the Department of Commerce, Pranavananda Women's College, Dimapur on 9.11.2016***
- Dr. Pradip Chakraborty (Resource Person)***  
***Resource person, Faculty Development Programme, Sponsored by Indian Institute of Entrepreneurship held at Digitech College, Dimapur***
- Mr. D. Majumdar (NAAC Expert )***  
***On request deputed for two days to Pranabananda Women's College for providing expert advices and preparation for NAAC peer team visit to the college.***
- Mr. Nipul Sutradhar (Subject Expert)***  
***External Expert for viva-voce exam of Project of 6<sup>th</sup> Semester (Pranabananda Women's College, Dimapur)***

3.13 No. of collaborations

International  National  Any other

**An Entrepreneurship Development Programme was organised in the college from 13<sup>th</sup> June to 15<sup>th</sup> June 2017, in collaboration with Indian Institute of Entrepreneurship, Dimapur Unit.**

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   
 National level   
 State level   
 International level

3.23 No. of Awards won in NSS:

University level   
 National level   
 State level   
 International level

3.24 No. of Awards won in NCC:

University level   
 National level   
 State level   
 International level

3.25 No. of Extension activities organized (Refer - 3.26)

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. From 15.03.2017: Computer Training** provided to the students of Namghar H.S.School for one month
- ii. Coaching classes for entry in banking services** started on 15<sup>th</sup> May 2017 for the outgoing and ex-students of the college with the Resource Person from outside.
- iii. Tailoring training** classes arranged for female students of B.Com Third Semester, hiring the services of Savino Tailoring Institute and Labo Udyog from 10<sup>th</sup> August 2016.
- iv.** On Republic Day staff and students of the college voluntarily collected fund and donated Rice, pulses, vegetables, soap detergent, toothpaste, sweets, chocolates and used clothes to **Mother Teresa Home** (an orphanage house)
- v. Orientation programme was organised by NSS** unit of the college on 10<sup>th</sup> February 2017

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: (As on 31<sup>st</sup> March 2017)

Facilities	Existing	Newly Created	Source of Fund Rs. In lakh	Total Rs. In lakh
Campus area	<b>1552 Sq.m.</b>	<i>Nil</i>	<b>NA</b>	<i>NA</i>
Class rooms	<b>08</b>	<b>Nil</b>	<b>NA</b>	<b>NA</b>
Laboratories				
Seminar Halls				
<i>No. of important equipments purchased (≥ 1-0 lakh) during the current year.</i>	<b>01</b>	<b>50" LED TV (Sony)</b>	<b>UGC/GDA</b>  <b>Last and final Instalment of 12<sup>th</sup> plan</b>	<b>1,14,000</b>
<i>Value of the equipment purchased during the year (Rs. In Lakhs)</i>				
<b>Others (Annexure IV)</b>				
<i>Infrastructure</i>	<b>1,24,67,050</b>	<b>30,61,076</b>	<b>UGC – 22,95,000</b>	
<i>Equipments/machinery</i>	<b>19,86,571</b>	<b>3,71,790</b>	<b>College – 7,19,076</b>	
<i>Furniture/facilities</i>	<b>13,43,376</b>	<b>52,200</b>	<b>UGC (GDA) – 4,13,100</b> <b>College – 58,000</b>	

#### 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 31<sup>st</sup> March, 2017)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2877	573174	591	3,07,227	3468	8,80,401
Reference Books	815	217795	51	59,779	866	2,77,574
e-Books						
Journals	7	21305	Renewed	6,000	7	27,305
e-Journals						
Digital Database (N-List)	01	00	Renewed	5,728	1	5,728
CD & Video						
Others (specify) (Story books, Other books)	47	38221	156	30,874	203	69,095
Journal rack						6,000
<b>Total</b>						<b>12,66,103</b> <b>dep<sup>n</sup> 1,12,840</b> <b>11,28,403</b>
						<b>As per B/s value 11,53,263</b>

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others (IQAC)
Existing	<b>51</b>	<b>39</b>	<b>45</b>	<b>5</b>		<b>6</b>		<b>1</b>
Added	<b>1</b>					<b>1</b>	<b>01 Laptop</b>	
Total	<b>52</b>	<b>39</b>	<b>45</b>	<b>5</b>		<b>06</b>		<b>01</b>

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

**1. Computer training to the teachers and non teaching staff was provided by hiring the services of Third Eye Computer Institute, Dimapur**

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

i. ICT	<b>0.62 lakh</b>
ii. Campus Infrastructure and facilities	
iii. Equipments	<b>1.01 lakh</b>
iv. Others	<b>Nil</b>
Total	<b>1.63 lakh</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i. On 14.07 2016, Field Trip was arranged for the final semester students and was taken to Zoological Park, Rangapahar, Dimapur
- ii. On 27<sup>th</sup> August, 2016 an Educational Tour organised for the final year students and was taken to Khonoma Heritage Village, Kohima, Nagaland and Cement Corporation of India, Bokajan, Assam
- iii. On 17<sup>th</sup> March, 2017 Educational Tour to Doyang Hydel Project (Wokha, Nagaland) was initiated. A team of four teachers and 48 students of the college went for educational tour to Doyang Hydro Project, Wokha, Nagaland. The team was accompanied by 3 faculty members (DM,MH,MA,Singson) and the Asst. Librarian.
- iv. On 31<sup>st</sup> August, 2016 and awareness Programme on Tobacco Related Issues held in the college with resource persons from CMD office, Dimapur Dist. Hospital
- v. On 14<sup>th</sup> Sept 2016 an awareness programme on Women Empowerment was organised in which the resource persons were Mrs. Elizabeth Ngully, ADC Dimapur and Mrs. Akokla P. Lucy, President , Petroleum Dealer’s Association, Dimapur
- vi. On 8.09.2016 30 students have participated in the Essay Competition held on 8th September, 2016 on the theme ‘Solution to Electoral Malpractices begins with Me’. Three best essays of Mr. Swarup Acharjee, Ms. K. Ternemla, and Mr. Ganesh Kumar Chetri were sent to the Deputy Commissioner, Dimapur along with a report and attendance sheet.
- vii. On 17<sup>th</sup> Sept, 2016 a total of 35 students accompanied by two faculty members attended the awareness programme on SEBI, NSEI Ltd. Held at Hotel Acacia, Dimapur
- viii. On 17<sup>th</sup> March, 2017 Health Awareness Programme was organised in the college, sponsored by RRC. The resource person was Dr. T.Temso, Dimpuar Civil Hospital
- ix. On 21<sup>st</sup> March, 2017 an Awareness Programme on World Forestry Day was organised with resource Persons Mrs.Elizabeth Ngully, ADC and Dr. C.Z.Tsanglai, IFS
- x. On 17.09.2016, 35 Students accompanied by 02 Faculty members Mr. A.K.Singh and Mr. R. Paul attended the awareness program on SEBI, NSEI Ltd. Held at Hotel Acacia, Dimapur

#### 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 (As on 30.06.2017)

	UG	PG	PhD	Others
<b>Semester I</b>	174			
<b>Semester III</b>	192			
<b>Semester V</b>	139			
<b>Total</b>	505			

(b) No. of Students outside the State

**33**

(c) No. of International Students

**Nil**

	No	%		No	%
Men	399	79%	Women	106	21%

<i>Last Year (2015-16)</i>						<i>This Year (2016-17)</i>					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>298</b>	<b>23</b>	<b>250</b>	<b>30</b>	<b>01</b>	<b>601</b>	<b>202</b>	<b>23</b>	<b>250</b>	<b>30</b>	<b>01</b>	<b>505</b>

***Demand ratio: 10:9***

***Dropouts: Around 2% (Appx)***

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

***Coaching for entry in banking services has been provided to the outgoing and ex-students of the college by hiring the services of Swasti Coaching Centre, Dimapur (15<sup>th</sup> May 2017 to July 2017)***

No. of students beneficiaries

**20**

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

- i. On 12<sup>th</sup> July, 2016, Career counselling Programme was organised for the final semester students with Resource persons Mr. Ditalak Mpnmei (Management), Mr. Subendu Das (Banking) and Mr. A.K. Singh (Civil services.)
- ii. On 23.11. 2016 a Career Awareness Programme was organised on Company Secretaryship with Resource Persons from ICSI, Guwahati Regional Branch. Mr.

Chiranjeeb Sarma Roy, Office-In-Charge, Guwahati Branch ICSI, and Mr. Gautam Goswami, Company Secretary & Faculty Member, Guwahati Branch were the Resource Persons.

iii. Three Days Entrepreneurship Awareness Programme was organised in the college from 13<sup>th</sup> June 2017 to 15<sup>th</sup> June 2017, in Collaboration with IIE, Dimapur Unit. In which resource persons were

1. Mr. Tali Longchar,  
Deputy director, MSME  
Dimapur
2. Mr. Y.K.Shohe  
Asst. Director II  
KVIC. Dimapur
3. S.P.Gangte  
SIDBI, Dimapur
4. Mr. A.K.Talukder  
Acting Principal, PCC
5. Dr. P.Chakraborty  
PCC.Dimapur

iv. On 10<sup>th</sup> March, 2017 a Career Counselling programme was organised with resource persons Miss. Anisha Jain (CA), Mr. Sanjay Sinha (Banking) Dr. P.Chakraborty (General) Mr. A.K.Singh (Civil Service)

No. of students benefitted

**The entire class of 6<sup>th</sup> semester participated in the programmes**

#### 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:

- i. On 14<sup>th</sup> Sept, 2016, An awareness programme on Women Empowerment held in the college with resource persons mrs. Elizabeth Ngully, ADC, Dimapur and Mrs. Akokla P. Lucy, President, Petroleum Dealer's Association, Dimapur
- ii. On 8<sup>th</sup> March, 2017, a seminar on women empowerment held in the college wherein four speakers presented papers. Three from public college of commerce namely Dr. Pradip Chakraborty, Mr. A.K.Singh, Mr. M.N.Mhabemo Humtose and from Unity College Dr. Tabassum Khan.
- iii. On 16<sup>th</sup> June 2017, Students of final semester along with faculty members, attended Regional Seminar on Investor Education initiated by BSE, held at Hotel Acacia, Dimapur

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

#### Details:

- i.* On 25.11.2016, 8 students participated in Comfiesta'16 at Tetso College, Dimapur, and 5 students won 02 prizes in Group Dance and Finance Master
- ii.* 4 shortlisted students participated in the PCC Inter College Literary Fest 2017, held on 15<sup>th</sup> march, 2017 and all of them won prizes.
- iii.* 14 students participated in Pow-Wow at Tetso College on 17.03.2017, No prize won
- iv.* 3 students participated in Extempore Speech, at Rly HSS, Dimapur , Date: 13.05.2017 Rajen Dey, own 2<sup>nd</sup> prize

## 5.10. Scholarships and Financial Support

	Number of Students	Amount
<b>Financial support from institution (2015-16)</b>	<b>08</b>	<b>49,250/-</b>
<b>Financial support from government</b>	<b>NA</b>	<b>NA</b>
<b>Financial support from other sources</b>	<b>NA</b>	<b>NA</b>
<b>Number of students who received International/ National recognitions</b>	<b>NA</b>	

### 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

- College Prospectus highlighting various aspects of all the six semester is provided to the students*
- 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-cum-Induction 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 intra-college 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.*

*iv. Teachers meeting is held on every third Saturday of the month where all the other related issues are discussed in details and remedial measures are taken accordingly.*

#### 6.3.3 Examination and Evaluation

- *Regular class test are conducted and home assignments are given to the students of all semesters*
- *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 2016*
- *One of the faculty members has been awarded Ph.D by Nagaland University in the month of September 2016.*
- *Mr. A.K.Talukder, Mr. Ranjit Paul and Mr. Nipul Sutradhar are pursuing Ph.D*
- *Dr. Pradip Chakraborty and Mr. D. Maunder presented two papers in the seminar held on the theme ‘Role of women in curbing social degeneration’ at Pranab Vidyapith H.S.School on 01.12.2016 Sponsored by Bharat Sevashram Sangh.*
- *The following faculty members have published research articles in national/international journals*
  - a) *Mr. Ranjit Paul (2)*
  - b) *Mr. A.K.Talukder (2)*
  - c) *Dr. Pradip Chakraborty (02)*
  - d) *Mr. Nipul Sutradhar (1)*

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- *591 text books and 51 reference books and 156 other books have been added to the Library*
- *The existing journals have been renewed*
- *N-List has been renewed*

#### 6.3.6 Human Resource Management

2. *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 are continuing*
3. *On 09.08.2016 Acting Principal attended “Seminar on Leadership Skills for School Management” at Capital Convention Centre, Kohima, organized by Nagaland Board of School Education in collaboration with Headword Publishing Co., Kolkata*

6.3.7 Faculty and Staff recruitment

- *No recruitment was made during this academic year*

6.3.8 Industry Interaction / Collaboration

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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

*15, 00,000 (Rupees fifteen lakhs only)*

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 assigned the task of evaluating the papers and preparing the result for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester classes.*

6.11 Activities and support from the Alumni Association

*Alumni meet was held in the college on 19.11.2016 in which 70 students participated and Alumni Association of Public College of Commerce was formed with 13 members, two from the college itself.*

6.12 Activities and support from the Parent – Teacher Association

*Parent Teacher meet held in the college on 28/10/2016 under the initiative of Academic Dean of the college.*

6.13 Development programmes for support staff

**i. Skill Development Programme for teaching and non-teaching staff of the college was organised from 9th July 2016 by engaging the services of “Third Eye Computer Institute”**

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

**ii. Awareness Programme on World Forestry Day held in the college on 21<sup>st</sup> March 2017, in which the Resource person was Dr. C. Z. Tsanglai, IFS**  
**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 that started from the academic session 2015-16 continued for the session 2016-17 also.**  
**ii. On last Friday of every 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)

<p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>• <i>Highly experienced dedicated teachers</i></li> <li>• <i>Good number of students</i></li> <li>• <i>Located at the heart of the town</i></li> <li>• <i>Well equipped computer lab library facility</i></li> <li>• <i>Wi-Fi Campus</i></li> <li>• <i>NAAC accreditation</i></li> </ul> <p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• <i>Absence of playground in the college and limited campus area of the college.</i></li> <li>• <i>Limited scope of industry institute linkage</i></li> </ul> <p><b>Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <i>Scope for introducing New courses</i></li> <li>• <i>Improvement of infrastructure</i></li> </ul> <p><b>Threats:</b></p> <ul style="list-style-type: none"> <li>• <i>Competition due to establishment of new colleges</i></li> </ul>
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8. Plans of institution for next year

<p><i>The following are the major plans of the college for the coming session (2016-17)</i></p> <ul style="list-style-type: none"> <li>• <i>To complete the construction work of Women's Hostel</i></li> <li>• <i>To continue with the recognition of students and best library users on College Foundation Day i.e. 25<sup>th</sup> May.</i></li> <li>• <i>Presentation of paper by the teachers (on rotation basis) on third Saturday of every month on any current issues any relevant topics.</i></li> </ul>
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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 2016-17**

### **I. CURRICULAR ASPECTS**

#### **Activities Planned at the beginning of the session 2016-17**

- 1.1. Focus must be given to **organize the activities strictly as per the calendar** prepared at the beginning of the session. The calendar must contain the goals, objectives and upcoming events in detail and to be communicated to all concerned.
- 1.2. **Necessary initiative shall be taken to collect Feedback** from different stakeholders including students, alumni, parents and faculty members and necessary follow up action shall be taken.

#### **Activities accomplished during 2016-17**

- 1.1. Academic calendar has been prepared well in advance and distributed among the students at the beginning of the session. Initiatives have been taken to organise the activities as per the calendar as so far it is possible. In case of unavoidable circumstances the date might have been postponed in few cases.
- 1.2. Feedback has been collected from different stakeholders like Faculty Members, Alumni Association, Parents and Students and initiatives has been taken by the administration to act according to the feedback received from time to time.

### **II. TEACHING LEARNING AND EVALUATION**

#### **Activities Planned at the beginning of the session:**

- 2.1. To encourage the teachers to participate in Refresher Courses/Orientation Programmes and HRD programmes etc.
- 2.2. To continue field exposure initiatives for the students by arranging programmes like Excursion, Field Trip, industrial tour etc.
- 2.3. Initiatives shall be taken to arrange coaching classes for slow learners
- 2.4. To popularize Audio Visual Teaching by showing different educational movies, motivating speeches etc to the students
- 2.5. Initiatives will also be taken to arrange for Inter-college faculty exchange programme
- 2.6. Initiative shall be taken to develop the activities under Mentorship to track the progression of the students in different fields.
- 2.7. A mechanism shall be developed for evaluation of teaching, research and work satisfaction of the faculty members and they shall be encouraged for continued academic progress and professional development

#### **Activities accomplished during 2016-17**

- a. Mr. Moakam, Asst. Professor, Dept. of Commerce and Programme Officer of NSS Unit in the college attended training/orientation programme in Guwahati from 13th to 19th November, 2016.
- b. College has organised four (04) educational tours for the final year students and were taken to i) Heritage Village, Khonoma, Kohima, Nagaland on 27.08.2016 ii) Cement Corporation of India, Bokajan Assam on 27.08.2016 ii) Doyang Hydroelectricity Project, Wokha, Nagaland on 17<sup>th</sup> and 18<sup>th</sup> March, 2017 iv) Zoological Park, Rangapahar, Dimapur, Nagaland on 14.07.2016
- c. In different occasions educational movies/video clips and motivational speeches has

- been shown to the students using the audio visual technique in the Hall.No.201.
- d. Faculty Exchange Programme has been finalised with Pranavananda Women's College in the month of August 2017.

### **III. RESEARCH CONSULTANCY & EXTENSION**

#### **Activities Planned at the beginning of the session:**

- 3.1. Initiative will be taken to organize **National Seminar** and a programme on **Research Methodology** in the college during the current session.
- 3.2. Faculty members shall be encouraged to publish Quality Research Papers, Edited Books and Text Books as per the syllabus of the Nagaland University. They will also be encouraged to participate in seminars at different levels, conferences, workshops, symposia, etc.
- 3.3. Faculty members shall be encouraged to apply for Minor Research Projects and to clear NET/M.Phil/Ph.D.
- 3.4. The **NSS committee and RRC** will undertake different activities periodically including Cleanliness Drive.
- 3.5. As a part of Extension Service, free computer education shall be imparted to the students of Namghar H.S.School during the academic session 2016-17
- 3.6. Skill Development Programme on Tailoring will be arranged for the neighbouring women belonging to economically weaker sections. In addition to skill development programmes for female students, initiatives will also be taken to organize skill development programmes for male students of the college.
- 3.7. Appropriate initiatives shall be taken to gratify the feedback received from the mentors of different classes.

#### **Activities accomplished during 2016-17**

- a. Faculty members including Dr. P. Chakraborty, Mr. N.Sutradhar, Mr. R.Paul and Mr. A.K.Talukder have published research articles national and international journals.
- b. NSS Committee of the college has organised Orientation Programme for the students of B.Com even semester students under the initiative of Mr. Moakam, Programme Officer, NSS. (10.02.2017)  
NSS committee has also organised cleanliness drive in the college campus and the surrounding areas on 18<sup>th</sup> November 2016 and 3<sup>rd</sup> March 2017.
- c. RRC of the college has organised for Health Awareness-cum -Blood Donation Camp in the college on 27<sup>th</sup> July, 2016 during which 2 teaching staff, 1 non-teaching staff and 37 students donated blood. Dr. Temsu, Dimapur Civil Hospital was the resource person of the programme.  
RRC of the college has also organised Health Awareness Programme on 17<sup>th</sup> March 2017 with Resource Person Dr. Temsu, Dimapur Civil Hospital.
- d. As part of extension services the following steps has been taken
  - Computer Training was imparted to the students of Namghar 15<sup>th</sup> March 2017 to 13<sup>th</sup> June 2017
  - Coaching classes for entry in banking services were held for the outgoing students of sixth semester students of the college hiring the services of Swasti Coaching Centre, Dimapur (15<sup>th</sup> May 2017 to July 2017)
  - On 26<sup>th</sup> January 2017, Staff and students voluntarily collected fund and donated

150kg rice, 30kg dal, 55kg potato, soap, detergent, toothpaste, sweets, chocolates and used clothes etc to Mother Mary Home, Dimapur

- e. The following skill development programmes were organised
- On 9<sup>th</sup> July 2016, Skill Development Programme (Computer Training) was organised for the teaching and non-teaching staff of the college by hiring the services of Third Eye Education, Dimapur
  - On 10<sup>th</sup> August 2016 to 26<sup>th</sup> August 2016, Skill development programme on tailoring was arranged for the female students of B.Com third semester students hiring the services of Savino Tailouring Institute and Labo Udyog. Certificates were issued to all the trainees.

#### **IV. INFRASTRUCTURE & LEARNING RESOURCES**

##### **Activities Planned at the beginning of the session 2016-17**

- 4.1. Initiatives shall also be taken to construct Girls Common Room in the college with attached toilet.
- 4.2. To provide LED TV in the seminar Hall
- 4.3. To provide additional reading tables in the library
- 4.4. Initiatives will also be taken to construct separate washroom for the teachers attached to teachers' common room.
- 4.5. Initiatives shall be taken for further development of the Research Cell in the Library by providing more inputs.

##### **Activities accomplished during 2016-17**

- i. 50 inch LED TV (Sony) has been installed in the Seminar Hall-cum-Class Room number 201.
- ii. Two additional reading tables have been provided to the library.
- iii. Initiatives are on for completion of the Girls hostel within March, 2018.
- iv. **591 text books, 51 reference books and 156 other books** have been added to the Library

#### **V. STUDENT SUPPORT AND PROGRESSION**

##### **Activities Planned at the beginning of the session:**

- 5.1. To organize Gender Sensitization programme like Women Empowerment etc.
- 5.2. To organise coaching classes for entry into service for the outgoing and ex-students of the college.
- 5.3. To host Inter-college Competition in a bigger way.
- 5.4. To organize programmes on Career Counselling & Guidance, Awareness Programmes on HIV/AIDS, Environmental Protection, Soft Skill Development, Entrepreneurship Development etc.
- 5.5. To conduct Knowledge Test among the students to select students for quiz competition.

##### **Activities accomplished during 2016-17**

The following programmes was organised related to women empowerment

- i. On 14th September 2016, an awareness programme on **Women Empowerment** was organised with Resource Persons: Mrs. Elizabeth Ngully, ADC, Dimapur; and Mrs. Akokla P. Lucy, President, Petroleum Dealer's Association, Dimapur and Asst. Governor, Rotary Club of Dimapur.

On 8th March 2017, a **Seminar on Women empowerment** was organised in the college on the occasion of international women's day in which four papers were presented respectively by Mr. Ajeet kumar singh, Dr. Pradip Chakraborty, Mr. K.N.Mhabemo Humtsoe, from the college and Dr. Tabassum Khan of Unity College, Dimapur.

- ii. On 15th March 2017, an **Inter College Literary Fest** was organised in which students from different colleges participated. The chief judge for the event was Dr. Dalia Bhattacharjee, Asst.Professor, S.D.Jain Girls' College, Dimapur. Winners were awarded with certificates and cash prizes.
- iii. **Two Career Counselling Programme** held in the college with resource persons from different field including Mr. Ditalak Mpanmei (Management) Nagaland University), Mr. Subendu Das (Banking), Swasti Coaching Centre), Mr. Chiranjeeb Sarma Roy, ICSI Guwahati, Mr. Gautam Goswami (CS) Guwahati, Anisha Jain (CA), Sanjay Sinha (Banking) Icfai University, Mr. A.K.Sing (Civil Service) Dr. Pradip Chakraborty.
- iv. **Awareness programme on Tobacco** was organised on 31<sup>st</sup> August, 2016
- v. **Awareness programme on Stock Exchange** of India held on 17<sup>th</sup> September, 2016 at Hotel Acacia, Dimapur in which 35 students participated along with two faculty members.
- vi. **Three Days Entrepreneurship Development camp** was organised from 13<sup>th</sup> to 15<sup>th</sup> June 2016, sponsored by IIE, Dimapur
- vii. Awareness programme on **World Forestry Day** held at college on 21<sup>st</sup> march 2017 in presence of the resource person Dr. C.Z.Tsanglai, IFS.

## **VI. GOVERNANCE, LEADERSHIP & MANAGEMENT**

### **Activities Planned at the beginning of the Session**

- 6.1 In order to minimize the chance of error in evaluation process, initiatives shall be taken to re-evaluate 5% of the papers by some other teacher in the same subject before making the final result. If error is detected more than the considerable limit corrective measures shall be taken.
- 6.2 To organize Alumni Meet and Parent Teacher meet
- 6.3 To introduce Academic Audit
- 6.4 To specify and maintain separate records of welfare schemes of the college
- 6.5 To continue financial audit and internal audit on a regular basis

### **Activities accomplished during 2016-17**

- a. Alumni meet held in the college on 19<sup>th</sup> November 2016 wherein a total of 70 ex-students participated and a new Alumni Association was formed of 13 members including 05 advisors.
- b. Parents meet has been organised in a phased manner by calling the parents by the Academic Dean of the college

- c. Financial audit of the college is done on regular basis
- d. On third Saturday of every month Faculty meeting is held to review the activities of the college.

## **VII. INNOVATIONS AND BEST PRACTICES**

### **Activities Planned at the beginning of the session 2016-17**

- 7.1 **Peer Teaching** among the students shall be continued
- 7.2 To form Donor's Club in the college to donate blood to the needy people during emergencies
- 7.3 **Cleanliness drive** on every Last Friday of the month shall be continued.
- 7.4 Initiatives will be taken to increase the **social outreach** of the college including activities for old age people, orphanage etc.

### **Activities accomplished during 2016-17**

- a. Peer teaching among the students is continuing
- b. On last Friday of every month compulsory cleanliness drive is initiated in the college

## ANNEXURE II

Month	Date	Day	Event	No. of Holidays
July	1 <sup>st</sup> week		Internal exams	
	06	Wed	IDUL-Fitre	01
	07	Thur	Health Awareness Programme & Blood Donation Camp	
	08	Fri	Last date for Submission of students' profile, enrolment statement , question paper and exam materials requisition to NU	
	12	Tue	Career Counseling Programme for the students of B.Com 5 <sup>th</sup> Sem	
	14	Thur	Field Trip to Nagaland Zoological Park for the students of 5 <sup>th</sup> Sem	
	16-31	Sat-Sun	Summer break	11
Aug	01-07	Mon-Sun	Summer break continues (College office will reopen on 01/08/2016)	07
	08	Mon	Resumption of all classes	
	10-12	Wed-Fri	Internal Exams of B.Com Classes	
	10-31	Wed - Wed	Skill Development Programme on Tailoring for girl students	
	15	Mon	Independence Day	01
	20	Sat	Faculty Meeting	
	29	Mon	Joint Meeting of SUPCC & Faculty	
	30	Tue	IQAC Meeting	
	31	Wed	Awareness Programme on Tobacco related issues	
	31	Wed	Submission of Internal Marks by faculty	
Sept	01-02	Thur-Fri	Skill Development Programme on Tailoring for girl students continues	
	01-07	Thur-Wed	Exams form fill up for 1 <sup>st</sup> , 3 <sup>rd</sup> , & 5 <sup>th</sup> semesters-end exams	
	13	Tue	ID-UZ- Zuha	01
	14	Wed	Seminar on Women Empowerment	
	16	Fri	31 <sup>st</sup> Freshers' - cum - Parting Social	
	17	Sat	Faculty Meeting	
	21-23		College Annual Sports Meet	
	20	Tue	Last date for submission of examination forms, Roll sheet cum signature sheets to NU, and collection of blank admit cards, answer scripts, additional sheets and signature cum top sheet from NU	
	27-28	Tue - Wed	Issue of Admit Card to B.Com 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> semester examinees	
30	Fri	Submission of Departmental Plan & Committee wise plan by the HoDs & Heads of Committees up to June'2017		
Oct	05-24	Wed - Mon	B.Com 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> semester end exams	
	08-11	Sat - Tue	Durga puja	04
	12	Wed	Muharram	01
	25-31	Tue-Mon	Admission to Even Semesters (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> )	
	28	Fri	Parents -Teachers Meet	
Nov	01	Tue	Submission of Marks of Odd Semesters by Faculty	
	10	Thur	Last date for submission of roll sheet cum statement of attendance and signature sheet along with tabulation sheets of 1 <sup>st</sup> , 3 <sup>rd</sup> , and 5 <sup>th</sup> semesters examination to N.U	

	11	Fri	Declaration of provisional results of Odd Semesters after getting approval of NU	
	14	Mon	Guru Nanak Birthday	01
	15	Tue	Commencement of Even Semester (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> ) classes.	
	15-30	Tue-Wed	Extension Service on Computer Training to the students of Namghar Higher Secondary School, Dimapur	
	18	Fri	NSS Programme	
	19	Sat	Alumni Meet	
	19	Sat	Faculty Meeting	
Dec	01	Thur	Nagaland Statehood Day	01
	10	Sat	Last date of submission of scholarship applications to DHE, Kohima	
	2 <sup>nd</sup> Week		Annual Staff Picnic	
	12	Mon	Eid-E-Milad (Mila-dun Navi)	01
	3 <sup>rd</sup> Week		Publication of College Magazine & Journal	
	16	Fri	Pre Christmas Celebration	
	17-31	Sat-Sat	Christmas & Winter Break	15
Jan 2017	01-21	Sun-Sat	New Year & Winter vacation continues	21
	15 (16)	Sun (Mon)	Last date of submission of enrolment, list of honors drop, transfer of college to N.U (Since 15 <sup>th</sup> is Sunday, Submission may be made on 16 <sup>th</sup> January)	
	11	Wed	College office re-opens	
	23	Mon	Resumption of classes	
	26	Thur	Republic Day (Visit to Old Age Home/Orphanage and distribution of clothes and eateries)	01
Feb	18	Sat	Faculty Meeting, Paper Presentation by Faculty	
	4 <sup>th</sup> Week		Internal Exams of B.Com Even Semesters	
March	01	Wed	Submission of Internal Assessment Marks by Faculty	
	06-11	Mon-Sat	Exam Form Fill Up of B.Com Even Semesters	
	08	Wed	International Women's Day - Seminar on Women Empowerment	
	2 <sup>nd</sup> /3 <sup>rd</sup> Week		Coaching Classes, Inter-College Literary Fest	
	13	Mon	Holi	01
	3 <sup>rd</sup> Week & 4 <sup>th</sup> Week		Career Counseling, Health Awareness Prog, Entrepreneurship Development, etc.	
	18	Sat	Faculty Meeting, Paper Presentation by Faculty	
	20	Mon	Last date for submission of examination forms, Roll sheet cum signature sheets and internal marks tabulation of 4 <sup>th</sup> and 6 <sup>th</sup> semesters to NU; and collection of blank admit cards, answer scripts, additional sheet and signature cum top sheet from NU	
	21	Tue	World Earth Day (Workshop)	
	3 <sup>rd</sup> Week		IQAC Meeting	
3 <sup>rd</sup> Week		Educational Tour of B. Com 6 <sup>th</sup> Semester Students.		
April	03-04	Mon-Tue	Viva for BCA/B. Com - 'Project' of B.Com 6 <sup>th</sup> semester (Honors)	
	05	Wed	Ram Navami	1
	14-15	Fri-Sat	Good Friday & Easter	2
	2 <sup>nd</sup> - 3 <sup>rd</sup> Week		B.Com 2 <sup>nd</sup> , 4 <sup>th</sup> , & 6 <sup>th</sup> sem - end exams as per notification by N.U	
	4 <sup>th</sup> Week		Submission of 2 <sup>nd</sup> semester marks by the faculty	
	4 <sup>th</sup> Week		Governing Body Meeting	
May	1 <sup>st</sup> Week		Commencement of Extension Service to the students of Class XII of Namghar Higher Secondary School, Dimapur on Basic Computer Skills.	
	05	Fri	Last date for submission of Roll sheet cum statement	

			of attendance/ signature sheet and tabulation sheets of B. Com 2 <sup>nd</sup> semester to NU	
	1 <sup>st</sup> – 2 <sup>nd</sup> Week		Admission to B.Com 1 <sup>st</sup> Semester after declaration of HSSLC results, and Provisional Admission to B.Com 3 <sup>rd</sup> , & 5 <sup>th</sup> semesters	
	10	Wed	Buddha Purnima	1
	15	Mon	Mothers' Day Celebration (since 14 <sup>th</sup> is Sunday)	
	20	Sat	Faculty Meeting, Paper Presentation by Faculty	
	22	Mon	Commencement of B.Com 3 <sup>rd</sup> & 5 <sup>th</sup> Semester classes	
	25	Thur	College Foundation Day (Cultural Programme)	
	31	Wed	Induction Programme /Commencement of classes of B.Com 1 <sup>st</sup> Semester	
June	01-30	Thur-Fri	Extension Service to the students of Class XII of Namghar Higher Secondary School, Dimapur on Basic Computer Skills continues	
	05	Mon	World Environment Day – Awareness Programme	
	2 <sup>nd</sup> Week		Workshop on Gender Discrimination/Sexual Harrasment	
	09	Fri	Election to Class Representatives	
	13-14	Tue-Wed	Awareness Programme on Entrepreneurship Development for the students of 5 <sup>th</sup> semester, in collaboration with India Institute of Entrepreneurship (An autonomous organization under the ministry of skill development and entrepreneurship, Govt. of India) Lalmati, Guwahati with resource persons from IIE and KVI.	
	17	Sat	Faculty Meeting, Paper Presentation by Faculty, IQAC Meeting	
	26	Mon	Idd-ul-Fitr	1
			<b>Total No. of Holidays</b>	<b>72</b>



**ACTION TAKEN REPORT**

1. **Skill development programme for teaching and nonteaching staff** of the college has been organised
2. **Skill development programme on tailoring** for female students of the college.
3. **591 text books and 51 reference books and 156 other books** have been added to the Library
4. **Programmes** on Health Awareness and Blood Donation, Environmental Protection, Protection of Wild Life, Women empowerment, Career Counselling, Educational-cum-Industrial Tour, Literary Competition both within the college and inter college, coaching for entry in banking services etc held at the college.
5. **Coaching for entry in banking services** arranged for the outgoing and ex-students of the college.

## ANNEXURE IV

Infrastructure			
Existing		Addition during 2016-17	
Building (old academic block	51,507		
Administrative Block	10,223,943	Administrative Block extension of class rooms on 3rd floor and Boundary Wall	30,61,076
Women's Hostel	2,191,600		
<b>Total</b>	<b>12,467,050</b>		<b>30,61,076</b>

EQUIPMENTS AND MACHINERY								
existing (after charging depreciation from the year 2015-16)					Newly Added			
S.No	Items	Value	Dep	WDV	Items	Value	dep	WDV
1	tools and machinery	62474	9371	53103				
2	Teaching and Learning equipment	1841620	276243	1565377				
3	computer and accessories	147959	22194	125765				
4	Equipment under GDA 12 plan	234090	35114	198976	LED TV, CC camera, Laptop, Mobile Phone, Computer, Money counting machine, vacuum cleaner, Hard disk, Telephone	413100	41310	371790
5	Equipment IQAC	51000	7650	43350				
	Total	2337143	350572	1986571		413100	41310	371790

Furniture and Facilities									
Existing					Addition during 2016-17				
S.No	Items	Value	Dep. For 2016-17	WDV	S.No	Items	Value	Dep	WDV
1	Furniture and Fixture	1,164,017			1	Library Table Qty-2	15,000	1,500	16,500
	(Addl. Almira of IPG)	41,957						-	
		1,168,974	116,897	1,052,077					
2	Sports equipment	289,453	43,418	246,035	2	Godrej Almira Qty-1	22,000	2,200	24,200
3	Utensils	8,790	879	7,911	3	Plastic Chair Qty-50	17,500	1,750	19,250
4	Signboard, Curtain etc.	41,503	4,150	37,353	4	Tin Trunk Qty-2	3,500	350	3,850
	<b>Total</b>	<b>1,508,720</b>	<b>165,344</b>	<b>1,343,376</b>		<b>Total</b>	<b>58,000</b>	<b>5,800</b>	<b>52,200</b>

ITEMS OF EXPENDITURE		
1	16 pint DVR Qty-1	13,875
2	CCTV Camera Qty-8	32,856
3	Addl CCTV IR Camera Qty-5	17,500
4	2TB HDD Qty-1	8,325
5	16 port SMPS Qty-1	2,775
6	BNC Connector Qty-16	880
7	Cable Qty-7	10,589
8	Addl. Cable Qty-5	7,500
9	Laptop Qty-3	86,400
10	LED TV 50 inch Qty-1	114,200
11	32GB pendrive Qty-2	1,500
12	Installation charges of CCTV@500 Qty-5	4,000
13	Addl. Installation Qty-5	2,400
14	H.P.Note Book-Computer Qty-1	27,000
15	External Harddisk Qty-1	4,950
16	Power point Presentation Qty-1	3,500
17	Telephone Qty-1	1,000
18	Mobile Handset Qty-1	12,000
19	Digital Camera, Nikon DSLR Qty-1	39,000
20	Money Counting Machine Qty-1	6,900
21	Vaccum cleaner Qty-1	15,950
	<b>Total</b>	<b>413,100</b>

**ANNEXURE V**

<b>Maintenance Expenditure</b>			
<b>Amount Spent for ICT</b>			
<b>Date</b>	<b>Particulars</b>	<b>Amount (₹)</b>	<b>Amount (₹)</b>
11/05/2016	Net Working in the office room	4180/-	<b>0.62 Lakhs</b>
20/08/2016	Pen drive 32 GB, HP 678 black and colour cartridge, Blank CDR, 1 TB External HDD	7550/-	
18/03/2017	External Hard disk, Blank CDR-1, Pen Drive 16 GB, Cartridge, Toner, Epson ink set, Antivirus, Blank DVDR	44,240/-	
18/02/2017	PCC – Website Renewal Charges	6,094/-	
	<b>Total</b>	<b>62,064/-</b>	
<b>Amount Spent for Equipments Maintenance</b>			
<b>Date</b>	<b>Particulars</b>	<b>Amount (₹)</b>	<b>Amount (₹)</b>
11/08/2016	Aqua guard repair and servicing charges	1,200/-	<b>1.01 Lakhs</b>
12/08/2016	Xerox machine repair	4,900/-	
18/08/2016	Aqua guard repair	500/-	
12/08/2016	UPS – Battery (12v) 19 Nos, 500 GB Harddisk for Laptop, Software Installation Charges, Laptop Battery-2 nos, Printer repair charges, Xerox machine servicing charges	35,600/-	
30/08/2016	Xerox Machine tonner, Drum, Blade, Printer Teflon paper & servicing charges	12,900/-	
23/03/2017	Xerox Machine drum, Generator battery 1 nos, Laptop keypad 2 nos, DDR3 RAM 2 nos, Desktop Keyboard & Mouse – 6 nos, SMPS 450 wats, Monitor repair, Note book 15.6 LED & etc.	46,197/-	
	<b>Total</b>	<b>1,01,297/-</b>	
	<b>Grand Total</b>		<b>1.63 Lakhs</b>