SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

PUBLIC COLLEGE OF COMMERCE

PUBLIC COLLEGE OF COMMERCE NEAR NAGALAND FIRE SERVICE
STATION BURMA CAMP ROAD
797112
www.pccdimapur.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Public College of Commerce was set up as a self-financing private college in the year 1985 by a few academicians of the region. The initiative to start a commerce college in Dimapur was taken in 1983 to fill the vacuum in commerce education in the state of Nagaland as during that period only college in the state was offering commerce education. With the efforts of some academicians including the Director of Higher Education, the dream of a commerce college came into reality with the appointment of Shri. H.R.Ghoshroy as Principal-in-Charge.

The College is located in the heart of Dimapur town on Burma Camp Road, Dimapur, Nagaland connected by public transportation from all sides. The College began its journey as a night college on 25th May, 1985 with only 5 students on its role at the premises of Dimapur College. In 1988-89, when Dimapur College was shifted to its new campus, after it was taken over by Govt. of Nagaland, Public College of Commerce started its session in the day shift. It was initially affiliated to North Eastern Hill University, Shillong in 1990 and then to Nagaland University in 1992. Today, it has well experienced faculty members who are dedicated for the cause of quality education. The College was recognized by UGC u/s 2(f) & 12(B) on 17. 11. 2009. It was accredited by NAAC in 2014 (21.02.2014) (Peer Team visited the College in November, 2013).

The college, in addition to providing under graduate commerce education (General and Honours in Accounting & Finance and, Management) is also providing computer education on different module basis to the students of 1st to 4th semester. At present the college has 568 students in its roll, 11 teachers, 2 technical and 10 non-teaching staff.

The management of the college rest with a Governing Body of 11 members headed by the Deputy Commissioner, Dimapur as Ex-Officio Chairperson and Addl. Deputy Commissioner (Hq), Dimapur as Ex-Officio Vice Chairperson. The other members include Director, Higher Education, Govt. of Nagaland; University Representative; Local Ex-MLA; Academicians; Principal; Vice Principal; Teachers' Representative and Non Teaching Staff Representative.

Vision

To be the premier commerce institution, a student centric learning community, recognized for its quality teaching, guidance, 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.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Centrally located, connected by roads from all sides and near Auto Rickshaw Stand, State Transport Terminus, Private Taxi Stand, Railway Station.
2. Highly experienced and competent teachers.
3. High retention rate of the faculty members due to better salary and other benefits compared to other private colleges in the state of Nagaland.
4. Well equipped Computer Lab with 36 computers having broadband connectivity and a LCD TV for instructional use.
5. Well equipped library with good number of text and reference books, journals, news papers, other books, research cell and INFLIBNET facility.
6. The only full-fledged commerce college in the state of Nagaland offering only commerce education.
7. Ragging free & Sexual Harassment free campus, without a single such case since the inception of the college.
8. Management is represented by Government of Nagaland, local administration, affiliating university, local leaders, teaching & non-teaching staff.
9. Transparency in admission process.
10. De-centralized administration with delegated authority for quick decision making process.
11. Have the distinction of producing the highest number of commerce graduates in Nagaland.
12. Consistent performance of the students in their exams.
13. Women's Hostel
14. Lower fee structure, compared to other private colleges in the state of Nagaland.
15. Skill development through computer education to the students of 1st to 4th semester.
16. Wi-Fi facility

Institutional Weakness

1. Limited space restricting campus development.
2. Limited infrastructure – incomplete building, lack of ground for outdoor games.
3. Remoteness of the region and state of Nagaland limiting the potentialities in placements, job opportunities, collaboration, and industry based consultancy.
4. Absence of separate statistical unit for proper recording of all institutional co-curricular and extra-curricular activities.
5. Limited revenue generation with low fee structure and only commerce stream of study.
6. Large number of average students and economically backward students.
7. Lack of campus placement for outgoing students.
8. Limited collaborations with alumni.

Institutional Opportunity

1. Promotion of students' empowerment through skill development.
2. Scope for introduction of Arts stream of study, Add-on courses, and community college.
3. With the support of well placed alumni, college can tap resources.
4. Scope for developing Industry-Academia liaisons to facilitate on campus placements.

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5. With the recognition u/s 2(f) and 12(B) of the UGC Act, the institution can tap resources under UGC schemes for infrastructure development.

Institutional Challenge

1. To complete the construction of college building and improve on other infrastructure facilities.
2. To overcome competition from private colleges and universities.
3. To introduce other course of study including add-on courses and community college.
4. To replace the traditional teaching-learning methods by ICT enabled teaching and learning process.
5. To train the faculty to adapt themselves to technology enabled methodology of teaching.
6. To improve on students pass percentage and grades.
7. To overcome the financial constraint faced by the college.
8. To empower the students with skills to make employable.
9. To systematize the office works and to create a database and to reduce paper works.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution being affiliated to Nagaland University follows the mandated curriculum of the university. The institution has well planned strategy to complete the course curriculum within the stipulated time. The institution provides Choice Based Credit Paper 'Entrepreneurship Development' for the final Semester students.

In order to equip the students to have an overall development and to posses different skills to enable him or her to fit in the changing system, Certificate Course in Computer Basics on different module basis are provided to the students of 1st to 4th semester; Personality Development classes are engaged for students of sixth semester in collaboration with 'Mentors Academy' Dimapur, which is a franchise of All India Yuva Saksharata Mission, Kolkata. Further, to enhance the entrepreneurial ability of the students programmes on entrepreneurship development and Tailoring for female students are held in collaboration with govt. agencies and hiring private agencies. In addition to that the college organizes different awareness programmes on health issues, environmental issues, women empowerment and gender issues etc. The college also organizes seminars, intra-college and inter-college literary completion, career counseling etc to make them understand the current environmental issues as well as to develop a spirit of completion. The college also encourages and sends students to participate in co-curricular and extra-curricular activities organized by other institutions.

The college has a group of well experienced faculty members who through their membership in Board of Undergraduate Studies of Universities participate in curricular development initiatives. They also as members of IQAC of other institutions, participate in quality enhancement initiatives of such institutions. The college, as a continuous focuses on students' perception, needs and grievances collects feedback from its students and

faculty members with the help of structured questionnaire periodically and also through suggestion box. Continuous observation and evaluation about students' performance is made during the monthly faculty meeting and follow up initiatives are taken to overcome any observed deficiency or non-performance of students and teachers.

Teaching-learning and Evaluation

The institution follows the eligibility norms prescribed by Nagaland University and gives admission on a first come first basis. The session begins with an induction cum-orientation programme for new students and course structure, credit points, evaluation pattern etc are thoroughly explained. Efforts are taken to conduct the activities as per the scheduled date mentioned in the academic calendar prepared at the beginning of the academic year. Students are communicated through bulk SMS system, college website, social media and if necessary, over phone.

The Exam Committee headed by Vice-Principal looks after the exam related matters. The semester end examinations are conducted as per Nagaland University Schedule and the papers of 1st, 2nd, 3rd and 5th semesters are internally evaluated. The papers of 4th and 6th semesters are sent to the University for Evaluation. For internal assessment of 30 marks per paper, the college conducts internal test of 10 marks, gives home assignment for 10 marks and 10 marks are earmarked for class participation.

To track students' progression, mentorship has been introduced to identify the advanced and slow learners in the class and to guide and counsel them. To enhance literary skill of the students' college brings out wall magazine, annual college magazine and research journal. A LED TV has been installed in Hall No. 201 to show different motivational and educational videos on different occasions. Besides, for the all round development of the students, they are encouraged to participate in different intra-college and inter-college activities. The college undertakes field trip, educational tours and industrial visits for the final year students. Skill development programmes on computer are also held for teaching and non-teaching staff by hiring the services of outside agencies. They are also encouraged to participate in different programmes on academic and research related activities. The institution collects feedback from different stakeholders and necessary corrective measures are taken. The institution also has developed online feedback system in the college website.

Research, Innovations and Extension

The institution has constituted a Research Committee to enhance the research activities among the faculty members and a separate research cell has been created in the college library wherein different research related materials including Ph.D theses, Research Journals, Statistical Handbooks, News Papers, Reports etc are retained. This has resulted in significant improvement in research activities among the faculty members. So far, two faculty members of the college have already been awarded Ph.D and two more teachers have already submitted their theses. Further, a good number of research papers have been published by the faculty members in both national and international and UGC approved journals. Some of the faculty members have participated

in research methodology programmes organized by different organisations. A UGC sponsored National Seminar was held in the college on 10th June 2016 in collaboration with State Bank of India, Regional Business Office, Dimapur. The college has been publishing an annual refereed research journal entitled 'PCC Journal of Economics and Commerce' from the year 2009, to provide a platform to the scholars from different parts of the country to publish research papers.

The institution undertakes different social extension services. The college provides free computer classes to the higher secondary arts students of nearby Namghar Higher Secondary School every year. In celebration of Republic Day, the faculty members and students visit different old age homes and orphanages and distribute food, clothes, sweets etc to the occupants. Swachh Bharat Committee of the college undertakes cleanliness drive in and around the college and also participates in the cleanliness drive organized by Government or its agencies/NGOs in the city. Recently the college has adopted 7th Mile Model Village, Chumukedima, Dimapur and a Memorandum of Understanding has been signed.

Infrastructure and Learning Resources

The institution has limited infrastructural facilities and due to financial constraints the college building could not be completed. At present the college has 7 class rooms, one of them is equipped with LED TV, Micro Phone and Wooden Platform which is also used as auditorium. The college library is equipped with one LED TV, three computers with internet connectivity and N-LIST. The girls' common room is located on second floor which is adjacent to their washroom, boys' common room cum union room located on 1st floor, faculty room with attached toilet, office room, IQAC room, principal's chamber and vice-principal's office, store room are located on the ground floor temporarily till construction is over. The newly constructed women's hostel and quarters for three non teaching staff are located on Block B of the college. The washrooms for boys are located on ground floor and third floor. Drinking water facilities is available on top floor and ground floor.

The college has a Computer Lab with 36 computers connected with broadband and a LCD TV which are used for tutorial purposes. It has six printers, two in Printers in Principal's Chamber, two in the office; one in library and one in the IQAC room for necessary use. Principal keep surveillance from his office through 22 CCTV cameras installed in the office, faculty room, library, computer lab, class rooms, corridors and parking area. He also uses announcement system from his office for faster communication. For uninterrupted power supply, a diesel generator has also been installed in the college.

Student Support and Progression

The institution is committed to impart quality education to the students and takes all possible measures for further improvement by utilizing its given resources. In order to impart skill training and to quip the students for the job market, certificate course in computer has been made compulsory from 1st to 4th semester. The institution is also providing regular classes on personality development to the students of sixth semester. The institution encourages the students to participate in different activities organised by the other institutions in the state and provides necessary financial support.

In order to provide practical exposure, field trips, educational tours and industrial visits are organized for the final year students. Career counseling and guidance cell of the college organizes career counseling programme regularly for the final year students. The institution provides coaching for entry in services by hiring the services of coaching institutes. Beside the post matric (ST) scholarship given by the government, the institution provides free ships/concession to the needy and/or meritorious students in order to minimize dropouts. In order to build leadership quality among the students, the institution conducts election of the office bearers of the students union as well as the class representatives at the beginning of every academic session. The students union is given the responsibility to conduct freshers' social cum annual day, sports week etc. with full financial supports of the college. The college has also an alumni association who meets periodically and is expected to function in a better way and contribute significantly towards the progress of the institution in the days to come.

Governance, Leadership and Management

Management of the college rests with the Governing Body, headed by the Deputy Commissioner, Dimapur as Ex-Officio Chairperson, Addl. Deputy Commissioner (Hq), Dimapur as Ex-Officio Vice Chairperson, Principal of the college as member secretary, and members from Nagaland University, Ex-MLA of the area, two academicians, vice-principal of the college, elected representative from teaching and non-teaching staff. The Principal, being the member secretary to the Governing Body and administrative head is responsible for execution of plans and policies of the management. Principal is assisted by Vice-Principal and Head of Departments and different committees and cells on different academic and administrative matters.

The Governing Body generally meets twice in a year to make plans for different major activities and estimates budget & allocates fund for the works. The college being a private self financing one is self dependent for financial matters, though it receives lump sum grants-in-aid from the state government whenever such allocation is made.

For the development of teaching and non-teaching staff of the college, skill development programmes on computer are undertaken hiring the services of experts from outside. The college has loan facility for the staff and provides concessions for the wards of the employees who study in the college. IQAC of the college coordinates all the activities undertaken and takes initiative to organize new activities from time to time.

Institutional Values and Best Practices

The institution undertakes a good number of programmes to address environmental issues, wild life protection, cleanliness, health etc. It also organizes intra-college and inter-college literary competition, sports week etc. The students and faculty, on different occasions visit to charitable organizations to imbibe moral and social values among the students and to build a sense of social responsibility. The college has its own code of conduct for the students to follow. In order to sensitize the students on gender issues such as women empowerment,

sexual harassment, child labour etc., the college organizes/or participates in various awareness programmes.

Further, to empower the female students with tailoring skills, tailoring training was provided by hiring the services of a tailoring institute. In order to improve the communication skill of the students 'Peer Teaching' has been introduced in the college as one of the best practices and students are encouraged to participate in the same. Another best practice of the college is compulsory paper presentation by the faculty members on rotation basis on every third Saturday of the month on any relevant topic. In a nutshell, the college aims to make the students responsible citizens of the nation.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PUBLIC COLLEGE OF COMMERCE
Address	Public College of Commerce Near Nagaland Fire Service Station Burma Camp Road
City	Dimapur
State	Nagaland
Pin	797112
Website	www.pccdimapur.com

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Abdul Khalique Talukder	03862-230131	9436430369	-	pccdimapur1985@gmail.com
IQAC / CIQA coordinator	Pradip Chakraborty	-	9436014758	-	pradipchak74@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	25-05-1985

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Nagaland	Nagaland University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	17-11-2009	View Document
12B of UGC	17-11-2009	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Public College of Commerce Near Nagaland Fire Service Station Burma Camp Road	Urban	0.38	1015.92

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSSLC	English	270	99
UG	BCom,Commerce	36	HSSLC	English	60	18
UG	BCom,Commerce	36	HSSLC	English	570	451

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				1				0				10
Recruited	1	0	0	1	0	0	0	0	9	1	0	10
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	8	2	0	10
Yet to Recruit				1

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

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	1	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	8	1	0	9

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	307	19	0	0	326
	Female	65	4	0	1	70
	Others	0	0	0	0	0
UG	Male	436	24	0	0	460
	Female	98	9	0	1	108
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	14	22	28	30
	Female	8	1	5	3
	Others	0	0	0	0
ST	Male	137	193	201	225
	Female	50	57	70	69
	Others	0	0	0	0
OBC	Male	30	26	28	32
	Female	8	4	6	3
	Others	0	0	0	0
General	Male	215	246	223	214
	Female	43	52	36	27
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		505	601	597	603

3. Extended Profile

3.1 Program

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

Response: 03

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	03	03	03

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
505	601	597	603	626

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
450	450	450	450	450

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
179	129	138	109	251

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	11	10

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	11	10

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 07

Number of computers

Response: 51

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

2017-18	2016-17	2015-16	2014-15	2013-14
33.11	45.20	76.14	74.29	67.89

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Public College of Commerce is an affiliated college under Nagaland University and hence have very insignificant role in curriculum designing and development. The college adopts the course curriculum prescribed by the university. However, the college through membership of its faculty members in the Board of Undergraduate Studies (BUGS) of Nagaland University contributes towards the curriculum development.

Nevertheless, the college has set forth a clear vision to impart quality education along with other co-curricular and extra-curricular activities for the all-round development of the students. The College aims to produce commerce graduates and professionals who would efficiently contribute towards socio-economic development of the state and will fill the vacuum of local accounting expertise. The college has prepared the syllabus of Choice Based Credit Paper "Entrepreneurship Development" and introduced the same for the final semester students, after being approved by the University.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 27.78

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	1	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

Response: 00

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 33.33

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 01

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 56.46

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
366	0	385	470	422

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Public college of commerce is permanently affiliated to Nagaland University and has no autonomous power except those specified by the university directives. The college entirely depends on the university curriculum for all the programmes. Nevertheless, the college takes initiative to improve the quality of education by organizing different co-curricular and extracurricular activities. The college tries to open up variety of opportunities to cater the multidimensional need of the students such as seminars, workshops, awareness programmes, Inter-College Literary Competitions, debate, industrial visits, educational tours, skill development programmes, career counseling and guidance programme etc. The college is having a team of highly experienced faculty members from different parts of the country, 60% of who have more than 20 years of teaching experience. Teaching-learning strategy of the college may be highlighted with the following points.

- Comparatively brighter students are selected and continuous vigil is kept on them till the end semester exam. They are also given some special tusk including peer teaching and at the same time weaker students are given special attention.
- Audio visual aids are used on different occasions to educate the students and motivational and educational videos having social and moral values are shown to them.
- In order to make the students fit for modern world where computer education is indispensible, certificate course on computer basics has been made compulsory up to 4th semester as an add-on programme.
- In order to improve soft skill of students, Personality Development Classes is arranged every year for the final semester students in collaboration with 'Mentors Academy' Dimapur, Nagaland.
- Career counseling and guidance cell of the college regularly organized career counseling programme particularly for the final year students.
- The college also tries to organize coaching classes for entry in service particularly for the outgoing students of the college hiring the services of experts available in Dimapur.
- The college also sends students for participation in different co-curricular and extracurricular events organized by other institutions particularly within the state and also encourages and allows participation at national level.
- Moreover, various programmes such as blood donation camp, plantation and environment protection self defence, social work, Swachh Bharat Abhiyan, women empowerment etc are also

organized by the college.

- Besides the students are given community orientation through RRC and NSS.
- In order to bring out and nourish the leadership skill of the students, election of students union of public college of commerce (SUPCC) is organized every year. The elected members of SUPCC are given the responsibility to organizes Sports week, fresher's social cum annual day, farewell programmes, teachers' day etc.
- The students of the college also have an Evangelical Union which meet periodically, wherein philanthropic and spiritual discussions and prayer meeting are held. The students of other institutions are also invited to participate.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 03

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Any additional information	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: D. Feedback collected

File Description	Document
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 3.73

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	25	18	15	19

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 65.13

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
504	601	597	603	626

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
900	900	900	900	900

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 0

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

At the beginning of the session the college organises induction cum orientation programme for the new students. During the induction programme three year course structure, credit points, evaluation pattern, required attendance etc are thoroughly explained to the students. The college keeps constant vigil on the students through the mentors and the subject teachers. They identify the advanced and slow learners in the class on the basis of their class participation and performance in internal tests, paper presentation, assignments etc. The advanced learners are given some special tusk including peer teaching and at the same time weaker students are given special attention through the mentors. To encourage and motivate both categories of students several initiatives are taken in the college some of which highlighted below:

- The mentors of respective classes take extra care in identifying the advanced learners, slow learners and students with other problems, and accordingly follow up action is taken. The mentors thereafter share the same with respective subject teachers for follow up action and accordingly the subject teacher engage the advanced learners in per teaching, slow learners by giving extra tusk including remedial classes and counseling on and off the class. In case of necessity, the parents/guardians are called by the mentors and the related issues are discussed with them.
- Students are encouraged to participate in different co-curricular and extracurricular activities organized by the college and other institutions and provide necessary financial support.
- The college encourages the students to get the higher grade in the University Examination by providing free text books by the teachers, fee concession to the economically backward students to discourage dropouts.
- The college organizes career counseling and guidance programmes, awareness programmes, field trip, industrial visits, etc for the final year students.
- In order to bring out the hidden talents and creativity of the students, they are encouraged to participate in different co-curricular activities organized by the college and other institutions

2.2.2 Student - Full time teacher ratio

Response: 45.91

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

Teaching and learning method in a college must be student centric and participative to make learning process more effective. In order to make teaching and learning process more effective and attractive several measures are taken by the college.

- In order to improve the quality and to enable the students to experience the teaching learning process, they are encouraged by the teachers to participate in the peer teaching that is being organized by the subject teachers.
- Students are given problem solving tusk in the classroom
- Field trips and industrial visits are organized by the college for the students of final year to have practical exposure.
- The college is having a **feedback system to** college the feedback from the students and to collect information about the class interaction and their satisfaction.
- Initiatives are taken to build a cordial relation amongst the members of the college. Conducive atmosphere is created whereby students are given opportunity to feel a sense of belongingness and approach the teachers, vice principal and principal to share their grievances and other issues if any.
- Even though the college is having bulk SMS facility for the students, yet, in case any student remain absent in class, or do not turn up for admission to the following semester, or for exam form filling, he or she is always contacted over phone or SMS in order to minimize defaulters and dropouts.
- The college, through its suggestion box, collects students suggestions/grievances which are remediate accordingly

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 0

2.3.2.1 Number of teachers using ICT	
File Description	**Document**
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 168.33

2.3.3.1 Number of mentors

Response: 3

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and Creativity is the essence of education which develops interest in both teacher and taught in the teaching and learning process. In order to develop innovation and creativity, the management of the college takes the following initiatives.

- In order to enhance the conceptual and communication skill the interested students are given opportunity to take part in Peer Teaching.
- On several occasions the college uses Audio Visual Aids to educate the students by showing different motivational and educational videos having social and moral values.
- Different events of national interest such as "Pariksha Pe Charcha" by Prime Minister and as such are shown to the students and faculty members by using LED TV and Free Dish Channels.
- In order to increase the creativity of the students the college regularly publishes its Wall Megazine, Annual College Megazine. The college also publishes a Annual Refereed Research Journal entitled *'PCC Journal of Economics & Commerce'* every year, a copy of which is distributed to every honours student of B.Com final year to enable them get the basic research ideas and carry out their project work in 6th semester.
- Educational Field trip and industrial visits are organized by the college for the final semester students to give an exposure to the practical knowledge.
- On completion of syllabus, students are encouraged by the faculty members to solve the past year's university question papers in the class and if necessary faculty members use to solve them in the class.

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 1.82

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 18.36

2.4.3.1 Total experience of full-time teachers

Response: 202

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 78

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	8	9	9

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Semester system has been introduced by Nagaland University in 2012. Under the new system out of the total of six semesters, the papers of four semester's (i.e.1st, 2nd, 3rd and 5th) are evaluated by the college and the results are declared after being approved by the university. The exam papers of remaining two semesters are being to university. Again under the new system the marks of each paper are divided into two parts i.e. internal 30 marks and semester end examination 70 marks. Out of the 13 criterions of internal assessment of 30 marks, a college has to adopt any three.

Our institution has classified the criterion for internal marks in the following way viz. Internal Examination 10 marks, Home Assignment 10 marks and Class Participation 10 marks. In a semester, usually one or two time bound home assignment is given to the students; internal examination for all the papers is conducted on specified dates. Class participation for ten marks includes peer teaching, students' response to questions asked, participation in discussion and quarries made and participation in other activities.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

In order to make the internal assessment process transparent a five member Examination Committee has been constituted headed by Vice-principal and four members that includes three Head of Departments and one senior faculty member. The committee prepares guidelines for dealing with the process of internal assessment of 30 marks, including notification of dates, preparation of programmes, conduct of the internal exams, scrutiny of marks and finalization of the same before filling in the exam forms.

In regards to semester end examination, the papers of which are internally evaluated, the committee allocates the papers for examination, scrutiny and chief examining. This process also includes reexamining of 5% of the answer scripts by a teacher other than the subject teacher from the same department and if any discrepancy is detected corrective measures are taken in consultation with the sub-teacher.

In order to conduct the examination in a fair way several initiatives are taken by the college. During the examination students are checked at the entry point for prohibitive items. In the exam halls the invigilators are supplied with admission 'Admission Statement' for record of mal practices (if any) and for prohibited items. In case of detection of any prohibited materials it is recorded in the given 'Admission Statement' and follow up action is taken.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

In case of any grievance of the students in relation to mistakes in name, roll number, etc. in admit card, mark sheet, registration card or in any other form, the college takes due initiative to address the grievance either on its own way or though the university whichever is applicable in a time bound manner. If there is any grievance of the students relating to marks either from the institutional level or from the university, due initiative is taken to address the same in a time bound manner. As under the semester system, answer scripts of 1st, 2nd, 3rd and 5th semesters are internally evaluated by the institution, and if any grievance is reported by the students regarding marks, the Examination Committee under the supervision of principal takes necessary steps to verify the same with the concerned examiner. The concerned paper(s) is/are reviewed by the Committee, and if any error is detected, corrective measures are taken immediately to get it approved by the University.

File Description	Document
Any additional information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college prepares its academic calendar at the beginning of the session keeping in view the University academic calendar, incorporating therein the academic and other activities that are to be accomplished during the academic session. The calendar is circulated to all concerned including vice-principal, IQAC coordinator, faculty members, non teaching staff, and library. A copy is also displayed on the notice for information of the students. Utmost care is taken to accomplish the tusks in accordance with the calendar. However, in case of unavoidable circumstances, or due to practical difficulties modifications and adjustments are made in the schedule.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Regarding the programme outcome, programme specific outcomes and course outcomes for all the programmes, the college through its induction/orientation programme at the beginning of the session explains elaborately to the newly admitted students. The details of course curriculum including internal assessment criterion, semester end exams, evaluation pattern, eligibility condition for promotion to next semester with backlog (if any), credit points in each subject, required attendance etc. are elaborately explained. Although, the above details are supposed to be uploaded in the college website, yet due to some technical difficulties it was not possible to do so. Therefore, to disseminate the information   college provided prospectus to all the students that contains every details of the college including the semester wise subjects with their credit points. Nevertheless, initiatives have already been taken to update the college website and updating process is in an advanced stage. On completion of the website, detailed information shall be uploaded.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution regularly evaluates the programme outcome, programme specific outcomes and course outcomes through the teaching staff, mentors, vice principal, and principal. So far the result of the college is concerned most of the year it has remained higher than the university average. Students of our college used to get ranks in the university final examination most of the years, but with the introduction of semester system, the university has stopped giving ranks, yet the number of students getting CGPA more than 5 is quite good. Due initiative is taken to ensure that the syllabus and all internal evaluation for all the papers is completed on time. The teachers also take steps to solve all the past question papers of the semester end examinations.

2.6.3 Average pass percentage of Students

Response: 58.27

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 81

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 139

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.08

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 13

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The College encourages the faculty members to participate in seminars, workshops, research methodology programmes etc and provides special leave on such occasions. In this regard, the college has **constituted a Research Cell** in the library to facilitate the faculty members as well as the students in pursuing research activities. The Research Cell is having a collection of Ph.D Theses, Reports, Research Journals and other relevant materials. During the post accreditation period college has achieved significant progress in the field of research activities particularly among the faculty members. Several teachers have published

research articles in different national and international research journals, participated in workshops, presented papers in national seminars, convened national seminar and research journal is being published regularly. Till now, two of the faculty members have successfully completed PhD, another two faculty members have already submitted their theses to their respective universities and another teacher is taking initiative to pursue PhD.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.05

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

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

Response: 1.02

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	6	3	0

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Apart from providing classroom education, the college undertakes different activities relating to social extension services and thereby tries to build an institution-community relationship. Some of the initiatives undertaken during the last five years are highlighted below:

- The institution provides free computer education to the students of nearby Namghar H.S. School as the school lack the facility of computer training to the students
- On every Republic Day **NSS unit of the college** visits different charitable houses such as

- orphanage, old-age homes etc and donates old clothes, food items, chocolates, sweets etc among them. The institution also collects old clothes from faculty members and the students which are later distributed among the poor people.
- In addition to organsing cleanliness drive in and around the college, the institution through its "*Swachh Bharat Committee*" participates in cleanliness drive.
- The institution also participate in various awareness programmes organized by local administration, government agencies, NGOs etc. in regards to environmental and social issues
- The institution through its *Red Ribbon Club (RRC)* organizes health awareness programmes to make the students aware about different health issues with special focus on STD and AIDS. The college also organsie blood donation camps in which both the staff and students of the college donates blood and extends hand for saving life.
- The institution has recently adopted 7th Mile Model Village, Chumukedima, Dimapur and a memorandum of understanding signed with the village authority, had detailed discussion as to the activities to be carried out in the village and planted few saplings and installed few awareness boards in the village.
- The institution, on behalf of government agencies conducts recruitment examinations. The college building is also used by the government for conducting assembly as well as parliamentary elections.
- The college, on behalf of government or its agencies participates and/or organized Voters Literacy/Awareness programmes.
- The of the college students through their Evangelical Union work in close collaboration with the Inter Collegiate Evangelical Union, who meet regularly for fellowship, raise funds for charitable causes and arrange outreach programmes in the local community.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 3

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	0	0	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 18.94

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
152	224	77	87	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

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

Response: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	3	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Infrastructural development is an important component of academic development. This institution being a self financed college with its financial constraints tried its best to provide necessary infrastructure facilities for the students. The college has spacious classrooms, computer lab, library, conference hall, common room for girls, women hostel etc. current facilities for teaching and learning are shown below:

Sl. No	Physical Facilities	Number
01	Class Rooms	07
02	Computer Lab	01
03	Conference Hall-cum- Faculty Room	01
04	Library	01
05	Girls Common Room	01
06	Boys Common Room – cum- Union Room	01
07	Auditorium	00

The college has completed the construction of **Women's Hostel.** Three non teaching staff of the college has been provided with quarters.

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

Response:

The institution is working in a very small area and doesn't have any field for outdoor games. Yet at the time of college sports week, the institution hires the Government Stadium or the field of Govt Higher secondary school ground and celebrates the event. The college is having several sports items and organizes sports events that include football, cricket, volley ball, badminton, 100 meter race, 400 meter rate, relay race, javelin throw, discus throw, carom, chess, arm wrestling, high and long jump, tag-of-war both for boys and girls.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 28.57

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 13.07

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.75	6.78	5.00	10.00	10.0

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Library couldn't be automated using integrated library management system yet. The library is equipped with four computers with internet connection, one computer to be used by the librarian for maintain records and three computers to be used by the students. The college has also subscribed to N-List (INFLIBNET) for online journals and it is being renewed regularly every year. All the faculty members have been provided with their passwords so that they can access the same from their residence also. Nevertheless, the institution is planning to automate the library by using Integrated Library Management system in the days to come.

File Description	Document
Any additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The College library is enriched with good number of books related to different areas. Till the end of academic session 2017-18, the college library was having 3483 text books, 869 reference books, 7 journals renewed regularly; Digital Database (N-List) renewed every year and 204 other books. Other books includes Encyclopedia, Handbook of UGC Schemes, World Atlas, books on current affairs, story books, projects prepared by the students of sixth semester etc. The "Research Cell" of the library is enriched with Ph.D theses, Research Journals, Statistical Handbooks of Govt. of Nagaland, Statistical hand book of NEC, etc. The College has also subscribed to one local and one national news paper.

File Description	Document
Any additional information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.45

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.09	3.98	0.17	2.75	0.28

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 0.78

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 4

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college takes initiative to update its IT facility from time to time within its limited financial capacity. At present the college is having the following facilities.

- The college is having unlimited Wi-Fi in the college which has been made restricted only in the ground floor keeping in mind the practical difficulties associated with its use by the students during class hours.
- All the computers in the computer lab, library, faculty room, IQAC room, Principal's Chamber, Vice Principal's Chamber and office are connected with **BSNL Broadband Facility**. For emergency power back the college is having generator facility that can supply power backup to whole campus.

- All the faculty members and office staff have been provide with laptops
- The college has installed 22 CCTV cameras for surveillance of the administrative block including office, faculty room, library, computer lab, class rooms, corridors and parking area.
- In order to accommodate more features and to meet the changing requirements, the college website has been redesigned and upgraded.

4.3.2 Student - Computer ratio

Response: 9.9

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 2.09

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.41	1.48	2.22	1.39	0.79

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

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

Response:

The institution has the following physical and academic support facilities which are utilized in the best possible ways.

- **Library:** The College is having its library in second floor and is equipped with good number of text books, reference books, rare books and journals. Students are issued library card and they are allowed to take three books for a period of 7 days, in case of loss or damage of the book the price of the books is realized from the students. Students can access internet facility from the library. Records of all the articles in the library are maintained in both hard and soft copies.

- **Computer Lab:** Computer lab has 36 computers connected with broadband facility and students are allowed to access the same during the computer class. At the beginning of every semester, a schedule is prepared for engaging classes and accordingly the classes for the concerned semesters are engaged. Regular attendance of the students is maintained for the session. At the end of every semester exam schedule is prepared and accordingly exams are conducted and all the participants in the exam are issued certificates. Students are taught on different module basis semester-wise.

- **Printer-photocopier-scanner-fax:** The institution is equipped with printers in most of the administrative sections including Principals room, IQAC, Office and Library which are used for the academic and administrative activities. All the requisites such as paper, cartridges etc are purchased as per requirement and issued to respective in charges by the principal. On a periodical basis servicing of all the equipments are done. The office maintain a stock registrar all the machineries with proper numbering and at the end of the accounting year their depreciated valued are depicted in the financial statements.

- **Surveillance & Announcement system:** Principal of the college keep surveillance from his office through 22 CCTV cameras installed in the office, faculty room, library, computer lab, class rooms, corridors and parking area. The college also has announcement system which is used by the principal from his office, if necessary.

- **Power Backup:** For smooth functioning of the college activities diesel generators has been installed which is fueled and serviced as and when required.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 33.87

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
88	185	205	247	287

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 2.12

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	14	13	10	08

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

  1. **For competitive examinations**
  2. **Career counselling**

3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 1.59

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	20	0	28	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0.73

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	22	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document]

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document]

5.2 Student Progression

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	[View Document]

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Details of student progression to higher education	[View Document]

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has an active students union that was established in the year 1992 and has celebrated Silver Jubilee. Every year elections are held and the office bearers of students union of public college of commerce (SUPCC) are elected through by the students through secret ballot for tenure of one academic year i.e. July to June. The students union of the college organizes two major events for the college viz. freshers' social cum annual day and college sports week. Students have the representation in various committees of the institution such as magazine committee, RRC, NSS, sexual harassment committee, electoral literacy club etc.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 5.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	6	5	4

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college has an Alumni Association entitled Public College of Commerce Alumni Association (PCCAA) which was established in 2002. The association was reconstituted on 19th November 2016 with new executive body consisting of six executive members and five advisors. For smooth functioning, the association conducts meeting once/twice in a year. As the body is newly formed the association is not financially strong and hence contribution from the members is also negligible. Excluding the meetings held no major contribution was made by the association. Nevertheless, the association is determined to organize some events in the coming days and also expecting greater contribution in all round development of the college including enhanced financial contribution.

File Description	Document
Any additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 2

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision

To be the premier commerce institution, a student centric learning community, recognized for its quality teaching, guidance, 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.

The college is a self-financing private college. It is neither a proprietorship college nor belongs to any community or group of individuals. The institution belongs to the public and its resources belong to the institution only. The college is governed by a Governing Body consisting of 11 members who are representatives of the Government of Nagaland, District Administration, Affiliating University, Local Leaders/Politicians, Academicians, and Teachers & Non-Teaching Staff of the college.

The governing body is headed by the Deputy Commissioner, Dimapur as Ex-Officio Chairperson and Addl. Deputy Commissioner (Hq), Dimapur as Ex-Officio Vice Chairperson. Presently, the Governing Body consist of the following members:

- Deputy Commissioner, Dimapur District Ex-Officio Chairperson
- Addl. Deputy Commissioner (Hq), Dimapur Ex-Officio Vice Chairperson
- Director, Higher Education, Govt. of Nagaland Ex-Officio Member
- Representative of Nagaland University Ex-Officio Member
- Mr. Atovi Sumi, Ex-MLA, Dimapur Member
- Dr. A. R. M. Rehman, Rtd. Professor, Dibrugarh University Member
- Shri H. R. Ghoseroy, Ex- Principal of the College Member
- Principal of the College Member Secretary
- Vice Principal of the College Ex-Officio Member
- One Teachers' Representative Member

The Governing Body usually meets twice in a year and deliberate and decide on academic and administrative matters including the approval of annual budget and audited financial statements. It also meets in emergent situations. After every 3 years the faculty members and non-teaching staff elect their representatives to the Governing Body, who, thereby get equal opportunity in decision making process of

the college. The Principal of the college is the Member Secretary to the Governing Body and administrative head who is responsible for execution of plans and policies of the management. He is assisted by the Vice Principal.

6.1.2 The institution practices decentralization and participative management

Response:

The college promotes decentralized and participative management by delegating authority and operational autonomy to departments/committees/cells. Each department is given the autonomy to device its plan and strategies regarding curricular delivery and academic assignments, inter-departmental conflicts (if any). Every committee/cell has the freedom and authority to plan and execute its activities independently to a great extent in conformity with the academic calendar. However, in case of necessity, the Principal and Vice Principal are consulted by the departmental heads/conveners of committees & cells; and each individual/group in the institution is accountable to the Principal. From time to time feedbacks from students, faculty member and non-teaching staff are collected and share with all and operational adjustments are made accordingly.

The Chairman and/or the Principal-cum-Secretary from time to time and according to necessity, constitute various committees/cells with teachers and non-teaching staff to ensure that each one of them get an opportunity to participate in the decentralized management/administration and/or decision making. The various committees that exists the institution and through which authority is delegated are Planning Board, Building Committee, Purchase-sub-Committee, Admission-sub-Committee, Exam Committee, Library Development Committee, Literary Committee, Magazine Committee, Disciplinary-sub-Committee, Grievance Redressal Committee, Anti-Ragging Cell, Internal Committee on Sexual Harrassment, etc. In addition to that, on every 3rd Saturday faculty meeting with the Principal is held to review the activities, exchange views and decide collectively on the day-to-day academic matters. Again, the Vice Principal and the departmental heads are authorized to decide on academic matters like allocation of papers to teachers, preparation of class routine, etc. The leadership believes in democratic decision making and every decision or action is taken in a transparent manner.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The college, before the beginning of the academic session prepare a tentative academic calendar, listing all routine events and activities of the college, i.e. admission date, commencement of session, induction programme, vacations and other breaks, internal examinations, cultural events, sports week, freshers' day, holidays, expected dates of semester-end exams, awareness programmes, career counseling programmes, seminars, meetings, cleanliness drive, etc. The calendar is made available to all faculty, staff, and students. The activities of the college are also highlighted in the prospectus. On every 3rd Saturday a faculty meeting is also held to review the activities and accordingly strategies are devised for future course of action. The Governing Body in its meetings plan and approve the activities to be accomplished and that are being

accomplished. The Planning Board, Building Committee, Purchase-sub-Committee also in case of necessity holds meetings and plan and execute the infrastructure development activities.

To cite an example, it may be mentioned here that the women's hostel project was pending completion, for which the Governing Body of the college, in its meeting held on 24/10/2017 resolved vide Resolution No. 2 to resume the construction of women's hostel immediately and settle the accounts with UGC. In this connection, an amount of Rs. 25,00,000/- (Rupees Twenty Five Lakhs) was sanctioned from the college fund. For effective planning and execution of the project, the Planning Board, Building Committee, and Purchase-sub-Committee were re-constituted. Accordingly, all necessary steps were taken and the women's hostel project was completed on 04/07/2018 and utilization certificates and related documents were submitted to UGC (NERO) on 20/08/2018 and again re-submitted on 28/01/2019. The UGC Expert Committee for On-the-Spot Physical Verification of the Women's Hostel visited the college on 18/09/2018 and thereafter, submitted its report to the UGC (NERO).

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The college has a well designed organizational structure and administrative set up that includes Governing Body at the top of the hierarchy, followed by Principal and Vice Principal and other functional bodies.

Governing Body: The management of the college rest with a Governing Body which consists of 11 members, headed by the Deputy Commissioner, Dimapur as Ex-Officio Chairperson and Addl. Deputy Commissioner (Hq), Dimapur as Ex-Officio Vice Chairperson. The other members of the Governing Body are Director, Higher Education, Govt. of Nagaland; Representative of Nagaland University; Local MLA; Ex-Principal of the college; Retired Professor of Dibrugarh University; Principal of the college as Member Secretary; Vice Principal; Teacher Representative; and Non-Teaching Staff Representative. The Governing Body is re-constituted after every 5 years, without changing the Ex-Officio Chairman and Vice Chairman. The university representative is nominated by the University after every 3 years. The teaching and non-teaching staff representatives are elected after every 3 years.

Various Bodies/Committees/Cells/Clubs: The Governing Body or the Principal, from time to time constitute or re-constitute various committees, cells, clubs, to carry out various co-curricular and extracurricular activities and deal with the admission process and examinations.

Service Rules: The college has an Employees Service Rules which provides for the procedures for recruitment, promotion, leave, gratuity, provident fund, earned leave encashment, retirement, etc. The

Employees Service Rules is amended from time to time to incorporate changes as per requirement of the changing situations.

Service Cadre: It comprises of the Principal, Vice Principal, Head of the Departments, Faculty members, Accountant-cum-Head Assistant, Office Assistants, Library Staff, Multi Tasking Grade Staff.

Grievance Redressal Mechanism: The college has constituted a 7 member Grievance Redressal Committee headed by senior faculty member. The members include the faculty members and the woman co-ordinator of the students union. The college has also a suggestion box for the students and others. The Committee in consultation with Principal and Vice Principal deals with the grievances (if any). A flex board has also been installed near the Principal's office to ensure publicity/awareness of the grievance redressal mechanism.

Student Body: At the beginning of every academic session, the college holds election for the office bearers of the students union "Students Union Public College of Commerce" for a tenure of 1 year. The students union is provided with funds to organize various events such as Freshers' Social function, Parting Social, College Sports Week, other cultural events, and also to participate in various literary, sports, and cultural events of other institutions.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The college has various committees/cells which from time to time meet and plan the activities and execute the same. However, the outcome of all the meetings of all the committees/cells are not minuted all the times. Only the more significant ones are minuted.

To cite an example where the decision of the members have been minuted and executed is the adoption of a village by the NSS Committee of the college. The Committee decided to adopt the 7th Mile Model Village, Chumukedima, Dimapur and to make correspondence with the village council, Extra Assistant Commissioner (EAC) of Chumukedima, and to meet the Chairman of the village council and the Gaon Bura (GB) of the village and to sign a Memorandum of Understanding. Accordingly, letters were written to the Chairman of the Village Council and the EAC of Chumukedima and their approval were received through letters. Thereafter, the Principal, the Programme Officer of NSS along with faculty members visited the village on 9th April, 2019, and a short programme of interactions with the village Chairman and others was held and a Memorandum of Understanding was signed.

6.3 Faculty Empowerment Strategies

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

Response:

The institution undertakes welfare measures for teaching and non-teaching staff in various ways. A list of such measures are mentioned below:

- Children's Educational Allowance is provided to both members of the faculty and non-teaching staff @ `500/- per month/per child, subject to maximum 2 children.
- Loan facility from the college is available for both members of faculty and non-teaching staff.
- Financial assistance is provided in case of serious illness of members of the college.
- Financial contribution for annual staff picnic, farewell of staff, felicitation, gifts, etc.
- Faculty members are paid allowances to attend orientation programmes, seminars, workshops, conferences, etc.
- Extra increment is given to faculty members with additional qualifications like Ph.D, MBA.
- Training programmes for skill enhancement and knowledge up gradation are organized for faculty members and non-teaching staff by hiring the services of outside agency.
- Special Leave is granted to the faculty members for research works.

The Employees Service Rules also provides for entitlement of provident fund, gratuity on retirement @ 20 months' salary, earned leave @ 1 day for every 30 days for teaching staff and 1 day for every 12 days for non-teaching staff, which can be enchased on retirement subject to maximum of 300 days, casual leave @ 12 days in a calendar year, special casual leave @ 10 days in a year for specified occasions, maternity leave with pay and allowance to women employees for 3 months subject to maximum of two times during

the whole service period, quarantine leave for 15 days in case of infectious diseases in the family of a employee, and leave without pay for 5 years on lien.

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

Response: 38.91

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	6	3	6	4

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

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

Response: 0.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 0

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has no written/devised mechanism for performance appraisal of teaching and non-teaching staff. However, the management collects information about the performance of teaching and non-teaching staff through the Principal. The Principal on a day-to-day basis collect information from the students and HoDs, Head Assistant and others in regards to performance of duties, punctuality, conduct, etc. The performance of teachers in terms of results of the paper taught, discharge of responsibilities assigned, etc. are discussed at individual level as well as in faculty meetings. The performance/non-performance of duties, discipline, punctuality, conduct, etc. of the non-teaching staff are discussed in the periodical meetings with the Principal. The performers/achievers are appreciated and the under achievers are encouraged for improvement. Teachers are appraised and motivated on a day to day basis for career development and for undertaking research, extracurricular activities, additional responsibilities, and publication of research papers. Teacher-student relationship, punctuality, etc. are evaluated periodically and accordingly the teacher and student are appraised for necessary follow-up. In extreme cases the Governing Body is also appraised about the performance and conduct of individual employee

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts both internal and external financial audits regularly. Continuous internal audit is conducted through selected staff of the college through which day to day check on financial transactions are applied and the outcome is reported to the Principal on a periodical basis, and if any error(s) is detected or objection raised, corrective measures are initiated to ensure financial propriety. At the end of every financial year, an annual financial audit of accounts is conducted through a Chartered Accountant and the

audited financial statements are placed before the Governing Body members in its meeting. Till date, there is no major audit objections raised except few suggestions for systematic classification and presentation of the financial records.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

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

Response:

The college is a self financing one and meets its expenses from the fees collected from the students. At the beginning of every financial year, a budget is prepared with anticipated revenues and expenditure. The budget is placed before the Governing Body for its approval and accordingly the expenditures under various heads are incurred. As the fee collection from the students of only one course of study is limited, the college has a plan to introduce other course(s) of study under Nagaland University in near future after the completion of the construction of the college building. The college is also expecting to generate some revenue by starting the women's hostel from the next session, the construction of which has been completed recently. Care is taken for judicious utilization of all allotted funds.

6.5 Internal Quality Assurance System

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

Response:

IQAC of the college plays a significant role in institutionalizing the quality assurance strategies and processes. All the quality enhancement issues are discussed thoroughly during the IQAC meeting and

initiatives are taken to implement the same in the college. Some of the initiatives are as follows:

- In order to encourage the faculty members of the college and to increase research activities IQAC suggested for creation of a research cell in the library, in which research related documents such Ph.D theses, Reports, Handbooks, Research Journals etc. are to be retained. The same has been implemented in the college
- IQAC also suggested for compulsory paper presentation by the teachers on any of the current events or areas of their interest on every third Saturday of the month on rotation basis. This is also one of the best practices of the college.
- For the development communication skill and conceptual understanding of the students Peer Teaching has been introduced as one of the best practices in the college. The students are encouraged to participate in the peer teaching on different papers in every semester. During the peer teaching the students present in the class are encouraged by the subject teacher to participate in the discussion by asking questions to clarify doubts and/or giving feedback on the presentation by the participants. At the end the subject teacher makes a critical analysis and put forward suggestion for further improvement.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

At the beginning of the session an induction cum orientation programme is organized in the college. During the induction programme principal, vice principal, head of the departments explain in details the semester wise papers, evaluation and marking system, credit points on each subject, required attendance in the class, code and conduct of the college etc. to the students. Further, during the monthly faculty meeting, a report is collected from the subject teachers regarding the progress of the syllabus. Before the semester end examination an internal examination is conducted for all the semester and home assignments are given to them. Once the evaluation process of exam paper and assignments are over, a critical analysis on the result is made. The students with poor performance are asked to appear for re-examination and/or assignments are returned and asked to resubmit after the required rectifications. After the Semester end examination, vice principal of the college allocates the papers among the subject teachers. Once the papers are evaluated, 5% of the evaluated papers are randomly selected and given to some other teachers from the same department for rechecking with a view to see whether the evaluation has been done satisfactorily or not. Thereafter, if necessary, remedial actions are taken. After completing the process the final result is submitted to the principal for overall observation.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.4

6.5.3.1 Number of teachers attending programs/workshops/seminars specific to quality improvement year-wise during last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The college has taken several quality initiatives during the post accreditation period including both administrative and academic domain.

Initiatives taken under **Administrative Domain** can be highlighted as follows:

1. The service rule of the college has been amended by the Governing Body of the college. The

college has also revised the pay scale of staff and introduced UGC pay scale as per 6th pay commission w.e.f. April 2017.

2. Keeping in view the UGC guidelines several committees has been formed including Planning Board, Building Committee and Purchase subcommittee. Besides, college has also constituted/reconstituted various committees and cells to undertake different activities in the college such as Swachh Bharat Committee, Anti-Ragging Cell, Committee against sexual harassment, Seminar Committee, Mentorship, Research Committee, Library Development Committee, Magazine Committee, IQAC, grievance redressal cell etc.

3. In order to minimize paper works the accounts have been computerized and the payment of salary and other major expenses are made through bank

4. The college website has been redesigned and upgraded to accommodate more features and to meet the changing requirements.

Initiatives taken under **Academic Domain** can be highlighted as follows:

1. Peer teaching has been introduced to enhance the communication and conceptual skills of the students

2. Compulsory Faculty meetings are held on every third Saturday to review the academic activities of the preceding month and to initiate future course of action. The individual faculty members encouraged to share their progress in terms completion of syllabus, internal assessment etc.

3. In order to encourage research activities and also to enhance the communication skills, all the teachers are to present a paper on any current topics on every third Saturday on a rotation basis. The teachers are also encouraged to participate in different career advancement programmes, publication of books and papers etc.

4. In order to minimize errors and discrepancy in evaluation, after every semester end examination, 5% of the evaluated papers are reevaluated by another teacher from the same department, and if any discrepancy is detected corrective measures are taken in consultation with the sub-teacher and principal.

5. Extension services like visiting orphanages, old age homes, providing free computer teaching to the students of nearby school, organizing blood donation camps, adoption of village, participating in various awareness programmes organsied by local administration or Government or any other organizations.

6. In order to provide platform for the students of colleges to have a spirit of completion as well as to have a track of current issues , inter college literary completion are held every year and certificates to all the participants and cash prizes to the winners are awarded.

- In order to develop the soft-skill among the students, Personality development classes are held for the final year students by hiring the services of Mentor Academy, Dimapur, a franchisee of All India Yuva Saksharata Mission. All the participants in the course are issued certificates by the Academy.
- Skill development programme are organized time to time for the teaching, non teaching staff in the form of computer training and female students of the college in the form of tailoring , hiring the services of outside agencies.
- Industrial tour and field trips are undertaken to give field exposure to the final year students.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 2

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	0	0

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document]
Any additional information	[View Document]

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
    1. Safety and Security
    2. Counselling
    3. Common Room

Response:

The institution is very much conscious about gender issues and safety and security of the female students inside the college. Even though the college is having about 65% male students yet, the college has such an environment where female students feel very much comfortable and privileged. In fact, the female students are in fact getting 1st priority regarding any issues from the side of faculty members, office staff and even from the male students. Till date no major issues have been reported by the students, yet the institution has one Internal Committee against Sexual Harassment to look after any such issues. The committee consists of five teachers including one lady teacher who is also the convener of the committee. Nevertheless, if there is any issues, it is resolved by the committee in consultation with Principal, Vice principal and women coordinator of students union of the college. With its limited infrastructural facility, college has provided separate common rooms for boys and girls on 1st, 3rd and 2nd respectively. Girls' common room is adjacent to the Girls washroom and is facilitated with the basic necessities. To sensitize on the gender issues, awareness programmes and seminars are held from time to time.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

    1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 39.7

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 79.43

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 6.048

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7.614

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Proper waste management is as a matter of importance for an institution keeping in view the environmental issues which affects the health of living beings as well as all other natural resources including water, land,

plants etc. The institution takes proper care of waste management of different types including solid, liquid and E-waste.

Solid Waste Management: The institution uses two types of dustbins i.e. green and blue. The green dustbins are used for biodegradable waste and blue dustbins are used for non-biodegradable wastes. The garbage collected is disposed off daily at the designated municipality garbage collection centre. Initiatives are also taken to create awareness among the students and staff regarding the use of both the types of dustbins.

Liquid Waste Management: The liquid wastes of the college are drained out through pipelines directly into the drains which are connected with the public sewage system. The drainage system is regularly maintained by a regular employee of the college.

E-waste management: Even though the quantity of e-waste is very limited, yet proper initiative is taken to dispose them properly. The e-waste materials of the college are accumulated at a particular place and are handed over to the e-waste vendors after a certain period of time.

File Description	Document
Any additional information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution well understands the importance of rainwater harvesting and its utilization for sustainable development. At present, due to lack of proper infrastructure the institution is unable to harvest rainwater. The college building is under construction. On completion of the college building, necessary initiatives shall be taken for rain water harvesting and its proper utilization in the campus. However, the institution through awareness programmes on occasions like Earth Day, World Environment Day takes initiative to create awareness among the students about the importance of harvesting.

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**

• **Green landscaping with trees and plants**

Response:

1. Due to poor road condition very few students uses bicycles for coming to college. Majority of the resides near the college vicinity and walks to college which reduces the need for using cars, bikes or any other conveyance to reach the college. The students coming from far off places uses public transport i.e. mostly shared-auto rickshaws and city buses. Some of the students also travel by train. It may be mentioned here that railway station, auto parking, Nagaland State Transport Bus Stand are located near the college, which makes it convenient for the students to reach the college.
2. It is not possible for the institution to make it paperless as the system requires generation of documents, yet wherever possible utmost care is taken to minimize the use
3. The college has a very limited open space which is being used for parking purpose, yet few tree saplings are planted on the left out space.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document]()
Any additional information	[View Document]()

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 0

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony

and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

In celebration of **Republic Day,** the staff and the students of the college visits old age home/orphanage/charitable institutions and contributes food items, Old clothes, stationeries, sweets etc to the occupants. In celebration of **Gandhi Jayanti,** essay competitions are held in the college to instill in the minds of students the values practiced by the father of the nation. **Teachers Day** is celebrated in the college on 5th September to commemorate the birth anniversary of Dr. Sarvepalli Radhakrishnan, the great teacher of all times and to acknowledge the services rendered by him. The college has also started celebrating **International Yoga Day** on 21st June w.e.f. from 2017-18 which shall be continued every year.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

FINANCIAL TRANSPARENCY

- All bank accounts of the college are jointly operated by Principal and Additional Deputy Commissioner (Hq), Dimapur, who is the vice chairperson of the college. The bills of expenditure amounting to INR 5000 and above are sent to ADC for approval. All the approved bills are sent to the accountant, who in turn draws the cheque in favour of the parties and the payments are released after being signed by principal and Additional Deputy Commissioner.
- The monthly salary statement is prepared with detailed components and signed by the account, principal and ADC and the net salary statement after deduction of Provident Fund Contribution, LIC premiums, tax etc, sent to the bank with the signatures of Principal and ADC for necessary credit to individual employee's account.
- A continuous Financial Audit is carried out by an employee of the institution and reported to the principal. At the end of the financial year a Final Audit is done by a Chartered Accountant and Auditor of the college and the audited financial statements and the budget for following financial

year are placed before the Governing Body in its meeting for approval.

ACADEMIC TRANSPARENCY

- The college practices a participative management in terms of decision making and performance of activities. The governing body is represented by an elected teacher representative and a non-teaching staff representative to participate in the decision making process. The vice-principal, head of the departments and the conveners/chairperson/in-charges of various committees/cells are delegated authority and responsibility for day to day activities or for conducting different programmes, who carries out the same in consultation with the principal and are also accountable to the principal. On third Saturday of every month, a faculty meeting is held with the principal to review the activities, where the individual members are encouraged to share his/her opinion in regards to day to day academic matters. Keeping in view the opinions of the members, suggestive measures are initiated to overcome the difficulties (if an) in the assigned performance of the tasks.

ADMINISTRATRIVE TRANSPARENCY

- Management of the college rests with Governing Body headed by Deputy Commissioner, Dimapur district, as chair person and Additional Deputy Commissioner as vice chairperson and principal as the member secretary, The members include representative of State Government, Nagaland University, Local Leaders, Academicians, Vice Principal, Teachers Representative and representative of the non teaching staff. The Governing Body meets at least twice in a year and takes policy decisions and examines the action taken report of the principal and approves the budget and audited financial statement. The day to day administration of the college rests with the principal supported by the Vice Principal, the Head of Departments including the in-charges of various Committees/Cells and faculty members and non teaching staff. Periodical meetings are held by the principal with the non-teaching staff wherein all are given the opportunity to share their opinion and grievances (if any), which are given due importance for follow up action.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

The institution has adopted the following best practices

1. **Peer Teaching**: In order to improve the communication skill of the students, they are encouraged to participate in peer teaching held during every session on different subjects. Students who participate are given the option to select their topic of discussion from within the syllabus. At the end of the discussion, the subject teacher adds value to the discussion by giving necessary suggestion for further improvement. Peer teaching has helped the students to gain confidence and to

overcome hesitation and fear of public speaking.

1. **Compulsory paper presentation by faculty members:** In order to gain experience and/or improve presentation skill and keep themselves updated with the current issues, the faculty members, on every third Saturday, are required to present a paper on any current issue of his/her choice in front of other faculty members, on a rotation basis. The presentation is followed by a discussion by all the faculty members.

1. **Compulsory cleanliness by students:** On last Friday of every month, all students are required to undertake a cleanliness drive within the college campus. This has been introduced to make the students realize the importance of cleanliness, hygiene, and good health.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The college aims at imparting quality education based on all round development, which focus not only on academic excellence but also in personality development, human values, environmental consciousness, leadership skills, spiritual growth, moral values and ethics, personal and interpersonal skills, social responsibility and community support besides other value education and soft skills.

The college takes due initiative to ensure quality teaching by all the faculty members and to deliver maximum possible for the benefit of the students by adopting topic wise explanation, problem solving, question paper solving, class task, continuous evaluation and giving enough opportunity for the students to make queries or clear their doubts. The institution, while realizing the need to equip the students with additional skills required for a commerce graduate, take due initiative to provide with computer skills by making the computer classes compulsory up to 4th semester; literary and communication skills by organizing literary competitions and peer-teaching. To enable the students to possess the traits required to face the realities of life after college, personality development classes are held for the outgoing students. This, according to student benefited them a lot. The college, as a priority, provides career counseling and training by organizing career counseling programmes and coaching to outgoing as well as ex-students with resource persons from different areas and also by hiring the services of experts.

5. CONCLUSION

Additional Information :

The institution has a unique status in the sense that it neither a government institution nor a proprietorship one. It is a public property. It is the only college in the state imparting only commerce education. With the changing situation and establishment of new colleges with commerce stream, the college is facing tough competition; however, it is still the dominating commerce college in the state producing large number of graduates every year.

The college is determined to impart quality education and is taking initiatives continuously to improve the teaching learning process and is striving towards achieving excellence in education.

Concluding Remarks :

Public College of Commerce has remained one of the reputed academic institutions in the state since beginning and is continuously trying to improve the quality of education. However, due to financial constraints, the growth of the college in terms of infrastructure is slow. Nevertheless, it takes due care to improve its infrastructural facility and ensures that the teaching learning process is effective to impart quality education. It also gives due attention for the overall development of the students by undertaking various initiatives that are helpful to equip the students to face the life after college.

On completion of the college building, necessary initiative shall be taken to modernize the teaching learning process and to have conference hall and auditorium. The college also hopes to introduce new course(s) of study in future.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>02</td><td>02</td><td>03</td><td>02</td><td>01</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>1</td><td>1</td><td>1</td><td>0</td></tr></table>
1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years 1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>366</td><td>387</td><td>385</td><td>470</td><td>422</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>366</td><td>0</td><td>385</td><td>470</td><td>422</td></tr></table> Remark : The request certificates for particular students not provided
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 554 Answer after DVV Verification: 0 Remark : No relevant supporting certifcates or any other appropriate supporting documents
1.4.2	Feedback processes of the institution may be classified as follows:

	Answer before DVV Verification : C. Feedback collected and analysed Answer After DVV Verification: D. Feedback collected Remark : Revised as HEI has no record of analysis anf the opted D baased ont he supporting document in Metric 1.4.1
2.1.1	Average percentage of students from other States and Countries during the last five years 2.1.1.1. Number of students from other states and countries year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
30	25	19	15	19 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
30	25	18	15	19	
2.1.2	Average Enrollment percentage (Average of last five years) 2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
505	601	597	603	626 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
504	601	597	603	626 | 2.1.2.2. Number of sanctioned seats year-wise during the last five years Answer before DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
900	900	900	900	900 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
900	900	900	900	900	 Remark : No supporting documents provided
2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable

reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
247	299	338	362	377

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Reservation policy not followed and no copy of letter issued by state govt. or and Central Government Indicating the policy of seat allocation for reserved categories or any other supporting document provided

2.3.3	Ratio of students to mentor for academic and stress related issues

2.3.3.1. Number of mentors
Answer before DVV Verification : 10
Answer after DVV Verification: 3

Remark : Revised as per supporting document and clarification by HEI

3.3.3	Number of research papers per teacher in the Journals notified on UGC website during the last five years

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	2	2	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	0

Remark : Revised as found in UGC website

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

3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in

national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	10	3	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	6	3	0

4.2.5	Availability of remote access to e-resources of the library Answer before DVV Verification : Yes Answer After DVV Verification: No

4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years 4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs) Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.57	2.60	2.07	1.82	0.26

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.41	1.48	2.22	1.39	0.79

Remark : Revised as per supporting statement of accounts

5.1.3	Number of capability enhancement and development schemes – 1. For competitive examinations 2. Career counselling 3. Soft skill development 4. Remedial coaching 5. Language lab 6. Bridge courses 7. Yoga and meditation

	8. Personal Counselling Answer before DVV Verification : B. Any 6 of the above Answer After DVV Verification: E. 3 or less of the above Remark : Only supporting document for career counselling program available

6.2.3	Implementation of e-governance in areas of operation
	
	   1. Planning and Development
	   2. Administration
	   3. Finance and Accounts
	   4. Student Admission and Support
	   5. Examination
	
	   Answer before DVV Verification : C. Any 3 of the above
	   Answer After DVV Verification: D. Any 2 of the above
	Remark : Examination and administration considered

6.3.3	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years 6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years Answer before DVV Verification:
6.5.4	Quality assurance initiatives of the institution include:

6.3.3.1 Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	0	0

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

		Answer before DVV Verification : D. Any 1 of the above Answer After DVV Verification: D. Any 1 of the above
7.1.1		Number of gender equity promotion programs organized by the institution during the last five years 7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years Answer before DVV Verification:

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	0	0

Remark : Tailoring program has already been claimed under value added course

2.Extended Profile Deviations

ID	Extended Questions
1.3	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
33.11	44.43	43.50	65.08	47.72

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
33.11	45.20	76.14	74.29	67.89