Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**PUBLIC COLLEGE OF COMMERCE**
Name of the head of the Institution	**Dr. Abdul Khalique Talukder**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03862-230131**
Mobile no.	**9436430369**
Registered Email	**pccdimapur1985@gmail.com**
Alternate Email	**pcciqac2014@gmail.com**
Address	**Near Fire Service Station, Burma Camp Road**
City/Town	**Dimapur**
State/UT	**Nagaland**
Pincode	**797112**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr. Nipul Sutradhar**
Phone no/Alternate Phone no.	**03862230131**
Mobile no.	**7005849281**
Registered Email	**nipulsutradhar@gmail.com**
Alternate Email	**pccdimapur1985@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://pccdimapur.com/wp-content/uploads/2019/04/AQAR202017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://pccdimapur.com/wp-content/uploads/2019/06/Academic-calender-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.5**	**2014**	**21-Feb-2014**	**20-Feb-2019**
2	**C**	**1.61**	**2019**	**15-Jul-2019**	**14-Jul-2024**

6. Date of Establishment of IQAC	**10-Dec-2010**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Seminar on Skill Development Training Programme	30-Jan-2019 01	17
Seminar on 'Human Values, Communal Harmony and Social Cohesion'	25-Sep-2018 01	21
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Public College of Commerce	Grants in Aid	Directorate of Higher and Technical Education, Govt. of Nagaland	2018 365	200000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File

10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

In pursuance of Chief Electoral Officer, Nagaland Kohima instruction Voters Awareness and Pledge was held in the college in all the classes. The pledge was undertaken by Mr. A.K.Singh, the nodal officer appointed from the college, by the Government of Nagaland, office of Deputy Commissioner and District Election Officer, Dimapur on 10.10.2018

Regular classes were arranged on 'Personality Development' from November 2018 to March 2019, by hiring the services of Mentor Academy, Dimapur, a franchise of All India Yuba Computer Saksharata Mission.

International Yoga day celebrated in the college on 21.06.2019 hiring the services of Yoga Experts from Patanjali Yog Pith, Dimapur.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Peer teaching for the students to be continued	conducted
To construct College Canteen	under process
Women Empowerment Programme	organised
Programme on environment awareness	organised
To organise Educational Tour for the students	not organised
To organise intercollege literary fest	organised
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The Governing body of the college meet twice in a year where major policy decisions are taken which are being communicated to concerned stakeholders through the principal. The principal directly communicate with the faculty and the administrative staff from time to time who in turn also communicate with the principal as and when necessary.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

> The college has only one broad programme i.e. B.Com (Honours and General). The programmes taught in the college are affiliated to Nagaland University. Vice principal of the college prepares time table in consultation with principal and Head of departments and allocate the subjects to the teachers who can teach the subject in the best possible way keeping in mind the theoretical and practical part. For continuous evaluation of progress of the students on every third Saturday of the month faculty meeting is conducted in which the progress. The teaching plan includes detailed apportionment of the syllabus among the faculty members democratically during the faculty meeting and departmental meeting. time frame is made within which the syllabus is to be completed. Home assignments, tutorials, projects, class tests, internal assessment, comprise the evaluation process. The college is well equipped with ICT facilities with around 40 computers in the computer lab with internet connectivity, and a rich library. The college also provides computer certificate courses up to 4th semester compulsorily and personality development class for the final year students. Besides, different other activities such as educational cum industrial tour, quiz competition, inter-college literary fest, debates, sports etc for the overall personality development of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feed back is taken offline but initiatives are being taken to take feedback online from the next academic year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	B.Com	900	556	556

No file uploaded.

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
No Data Entered/Not Applicable !!!					

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
11	0	0	0	0	0

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No file uploaded.

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentorship system has been developed in the college to track the overall development of the students. A team of mentors including three faculty members have been formed for each semester to look after the overall

development of the students. Mentors of the respective classes conduct meeting and counseling session and discuss the relevant issues and problems. Mentors try to solve the issues and problems either by themselves, or by discussing with the vice principal/Principal or the guardians whichever is suitable and felt required. Mentors keep record the students counseled on a particular date. 555

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
564	11	1:51

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
11	11	0	0	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BC	6th	22/04/2019	07/06/2019
			View File	

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The following initiatives have been taken in the college for continuous internal evaluation of the students 01. Home assignments and problems are given to the students on a regular basis 02. Internal Tests are taken for continuous evaluation 03. In order to enhance the teaching skills of the students peer teaching has been introduced particularly for the final year students, who use to select a topic and teach the same to their class mates or to the junior students. 04. Students are encouraged to participate in the class and extra marks (internal) are given for their participation. 03. In order to enhence the teaching skills of the students peer teaching has been introduced particularly for the final year students, who use to select a topic and teach the same to thier class mates or to the junior students. 04. Students are encouraged to participate in the class and extra marks (internal) are given for thier participation

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

College prepares its academic calendar based on the tentative dates of exams of the university. Academic calendar is uploaded in the college website. Utmost initiatives are taken to follow the calendar and to undertake the scheduled

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 in website of the institution (to provide the weblink)

<div align="center">No Data Entered/Not Applicable !!!</div>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BCom	General	41	13	31.71
	BCom	Accounting & Finance	129	63	48.84

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<div align="center">No Data Entered/Not Applicable !!!</div>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
		No Data Entered/Not Applicable !!!		

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
	No Data Entered/Not Applicable !!!	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
		No Data Entered/Not Applicable !!!		

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
		No Data Entered/Not Applicable !!!			

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Commerce	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			

View File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Exam Center	Public College of Commerce	11	0

Village Adoption	NSS	11	0
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Women Empowerment	Public College of Commerce	International Womens Day celebtrated on 8.03.2019 joining with district administration, Dimapur	2	45
Environment Awareness	Public College of Commerce	World Environment Day 2019 celebrated in the college in collaboration with Green SONs, Nagalnad in which students from 12 colleges participated.	11	150
Swacch Bharat	Public College of Commerce	Swachh Bharat Committee of the college conducted cleanliness drive on 22.03.2019	11	229
Seminar on Sexual Harassment	Public College of Commerce	Seminar held in the college on 26th october 2018	11	36
Extension Service	Public College of Commerce	Visit to Wondang Ki (orphanage and specialised adoption center, Dimapur)	2	10
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
24.19	24.19

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3482	726826	30	6045	3512	732871
Reference Books	868	226320	1	420	869	226740

No file uploaded.

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	52	39	45	5	0	7	0	0	1
Added	0	0	0	0	0	0	0	0	0
Total	52	39	45	5	0	7	0	0	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

9 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and Policies 1. Computer Lab: The College is having a computer lab with 39 computers with internet connection. The college provides compulsory computer education to the students up to 4th semester and are provided certificate on computer. 2. Library: The College has a rich library with good number of Text books, Reference Books, Journals, other books, and news paper.

It also has three computer with internet connection for the students 3. Sports: Even though the college does not have any sports complex or playground yet, every year sports week is organized hiring the nearby fields and different sports activities are conducted for three days followed by certificate and prize distribution.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personality Development Spoken English Training	01/03/2019	11	Mentors Academy, Dimapur, Nagaland
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Depratment	Name of	Name of

	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Week	**Intra-college**	**300**
View File		

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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an active student's union entitled 'Students' Union of Public College of Commerce' (SUPCC). The representatives of students are elected democratically by the students generally in the month of August every year. The office bearers of students union organizes several activities which are exclusively reserved for the students union. These activities includes organizing the college sports week, freshers' social, parting social, teachers day, representing and accompanying the students in different events organized by other institutions and organizations within the state. Students are also the members in several committees in the college such as grievance redressal cell, anti ragging cell, anti sexual harassment cell and as such.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has an Alumni Association

5.4.2 – No. of enrolled Alumni:

120

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Public College of Commerce functions in a well organized manner and ensures participate management at all levels of decision making. The college is run by a governing body headed by DC of Dimapur district, and members including ADC (Dimapur District) principal of the college (secretary) Local Ex MLA, University Representatives, Academicians, Representatives of Teaching and Non teaching staff of the college and decisions are taken democratically. Moreover, in order to perform the other activities and functions of the college different cells and committees have been constituted such as NSS Committee, Anti Ragging Cell, Swachh Bharat Committee, Red Ribbon Club, Exam Committee and as such. Most of the committees includes students representatives. All the committes are free to perform under the guidance of Principal of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	Research journal of the college "PCC Journal of Economics and Commerce" bearing ISSN 2229-6417 have already been published in the month of December 2017 • Mr. A.K.Talukder, Mr. Ranjit Paul and Mr. Nipul Sutradhar are pursing Ph.D • The following faculty members have published research articles in national/international journals a) Mr. A.K.Talukder (4) b) Mr. Ranjit Paul (5) c) Mr. Nipul Sutradhar (7)
Examination and Evaluation	End semester examinations are held as per the schedule declared by Nagaland University • Evaluations of answer scripts are done within the college for all semesters except 4th and 6th semester, which is done by the university. For the internal evaluation of papers the respective subject teachers are allotted the papers and after evaluation the papers are being scrutinised by another teacher from the same department and then the final marks sheet is prepared and sent to the university. • Besides, eegular class test are conducted and home assignments are given to the students of all semesters • Class participation is evaluated on a continuous basis through the mentors

Teaching and Learning	Though the syllabus is framed not by the college but by the Nagaland University to which it is affiliated, each department adopts some innovative processes in teaching and learning. i. The faculties of each department meet at the beginning of each academic session for term-wise allocation of teaching and other assignments, fix dates for the internal tests and prepare the academic calendar for the session. ii. Department of English in particular organises both intra-college and inter-college literary competitions. iii. Field study/Project work is carried out by the final semester Honours students as part of their university curriculum. iv. Teachers meeting is held on every third Saturday of the month where all the other related issues are discussed in details and remedial measures are taken accordingly.
Curriculum Development	College Prospectus highlighting various aspects of all the six semester is provided to the students • Academic calendar is prepared at the beginning of the session containing the tentative dates of the events scheduled to be held during the academic session. • Orientation-cum-Induction programme is organised for the first semester students to make them aware about the details of the semester system and pattern of examination and evaluation, credit points, grade points etc.
Library, ICT and Physical Infrastructure / Instrumentation	The college library is enriched with books of different categories. As on 31st march, 2018 there was 3512 text books, 869 reference books, 07 journals, Digital Database 01 (N-List) , and 203 other books. Besides, news papers both regional and national, periodicals are retained in the library. Three computers with internet connectivity have been installed in the library for the use of students. So far technical education is concerned the college provides compulsory computer education to the students up to 4th semester and students are awarded with certificate on successful completion of the same. The computer lab of the college is having 39 computers with internet connectivity and one LCD TV . Two full time computer instructors are devoted to impart computer education to

| Admission of Students | Admission procedure: First and Second Division students are given direct admission and the rest are admitted after interview by the admission committee. Admission is given on a first come first basis. The college has intake capacity of 900 students. At present gender ratio of students is around 1:4 |

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	In relation to e-governance the college has whatsapp groups for different stakeholders and information and notices are communicated through the whatsapp group. Planning and Development: In order to use ICT in the process of general functioning, the college uses personal emails for important communications.
Administration	The college has biometric attendance for teaching and nonteaching staff. The college campus is equipped with CCTV Cameras installed at most of the important places. WhatsApp groups are also used to provide necessary inputs to the students

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. A.K.Talukder	NCPA meeting	Nagaland College Principals Association	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	11	12	12

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Continuous internal audit is carried out periodically throughout the year by specially assigned staff. External audit is carried out annually at the end of every financial year after 31st March by Chartered Accountant. The audited financial statements along with auditors report is placed before the Governing Body at the Annual General Meeting for its approval.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

1716622.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Vice Principal
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent-Teacher meeting is held every year and feedback is collected from the parents. No special activities have been undertaken during the academic year.

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)
01. Initiatives have been taken to construct college canteen 02. Mentorship has been introduced for each class 03. Personality Development Classes are provided to the final year students

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Sexual Harrasment	26/10/2018	26/10/2018	18	26

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institutute doesnt have any renewable sources of energy

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on Human Values, Communal Harmony and Social Cohesion	25/09/2018	25/09/2018	127

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Cleanliness Drive conducted on 22nd March, 2019 by Swatch Bharat Committee of Public College of Commerce along with the students during which class rooms were cleaned, premises of the college was cleaned, premises was renovated and soil filling was also done followed by plantation and spling distribution.

World Environment Day Commemoration programme was held in the college on 5th june 2019 on the theme Air Pollution . The programme was organised by Wildlife Dimapur Division in collaboration with Green Successions of Nagaland State (Green SONS) and Nagaland NGOs Forum.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Keeping in view the limitations and strengths of the college the following best practices have been adopted by the college. i. Peer Teaching: The College has adopted Peer Teaching as one of its best practices. The students, generally from the final year are given the opportunity for peer teaching. The interested students use to submit their names and topics that they are interested to teach to the concerned teachers. Accordingly the teachers prepare the schedule and the students use to take class either to their fellow mates or to the junior classes. This is for training the students if they want to become a teacher and/or to help them overcome their rigidities and improving their personalities. ii. Compulsory paper presentation: On third Saturday of every month faculty members use to present a paper on any of the current affairs which is mandatory on rotation basis. This aims to create an environment among the faculty members for presentation of papers in different seminars and conferences and also to overcome shortcomings if any. iii. Compulsory Cleanliness Drive: On last Friday of every month, compulsory cleanliness drive is taken in the college by the students during which the students use to clean their respective classes jointly. This aims to create a sense of cleanliness among the students and also to make them realize the magic of joint efforts in works.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In fulfilling the vision of the college of being student centric learning community, with quality teaching, guidance, moral building, skill up gradation

and training by using latest technology. The college has remained successful in creating a student friendly environment in the college which is evident form the following points 1. The students never hesitate to ask and clear their doubts with the teachers 2. Participate in all the activities organized by the college 3. The beautifully organize the activities given to them such as freshers social, sports week, parting social etc. 4. To upgrade technical skill of the students college provides compulsory computer education to the students up to 4th semester 5. College takes initiatives to organize career counselling and guidance programme. 6. Initiatives are also taken to impart coaching for entry in services by hiring the services experts from local coaching centers.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. To construct College Canteen 2. To Construct building and more rooms 3. To organize National/State Level Seminar 4. To introduce Undergraduate Arts Stream