



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		PUBLIC COLLEGE OF COMMERCE
Name of the head of the Institution		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, Dimapur
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		pcciqac2014@gmail.com																	
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)		https://assessmentonline.naac.gov.in/public/index.php/admin/aqar_report/eyJpdjI6Imt3R3B4VW91TG1tWEZJQ2VVMkJIeVE9PSIsInZhbHVlIjoidHU4SjN4ZVRRb2cxZUtcLzZcL3AwMjRBT0iLCJtYWMiOiJlNjkyYjk2MTBhYWQ0NWQ2NWY4NTkwOTNiNzIxODgwYzJlMmE4NWZiZTBhNjRiNTI5MTI3YzIxMDhhZTY																	
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/2019/07/Academic-calender-2019-20.pdf																	
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>C</td> <td>1.61</td> <td>2019</td> <td>05-Jul-2019</td> <td>14-Jul-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	C	1.61	2019	05-Jul-2019	14-Jul-2024
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
2	C	1.61	2019	05-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
Organised FIT India Awareness Programme	29-Aug-2019 1	138
Organised Programme on Swachhata Hi Seva	02-Oct-2019 1	72
Organised E-Waste Awareness Programme	07-Feb-2020 1	134
Organised National Level Awareness Programme on MSME	04-Mar-2020 1	100
Organised National Level Online Commerce Quiz	27-Jun-2020 1	240
View File		

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	GrantsinAid	Directorate of Higher and Technical Education, Govt. of Nagaland	2019 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 :

2

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)

1. Emphasis is given to Swachh Bharat Mission

2. Initiates departmental meeting on a regular basis to evaluate the performance and progress

3. Initiates and prepares activity calendar for different activities of the month

4. Collected feedback from different stakeholder

5. Regular meetings of Internal Quality Assurance Cell (IQAC)

[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
To provide canteen facility	On progress
To document Remedial classes undertaken.	Faculty members undertook and documented remedial classes
To improve student attendance.	Defaulters lists were put up regularly and Messages were sent to parents.
To introduce white Board	not acheived
To organise Seminar	not organised
To organise career counselling guidance program	organised two career counselling and guidance programmes programme
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, PCC	17-Jun-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

11-Jul-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission	28-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The institution is steadily moving from the traditional to automated Management Information Systems (MIS). The following systems are fully functional in the Institute from last few years. 1. Biometric Attendance System for Staff 2. Institutional email system 3. Zoom and Google Classroom 4. CCTV and Security Systems 5. WhatsApp Moreover 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

Public College of Commerce, Dimapur, affiliated to Nagaland University, follow the curriculum designed by the university. The college has only one broad programme i.e. B.Com (Honours and General). The programmes taught in the college are designed by 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 is discussed. The teaching plan includes detailed apportionment of the syllabus among the faculty members democratically during the faculty meeting and departmental meeting and a 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 has around 39 computers in the computer lab with internet connectivity. 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 development of the students. The College prepares the academic calendar much before the beginning of each session. The academic calendar provides date of commencement of the academic session, duration of semester, period of internal assessment tests etc. The department allocate subjects to teachers and prepare time table. The teachers prepare the teaching materials and delivery content. The teaching plan is prepared by the individual

department under the guidance of HoD of each department.

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
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
The feedback is collected at various levels viz. Students, Parents, Teachers and Alumni. The data is analysed and presented in the staff meeting for

discussion and the action taken. Formal feedback is collected on various aspects of teaching , learning resources, syllabus for ensuring their satisfaction and shared with the staff. Analysis of the feedback data is important information available to the teachers to assess the aspects that need to be worked upon to improve the teaching outcomes. It helps fill an important gap between what works in theory and what actually takes place in the classrooms. The IQAC reviews the questionnaire in each semester to minimize errors in data collections. This improves the quality of data collection. The essence of the exercise is to help teachers make informed decisions regarding changes that need to be implemented to improve the teaching outcomes. In addition, informal feedback is collected through college and department Alumni Associations. All feedback is taken and analysed to improve academic outcomes. The IQAC uses the feedback data as a critical input in designing plans for improvement of curriculum delivery. There is open communication between the students, teachers and the Principal regarding the curriculum. Students are encouraged to give their feedback informally during lectures and tutorials and during mentoring sessions.

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	Accounts & Finance	300	217	217
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	Number of smart classrooms	E-resources and techniques used
11	0	0	0	0	0
No file uploaded.					
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 counselling session and discuss the relevant issues and problems. The Mentors also takes care the needs of the slow learners. They

provide them personal, academic and social counselling. The mentors help the students, particularly slow learners to develop their personality and move ahead. Mentors try to solve the issue and problems either by themselves, or by discussing with the vice principal/ Principal or the guardians whichever suitable and felt required. Mentors keep record the students counselled on a particular date.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
555	11	1 : 50

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
0	0	0	0	0

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
2019	Ranjit Paul	Assistant Professor	Ph.D
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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
No Data Entered/Not Applicable !!!				
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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 assignment and problems are given to the students on a regular basis 02. Internal Tests are taken for continuous evaluation. Various components for continuous assessment are defined and used. Students' subject knowledge is assessed through direct and indirect methods of Assessment, methodology and tools like comprehensive examination, case studies are decided keeping in mind the parameters/learning outcomes and the desired emphasis is given during the delivery of a programme as prescribed in the course curriculum. 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 participations. 05. Revision lectures to help the students to have insight to the previously covered topics and connecting with the new topics. 06. The students who are little slow in their grasping as compared to their counterparts are identified on the basis of their class participation, pass percentage, classroom performance, and regularity in submission of assignments, punctuality and personal interactions. The institute through its teachers handles it sensitively, and pays required attention to

learners with various paces.

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 was prepared and followed for conduct of examination and other activities. The academic calendar is displayed on the institute website and also shares with the head of the departments so as to ensure proper execution. The Institute prepares their own academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Considering the academic calendar, each department functions according to the teaching plan prepared at the department level. Utmost initiatives are taken to follow the calendar and to undertake the scheduled events in the stipulated time.

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)

No Data Entered/Not Applicable !!!

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
BC	BCom	Accounts & Finance	170	76	44.71
No file uploaded.					

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)

[Student Satisfaction Survey conducted offline](#)

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 !!!				
No file uploaded.				

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
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No Data Entered/Not Applicable !!!

No file uploaded.

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 !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!	

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
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Presented papers	0	2	0	0
Attended/Seminars/Workshops	11	34	0	0
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
Extension Activities (visited to Mother Teresa Home (Orphanage))	Public College of Commerce	5	30
Civil Services (Preliminary) Exams	NPSC	10	400
No file uploaded.			

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 activities	Number of students participated in such activities
National Level Awareness Programme	Public College of Commerce	Programme	10	90
International Womens Day	Public College of Commerce	Seminar	5	31
Swachhata Hi Seva	Public College of Commerce	Programme	9	63
FIT India Movement	Public College of Commerce	Awareness Programme	11	138
Extension Service	Public College of Commerce	Service	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
3.22	1.72

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

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	3512	732871	0	0	3512	732871
Reference Books	869	226740	0	0	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	0
Added	0	0	0	0	0	0	0	0	0
Total	52	39	45	5	0	7	0	0	0

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 incurred on maintenance of physical facilities
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)

<p>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.</p>

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 implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 passed in the comp. exam	Number of students 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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students 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 students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of 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 !!!	

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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 !!!						
No file uploaded.						

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 entitled Public College of Commerce Alumni Association (PCCAA) which was established in 2002. The association was reconstituted on 19th Nov. 2016 with new executive body consisting of six executive members and five advisors. For smooth functioning, the association conducts once/twice in a year. The body is not financially strong as the contribution from the members is nil. Excluding the meetings held no major activities was conducted.

5.4.2 – No. of enrolled Alumni:

150

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Due to Covid-19 Pandemic and lockdown, no meeting or activities was undertaken during the session 2019-20.

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)

An initiative towards decentralised and participative management is carried out in the college and plays a crucial role in insuring that all the administrative and academic concerns of the institution are dealt with through a process of collective thinking and decision-making. The college promotes decentralized and participative management by delegating authority and operational autonomy to departments/ committees/cells. Each department is given the authority 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 and cells and each individual/group in the institution is accountable to the principal. From time to time feedbacks from students, faculty members and non-teaching staff are collected and share with all and operational adjustments are made accordingly. 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 committees 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	The college has its own Research journal with the name "PCC Journal of Economics and Commerce" bearing ISSN 2229-6417. Research Committee, headed by a Coordinator, administers the promotion and operation of research activities in the College. The Faculty members and students of the college are encouraged to attend workshops/conferences. Faculty members are also motivated and encouraged to offer their expert services as resource persons, subject experts and chairpersons. On-duty leave is provided to faculty members who attend workshops and seminars.
Examination and Evaluation	The College Examination Committee takes care of all work related to the examination. The college follows the examination and evaluation system prescribed by the Nagaland university. Procedures are also in place to

communicate effectively to students about the university examination schedule, the pattern and scheme of examinations etc. End semester examinations are held as per 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 subjects 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, regular class tests are conducted and home assignments are given to the students of all semesters.

Teaching and Learning

The Vice-principal frequent interactions with Heads of the Departments to evaluate the teaching learning process of the institution. The attempt is to constantly improve teaching methodologies, class room atmosphere, and exam results. 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. All these contributed to the improvement of quality in the teaching learning process.

Curriculum Development

The college is affiliated to Nagaland University and follows the curricula prescribed by the Nagaland University for all the courses offered and as such it has a limited role in the framing of the curricula.

Library, ICT and Physical Infrastructure / Instrumentation

The Library Committee which consists of faculty members assists the Librarians in ensuring the development of the library by recommending books, journals, magazines etc. The library provides internet access to both the students and the staff members. The college library is enriched with different collection of books. It has 3512 text books, 869 reference books, 07 Journals, Digital Database -01 (N-List) and 203 other books. Besides, news paper both regional and national, periodicals are retained in the

	library. Three computers with internal connectivity have been installed in the library for the use of students.
Human Resource Management	The college has a well-defined, fair, non-discriminatory HR policy for its employees. It accords top priority for staff development and organises various meetings with staff from time to time. These help in enhancing the quality of teaching-learning process and in creating conducive atmosphere for team work
Admission of Students	Admission to commerce courses offered by the institution is according to the norms of the affiliating University. The college has an admission committee consisting of members from every department to help with the admission process. The college has offline/online admission procedure. The applicant along with the parent/guardian meets the admission counsellors who give them information about the courses offered, eligibility criteria, syllabus details, facilities available, prospects etc. Once the application verified by the teacher, he/she can fill and submit the form with the requisite documents.

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

E-governance 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. Moreover, the college uses personal emails for important communications.
Administration	The college has biometric attendance for teaching and non-teaching staff. The college campus is equipped with CCTV cameras installed at most of the important places.
Student Admission and Support	In addition to offline Admission process to students, college also offers online admission facilities to the students from the academic session 2019-20.

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	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
2019	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 !!!				
No file uploaded.				

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, Children Education Allowance	Loan facility, Children Education Allowance	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)

<p>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 statement along with auditors report is placed before the Governing Body at the Annual General Meeting for its approval</p>
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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

1828202

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)

Parents- Teacher meeting is held every year and feedback is collected from the parents. No special activities have been undertaken during the academic year 2019-20 due to Covid-19 pandemic.

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

1. Financial Assistance in case of sick 2.Children Education Allowance 3. Free Education facilities to the children of staff in the college

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Initiatiatate Online Admission 2.Constructing Canteen for the college 3. Organising Webinar and Quiz

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
2020	National Level Awareness Programme (NLAP) on MSME	04/03/2020	04/03/2020	04/03/2020	100
2020	E-waste Awareness Programme	07/02/2020	07/02/2020	07/02/2020	134
2020	National Level Online Commerce Quiz	27/06/2020	27/06/2020	27/06/2020	370
2019	FIT India Movement	29/08/2019	29/08/2019	29/08/2019	150
2019	Field Trip	13/09/2019	13/09/2019	13/09/2019	48

2019	Swachhata Hi Seva Programme	02/10/2019	02/10/2019	02/10/2019	72
2019	Regular IQAC meeting	23/10/2019	23/10/2019	23/10/2019	15
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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
A talk on CYBER SECURITY	21/01/2020	21/01/2020	40	70
A talk on Stock Market	02/12/2019	02/12/2019	4	16
Discussion on Skill Development	21/11/2019	21/11/2019	45	96
Discussion on Personality Development	21/02/2020	21/02/2020	10	24

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 Institute does not 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Cleanliness Drive conducted on last friday of every month 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.

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

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, problems 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 realising 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 organising 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 benefitted them a lot. The college, as a priority, provides career counselling and training by organising career counselling programmes and coaching to outgoing as well as ex-students with resource persons from different areas and also by hiring the services of experts.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. To introduce Undergraduate Arts Stream 2. To introduce Smart class 3. To set up Commerce Lab 4. To organise Faculty Development Programme 5. To Organise Skill Based Programme 1. To introduce Undergraduate Arts Stream 2. To introduce Smart class 3. To set up Commerce Lab 4. To organise Faculty Development Programme 5. To Organise Skill Based Programme