



YEARLY STATUS REPORT - 2022-2023

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 its own campus? **Yes**
- Phone no./Alternate phone no. **03862-230131**
- Mobile No: **9436430369**
- Registered e-mail **pccdimapur1985@gmail.com**
- Alternate e-mail **pcciqac2014@gmail.com**
- Address **Near Fire Service Station, Burma Camp Road, Dimapur**
- City/Town **Dimapur**
- State/UT **Nagaland**
- Pin Code **797112**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated college**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **Nagaland University**
- Name of the IQAC Coordinator **Dr. Nipul Sutradhar**
- Phone No. **9856052309**
- Alternate phone No. **7005849281**
- Mobile **9436430369**
- IQAC e-mail address **pcciqac2014@gmail.com**
- Alternate e-mail address **nipulstradhar@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjQ2OTQ=

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://pccdimapur.com/wp-content/uploads/2023/03/Academic-calender-2022-23.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.5	2014	21/02/2014	20/02/2019
Cycle 2	C	1.61	2019	15/07/2019	14/07/2024

6. Date of Establishment of IQAC

10/12/2010

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Public College of Commerce	Grants-in-Aid	Department of Higher Education	2022-23 for 1 year	2,00,000

8. Whether composition of IQAC as per latest

Yes

NAAC guidelines

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

IQAC has made significant contributions in the following manner: 1. Organize various career counselling programme 2. Prepare a Activity Calander was prepared as per NAAC Criterion for carrying out different activities during the session regularly. 3. Prepare a manual for identifying Slow and Advanced Learners. 4. Initiative was taken for Faculty Exchange programme with Pranabananda Women's College, Dimapur. 5. Initiates Regular Departmental and IQAC meetings.

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

Plan of Action	Achievements/Outcomes
1. Career Counselling Programme	1. Organised
2. Faculty Exchange Programme	2. Conducted
3. Grievances Redressal Programme	3. Organised
4. Skill Enhancement Programme	4. Not conducted
5. seminar	5. Not organised
6. Regular IQAC meeting	6. Conducted

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, PCC	02/05/2023

14. Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	03862-230131
• Mobile No:	9436430369
• Registered e-mail	pccdimapur1985@gmail.com
• Alternate e-mail	pcciqac2014@gmail.com
• Address	Near Fire Service Station, Burma Camp Road, Dimapur
• City/Town	Dimapur
• State/UT	Nagaland
• Pin Code	797112
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated college
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Nagaland University
• Name of the IQAC Coordinator	Dr. Nipul Sutradhar
• Phone No.	9856052309

• Alternate phone No.	7005849281				
• Mobile	9436430369				
• IQAC e-mail address	pcciqac2014@gmail.com				
• Alternate e-mail address	nipulstradhar@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjQ2OTQ=				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://pccdimapur.com/wp-content/uploads/2023/03/Academic-calender-2022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.5	2014	21/02/2014	20/02/2019
Cycle 2	C	1.61	2019	15/07/2019	14/07/2024
6.Date of Establishment of IQAC			10/12/2010		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Public College of Commerce	Grants-in-Aid	Department of Higher Education	2022-23 for 1 year	2,00,000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC	View File				
9.No. of IQAC meetings held during the year			2		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>IQAC has made significant contributions in the following manner: 1. Organize various career counselling programme 2. Prepare a Activity Calander was prepared as per NAAC Criterion for carrying out different activities during the session regularly. 3. Prepare a manual for identifying Slow and Advanced Learners. 4. Initiative was taken for Faculty Exchange programme with Pranabananda Women's College, Dimapur. 5. Initiates Regular Departmental and IQAC meetings.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
1. Career Counselling Programme	1. Organised	
2. Faculty Exchange Programme	2. Conducted	
3. Grievances Redressal Programme	3. Organised	
4. Skill Enhancement Programme	4. Not conducted	
5. seminar	5. Not organised	
6. Regular IQAC meeting	6. Conducted	
13. Whether the AQAR was placed before statutory body?	Yes	

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, PCC	02/05/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	14/12/2022

15. Multidisciplinary / interdisciplinary**16. Academic bank of credits (ABC):****17. Skill development:****18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):****20. Distance education/online education:****Extended Profile****1. Programme**

1.1

Number of courses offered by the institution across all programs during the year

(1)-Bachelor of
Commerce- (i) General
(ii) Honours in
Accounting & Finance
(iii) Honours in
Management

File Description	Documents
Data Template	View File

2.Student2.1 392

Number of students during the year

File Description	Documents
Data Template	View File

2.2 00Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 194

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 11

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 11

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1 Number of courses offered by the institution across all programs during the year	(1)-Bachelor of Commerce- (i) General (ii) Honours in Accounting & Finance (iii) Honours in Management
---	--

File Description	Documents
Data Template	View File

2. Student

2.1 Number of students during the year	392
---	-----

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	00
---	----

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	194
--	-----

File Description	Documents
Data Template	View File

3. Academic

3.1 Number of full time teachers during the year	11
---	----

File Description	Documents
Data Template	View File

3.2	11
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	07
Total number of Classrooms and Seminar halls	
4.2	4281066
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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). 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.. Home assignments, tutorials, projects, class tests,

internal assessment, comprise the evaluation process. 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. The College prepares the academic calendar much before the beginning of each semester. The academic calendar provides date of commencement of the academic session, duration of semester, period of internal assessment tests, final semester examinations etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

College prepares its academic calendar based on the tentative dates of exam 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 schedule events in the stipulated time. The following initiatives have been taken in the college for continuous internal evaluation of the students: 01. Home assignment . 02. Internal Tests. 03. Peer teaching.04. Students are encouraged to participate in the extra class . 05. Revision lectures 06. The students who are little slow in their grasping as compare to their counterparts are identified on the basis of their class participation, pass percentage, class performance, and regularity in submission of assignments. The Institute through its teachers handle it sensitively, and pays required attention tolearners with various paces.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

288

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

288

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

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 programmes etc. In order to integrate the cross-cutting

issues relevant to gender, environment and sustainability, human values and professional ethics, The College organised different types of programmes, some enhance professional competencies while others aim to inculcate general competencies like social ethical values, human values, environment sensitivity etc., thereby leading to the holistic development of students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

00

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

200

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

392

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

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 patterns, 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 task including peer teaching and at the same time weaker students are given special attention through the mentors. 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 peer teaching, slow learners by giving extra task 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.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
392	11

File Description	Documents
Any additional information	View File

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

The College practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active, apart from boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level. by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace. Teachers make classes as interactive as possible and encourage innovative thought. Audio- Visual methodology, Industrial Visits, Field trips and Projects are some of the means used by departments to boost student participation. Moreover, the college through its suggestions box, collects students' suggestions/grievances and feedback which are dealt accordingly.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use simple ICT enabled tools for effective teaching-learning process. The campus is enabled with high speed wi-fi connection. The faculty use various tools to enhance the quality of teaching-learning like Zoom. Google meet etc. Google classroom is used to manage and post course related information learning material, quizzes, evaluations, assignments, etc. during the pandemic period. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process. Online quizzes and polls are regularly conducted to record the feedback of the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

04

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

186

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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, security of marks and finalization of the same before filling 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 Statement' for record of mal practices (if any) and for prohibited items.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

In case of any grievances 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 through 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	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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 uploaded in the college website. 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

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 aggregate. Students of our college used to get ranks in the university final examination most of the years. Due initiative is taken to ensure that the

syllabus and all internal evaluation for all the papers is completed on time.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

83

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://pccdimapur.com/wp-content/uploads/2023/12/2.7.1-Analysis-Report-Student-Satisfaction-Survey-SSS.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

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 by the college are:

- Organised cleanliness drive in and around the college, the institution through its "Swachh Bharat Committee" participates in cleanliness drive.
- The institution through its Red Ribbon Club organises health awareness programmes to make the students aware about different health issues and also organise blood donation camps.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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 learnings are shown below:

Class Rooms- 07; Computer Lab- 01; Conference Hall-cum- Faculty Room-01; Library- 01; Girls Common Room- 01; Boys Common Room-cumUnion Room- 01; Women's Hostel- 01.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pccdimapur.com/

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

The institution is working in a very small area and does not 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 organises sports events that include football, cricket, volley ball, badminton, 100 meter race, 400 meter race, relay race, javelin

throw, discuss throw, carom, chess, arm wrestling, high and long jump, tug-of-war both for boys and girls.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

106380

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

103006

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

20

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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 room, IQAC room, Principal 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pccdimapur.com/

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

209386

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

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.
- **Computer Lab-** Computer lab has 36 computers connected with broadband facility and students are allowed to access the same during the computer class.
- **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.
- **Surveillance & Announcement system-** Principal of the college keep surveillance from his office through 22CCTV cameras installed in the office, faculty room, library, computer lab, class rooms, corridors and parking area.
- **Power Backup-** For smooth functioning of the college activities diesel generators has been installed which is fuelled and serviced as and when required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://pccdimapur.com/wp-content/uploads/2023/03/4.4.2-Additional-Information.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

72

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

22

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

98

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

98

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

00

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

01

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college has an active students union that was established in the year 1992. 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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

01

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has an Alumni Association titled 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 in a year. Till now the association is not financially strong and hence there is no financial or non financial contribution from the association.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision and Mission of the institute are in tune with the objectives of higher education:

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 selfmotivation, 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 resource belong to the institution only. The college is governed by a Governing Body consisting of 11 members who arerepresentatives of the Government of Nagaland, District Adminsitration, Affiliating University, Local Leaders/Politicians, Academicians and Teachers & Non-Teaching

Staff of the college.

File Description	Documents
Paste link for additional information	https://pccdimapur.com/
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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 assignment, 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 and ensure that each one of them get an opportunity to participate in the decentralized management/administration and/or decision making. Moreover, the Vice-principal and the departmental heads are authorised 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. Further, the Vice Principal is Ex-Officio member to the Governing Body. After every three years two representatives, i.e., one from the faculty members and one from the non-teaching staff are elected to represent who attend all the governing body meetings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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-examinations, awareness programmes, career conseling 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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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. The institution follows a democratic and participatory mode of governance with all stakeholders

participating actively in its administration to deliver value based and advance education which bring significant benefits to the society. The governing board comprises of 11 members, headed by the Deputy Commissioner, Dimapur as Ex-Officio Chairperson and Additional Deputy Commissioner (Hq), Dimapur as Ex-Officio Vice Chairperson. distinguished administrators, academicians and faculty representatives. The Governing Body delegates authority to the Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and section in-charges play significant role in framing the institutional policies and implementing the same. Institute strike a balance between compliance with regulatory matters and keeping a strong pulse on improving the college's performance along with long term sustainability by forming a strategic direction towards Centre of excellence. 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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://pccdimapur.com/wp-content/uploads/2020/02/Organogram-of-Public-College-of-Commerce.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution undertakes welfare measures for teaching and nonteaching 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 severe illness of members of the college. Financial contribution for annual picnic, farewell of staff, felicitation, gifts, etc.
- Extra increment is given to faculty members with additional qualifications like Ph.D, MBA.
- Faculty members are paid allowances to attend orientation programmes, seminars, workshops, conferences etc.
- Special Leave is granted to the faculty members for research works. Besides, 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 each teaching staff and 1 day for every 12 days for nonteaching staff, which can be encashed 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 disease in the family of an employee, and leave without pay for 5

years on lien.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

01

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

00

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has introduced Self Assessment performance appraisal for teaching staff. In addition, 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. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 property. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

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 onecourse of study is limited, the college has a plan to introduce other course(s) of study under Nagaland University.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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:

- Improvement in quality of teaching by regular inputs to all concerned based on feedback from students.
- The IQAC prepares, evaluates and recommends for approval of Annual Quality Assurance Report (AQAR)
- Introduced Performance Based Appraisal System for Teachers.
- Takes initiatives to assess the Advanced and slow learners through mentorship
- Initiates Faculty Exchange Programme
- Organise Career counselling Programme.
- For the development of communication skill and conceptual understanding of the students Peer Teaching and Alumni Teaching has been introduced as the best practices in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 and recorded the incremental improvement in various activities

At the beginning of the session an induction cum orientation programme is organised 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

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 first 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 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	Documents
Annual gender sensitization action plan	<u>Every year awareness programme on sexual harresment, anti-ragging programme are held in the college under the initiative of the against sexual harassments and anti-ragging cell headed by lady faculty members. Furthermore, every year International Women's Day programme was organised.</u>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

E. None of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and

E. None of the above

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

We believe in unity in diversity that's why our students respect the different religion, language and culture. We feel the college is our second home and all faculties like a family member. We greet and wish each other at different festivals to get introduced with ones culture to have amicable relations and to maintain the religious, social and communal harmony. Similarly our students also celebrate the different festivals with joy and enthusiasm which help them to implant the social and religious harmony. To represent our Indian culture, on the college Freshers' Day we organize a traditional dress competition and fashion show. In this competition students wore the different attire representing the different states, religions and cultures. Through this activity students get acquainted with the different culture of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. This also creates the inclusive environment in the college and society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our institution takes all possible initiatives inorganizingvarious events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and

life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

College organise various national and international events festivals during the year like Azadi Ka Amrit Mahotsav on 12th August 2022, Rashtriya Ekta Diwas on 31st Octoer, 2022 and World

Environment Day on 5th June 2023 etc. in addition to that other events like Independence Day and Republic Day also celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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.
2. Alumni Teaching- To give practical exposure in the field of teaching to the passed out students they are called and asked to engage classes which ultimately benefits to present students as well to ex-students of the college.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college 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, The college, as a priority, provides career conseling and training by organizing career conseling programmes and coaching to outgoing as well as ex-students with resource persons from different areas and also by during the services of experts. Moreover, in keepingwith objectives and vision, Public College of Commerce has always given priority to the education of underprivileged students to empower them.

Weblink:<https://pccdimapur.com/wp-content/uploads/2023/12/7.3.1-Institutional-Distinctiveness.pdf>

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To introduce more Major course in Arts Undergraduate Programme
2. To Organise Seminar
3. To Organise Skill Based Programme
4. To undertake Extension Activities