

**The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent (UG) Colleges)**

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018) (with effect from academic year 2020-21)*

Part – A

1. Data of the Institution

(Data may be captured from IIQA)

1. Name of the Institution: PUBLIC COLLEGE

- Name of the Head of the institution: **Dr. Abdul Khalique Taluder**
- Designation: **Principal**
- Does the institution function from 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 /Constituent: **Affiliated college**
- Type of Institution: Co-education/Men/Women: **Co-education**
- Location :Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self-financing (please specify): **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://pccdimapur.com/wp-content/uploads/2024/01/AQAR-2022-23.pdf>

4. Whether Academic Calendar prepared during the year?

Yes/No.... , if yes, whether it is uploaded in the Institutional website: **Yes**

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1. Cycle 1	B	2.5	2014	from: 21/02/2014	to: 20/02/2019
2. Cycle 2	C	1.61	2019	from: 15/07/2019	to: 14/07/2024
3 rd				from:	to:
4 th				from:	to:
5 th				from:	to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 10/12/2010

7. 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	Grants-in-Aid	Department of Higher Education	2023-24 for 1 year	2,00,000

8. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

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

Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?

Yes/No.....

(If No, please upload the minutes of the meeting(s) and Action Taken Report.)

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

If yes, mention the amount: Year:

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

- * **Organize various career counselling programme**
- ***Prepare a Activity Calander was prepared as per NAAC Criterion for carrying out different activities during the session regularly.**
- ***Prepare a manual for identifying Slow and Advanced Learners.**
- ***Initiates Regular Departmental and IQAC meetings**
- * **Organize Health Awareness Programme**

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
Career Counselling Programme	Organised
Faculty Exchange Programme	Organised
Grievances Redressal Programme	Organised
Skill Enhancement Programme	Organised
Seminar	Not organised

13. Whether the AQAR was placed before statutory body? Yes /No: **No**

Name of the statutory body: Governing Body,PC Date of meeting(s):

14. Whether institutional data submitted to AISHE:

Yes /No: Year: **Yes** Date of Submission: **17.02.2024**

2. Institutional Preparedness for NEP 2020

(Description in maximum 500 words)

1. Multidisciplinary / interdisciplinary:

The affiliating university has introduced academic programmes as per NEP 2020 during the session 2023-24 and according to the guidelines framed by the university; the college is offering multidisciplinary/interdisciplinary papers to the students. In order to equip the students to have all round development and build capacities – intellectual, social, physical, aesthetic, moral, emotional, etc. in an integrated manner, the college has included multidisciplinary subjects as per the NEP 2020/Nagaland University Guidelines. In due course of time the college shall offer short-term vocational courses. To equip the students with practical working exposure and prepare themselves for self employment, they are being sent to various institutions/organizations (business and service) for internship programmes. In the days to come, the college shall prepare itself to have more of multi-disciplinary subjects by identifying the programme learning outcomes that define the specific knowledge, skills, attitudes and values that are acquired by the students and would ensure that each programme achieves its objectives.

2. Academic bank of credits (ABC):

As per the provisions of NEP 2020, higher educational institutions are required to introduce the Academic Bank of Credit (ABC) for the students. The Academic Bank of Credits (ABC) is a digital platform that stores information about a student's academic credits earned throughout their education. The College is affiliated to Nagaland University and follows the university guidelines and instructions in matters of academic curriculum, etc. Regarding the implementation of ABC, the college shall do the needful once the University issues guidelines and instructions.

3. Skill development:

One of the visions of the college is to provide quality education with skill up-gradation and training of students by using latest technology and innovative methodologies. As per the provisions of the NEP, Nagaland University proposes the common pool of Skill Enhancement Courses (SEC) and respective Colleges can select the SEC courses from the given list. As an affiliated college of Nagaland university, the college has introduced SEC courses from the common pool for the students. Besides the existing Skill Enhancement Courses, the college has also offers a certificate course in computer application on different modules for the students of 1st to 4th semesters. Further, the college also arranges for Internship programmes for the students of 5th semesters to acquire different skills on business and services.

4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The NEP has focused on interdisciplinary and trans-disciplinary knowledge, and it can integrate the contemporary knowledge vested with Indian Knowledge System (IKS) to address current and future challenges. The IKS covers the knowledge assets from the pre-historic to the current period. The main objective of integrating IKS into the education system is to ensure that India's ancient knowledge systems, such as Ayurveda, Yoga, and traditional arts, are preserved and promoted for future generations. The college offers subjects like History and Political Science where students can have knowledge of Indian art, culture, music, tradition and polity. The college takes initiatives to promote local culture by organizing various cultural events in different occasion in college campus including the scope to wear traditional attire once in a month. It celebrates important days of national importance by organizing programmes on Independence Day, Republic Day, World Aids Day, World Environment Day, Birth and Death Anniversary of our National leaders.

5. Focus on Outcome based education (OBE):

Effort is being initiated to understand that a pursuit of knowledge is a life-long activity and to acquire a positive attitude and other qualities to lead a successful life by student. Outcome Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery assessment is planned to achieve the stated objectives of the curriculum. It focuses on measuring student performance i.e., outcomes at different levels. As an affiliated college, it follows the guidelines of Nagaland University in matters curriculum framework, measurement of students performance/outcome level.

6. Distance education/online education:

During the COVID-19 pandemic, the college adopted online teaching through the platforms like Zoom, etc. and using Whatsapp for sharing notes and videos with the students as teaching and learning aids. Whatsapp groups were created (which is still continued) for interaction and giving assignments to the students. The college is preparing and encouraging the students to take online education through SWAYAM platform within the scope of Nagaland University guidelines.

3. Extended Profile of the Institution

1. Programme:

1.1 Number of courses offered by the Institution across all programs during theyear

Year	2023-24
Number	2

2. Student:

2.1 Number of students during the year.

Year	2023-24
Number	526

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

Year	2023-24
Number	Not Applicable

2.3 Number of outgoing/ final year students during the year

Year	2023-24
Number	167

3. Academic:

3.1 Number of full time teachers during the year

Year	2023-24
Number	18

3.2 Number of Sanctioned posts during the year

Year	2023-24
Number	18

4. Institution:

4.1 Total number of Classrooms and Seminar halls -- 9 _____

4.2 Total expenditure excluding salary during the year(INR in lakhs)

Year	2023-24
Expenditure	54,52,815.57

4.3 Total number of computers on campus for academic purposes: ____52____

PART B

Criterion 1 – Curricular Aspects

Key Indicator – 1.1 Curricular Planning and Implementation

Metric No.	
1.1.1. QM	<p><i>The Institution ensures effective curriculum delivery through a well planned and documented process</i></p> <p>Write description of initiatives in not more than 200 words</p> <p>File Description</p> <p>Public College, Dimapur, affiliated to Nagaland University, follow the curriculum designed by the university. The college has both Arts and Commerce Stream. 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.</p> <ul style="list-style-type: none"> • Upload relevant supporting document • Link for Additional information
1.1.2. QM	<p><i>The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)</i></p> <p>Write description in maximum of 200 words</p> <p>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 handles it sensitively, and pays required attention to learners with various paces.</p> <p>File Description</p>

	<ul style="list-style-type: none"> • Upload relevant supporting document • Link for Additional information 				
<p>1.1.3. Q_nM</p>	<p><i>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</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="padding: 2px;">Year</td> <td style="padding: 2px;">2023-24</td> </tr> <tr> <td style="padding: 2px;">Number</td> <td style="padding: 2px;">3</td> </tr> </table> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating University 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Options</p> <ol style="list-style-type: none"> 1. All of the above 2. Any 3 of the above 3. Any 2 of the above 4. Any 1 of the above 5. None of the above 	Year	2023-24	Number	3
Year	2023-24				
Number	3				

	<p>Data requirement: (As per Data Template)</p> <ul style="list-style-type: none"> • Number of teachers participated • Name of the body in which full time teacher participated • Total number of teachers <p>Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions w.r.t the activity in which the teachers are involved.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Details of participation of teachers in various bodies/activities provided as a response to the metric • Any additional information
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Key Indicator- 1.2 Academic Flexibility

Metric No.					
<p>1.2.1. QnM</p>	<p><i>Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</i></p> <p>1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented.</p> <table border="1" style="margin-left: 20px;"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>1</td> </tr> </table> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of all Programmers adopting CBCS • Name of all Programmes adopting elective course system <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Any additional information • Minutes of relevant Academic Council/ BOS meetings • Institutional data in prescribed format (DataTemplate) 	Year	2023-24	Number	1
Year	2023-24				
Number	1				
<p>1.2.2. QnM</p>	<p><i>Number of Add on /Certificate programs offered during the year</i></p> <p><i>1.2.2.1: How many Add on /Certificate programs are added during the year.</i></p> <p><i>Data requirement for year: (As per Data Template)</i></p> <p><i>The template is combined with 1.2.3</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>1</td> </tr> </table> <ul style="list-style-type: none"> • <i>Names of the Add on /Certificate programs with 30 or more contact hours</i> • <i>No. of times offered during the same year</i> • <i>Total no. of students completing the course in the year</i> <p>File Description (Upload)</p> <ul style="list-style-type: none"> • <i>Any additional information</i> • <i>Brochure or any other document relating to Add on /Certificate programs</i> • <i>List of Add on /Certificate programs (Data Template)</i> 	Year	2023-24	Number	1
Year	2023-24				
Number	1				

<p>1.2.3</p> <p>Q_nM</p>	<p><i>Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</i></p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year</p> <table border="1"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>360</td> </tr> </table> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> • Total number of students enrolled in certificate / Add –on programs • Total number of students across all the programs <p>File Description(Upload)</p> <ul style="list-style-type: none"> • Any additional information • Details of the students enrolled in Subjects related to certificate/Add-on programs 	Year	2023-24	Number	360
Year	2023-24				
Number	360				

Key Indicator- 1.3 Curriculum Enrichment

<p>Metric No.</p>	
<p>1.3.1.</p> <p>Q₁M</p>	<p><i>Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</i></p> <p>Upload a description in maximum of 200 words.</p> <p>Public College 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.</p> <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Any additional information • Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

<p>1.3.2. Q_nM</p>	<p><i>Number of courses that include experiential learning through project work/field work/internship during the year</i> 1.3.2.1 : Number of courses that include experiential learning through project work/field work/internship during the year</p> <table border="1" data-bbox="327 358 738 443"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>126</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the Course • Details of experiential learning through project work/field work/internship • Name of the Programme <p>File Description:</p> <ul style="list-style-type: none"> • Any additional information • Programme / Curriculum/ Syllabus of the courses • Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses • MoU's with relevant organizations for these courses, if any • Number of courses that include experiential learning through project work/field work/internship (Data Template) 	Year	2023-24	Number	126
Year	2023-24				
Number	126				
<p>1.3.3. Q_nM</p>	<p><i>Number of students undertaking project work/field work/ internships</i> 1.3.3.1. Number of students undertaking project work/field work/ internships</p> <table border="1" data-bbox="327 1019 738 1104"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>126</td> </tr> </table> <p>Data Requirement : (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the programme • No. of students undertaking project work/field work /internships <p>File Description:(Upload)</p> <ul style="list-style-type: none"> • Any additional information • List of programmes and number of students undertaking project work/field work/ /internships (DataTemplate) 	Year	2023-24	Number	126
Year	2023-24				
Number	126				

Key Indicator- 1.4 Feedback System

<p>Metric No.</p>	
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<p>1.4.1. QnM</p>	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i> 1) Students 2) Teachers 3) Employers 4) Alumni</p> <p>Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p> <p style="text-align: right;">Choose any one</p> <p>Data Requirement: Report of analysis of feedback received from different stakeholders</p> <p>File Description</p> <ul style="list-style-type: none"> • URL for stakeholder feedback report • Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) • Any additional information (Upload) <p>(Note: Data template is not applicable to this metric)</p>
<p>1.4.2 QnM</p>	<p><i>Feedback process of the Institution may be classified as follows:</i></p> <p>Options: A. Feedback collected, analyzed and action taken and feedback available on website B. Feedback collected, analyzed and action has been taken C. Feedback collected and analyzed D. Feedback collected E. Feedback not collected</p> <p>Documents: Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • URL for feedback report <p>(Note: Data template is not applicable to this metric)</p>

Criterion 2- Teaching- Learning and Evaluation

Key Indicator- 2.1 Student Enrolment and Profile

<p>Metric No.</p>									
<p>2.1.1. QnM</p>	<p>Enrolment Number</p> <p>Number of students admitted during the year</p> <table border="1" data-bbox="344 1749 759 1832"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>234</td> </tr> </table> <p>2.1.1.1. Number of sanctioned seats during the year</p> <table border="1" data-bbox="344 1906 759 1989"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>300</td> </tr> </table> <p>Data Requirement last completed academic year.</p>	Year	2023-24	Number	234	Year	2023-24	Number	300
Year	2023-24								
Number	234								
Year	2023-24								
Number	300								

	<ul style="list-style-type: none"> Total number of Students admitted Total number of Sanctioned seats <p>File Description:</p> <ul style="list-style-type: none"> Any additional information Institutional data in prescribed format 				
2.1.2. Q _n M	<p><i>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)</i></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories during the year</p> <table border="1"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>Not Applicable</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> Number of Students admitted from the reserved category Total number of seats earmarked for reserved category as per GOI or State government rule <p>File Description: (Upload)</p> <ul style="list-style-type: none"> Any additional information Number of seats filled against seats reserved (Data Template) 	Year	2023-24	Number	Not Applicable
Year	2023-24				
Number	Not Applicable				

Key Indicator- 2.2. Catering to Student Diversity

Metric No.	
2.2.1. Q ₁ M	<p><i>The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners</i></p> <p>Write description in maximum of 200 words</p> <p>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.</p> <p>File Description:</p> <ul style="list-style-type: none"> Past link for additional Information Upload any additional information

2.2.2.	Student- Full time teacher ratio (Data for the latest completed academic year)	
Q_nM	Year	2023-24
	Number of Students	526
	Number of teachers	18
<p>Data requirement:</p> <ul style="list-style-type: none"> • Total number of Students enrolled in the Institution • Total number of full time teachers in the Institution <p>Formula: Students: teachers</p> <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Any additional information <p>(Note: Data template is not applicable to this metric)</p>		

Key Indicator- 2.3. Teaching- Learning Process

Metric No.	
2.3.1.	<p>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p>
Q₁M	
<p>Upload a description in maximum of 200 words</p> <p>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.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Link for additional information 	

<p>2.3.2. Q₁M</p>	<p>Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words</p> <p>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.</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Provide link for webpage describing the ICT enabled tools for effective teaching-learning process. 				
<p>2.3.3. Q_nM</p>	<p>Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors Number of students assigned to each Mentor</p> <table border="1" data-bbox="344 862 839 976"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number of mentors</td> <td>18</td> </tr> </table> <p>Formula: Mentor : Mentee</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload, number of students enrolled and full time teachers on roll. • Circulars pertaining to assigning mentors to mentees • mentor/mentee ratio <p>(Note: Data template is not applicable to this metric)</p>	Year	2023-24	Number of mentors	18
Year	2023-24				
Number of mentors	18				

Key Indicator- 2.4 Teacher Profile and Quality

Metric No.					
2.4.1. Q _n M	<p>Number of full time teachers against sanctioned posts during the year</p> <table border="1"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>18</td> </tr> </table> <p>Data requirement for year (As per Data Template)</p> <ul style="list-style-type: none"> Number of full time teachers Number of sanctioned posts <p>File Description (Upload)</p> <ul style="list-style-type: none"> full time teachers and sanctioned posts for year(DataTemplate) Any additional information List of the faculty members authenticated by the Head of HEI 	Year	2023-24	Number	18
Year	2023-24				
Number	18				
2.4.2. Q _n M	<p>Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super speciality / D.Sc. / D.Litt. during the year(consider only highest degree for count)</p> <p>D.N.B 2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.C Super speciality / D.Sc. / D.Litt. during the year</p> <table border="1"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>4</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Super speciality / D.Sc. /D.Litt. Total number of full time teachers <p>File Description (Upload)</p> <ul style="list-style-type: none"> Any additional information 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) 	Year	2023-24	Number	4
Year	2023-24				
Number	4				
2.4.3. Q _n M	<p>Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</p> <p>2.4.3.1 : Total experience of full-time teachers</p> <table border="1"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>22</td> </tr> </table> <p>Data requirement for year (As per Data Template)</p> <ul style="list-style-type: none"> Name and Number of full time teachers with years of teaching experiences <p>File Description: (Upload)</p> <ul style="list-style-type: none"> Any additional information List of Teachers including their PAN, designation, dept. and experience details(Data Template) 	Year	2023-24	Number	22
Year	2023-24				
Number	22				

Key Indicator- 2.5. Evaluation Process and Reforms

Metric No.	
<p>2.5.1. Q₁M</p>	<p><i>Mechanism of internal assessment is transparent and robust in terms of frequency and mode</i></p> <p>Upload a description not more than 200 words</p> <p>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 25 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.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Any additional information • Link for additional information
<p>2.5.2. Q₁M</p>	<p><i>Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient</i></p> <p>Upload a description not more than 200 words</p> <p>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,</p> <p>File Description:</p> <ul style="list-style-type: none"> • Any additional information • Link for additional information

Key Indicator- 2.6 Student Performance and Learning Outcome

Metric No.	
<p>2.6.1. Q₁M</p>	<p><i>Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.</i></p> <p>Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 200 characters and maximum of 200 words 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.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Past link for Additional information • Upload COs for all courses (exemplars from Glossary)
<p>2.6.2. Q₁M</p>	<p><i>Attainment of Programme outcomes and course outcomes are evaluated by the institution.</i></p> <p>Describe the method of measuring the level of attainment of POs , PSOs and COs in not more than 200 words</p> <p>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.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for Additional information

<p>2.6.3.</p> <p>Q_nM</p>	<p>Pass percentage of Students during the year</p> <p>2.6.3.1. Total number of final year students who passed the university examination during the year</p> <p>2.6.3.2. Total number of final year students who appeared for the university examination during the year</p> <table border="1" style="margin-left: 20px;"> <tr> <th colspan="2" style="text-align: center;">Previous completed academic year</th> </tr> <tr> <td>Number of students appeared</td> <td style="text-align: center;">167</td> </tr> <tr> <td>Number of students passed</td> <td style="text-align: center;">122</td> </tr> </table> <p>Data Requirement (As per Data Template)</p> <ul style="list-style-type: none"> • Programme code • Name of the Programme • Number of Students appeared • Number of Students passed • Pass percentage <p>File Description</p> <ul style="list-style-type: none"> • Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) • Upload any additional information • Paste link for the annual report 	Previous completed academic year		Number of students appeared	167	Number of students passed	122
Previous completed academic year							
Number of students appeared	167						
Number of students passed	122						

Key Indicator- 2.7 Student Satisfaction Survey

Metric No.	
<p>2.7.1</p> <p>Q_nM</p>	<p><i>Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</i></p>

Criterion3- Research, Innovations and Extension

Key Indicator 3.1- Resource Mobilization for Research

Metric No.					
<p>3.1.1. Q_nM</p>	<p><i>Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</i> 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)</p> <table border="1" data-bbox="328 568 820 685"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>(INR in Lakhs):</td> <td>Nil</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the Project/Endowments • Name of the Principal Investigator • Department of Principal Investigator • Year of Award • Funds provided • Duration of the project • Name of the Project/Endowments <p>File Description(Upload)</p> <ul style="list-style-type: none"> • Any additional information • e-copies of the grant award letters for sponsored research projects /endowments • List of endowments / projects with details of grants(Data Template) 	Year	2023-24	(INR in Lakhs):	Nil
Year	2023-24				
(INR in Lakhs):	Nil				
<p>3.1.2 Q_nM</p>	<p><i>Number of departments having Research projects funded by government and non government agencies during the year</i> 3.1.2.1: Number of departments having Research projects funded by government and non-government agencies during the year</p> <table border="1" data-bbox="328 1368 740 1447"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>(INR inLakhs):</td> <td>Nil</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of Principal Investigator • Duration of project • Name of the research project • Amount / Fund received • Name of funding agency • Year of sanction • Department of recipient <p>File Description(Upload)</p> <ul style="list-style-type: none"> • List of research projects and funding details(DataTemplate) • Any additional information • Supporting document from Funding Agency • Paste link to funding agency website 	Year	2023-24	(INR inLakhs):	Nil
Year	2023-24				
(INR inLakhs):	Nil				

<p>3.1.3</p> <p>QnM</p>	<p>Number of Seminars/conferences/workshops conducted by the institution during the year</p> <p>3.1.3.1: Total number of Seminars/conferences/workshops conducted by the institution during the year</p> <table border="1"> <tr> <td>Year</td> <td>2023</td> </tr> <tr> <td>Number of teachers</td> <td>Nil</td> </tr> </table> <p>Data Requirements: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the workshops /seminars • Number of Participants • Date (From-to) • Link to the activity report on the website <p>File Description(Upload)</p> <ul style="list-style-type: none"> • Report of the event • Any additional information • List of workshops/seminars during last 5 years (DataTemplate) 	Year	2023	Number of teachers	Nil
Year	2023				
Number of teachers	Nil				

Key Indicator 3.2- Research Publication and Awards

<p>Metric No.</p> <p>3.2.1.</p> <p>QnM</p>	<p><i>Number of papers published per teacher in the Journals notified on UGC website during the year</i></p> <p>3.2.1.1. Number of research papers in the Journals notified on UGC website during the year</p> <table border="1"> <tr> <td>Year</td> <td>2023</td> </tr> <tr> <td>Number</td> <td>2</td> </tr> </table> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> • Title of paper • Name of the author/s • Department of the teacher • Name of journal • Year of publication • ISBN/ISS Number <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Any additional information • List of research papers by title, author, department, name and year of publication (Data Template) 	Year	2023	Number	2
Year	2023				
Number	2				

3.2.2. QnM	<p><i>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</i></p> <p>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</p> <table border="1"> <tr> <td>Year</td> <td>2023</td> </tr> <tr> <td>Number</td> <td>1</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> Name of the teacher: Title of the paper Title of the book published: Name of the author/s : Title of the proceedings of the conference Name of the publisher: National/International National/international : ISBN/ISSN number of the proceedings Year of publication: <p>File Description: (Upload)</p> <ul style="list-style-type: none"> Any additional information List books and chapters edited volumes/ books published (Data Template) 	Year	2023	Number	1
Year	2023				
Number	1				

Key Indicator 3.3- Extension Activities

Metric No.	
3.3.1. QnM	<p><i>Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year</i></p> <p>Describe the impact of extension activities in sensitizing students to social issues and holistic development within a maximum of 200 words.</p> <p>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 organize blood donation camps.</p> <p>File Description:</p> <ul style="list-style-type: none"> Paste link for additional information Upload any additional information

<p>3.3.2. QnM</p>	<p><i>Number of awards and recognitions received for extension activities from government / government recognized bodies during the year</i></p> <p>3.3.2.1. Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year.</p> <table border="1" data-bbox="344 365 687 443"> <tr> <td>Year</td> <td>2023</td> </tr> <tr> <td>Number</td> <td>1</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the activity • Name of the Award/recognition • Name of the Awarding government/ government recognized bodies • Year of the Award <p>File Description: (Upload)</p> <ul style="list-style-type: none"> • Any additional information • Number of awards for extension activities during the year(Data Template) • e-copy of the award letters 	Year	2023	Number	1
Year	2023				
Number	1				
<p>3.3.3. QnM</p>	<p><i>Number of extension and outreach programs conducted by the institution through NSS/NCC/Government and Government recognized bodies during the year</i></p> <p>3.3.3.1. Total Number of extension and outreach programs conducted by the institution through NSS/NCC/Government and Government recognized bodies during the year</p> <table border="1" data-bbox="325 1111 636 1189"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>Nil</td> </tr> </table> <p>Data Requirements (during the year)(As per Data Template)</p> <ul style="list-style-type: none"> • Name and number of the extension and outreach Programmes • Name of the collaborating agency: Non-government, industry, community with contact details <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Reports of the event organized • Any additional information • Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) 	Year	2023-24	Number	Nil
Year	2023-24				
Number	Nil				

<p>3.3.4. QnM</p>	<p><i>Number of students participating in extension activities at 3.3.3. above during the year</i></p> <p>3.4.4.1. 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</p> <table border="1"> <tr> <td>Year</td> <td>2024</td> </tr> <tr> <td>Number</td> <td>1</td> </tr> </table> <p>Data Requirements for last (during the year)(As per Data Template)</p> <ul style="list-style-type: none"> • Name of the activity • Name of the scheme • Year of the activity • Number of teachers participating in such activities • Number of students participating in such activities <p>File Description:</p> <ul style="list-style-type: none"> • Report of the event • Any additional information • Number of students participating in extension activities with Govt. or NGO etc (Data Template) 	Year	2024	Number	1
Year	2024				
Number	1				

Key Indicators 3.4 – Collaboration (20)

Metric No.					
<p>3.4.1. QnM</p>	<p>The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year</p> <table border="1" data-bbox="344 461 655 539"> <tr> <td>Year</td> <td>2024</td> </tr> <tr> <td>Number</td> <td>1</td> </tr> </table> <ul style="list-style-type: none"> • Number of linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc during the year <p>Data Requirements:(during the year)(As per Data Template)</p> <ul style="list-style-type: none"> • Title of the linkage • Name of the partnering institution /industry/research lab with contact details • Year of commencement • Duration(From-To) • Nature of linkage <p>File Description: (Upload)</p> <ul style="list-style-type: none"> • e-copies of linkage related Document • Any additional information <p>Details of linkages with institutions/industries for internship (DataTemplate)</p>	Year	2024	Number	1
Year	2024				
Number	1				
<p>3.4.2. QnM</p>	<p>Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year</p> <p>3.4.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year</p> <table border="1" data-bbox="328 1211 639 1290"> <tr> <td>Year</td> <td>2024</td> </tr> <tr> <td>Number</td> <td>01</td> </tr> </table> <p>Data requirement for year : (As per Data Template)</p> <ul style="list-style-type: none"> • Organization with which MoU’s signed • Name of the institution/industry/corporate house • Year of signing MoU • Duration • List the actual activities under each MoU • Number of students/teachers participating under MoUs <p>File Description:</p> <ul style="list-style-type: none"> • e-Copies of the MoUs with institution./ industry/corporate houses • Any additional information • Details of functional MoUs with institutions of national, international importance, other universities etc during the year 	Year	2024	Number	01
Year	2024				
Number	01				

Criterion 4 - Infrastructure and Learning Resources

Key Indicator – 4.1 Physical Facilities

Metric No.					
<p>4.1.1. QIM</p>	<p><i>The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.</i></p> <p>Describe the adequacy of infrastructure and physical facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum 200 words</p> <p>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 cum Union Room- 01; Women's Hostel- 01</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information https://pccdimapur.com 				
<p>4.1.2. QIM</p>	<p><i>The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.</i></p> <p>Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate within a maximum of 200 words</p> <p>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.</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information 				
<p>4.1.3. QnM</p>	<p><i>Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.</i></p> <p>4.1.3.1 : Number of classrooms and seminar halls with ICT facilities</p> <table border="1" data-bbox="327 1592 973 1671"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number of Classrooms</td> <td>2</td> </tr> </table> <p>Data Requirements: (As per Data Template)</p> <ul style="list-style-type: none"> • Number of classrooms with LCD facilities • Number of classrooms with Wi-Fi/LAN facilities • Number of smart classrooms • Number of classrooms with LMS facilities • Number of seminar halls with ICT facilities <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information 	Year	2023-24	Number of Classrooms	2
Year	2023-24				
Number of Classrooms	2				

	<ul style="list-style-type: none">• Upload Number of classrooms and seminar halls with ICT enabled facilities (DataTemplate)
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4.1.4.	<i>Expenditure, excluding salary for infrastructure augmentation during the year(INR in Lakhs)</i>				
Q_nM	4.1.4.1.Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)				
	<table border="1"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>(INR in Lakhs)</td> <td>54,52,815.57</td> </tr> </table>	Year	2023-24	(INR in Lakhs)	54,52,815.57
Year	2023-24				
(INR in Lakhs)	54,52,815.57				
	Data Requirements : (during the year)(As per Data Template)				
	<ul style="list-style-type: none"> • Expenditure for infrastructure augmentation • Total expenditure excluding salary 				
	File Description:				
	<ul style="list-style-type: none"> • Upload any additional information • Upload audited utilization statements • Upload Details of budget allocation, excluding salary during the year(DataTemplate) 				

Key Indicator – 4.2 Library as a learning Resource

Metric No.	
4.2.1.	Library is automated using Integrated Library Management System (ILMS)
Q₁M	Data requirement for year: Upload a description of library with, 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.
	<ul style="list-style-type: none"> • Name of ILMS software • Nature of automation (fully or partially) • Version • Year of Automation
	File Description:
	<ul style="list-style-type: none"> • Upload any additional information • Paste link for Additional Information
4.2.2.	<i>The institution has subscription for the following e-resources</i>
Q_nM	<ol style="list-style-type: none"> 1. e-journals 2. e-Shodh Sindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access toe-resources
	Options:
	<ol style="list-style-type: none"> A. Any 4 or more of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above
	Data requirement for year: (As per Data Template)
	<ul style="list-style-type: none"> • Details of membership:

	<ul style="list-style-type: none"> • Details of subscription: <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) 				
<p>4.2.3</p> <p>QnM</p>	<p><i>Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</i></p> <p>4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</p> <table border="1"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>(INR in Lakhs)</td> <td>52324</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • Expenditure on the purchase of books/e-books • Expenditure on the purchase of journals/e-journals in during the year • Year of Expenditure: <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Any additional information • Audited statements of accounts • Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) 	Year	2023-24	(INR in Lakhs)	52324
Year	2023-24				
(INR in Lakhs)	52324				
<p>4.2.4</p> <p>QnM</p>	<p><i>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)</i></p> <p>4.2.4.1 Number of teachers and students using library per day over last one year-20</p> <p>Data Requirement</p> <ul style="list-style-type: none"> • Upload last page of accession register details • Method of computing per day usage of library • Number of users using library through e-access • Number of physical users accessing library <p>File Description(Upload)</p> <ul style="list-style-type: none"> • Any additional information • Details of library usage by teachers and students <p>The HEI is requested to calculate the teachers and students usage library per day. Average usage of the library by the college = Total no. of teachers & students in each day for all working days / Total no. of working days</p> <p>(Note: Data template is not applicable to this metric)</p>				

Key Indicator- 4.3 IT Infrastructure

Metric No.	
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<p>4.3.1. Q_iM</p>	<p><i>Institution frequently updates its IT facilities including Wi-Fi</i></p> <p>Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information https://pccdimapur.com/
<p>4.3.2. Q_nM</p>	<p><i>Student – Computer ratio</i></p> <p>Number of students : Number of Computers Data</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Number of computers in workingcondition • Total Number ofstudents <p>File Description</p> <ul style="list-style-type: none"> • Upload any additionalinformation • Student – computerratio <p>(Note: Data template is not applicable to this metric)</p>
<p>4.3.3. Q_nM</p>	<p><i>Bandwidth of internet connection in the Institution</i></p> <p>Options:</p> <p>A. ≥ 50MBPS B. 30 - 50MBPS C. 10 - 30MBPS D. 10 - 5MBPS E. < 5MBPS</p> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Available internet band width <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional Information • Details of available bandwidth of internet connection in the Institution <p>(Note: Data template is not applicable to this metric)</p>

Key Indicator – 4.4 Maintenance of Campus Infrastructure

<p>Metric No.</p>	
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<p>4.4.1 QnM</p>	<p><i>Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year(INR in Lakhs)</i> 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)</p> <table border="1" data-bbox="327 376 821 454"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>(INR in Lakhs)</td> <td>54,52,815.57</td> </tr> </table> <p>Data Requirement : (As per Data Template in Section B)</p> <ul style="list-style-type: none"> • Non salary expenditure incurred • Expenditure incurred on maintenance of campus infrastructure <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Audited statements of accounts. • Details about assigned budget and expenditure on physical facilities and academic support facilities (DataTemplates) 	Year	2023-24	(INR in Lakhs)	54,52,815.57
Year	2023-24				
(INR in Lakhs)	54,52,815.57				
<p>4.4.2. Q_iM</p>	<p><i>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</i> Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words 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.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information http://pcdimapur.com/wp-content/uploads/2023/03/4.4.2-Additional-Information.pdf 				

Criterion 5- Student Support and Progression

Key Indicator- 5.1 Student Support

Metric No.					
<p>5.1.1 QnM</p>	<p><i>Number of students benefited by scholarships and free ships provided by the Government during the year</i></p> <p>5.1.1.1. Number of students benefited by scholarships and free ships provided by the Government during the year</p> <table border="1" data-bbox="344 593 655 678"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>87</td> </tr> </table> <p>Data Requirement : (As per Data Template)</p> <ul style="list-style-type: none"> Name of the Scheme Number of students benefiting <p>File Description:</p> <ul style="list-style-type: none"> Upload self attested letter with the list of students sanctioned scholarship Upload any additional information Number of students benefited by scholarships and freeships provided by the Government during the year (Data Template) 	Year	2023-24	Number	87
Year	2023-24				
Number	87				
<p>5.1.2. QnM</p>	<p><i>Number of students benefitted by scholarships, freeships etc. provided by the institution / non- government bodies, industries, individuals, philanthropists during the year</i></p> <p>5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government bodies, industries, individuals, philanthropists during the year</p> <table border="1" data-bbox="327 1211 638 1296"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>67</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> Name of the Scheme with contact information Number of students benefiting <p>File Description:</p> <ul style="list-style-type: none"> Upload any additional information Number of students benefited by scholarships and freeships institution / non- government bodies, industries, individuals, philanthropists during the year (Date Template) 	Year	2023-24	Number	67
Year	2023-24				
Number	67				

<p>5.1.3. QnM</p>	<p>Capacity building and skills enhancement initiatives taken by the institution include the following</p> <ol style="list-style-type: none"> 1. <i>Soft skills</i> 2. <i>Language and communication skills</i> 3. <i>Life skills (Yoga, physical fitness, health and hygiene)</i> 4. <i>ICT/computing skills</i> <p>Options:</p> <p>A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. none of the above</p> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the capability building and skills enhancement initiatives • Year of implementation • Number of students enrolled • Name of the agencies involved with contact details <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Link to Institutional website • Any additional information • Details of capability building and skills enhancement initiatives (DataTemplate) 				
<p>5.1.4. QnM</p>	<p>Number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the year</p> <p>5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</p> <table border="1" data-bbox="325 1205 636 1279"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>82</td> </tr> </table> <p>Data requirement for year:(As per Data Template)</p> <ul style="list-style-type: none"> • Name of the scheme • Number of students who have passed in the competitive exam • Number of students placed <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Any additional information • Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) 	Year	2023-24	Number	82
Year	2023-24				
Number	82				

<p>5.1.5. QnM</p>	<p><i>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</i></p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organization wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above <p>Data Requirement: Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti-ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed.</p> <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee • Upload any additional information • Details of student grievances including sexual harassment and ragging cases <p>(Note: Data template is not applicable to this metric)</p>
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Key Indicator- 5.2 Student Progression

<p>Metric No.</p>					
<p>5.2.1 QnM</p>	<p><i>Number of placement of outgoing students during the year</i></p> <p>5.2.1.1: Number of outgoing students placed during the year</p> <table border="1" style="margin-left: 20px;"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>NA</td> </tr> </table> <p>Data requirement for year (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the employer with contact details • Number of students placed <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Self-attested list of students placed • Upload any additional information <p>Details of student placement during the year (Data Template)</p>	Year	2023-24	Number	NA
Year	2023-24				
Number	NA				

<p>5.2.2. QnM</p>	<p><i>Number of students progressing to higher education during the year</i> 5.2.2.1. Number of outgoing student progression to higher education</p> <table border="1" data-bbox="363 264 675 342"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>NA</td> </tr> </table> <p>Data Requirement: (As per Data Template) Number of outgoing students progressing to higher education</p> <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Upload supporting data for student/alumni • Any additional information • Details of student progression to higher education 	Year	2023-24	Number	NA				
Year	2023-24								
Number	NA								
<p>5.2.3. QnM</p>	<p><i>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)</i></p> <p>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</p> <table border="1" data-bbox="344 891 655 969"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>NA</td> </tr> </table> <p>5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) during the year</p> <table border="1" data-bbox="344 1081 655 1160"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>NA</td> </tr> </table> <p>Data requirement for year: (As per Data Template) Number of students selected to</p> <ul style="list-style-type: none"> • JAM • CLAT • NET • SLET • GATE • GMAT • CAT • GRE • TOEFL • Civil Services • State government examinations <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Upload supporting data for the same • Any additional information <p><i>Number of students qualifying in state/ national/ international level examinations during the year (DataTemplate)</i></p>	Year	2023-24	Number	NA	Year	2023-24	Number	NA
Year	2023-24								
Number	NA								
Year	2023-24								
Number	NA								

Key Indicator- 5.3 Student Participation and Activities

Metric No.					
<p>5.3.1 QnM</p>	<p><i>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.</i></p> <p>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) duringthe year.</p> <table border="1" data-bbox="344 613 655 692"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>4</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the award/medal • University /State/National/International • Sports/Culture <p>File Description (Upload)</p> <ul style="list-style-type: none"> • e-copies of award letters and certificates • Any additional information • Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year)(Data Template) 	Year	2023-24	Number	4
Year	2023-24				
Number	4				
<p>5.3.2 QIM</p>	<p><i>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)</i></p> <p>Describe the students’ representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words</p> <p>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.</p> <p>File Description</p> <ul style="list-style-type: none"> • Paste link for additional information • Upload any additional information 				

<p>5.3.3. QnM</p>	<p><i>Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)</i></p> <p>5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated during the year</p> <table border="1" data-bbox="347 376 655 454"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>1</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • List of events/competitions <p>File Description</p> <ul style="list-style-type: none"> • Report of the event • Upload any additional information • Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (DataTemplate) 	Year	2023-24	Number	1
Year	2023-24				
Number	1				

Key Indicator- 5.4 Alumni Engagement

Metric No.	
<p>5.4.1 QIM</p>	<p><i>There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.</i></p> <p>Describe contribution of alumni association to the institution within a maximum of 200 words</p> <p>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.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Paste link for additional information • Upload any additional information
<p>5.4.2 QnM</p>	<p><i>Alumni contribution during the year (INR in Lakhs)</i></p> <p>Options:</p> <p>A. \geq 5Lakhs B. 4 Lakhs - 5Lakhs C. 3 Lakhs - 4Lakhs D. 1 Lakhs - 3Lakhs E. <1Lakhs</p> <p>Data requirement for year ():</p> <ul style="list-style-type: none"> • Alumni association / Name of the alumnus • Quantum of contribution • Audited Statement of account of the institution reflecting the receipts. <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information <p>(Note: Data template is not applicable to this metric)</p>

Criterion 6- Governance, Leadership and Management
Key Indicator- 6.1 Institutional Vision and Leadership

Metric No.	
<p>6.1.1</p> <p>QIM</p>	<p><i>The governance of the institution is reflective of and in tune with the vision and mission of the institution</i></p> <p>Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution within a maximum of 200 words</p> <p>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 eads/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.</p> <p>File Description</p> <ul style="list-style-type: none"> • Paste link for additional information https://pccdimapur.com/ • Upload any additional information

<p>6.1.2</p> <p>QIM</p>	<p><i>The effective leadership is visible in various institutional practices such as decentralization and participative management.</i></p> <p>Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 200 words</p> <p>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</p>
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	<p>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.</p> <p>File Description</p> <ul style="list-style-type: none"> • Paste link for additional information • Upload any additional information
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Key Indicator- 6.2 Strategy Development and Deployment

Metric No.	
<p>6.2.1</p> <p>QIM</p>	<p><i>The institutional Strategic/ perspective plan is effectively deployed</i></p> <p>Describe one activity successfully implemented based on the strategic plan within a maximum of 200 words</p> <p>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 counseling programmes, seminars, meetings, cleanliness drive, etc. The calendar is made available to all faculty, staff and students. The activities of the college are also highlighted in the prospectus. On every 3rd Saturday a faculty meeting is also held to review the activities and accordingly strategies are devised for future course of action. The Governing Body in its meetings plan and approve the activities to be accomplished and that are being accomplished. The planning Board, Building Committee, Purchase-sub-Committee also in case of necessity holds meetings and plan and execute the infrastructure development activities.</p> <p>File Description</p> <ul style="list-style-type: none"> • Strategic Plan and deployment documents on the website • Paste link for additional information • Upload any additional information
<p>6.2.2</p> <p>QIM</p>	<p><i>The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.</i></p> <p>Describe the Organogram of the Institution within a maximum 200 words</p> <p>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</p>

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

- Paste link for additional information
- Link to Organogram of the Institution webpage
- Upload any additional information

<p>6.2.3.</p> <p>QnM</p>	<p>Implementation of e-governance in areas of operation</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above <p>Data Requirements: (As per Data Template)</p> <ul style="list-style-type: none"> • Areas of e-governance Administration Finance and Accounts Student Admission and Support Examination • Name of the Vendor with contact details • Year of implementation <p>File Description (Upload)</p> <ul style="list-style-type: none"> • ERP (Enterprise Resource Planning) Document • Screen shots of user interfaces • Any additional information • Details of implementation of e-governance in areas of operation, Administration etc(Data Template)
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Key Indicator- 6.3 Faculty Empowerment Strategies

Metric No.	
<p>6.3.1</p> <p>QIM</p>	<p><i>The institution has effective welfare measures for teaching and non- teaching staff</i></p> <p>Provide the list of existing welfare measures for teaching and non- teaching staff within a maximum of 200 words</p> <p>The institution undertakes welfare measures for teaching and nonteaching staff in various ways. A list of such measures are mentioned below:</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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. <p>File Description</p> <ul style="list-style-type: none"> • Paste link for additional information • Upload any additional information 				
<p>6.3.2</p> <p>QnM</p>	<p><i>Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year</i></p> <p>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</p> <table border="1"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>3</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the teacher • Name of conference/ workshop attended for which financial support provided • Name of the professional body for which membership fee is provided <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Details of teachers provided with financial support to attend conference, workshops etc during the year (DataTemplate) 	Year	2023-24	Number	3
Year	2023-24				
Number	3				
<p>6.3.3</p> <p>QnM</p>	<p><i>Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year</i></p> <p>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</p> <table border="1"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>Nil</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • Title of the professional development Programme organized for teaching staff • Title of the administrative raining Programme organized for non- teaching staff • Dates (From-to) <p>File Description (Upload):</p> <ul style="list-style-type: none"> • Reports of the Human Resource Development Centres (UGCASC or other relevant centres). • Reports of Academic Staff College or similar centers 	Year	2023-24	Number	Nil
Year	2023-24				
Number	Nil				

	<ul style="list-style-type: none"> • Upload any additional information • Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (DataTemplate) 				
<p>6.3.4 QnM</p>	<p><i>Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year</i> <i>(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)</i></p> <p>6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year</p> <table border="1" data-bbox="411 842 722 920"> <tr> <td>Year</td> <td>2023-24</td> </tr> <tr> <td>Number</td> <td>Nil</td> </tr> </table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> • Number of teachers • Title of the Programme <p>6.3.4.2. Duration (From-to)</p> <p>File Description</p> <ul style="list-style-type: none"> • IQAC report summary • Reports of the Human Resource Development Centres (UGCASC or other relevant centers). • Upload any additional information • Details of teachers attending professional development programmes during the year (DataTemplate) 	Year	2023-24	Number	Nil
Year	2023-24				
Number	Nil				
<p>6.3.5 QIM</p>	<p><i>Institutions Performance Appraisal System for teaching and non- teaching staff</i> Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within a maximum of 200 words</p> <p>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-today 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.</p> <p>File Description</p> <ul style="list-style-type: none"> • Paste link for additional information 				

	<ul style="list-style-type: none"> • Upload any additional information
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Key Indicator- 6.4 Financial Management and Resource Mobilization

Metric No.					
6.4.1 QIM	<p><i>Institution conducts internal and external financial audits regularly</i> 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</p> <p>The college conducts both internal and external financial audits regularly. Continuous internal audit is conducted through selected staff of the college through which day to day check on financial transactions are applied and the outcome is reported to the Principal on a periodical basis, and if any error(s) is detected or objection raised, corrective measures are initiated to ensure financial propriety. At the end of every financial year, an annual financial audit of accounts is conducted through a Chartered Accountant and the audited financial statements are placed before the Governing Body members in its meeting. Till date, there is no major audit objections raised except few suggestions for systematic classification and presentation of the financial records.</p> <p>File Description</p> <ul style="list-style-type: none"> • Paste link for additional information • Upload any additional information 				
6.4.2 QnM	<p><i>Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)</i> 6.4.2.1: Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)</p> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 15%;">Year</td> <td>2023-24</td> </tr> <tr> <td>INR in Lakhs</td> <td>Nil</td> </tr> </table> <p>Data requirement for year (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the non-government bodies, individuals, Philanthropers • Funds / Grants received <p>File Description</p> <ul style="list-style-type: none"> • Annual statements of accounts • Any additional information • Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) 	Year	2023-24	INR in Lakhs	Nil
Year	2023-24				
INR in Lakhs	Nil				
6.4.3 QIM	<p><i>Institutional strategies for mobilization of funds and the optimal utilization of resources</i> Describe the resource mobilization policy and procedures of the Institution within a maximum of 200 words</p> <p>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</p>				

	<p>incurred. As the fee collection from the students of only one course of study is limited, the college has a plan to introduce other course(s) of study under Nagaland University.</p> <p>File Description</p> <ul style="list-style-type: none"> • Paste link for additional information • Upload any additional information
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Key Indicator- 6.5 Internal Quality Assurance System

Metric No.	
<p>6.5.1</p> <p>QIM</p>	<p><i>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes</i></p> <p>Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 200 words</p> <p>Internal Quality Assurance Cell (IQAC) has contributed significantly for 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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>File Description</p> <ul style="list-style-type: none"> • Paste link for additional information • Upload any additional information
<p>6.5.2</p> <p>QIM</p>	<p><i>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</i></p> <p>(For first cycle - Incremental improvements made for the preceding year with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)</p> <p>Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 word seach</p> <p>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</p>

	<p>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.</p> <p>File Description</p> <ul style="list-style-type: none"> • Paste link for additional information • Upload any additional information
<p>6.5.3 QnM</p>	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements 2. <i>Collaborative quality initiatives with other institution(s)</i> 3. Participation in NIRF 4. <i>any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</i> <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above <p>Data requirement for year: (As per Data Template)</p> <p>Quality initiatives</p> <ul style="list-style-type: none"> • AQARs prepared/submitted • Collaborative quality initiatives with other institution(s) • Participation in NIRF • Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) <p>File Description</p> <ul style="list-style-type: none"> • Paste web link of Annual reports of Institution • Upload e-copies of the accreditations and certifications • Upload any additional information • Upload details of Quality assurance initiatives of the institution(Data Template)

Criterion 7 – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric No.	Gender Equity
<p>7.1.1</p> <p>QIM</p>	<p><i>Measures initiated by the Institution for the promotion of gender equity during the year.</i></p> <p>Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words</p> <p>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.</p> <p>Provide Web link to:</p> <ul style="list-style-type: none"> • Annual gender sensitization action plan • Specific facilities provided for women in terms of: <ol style="list-style-type: none"> a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information
	<p>Environmental Consciousness and Sustainability</p>

<p>7.1.2</p> <p>QnM</p>	<p><i>The Institution has facilities for alternate sources of energy and energy conservation measures</i></p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Options:</p> <ol style="list-style-type: none"> A. 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above <p>Upload:</p> <ul style="list-style-type: none"> • Geo tagged Photographs • Any other relevant information <p>(Note: Data template is not applicable to this metric)</p>
<p>7.1.3</p> <p>QIM</p>	<p><i>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)</i></p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Provide web link to</p> <ul style="list-style-type: none"> • Relevant documents like agreements/MoUs with Government and other approved agencies • Geo tagged photographs of the facilities • Any other relevant information

<p>7.1.4</p> <p>Q_nM</p>	<p><i>Water conservation facilities available in the Institution:</i></p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Bore well /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above <p>Upload :</p> <ul style="list-style-type: none"> • Geotagged photographs / videos of the facilities • Any other relevant information <p>(Note: Data template is not applicable to this metric)</p>
<p>7.1.5</p> <p>Q_nM</p>	<p><i>Green campus initiatives include</i></p> <p>7.1.5.1. The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 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 <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above <p>Upload</p> <ul style="list-style-type: none"> • Geo tagged photos / videos of the facilities • Any other relevant documents <p>(Note: Data template is not applicable to this metric)</p>
<p>7.1.6</p> <p>Q_nM</p>	<p><i>Quality audits on environment and energy are regularly undertaken by the institution</i></p> <p>7.1.6.1.The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above

	<p>Upload:</p> <ul style="list-style-type: none"> • Reports on environment and energy audits submitted by the auditing agency • Certification by the auditing agency • Certificates of the awards received • Any other relevant information <p>(Note: Data template is not applicable to this metric)</p>
<p>7.1.7 Q_nM</p>	<p><i>The Institution has Divyangjan-friendly, barrier free environment</i></p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. <i>Divyangjan</i> -friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for persons with <i>Divyangjan</i> accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above <p>Upload:</p> <ul style="list-style-type: none"> • Geo tagged photographs / videos of the facilities • Policy documents and information brochures on the support to be provided • Details of the Software procured for providing the assistance • Any other relevant information <p>(Note: Data template is not applicable to this metric)</p>
	Inclusion and Situatedness
<p>7.1.8 Q₁M</p>	<p><i>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).</i></p> <p>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.</p> <p>Provide Web link to:</p> <ul style="list-style-type: none"> • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) • Any other relevant information.
	Human Values and Professional Ethics

<p>7.1.9 QIM</p>	<p><i>Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens</i></p> <p>Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words.</p> <p>Our institution takes all possible initiatives in organizing various 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.</p> <p>Provide we blink to :</p> <ul style="list-style-type: none"> • Details of activities that inculcate values; necessary to render students in to responsible citizens • Any other relevant information
<p>7.1.10 QnM</p>	<p><i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</i></p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above <p>Upload:</p> <ul style="list-style-type: none"> • Code of ethics policy document • 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. • Any other relevant information <p>(Note: Data template is not applicable to this metric)</p>

<p>7.1.11</p> <p>QIM</p>	<p><i>Institution celebrates / organizes national and international commemorative days, events and festivals</i></p> <p>Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words</p> <p>College organise various national and international events festivals during the year like World Environment Day on 5th June 2023 etc. in addition to that other events like Independence Day and Republic Day also celebrated. death anniversary of Lal Bahadur Shastri, Birth Anniversary of Maulana Abul Kalam Azad- 1st Education Minister of Independent India held on 10th Nov. 2023, celebration of 154th Birth anniversary of Mahatma Gandhi.</p> <p>Provide we blink to :</p> <ul style="list-style-type: none"> • Annual report of the celebrations and commemorative events for the last (During the year) • Geo tagged photographs of some of the events • Any other relevant information
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Key Indicator - 7.2 Best Practices

Metric No.	
<p>7.2.1</p> <p>QIM</p>	<p>Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.</p> <p>The institution has adopted the following best practices</p> <p>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.</p> <p>2. Traditional Attire: Traditional attire helps to preserve cultural heritage, promotes unity in diversity, and supports local artisans and weavers. This practice aims to revive cultural pride and maintain the uniqueness of regional traditions. The traditional attire is being practiced every 3rd Saturday of every month for the last 3 years with an objective of developing extra-curricular and co-curricular talents of the students, improving their capabilities to work as a team and raising their level of self-confidence in interacting with fellow students. Through the fest, the students can explore their talents in a delightful and enjoyable way providing a combination of learning, fun and experience.</p> <p>Provide web link to:</p> <ul style="list-style-type: none"> • Best practices in the Institutional web site • Any other relevant information

Note:

**Format for Presentation of Best Practices
(Institution should submit the Best Practices in this format only)**

1. Title of the Practice

This title should capture the keywords that describe the practice.

2. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice? (in about 20 words)

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice? (in about 30 words)

4. The Practice

Describe the best practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced? (in about 50 words)

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 40 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 30 words).

7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 30 words).

Any other information regarding Institutional Values and Best Practices which the institution would like to include.

Key Indicator - 7.3 Institutional Distinctiveness

Metric No.	
7.3.1 Q _i M	<p><i>Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words</i></p> <p>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</p>

<p>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 counseling and training by organizing career counseling programmes and coaching to outgoing as well as ex-students with resource persons from different areas and also by during the services of experts. Moreover, in keeping with objectives and vision, Public College has always given priority to the education of underprivileged students to empower them.</p> <p>Weblink https://pccdimapur.com/wp-content/uploads/2023/12/7.3.1-Institutional-Distinctiveness.pdf</p> <p>Provide web link to:</p> <ul style="list-style-type: none">• Appropriate web in the Institutional website• Any other relevant information
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Future Plans of action for next academic year (200 words)

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
5. Construction of New Building is in process and plan for further upgradation

Name Dr. Nipul Sutradhar

Name Dr. A.K. Talukder



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

Part - C

Frequently Asked Questions (FAQ) on AQAR

(update on 15-04-2021)

1. What is IQAC?

Internal Quality Assurance Cell (IQAC) is a cell propagated by NAAC for every accredited institution for quality sustenance initiatives. Institutions may establish IQAC for enhance the quality culture.

2. How to establish IQAC?

To establish IQAC, NAAC has formulated the Internal Quality Assurance Cell guidelines. Kindly visit www.naac.gov.in and click on <http://www.naac.gov.in/info-for-institutions#aqar> and download the guidelines.

3. What is the role of IQAC?

Roles and responsibilities are given in the guidelines document. Please see the IQAC guidelines.

4. What is the AQAR?

Annual Quality Assurance Report – (AQAR) is a yearly report, which should be submitted to NAAC every year by all Accredited Institutions as per the format prescribed by online. Please visit NAAC website: www.naac.gov.in

5. Where can we see the AQAR format?

The latest AQAR format is available at NAAC website, kindly follow the link.....
<http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines>

6. Why Institution should submit AQAR?

All the HEI's accredited by NAAC should submit AQAR report to NAAC every year. The AQAR period would be the Academic Year. For example, June 1, 2012 to May 31, 2013. AQAR would be helpful to know the improvements of the institution after the accreditation.

7. What is the use of AQAR?

AQAR is a useful document which gives overall picture of the institutional growth in all the seven criteria's identified by NAAC for the year . It also provides systematic data with respect to various improvements to be taken up by the institution.

8. What will happen if institution does not submit AQAR?

AQAR submission is mandatory for all Accredited Institutions. It is one of the mandatory requirement for subsequent cycle of accreditation. If the institution has not submitted earlier

AQAR, it needs to submit before filling up the IQA or at least before submission of RAR report to NAAC. **From January 1, 2019 onwards only online AQAR will be accepted.** Institutions are requested to look into NAAC portal. AQAR submission is must for Accredited HEIs. During the Institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken.

9. How to do the Submission of AQAR online at NAAC?

The online AQAR has been designed by NAAC and same is available in the NAAC website in word file. <http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines>



The submission of the AQAR by email has been closed on 31st December 2018 (in old format). The HEI's are requested to submit the AQAR online through application available at NAAC web portal only. The following steps to be followed.

- If the Institutions has been accredited by NAAC before 2017, Institutions need to register in the NAAC portal by clicking New Registration.
- Create on HEI Portal by registering in the NAAC web portal, <https://assessmentonline.naac.gov.in/public/index.php/hej>
- Download the AQAR (word file) and prepare the AQAR data to be submitted online through NAAC portal.
- Submit AQAR by online by using Institutional Password.
- The Institutions willing to submit the AQAR in the New format by online are welcome. The AQAR for the year 2017-18 may be submitted through online by NAAC Portal only.
- Please note that the changes can be done in each Criteria after saving the file. Once final version is submitted to the NAAC you can't change the data.
- Refer "how to submit AQAR by online"

10. Institution has not submitted any AQAR to NAAC, what needs to be done?

If the institution did not submit AQAR to NAAC, institution needs to submit all previous AQAR online only in new format. The AQAR upto 2019-20 need to be submitted in the previous format of AQAR. Please ref. <http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines>

AQAR format old (Up to academic year 2019- 2020)

IQAC - AQAR Guidelines for	English Version
University	
Autonomous Colleges	

Affiliated/Constituent Colleges



11. Our institution was accredited in 2004..!! 2005..!! etc., we have not submitted single AQAR to NAAC, what should institution do now? We are applying to NAAC.

AQAR needs to be submitted to NAAC Annually. The AQAR period would be the Academic Year. For example, June 1, 2015 to May 31, 2016.

NAAC has revised the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions. The revised guidelines has come into effect from August,2020 for the Academic session 2020-2021..

The Higher Education institutions which are submitting the Annual Quality Assurance Report (AQAR) from 01-01-2019 onwards need to submit in the revised format only. The Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions is placed below in word file. The AQAR submission in online please visit NAAC website www.naac.gov.in. Only online AQAR is accepted by NAAC.

12. We have submitted our AQAR previously through E-mail, now also we can submit through E-mail?

No. The institutions are advised to submit the AQAR by online only from 01-01-2019.

No email submissions are encouraged after 01-01-2019

13. We are accredited in the year 2004/ 2004/2005 etc., whether AQAR need to be submitted in old format or New format?

New format only. The revised guidelines has come into effect from 1st June 2018. NAAC has revised the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions. Those institutions who have not submitted the AQAR need to submit in the new format only. Please visit our website link <http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines>

AQAR format old (Up to academic year 2019- 2020)

IQAC - AQAR Guidelines for

English Version

University



Autonomous Colleges



Affiliated/Constituent Colleges



14. We have sent the HARD copy of AQAR's but we have not sent the SOFT copy (by email)?

No Hard copy is required to submit. The AQAR submission is online. Kindly visit the link <http://www.naac.gov.in/info-for-institutions#aqar>.

The AQAR needs to be submitted on-line. No hard copy submissions are encouraged.

15. Can we fill all five year data in one AQAR report and send it to NAAC?

NO, there should be separate AQAR submission to NAAC for each year. The institutions are advised to submit online AQAR every year.

16. How should we send AQAR's?

All AQAR should be submitted online only.

17. How will we receive the acknowledgement?

The Online submission of AQAR will have automatic Acknowledgement. If the institutions couldn't get the Acknowledgement, please call on 080-23005258/192.

18. Whether the institution should keep the AQAR copy for reference?

Yes, it is always suggested to save the final copy for institutional future reference. One copy may be kept at Vice Chancellor / Director / Principal / Head of Institution office / room and other copy at IQAC centre and one more copy with NAAC coordinator of the institution.

It is also encouraged to host the AQAR in their institutional website.

19. NAAC has declared grade HEI need to submit AQAR?

Ex. i): If an HEI is accredited on 16 Sept. 2019, the HEI needs to submit the AQAR of 2018-2019 before December 31, 2019. It means, previous Completed Academic Year (2018-2019) AQAR needs to be submitted.

Ex. ii): If an HEI is accredited on 12 March 2020, the HEI needs to submit the AQAR of 2019-2020 before December 31, 2020. It means, the previous Completed Academic Year (2019-2020) AQAR needs to be submitted.

20. What data should be filled whether it is as per academic year or calendar year?

Ans : Academic year should be considered.

21. Should we fill data in the portal also and in the attachment also?

Ans : Yes. If you have more than 10 entries then kindly enter a few data in the data table and other details you can upload using the upload option.

22. In the portal only 10 records are taken but we have huge data for a metric. How should we enter that?

Ans : . If you have more data then kindly enter a few data in the data table and other details you can upload using the upload option.

23. How many AQARs are to be submitted for 1 cycle?

Ans : AQAR need to be submitted for previous four academic years.

24. HEI has received clarification for metrics, HEI does not have any data for metrics but the portal is not saving Zero / NIL / NA in those metrics. How to provide data for these metrics?

Ans: The software is designed to take 0 or NIL, if any difficulty, please raise the issues using support/ helpdesk in HEI portal.

25. Ours is an autonomous college, but in the respective academic year of the AQAR it was an affiliated college, so we should submit AQAR as an affiliated / autonomous college?

Ans: For ex. Academic year 2015-16 the HEI is affiliated, please submit in affiliated AQAR, for Academic year 2017-18 the HEI has been conferred with Autonomous status for AQAR 2017-18. Please submit AQAR in Autonomous college format only.

After completion one year of Autonomous status, the data need to be filling in Autonomous Category.

26. The HEI has submitted AQAR previously through E-mail, now also HEI can submit Through Email?

Ans: No. the HEI need to submit the AQAR online mode only.

27. AQAR reopened after submission. There is no updation required and no need for adding in this case what I should do.

Ans: To help the HEI at least for few data updation in the submitting of AQAR, NAAC re-opens the AQAR for HEI to cross check and updation if any. If HEI does not have any updation, Kindly reply in the response box state that no updation required, which is available in the submission page.

28. Our HEI is first time/first cycle applying to NAAC, IQAC is mandatory.

Ans: Yes, the HEI need to establish the IQAS as per NAAC guidelines. It will facilitate the HEI to internalise the quality cultures, AQAR submission is not required during First cycle. But for Second cycle onwards the AQAR submission is mandatory.

29. Whether NAAC will extend the date of submission for all previous AQAR?

Ans: NAAC will not extend the dates of submission of AQAR every year the AQAR, the AQAR need to be submitted before 31st December. In case of any national emergencies or exigencies then take a decision. Refer to NAAC notification of extension if any in regular situations, HEIs are advised to submit all previous AQAR to NAAC with the usual deadline.

30. The recent notification from NAAC about SSR submission asks for data to be submitted from 1st June 2019 to 31st December 2020 for the academic year 2019-20. Does the same instruction apply for submission of data for AQAR for the academic year 2019-20 and 2020-21 ?

Ans: Yes. The same has been adopted for AQAR also. The data to be submitted from 1st June 2019 to 31st December 2020 for the AQAR Academic year 2019-20 for 2020-21 data to be submitted from 1st June 2020 to 31st December 2021.

31. What are the mandatory disclosures to put on the HEIs Website?

To ensure the transparency in the process of Assessment and Accreditation, it is necessary for the Higher Educational Institution's (HEI's) to upload the SSR along with other relevant documents on Institutional website. Thus it is suggested to create a separate NAAC tab/link on Higher Educational Institution's (HEI's) website and upload following documents till the validity period of Accreditation is over:

- 1) SSR submitted online, to be uploaded after DVV process only (.pdf format).
- 2) Data templates which are uploaded along with SSR (in password protected mode, if needed).
- 3) Annual Quality Assurance Report (AQAR – Year wise)
- 4) Accreditation outcome document viz., Certificate, Grade sheet, etc.

The Higher Educational Institution's (HEI's) may suitably design their NAAC tab/link to accommodate all relevant documents.

32. What is the format for AQAR Academic year 2020-21?

The NAAC has recently brought out AQAR new guideline in line with different manuals. The AQAR guideline is available in NAAC website.











































AQAR format of the revised Manual (with effect from the academic year 2020-21)

[IQAC - AQAR Guidelines for](#)

[PDF file](#)

[Word file](#)

[Data Template](#)

1	Universities			
2	Autonomous Colleges			
3	Affiliated/Constituent UG Colleges			
4	Affiliated/Constituent PG Colleges			
5	Teacher Education Institutions			
6	Health Science Universities			
7	Part-A Health Science Colleges			
8	Part-B Allied Health Sciences			
9	Part-B Ayurveda			
10	Part-B Dental			
11	Part-B Homeopathy			
12	Part-B Medical			
13	Part-B Nursing			
14	Part-B Physiotherapy			

15	Part-B Siddha			
16	Part-B Unani			
17	Part-B Yoga & Naturopathy			

33. The Institution has submitted and uploaded the AQAR of previous years in the NAAC portal. The same has been accepted by NAAC. Some more data for AQAR 2017-18 and 2018-19 need to be add/edit, please allow the Institution to edit the same.

Ans: Once the AQAR has been accepted by NAAC, HEI cannot add or edit the accepted AQAR file.

34. Whether the AQAR undergo the process of Data Validation and Verification.

Ans: No the submitted AQAR does not undergo the process of Data Validation and Verification.

35. HEI would like to inform NAAC that Institution has got the Autonomous Status in the month of November, 2020. Autonomous status in the college has been implemented from the Academic year 2020-21. NAAC accreditation validity as an Affiliated College is up to 15 February, 2020. At this juncture, HEI would like to know that in which AQAR format to be used. (Autonomous or Affiliated College) Kindly clarify?

Ans: The College has conferred with Autonomous Status from the Academic year 2019-2020. The previous year AQAR data be submitted to NAAC as Affiliated College. From the Academic year 2020-21 on wards it is suggested to submit in Autonomous College AQAR format.

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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