



**LEARN AND SHINE**

**IMMANUEL COLLEGE  
LENGRIJAN, DIMAPUR  
NAGALAND-797112**

**(Affiliated to the University of Nagaland)**

**(Accredited by NAAC with B+ Grade with a CGPA of 2.67)**

**Annual Quality Assurance Report  
(AQAR)**

**September 2016-August 2017**

**Submitted to  
NATIONAL ASSESMENT AND ACCREDITATION  
COUNCIL  
BENGALURU- 560072 INDIA**

| Sl. NO. | Content  | Page Number |
|---------|--|-------------|
| 1       | College Profile                                    | 3           |
| 2       | Criterion 1: Curricular Aspects                    | 8           |
| 3       | Criterion 2: Teaching-Learning and Evaluation      | 9           |
| 4       | Criterion 3: Research, Consultancy and Extension   | 12          |
| 5       | Criterion 4: Infrastructure and Learning Resources | 15          |
| 6       | Criterion 5: Student Support and Progression       | 17          |
| 7       | Criterion 6: Governance, Leadership and Management | 21          |
| 8       | Criterion 7: Innovation and Best Practices         | 26          |
| 9       | Annexure 1   | 29          |
| 10      | Annexure 2   | 31          |
| 11      | Annexure 3   | 34          |
| 12      | Annexure 4   | 35          |

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

|                                      |                                 |
|--------------------------------------|---------------------------------|
| 1.1 Name of the Institution          | Immanuel College                |
| 1.2 Address Line 1                   | Lengrijan                       |
| Address Line 2                       | Dimapur                         |
| City/Town                            | Dimapur                         |
| State                                | Nagaland                        |
| Pin Code                             | 797112                          |
| Institution e-mail address           | immanuelcollege797112@gmail.com |
| Contact Nos.                         | 03862-248275                    |
| Name of the Head of the Institution: | Th Sharatchandra Singh          |
| Tel. No. with STD Code:              | 03862-248275/248212             |

Mobile:

9436004791

Name of the IQAC Co-ordinator:

Mr. Vepu

Mobile:

8730057550

IQAC e-mail address:

iqacimmanuel@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

NLCOGN22086

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC (SC) /17/A &A /1191 Date

16/06/2016

1.5 Website address:

www.immanuelcollege.in

Web-link of the AQAR:

<http://immanuelcollege.in/IQAC-2017-immanuel%20college.pdf>

1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B+    | 2.67 | 2016                  | 2021            |
| 2       | 2 <sup>nd</sup> Cycle | ×     | ×    | ×                     | ×               |
| 3       | 3 <sup>rd</sup> Cycle | ×     | ×    | ×                     | ×               |
| 4       | 4 <sup>th</sup> Cycle | ×     | ×    | ×                     | ×               |

1.7 Date of Establishment of IQAC: DD/MM/YYYY

08/06/2012

1.8 AQAR for the year (for example 2010-11)

2016 - 2017





2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

|   |
|---|
| × |
|---|

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. 

|   |
|---|
| 3 |
|---|

 International 

|   |
|---|
| × |
|---|

 National 

|   |
|---|
| × |
|---|

 State 

|   |
|---|
| 1 |
|---|

 Institution Level 

|   |
|---|
| 2 |
|---|

(ii) Themes

- Professional preparation of Teachers
- Research methodology:
  1. Prospect and challenges of social sciences research
  2. Empirical research and Book writing
- Role of teachers in Higher Education

2.14 Significant Activities and contributions made by IQAC

- Introduction of honours in Chemistry and Economics already approved by Nagaland University.
- Students feedbacks on curriculum were conducted regularly by the designated staffs
- Teachers performance were monitored by a Monitoring Committee headed by the Principal of the college
- Coordinates with various committees and Departments of the college.
- Conducted Research Methodology and Staff Orientation programme to encourage the staff in order to carry out the research more effectively.
- Organised Remedial classes at the end of the semester for the slow learner students
- Publication of the Bimonthly Newsletter “Rekindle” to provide platform for the students to share their opinion, thoughts, ideas, views etc.
- SMS (short message service) alert are send to their respective parents or guardian to monitor the attendance of the students.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

| Plan of Action                  | Achievements  |
|---------------------------------|---|
| *Academic calendar was prepared | *Academic session was smoothly conducted as per the academic calendar |

|   |   |
|---|---|
| *To introduce honours in Economics and Chemistry  | * Honours in Economics and Chemistry approved by the Nagaland University  |
| *Infrastructure development of the college to increase Classrooms, Benches and Desk   | * Six new class room, 50 benches and desks were added.  |
| *Up-gradation of ICT facilities was proposed by the ICT Committee   | *Purchased one LCD Projector and a Laptop for the college welfare.<br><br>*In the computer lab an inverter was added for uninterrupted power supply for 30 computers.<br><br>*Addition of a computer server in Library. |
| *To conduct seminar on Research Methodology   | * Research Methodology was conducted Successfully   |
| *Submission of lesson plan to the IQAC office was proposed to all the department in order to complete the syllabus on time. | *It was implemented successfully.   |

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

In the IQAC meeting different views and ideas were discussed among the faculty members to improve the college by conquering greater heights day by day. The two most important tools to sharpen the new ideas are suggestions and feedbacks which ultimately lead

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented |
|------------------------|-------------------------------|--|-------------------------------------|---|
|------------------------|-------------------------------|--|-------------------------------------|---|

|                   |          |  |  |            |
|-------------------|----------|--|--|------------|
|                   |          |  |  | programmes |
| PhD               |          |  |  |            |
| PG                |          |  |  |            |
| UG                | 2        |  |  |            |
| PG Diploma        |          |  |  |            |
| Advanced Diploma  |          |  |  |            |
| Diploma           |          |  |  |            |
| Certificate       |          |  |  | 1          |
| Others            |          |  |  |            |
| <b>Total</b>      | <b>2</b> |  |  | <b>1</b>   |
| Interdisciplinary |          |  |  |            |
| Innovative        |          |  |  |            |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | 2                    |
| Trimester | ×                    |
| Annual    | ×                    |

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

×

1.5 Any new Department/Centre introduced during the year. If yes, give details.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 31    | 31               | ×                    | ×          | ×      |

2.2 No. of permanent faculty with Ph.D.

| Asst. | Associate | Professors | Others | Total |
|-------|-----------|------------|--------|-------|
|-------|-----------|------------|--------|-------|

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Professors |   | Professors |   |   |   |   |   |   |   |
|------------|---|------------|---|---|---|---|---|---|---|
| R          | V | R          | V | R | V | R | V | R | V |
| 2          | 2 | ×          | × | × | × | × | × | 2 | 2 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

|   |   |   |
|---|---|---|
| 1 | × | × |
|---|---|---|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | ×                   | ×              | 32          |
| Presented papers | ×                   | ×              | 2           |
| Resource Persons | ×                   | ×              | ×           |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Mentoring programme was conducted once a month to provide assistance and support to the students in every area of their personal development. The mentor keeps friendly relationship with their mentees and offer their guidance and support.
- The students are provided with free internet accesses to support in their academic studies through UGC INFLIBNET digital library consortium-N-LIST. Under their facilities the college has the privilege to accesses number of E Resources E-Journal current issue E-books are make available in the Library.
- Studies tours are organised for the students to gain the practical experience of their subjects and for the overall development of the students.
- Audio Visual Aid is used for Departmental Seminars presentations.

2.7 Total No. of actual teaching days During this academic year

|     |
|-----|
| 190 |
|-----|

2.8 Examination/ Evaluation Reforms initiated by The Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

|   |
|---|
| × |
|---|

2.9 No. of faculty members involved in curriculum

|   |   |   |
|---|---|---|
| 1 | × | × |
|---|---|---|

Restructuring/revision/syllabus development  
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

|      |
|------|
| 80 % |
|------|

2.11 Course/Programme wise

Distribution of pass percentage:

| Title of the programme | Total no. of students appeared | Division    |    |     |      | Pass % |
|------------------------|--------------------------------|-------------|----|-----|------|--------|
|                        |                                | Distinction | I% | II% | III% |        |
| B.A                    | 89                             |             | 04 | 27  | 07   | 42.69  |
| B.SC                   | 45                             | 4           | 26 | 02  | 0    | 62     |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC strictly enforces student's assessment of the teachers and internal assessment of the students to bring better result for the college. Mentoring and counselling sessions are conducted to guide the students in their academic and personal development.

2.13 Initiatives undertaken towards faculty development:

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | ×                                   |
| UGC – Faculty Improvement Programme            | ×                                   |
| HRD programmes                                 | ×                                   |
| Orientation programmes                         | 31                                  |
| Faculty exchange programme                     | ×                                   |
| Staff training conducted by the university     | ×                                   |
| Staff training conducted by other institutions | ×                                   |
| Summer / Winter schools, Workshops, etc.       | 31                                  |
| Others   | ×                                   |

## 2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 4                             | 1                          | ×  | 1                                      |
| Technical Staff      | 2                             | 1                          | ×  | 3                                      |

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC has organised a seminar on Research Methodology for the faculty members to encourage them to do more research.
- IQAC also conducted one day workshop on " Role of Teachers in Higher Education" to improve the quality of teaching in higher education.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | ×         | ×       | ×          | ×         |
| Outlay in Rs. Lakhs | ×         | ×       | ×          | ×         |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | ×         | ×       | ×          | ×         |
| Outlay in Rs. Lakhs | ×         | ×       | ×          | ×         |

#### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 3             | 2        | ×      |
| Non-Peer Review Journals | ×             | ×        | ×      |
| e-Journals               | ×             | ×        | ×      |
| Conference proceedings   | ×             | ×        | ×      |

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project  | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects   | ×             | ×                          | ×                      | ×        |
| Minor Projects   | ×             | ×                          | ×                      | ×        |
| Interdisciplinary Projects   | ×             | ×                          | ×                      | ×        |
| Industry sponsored   | ×             | ×                          | ×                      | ×        |
| Projects sponsored by the University/ College                                  | 2016-2017     | Institution                | 0.20                   | 0.20     |
| Students research projects<br><i>(other than compulsory by the University)</i> | ×             | ×                          | ×                      | ×        |
| Any other(Specify)   | ×             | ×                          | ×                      | ×        |
| Total  | ×             | ×                          | 0.20                   | 0.20     |

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              | ×             | ×        | ×     | ×          | ×       |
| Sponsoring agencies | ×             | ×        | ×     | ×          | ×       |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | ×      |
|                | Granted | ×      |
| International  | Applied | ×      |
|                | Granted | ×      |
| Commercialised | Applied | ×      |
|                | Granted | ×      |

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| ×     | ×             | ×        | ×     | ×          | ×    | ×       |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

|                  |                                |                     |                                |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="x"/> | State level         | <input type="text" value="x"/> |
| National level   | <input type="text" value="1"/> | International level | <input type="text" value="x"/> |

3.24 No. of Awards won in NCC:

|                  |                                |                     |                                |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="x"/> | State level         | <input type="text" value="x"/> |
| National level   | <input type="text" value="x"/> | International level | <input type="text" value="x"/> |

3.25 No. of Extension activities organized

|                  |                                |               |                                 |           |                                |
|------------------|--------------------------------|---------------|---------------------------------|-----------|--------------------------------|
| University forum | <input type="text" value="x"/> | College forum | <input type="text" value="03"/> |           |                                |
| NCC              | <input type="text" value="x"/> | NSS           | <input type="text" value="03"/> | Any other | <input type="text" value="x"/> |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Red ribbon Club donated blood on Blood Donation day by 27 donors.
- NSS – Conducted Swachh Bharat Abhiyan.
- NSS and Eco Club Observed World Environment Day.
- Eco – Club Conducted Seminar on Earth Day.
- Educational Department visited differently Abled Children School in Dimapur
- The NSS unit of the college visits sub-Jail.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities    | Existing | Newly created | Source of Fund | Total  |
|---------------|----------|---------------|----------------|--------|
| Campus area   | 2acre    | x             | x              | 2 acre |
| Class rooms   | 30       | 6             | Institution    | 36     |
| Laboratories  | 4        | x             | x              | 4      |
| Seminar Halls | 2        | x             | x              | 2      |

|  |   |      |             |      |
|--|---|------|-------------|------|
| No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year. | - | 73   | ×           | 73   |
| Value of the equipment purchased during the year (Rs. in Lakhs)                    | - | 1.61 | Institution | 1.61 |
| Others   | × | 1    | UGC         | 1    |

#### 4.2 Computerization of administration and library

|   |
|---|
| <p><b>*Administration:</b></p> <ul style="list-style-type: none"> <li>All office works are carried out through Computers and with Peripheral devices</li> <li>All the office computer are networked for file sharing and use of internet.</li> </ul> <p><b>*Library:</b></p> <ul style="list-style-type: none"> <li>The students are provided with free internet access to support in their academic studies through UGC INFLIBNET digital library consortium-N-LIST. Under their facilities the college has the privilege to access number of E Resources E-Journal current issue E-books are make available in the Library</li> </ul> |
|---|

#### 4.3 Library services:

|                  | Existing |          | Newly added |        | Total |           |
|------------------|----------|----------|-------------|--------|-------|-----------|
|                  | No.      | Value    | No.         | Value  | No.   | Value     |
| Text Books       | 263      | 10,8002/ | 89          | 90,090 | 345   | 198,092 / |
| Reference Books  | 187      | 75,810/  | NA          | NA     | 187   | 75,810 /  |
| e-Books          | NA       | NA       | NA          | NA     | NA    | NA        |
| Journals         | 10       | 25,000 / | NA          | NA     | 10    | 25, 000   |
| e-Journals       | ×        | ×        | ×           | ×      | ×     | ×         |
| Digital Database | ×        | ×        | ×           | ×      | ×     | ×         |
| CD & Video       | ×        | ×        | ×           | ×      | ×     | ×         |
| Others (specify) | ×        | ×        | ×           | ×      | ×     | ×         |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet                     | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|------------------------------|------------------|------------------|--------|-------------|--------|
| Existing | 44              | 29            | SKYTECH<br>SYMBIOSIS<br>BSNL | 2                | 1                | 10     | 2           |        |
| Added    | 3               |               |                              |                  |                  | 3      |             |        |
| Total    | 47              | 29            |                              | 2                | 1                | 13     | 2           |        |

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

1. 24x7 Wi-Fi facilities in campus for students and teachers.
2. Adequate Computer access to faculty / staff / students.
3. MOU with National Institute of Electronics and Information Technology (NIELIT) Kohima for imparting short term computer course for Teachers and Students

4.6 Amount spent on maintenance in lakhs:

|  |                   |
|--|-------------------|
| i) ICT                                   | 14 .74            |
| ii) Campus Infrastructure and facilities | 12.37             |
| iii) Equipments                          | 2.98              |
| iv) Others                               | 7.9               |
| <b>Total :</b>                           | <b>24.5 Lakhs</b> |

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i. A students bulletin was published by the department of history entitled “The Festival of Naga tribe”.
- ii. Bi monthly newsletter was published by the college for the welfare of the students entitles – Rekindle.
- iii. Staffs advisors are nominated for RRC and Eco Club. Staff advisors’ help them to carry out various awareness programmes under these clubs.
- iv. Awards are given to the meritorious students.

5.2 Efforts made by the institution for tracking the progression

|          |   |         |
|----------|---|---------|
| Immanuel | <p>A Monitoring Committee headed by the Principal is reconstituted. The committee monitor the academic performances, welfare and grievances of the students and take the follow up action through the HOD in each Department.</p> | Page 17 |
|----------|---|---------|

5.3 (a) Total Number of students

| UG  | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 552 | ×  | ×      | ×      |

(b) No. of students outside the state

41

(c) No. of international students

×

|     |     |       |
|-----|-----|-------|
| Men | No  | %     |
|     | 351 | 63.58 |

Women

|     |       |
|-----|-------|
| No  | %     |
| 201 | 36.42 |

| Last Year |    |     |     |                       |       | This Year |    |     |     |                       |       |
|-----------|----|-----|-----|-----------------------|-------|-----------|----|-----|-----|-----------------------|-------|
| General   | SC | ST  | OBC | Physically Challenged | Total | General   | SC | ST  | OBC | Physically Challenged | Total |
| 9         | 6  | 505 | 3   | ×                     | 523   | 6         | 3  | 540 | 3   | ×                     | 552   |

Demand ratio NA

Dropout % NA

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Free Preliminary coaching are given to the aspirants final year students both Science and Arts for two weeks by the subject experts organised by the "Career guidance, counselling and placement cell committee"

No. of students beneficiaries

24

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

Imma

\*A talk on "**Stigma and Discrimination relating to HIV and AIDS**" by Shri Moang Jamir, Asst. Director Prodigals Home, Dimapur.

\* A seminar "**Entry level competitive examinations at the Union and State levels**" exhorted by the Managing Director, NICSE (Nationale Institute Civil Service Examination)

No. of students benefitted

### 5.7 Details of campus placement

| <i>On campus</i>                |                                 |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| Nil                             | nil                             | nil                       | nil                       |

### 5.8 Details of gender sensitization programmes

A Talk on Gender Sensitization was imparted to the students in Morning Assembly by Dr. Meyilangla (Counsellor)

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|--|--------------------|--------|
| Financial support from institution                                   | 2                  | 6900   |
| Financial support from government                                    | 550                | NA     |
| Financial support from other sources                                 | NA                 | NA     |
| Number of students who received International/ National recognitions | NA                 | NA     |

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NA

## Criterion – VI

### 6. Governance, Leadership and Management

## 6.1 State the Vision and Mission of the institution

### VISION STATEMENT

1. To provide knowledge of the highest standard and achieve academic excellence.
2. To facilitate holistic development of the younger generation and this includes physical, mental, and spiritual well-being.
3. To foster the spirit of love, compassion, universal brotherhood and patriotism through the ideal of tolerance of diversities within the society, rising above narrow views of selfishness and parochialism which will contribute to building a better society and thus fulfil the institution's motto, "Learn and Shine".

### MISSION STATEMENT

1. To create necessary infrastructure and frame policies to establish a conducive environment for quality Teaching-Learning process.
2. To devise and implement feasible mechanisms for the inculcation of moral and ethical values in the mindset of the younger generations.
3. To promote a healthy lifestyle and the spirit of cooperation and team-work through Co-curricular activities, Games and Sports.
4. To instil in the younger generation the spirit of patriotism through the observation of events of national importance and to enable them to contribute to nation-building and care for our society through social (community) services based activities.
5. To promote the concept of sustainable development through the various clubs or groups such as Eco Club.
6. To promote and preserve our rich culture and traditions through organized group activities.
7. To develop the spirit of love and loyalty for the alma-mater through the Alumni Association.
8. To strive for the discovery of new frontiers of knowledge and augmentation of the existing knowledge through under taking Research-based Teaching-Learning activities and usage of ICT.
9. To instil within the younger generation the spirit of competition and excellence in all their endeavours.

## 6.2 Does the Institution has a management Information System

Yes, it is in Preliminary Stage

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

\* The curriculum is as per the semester system implemented by the Nagaland University. The effective implementation of the curriculum is a matter of priority of the college.

\* The curriculum is as per the semester system implemented by the Nagaland University. The effective implementation of the curriculum is a matter of priority of the college. The faculty members of the college participate and contribute in the formulation and revision of the curriculum through involvement in the Board of Under-Graduate Studies (BUGS) and the Academic Council of the University. The teachers of the members of BUGS prepare the syllabus in consultation with their colleagues and through feedback from students. The following faculty members who are part of the Nagaland University Board of Under-Graduate Studies (BUGS) and Academic council are:

1. Mr.Th. Sharatchandra Singh, Principal

3. Mr. Shumbenthung Odyou, Asst. Prof. Zoology

\*For the smooth flow of the syllabus, teachers are made to submit their lesson plan for every semester.

\*The Department of education conducts "Life skill development programme" to enhance

### 6.3.2 Teaching and Learning

\*Teachers are advised to use ICT facilities for teaching. The Faculties are encouraged to embrace the knowledge for the right use of technologies for imparting better education.

\*To make internal assessment more effective, the attendance of a student is strictly monitored. The internal assessment process includes written and oral tests, home assignment and study tour report. The evaluation methods are in terms of their writing, speaking and comprehension skill.

\* For Practical application on the subjects students are taken for field trip to wild life sanctuaries, zoological parts, medicinal garden etc to have more ideas on the endangered species of flora and fauna.

### 6.3.3 Examination and Evaluation

\*The college follows the semester system as per the directives of the Nagaland University. The students are assessed internally and externally by the respective Department. The internal assessment is a continuous process with 30% weightage is given in the end term of exam.

### 6.3.4 Research and Development

\*Eight (8) member "Research Committee" is constituted for conducting and improving research related fields.

\*Departments are advised to organise seminars, workshops, field trips, exhibition, conferences, etc in the college

\*Teachers are advised to attend seminars, workshops etc to have better knowledgae about

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

\*The management hold overall charge of infrastructure, upgrading library with books, installation of ICT facilities and Lab equipments in consultants with the Librarian, ICT Committee and respective departments for smooth functioning of the college.

### 6.3.6 Human Resource Management

\*The IQAC has developed various committees to carry out different activities for the welfare of the college: 1. Research committee. 2. Disciplinary, Woman welfare, Students grievances and Anti-ragging committee. 3. Staff grievances redresal committee. 4. Library advisory committee. 5. Career guidance, Remedial classes, Pre-service Coaching and Placement Committee.

### 6.3.7 Faculty and Staff recruitment

\*The staff recruitment is as per the UGC regulation.  
\* To maintain the norms of the University Subject experts are invited from the Nagaland University to conduct an interview for new recruits.

### 6.3.8 Industry Interaction / Collaboration

It is in the preliminary stage.

### 6.3.9 Admission of Students

\*The admission is carried out by the admission committee headed by the Principal of the college.

Teaching

Not applicable

|                         |              |  |
|-------------------------|--------------|--|
| 6.4 Welfare schemes for | Non teaching | Not applicable   |
|                         | Students     | *Scholarship annually from the UGC.<br>*Some economically poor students are provided with free admission by the college authority. |

6.5 Total corpus fund generated 7, 00,622

6.6 Whether annual financial audit has been done    Yes     No

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

| Audit Type     | External |        | Internal |           |
|----------------|----------|--------|----------|-----------|
|                | Yes/No   | Agency | Yes/No   | Authority |
| Academic       | ×        | ×      | ×        | √         |
| Administrative | ×        | ×      | ×        | √         |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes  NA    No  NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Nagaland university syllabus is implemented in the college. The students are assessed as per the semester system.
- The students with Backlog papers are made to clear their papers in the next semester exam.
- The controller of examination assists the staff in all the matters related to examination.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

- Alumni association is actively involved to bring new development in the college. Books are donated in the library for the welfare of the students. At present Alumni association is looking forward to organise an event to generate funds for the college Silver Jubilee celebration

#### 6.12 Activities and support from the Parent – Teacher Association

- The parents Teacher Association maintains a strong bond, to help the students in bringing good results in the academic performances.
- The Parent-Teacher meet is held every semester, and is attended by every parent. Many agendas are discussed in the meeting to improve the college in many areas like infrastructure, discipline, extra-curricular activities and performances of the students.

#### 6.13 Development programmes for support staff

- Basic computer training is provided for the office staff by the computer instructor to update their basic operation of the computer.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- The events like “World environment Day” and Swach Bharat” are celebrated in the college campus by conducting mass social work in and around the college campus.
- NSS volunteers are engaged in all the social service activities in the college.
- The college authority supervises the students to keep the college “Green and Healthy”.
- The department of Botany and environmental science have planted some medicinal plants in the college campus.

### **Criterion – VII**

#### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Signed an MoU with NIELIT on 10<sup>th</sup> August, 2017 (National Institute of Electronics and Information technology).
- Undertaken training on Mushroom cultivation by the Department of Botany with the Department of Horticulture, Government of Nagaland.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Construction work was carried out for the development of the college. Fifty benches, fifty desk and installation of extra fan in the class room were initiated by the authority.
- To start honours in Chemistry and Economics were approved by the university.
- The academic sessions were conducted smoothly as per the academic calendar.
- Additional 11CCTV cameras for better surveillance and security of students were added.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Preserving our Environment through Energy Saving measures.
2. Mentoring students: A set of students are allocated to all the faculty members to mentor the students at any given time. Students are made to share their views, ideas and to give their opinion about the college, faculty, atmosphere etc. this build a healthy relationship between the students and the teachers.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii***

7.4 Contribution to environmental awareness / protection

- The Immanuel College NSS members have adopted one village.
- Waste management system is set in the college campus.
- “Swachh Bharat” and “World Environment Day was celebrated with tree plantation, cleaning the campus and conducted awareness programme, followed by painting competition.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths:

- Mentoring programme
- Dedicated faculty and pro-active college administration.
- College management software which has simplified and accelerated office related processes.
- Well planned approach for effective implementation of the curriculum.
- Opportunity for Re-test in Internal Assessment for academically weak students.
- Customized software for incorporating several applications for streamlining and simplifying academic related activities.

Weaknesses:

- Very few faculty members possessing PhD, NET or MPhil qualification
- Less skills oriented programmes
- Less research output
- Inadequate information about the progression of Alumni.
- Inadequate ICT tools for augmentation for the learning process
- Inadequate collaboration and extension activities.

Opportunities:

- Introduction of Commerce and Business Management Courses.
- Prospect of up-gradation to Post-Graduate level and eventually to becoming an autonomous institution.
- The demand for more skill development courses.
- To provide Management and Commerce Education to needy students at minimum cost.
- As an institute offering Science courses the college is in a better position to provide other skilled-base course which only a person with 10+2 in Science, can take up.

Threat:

- Extension of college campus is a threat for institution due to its limited area.

**8. Plans of institution for next year**

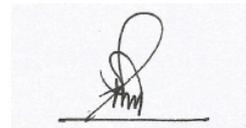
- To introduce Refreshers courses for the staffs.
- To install language lab for English Honours students.
- To conduct spoken English classes for the interested students



Name Mr. Vepu

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Signature of the Coordinator, IQAC



Name Mr. Th. Sharatchandra Sing

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Signature of the Chairperson, IQAC

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### Annexure I

The two best practices of the college are:

**1. Preserving our environment through energy saving measures.**

**2. Mentoring Programme**

**Best practices No. 1**

**1. Title of the practice:** Preserving our environment through energy saving measures.

**2. Goal/Aim:** As an effective effort to protect the environment from further degradation and thus preserve it for the future generation the college has adopted and implemented certain measures to minimise the consumption of scarce energy resources. Through these measures the college strives to achieve the following aims.

- i) To cut down the consumption of energy while performing its functions since energy saved is energy generated.
- ii) Through these measures the college aims to in still in the minds of the younger generation the importance of energy conservation in the course of environmental protection.
- ii) To set an exemplary practice worth emulating in the greater interest of the human civilization.
- iv) To cut down expenditure in the area of energy consumption thereby enabling the college to invest in other relevant and significant academic activities.

**3. The context:**

The 21<sup>st</sup> century global community is facing an imminent threat to the survival of the human population and ecosystem due to the large scale degradation of the environment by the application of science and technology. One of the major factors that contribute immensely to the environmental degradation is the emission of “Green House gases” in the process of energy generation for human consumption. Understanding this critical situation the IQAC with the active cooperation of the Governing body devised this unique measure to contribute our ideas and effort towards environmental protection and preservation.

**4. The Practice**

**i. Energy conservation**

a) The college has ensured the electrical wiring of the college campus based o the prescribed code to prevent ‘transmission loss’ of energy due to inferior quality of electrical wires and appliances.

**b) *Non-use of incandescent lamp within the campus.*** 90% of the Lamps are either energy saving fluorescent (T5, T8), compact fluorescent lamps (CFL) or LED. Incandescent bulbs are almost done away within the campus.

**c) Energy Efficient Laboratory:** the computer Laboratory is equipped with “Thin Client System” which consumes only 20W per system compared to 100W to 250W per system (Non Thin client). The usage of thin client has brought down the consumption of electricity by 80% to 180% per system in the Laboratory, which has a total of 30 computers.

**d) Automation to control outdoor lightning:** Automated light sensitive switches control the outdoor lightening which switch off at dawn and switch on at dusk, thereby saving and conserving energy.

**e) Harnessing wind Power:** The College has installed ‘Wind Turbine Exhaust’ on the roof top of the college auditorium which brings to a drop in the room temperature by using wind power. The principal followed being based on simple everyday science-the hot air being lighter rise up to the roof, which is then suck out by the wind turbine, thereby bringing down the room temperature as well as enable fresh air to come in the auditorium through the windows.

**f) Maintaining the cooler room temperature without consuming more energy:** The following measures initiated by the college have enabled a comfortable environment in the new office building and the new class rooms block without using ‘energy-hungry’ air conditioning appliances.

**g) Solar control glass.** The entire window glass panes are ‘solar control glass’ which reflects up to 70% of the sunrays thereby prevent excessive build-up of heat in the rooms and making the rooms cool without using energy hungry Air Conditioning Devices.

**h) Solar Reflective Emulsion paint:** The exterior portion of the college new buildings for administrative section and for the class rooms are painted with ‘Sun Reflective Technology’ emulsion paint. This makes the exterior walls of the buildings highly solar reflective thereby minimising the build-up of heat. It keeps the surface of the exterior walls up to 5 degree cooler due to its high Solar Reflectance Index (SRI) Value.

## **5. Evidence of success:**

- i) The energy consumption is relatively lower than the other institutions of similar nature.
- ii) This unique practice has created considerable impact in the psyche of the students regarding the importance of planning and implementing effective measures towards cutting down energy consumption and thus protects our environment.

## **6. Problems Encountered and Resources Required.**

- i) Initially there were few hiccups in the form of procuring necessary appliances for cutting down energy consumption, but that was taken care of by the management by seeking requisite appliances in the metros.
- ii) The need to install solar panels and energy storage devices for further curtailment of energy consumption. This measure involves substantial, financial expenditure which the institution cannot afford at the present juncture.

## Annexure 2

### Best Practice No.2

#### 1. Title of the practice: Mentoring Programme

#### 2. Goal:

- i) To provide mentees with academic, personal and professional support by their mentors. The academic support provided to the mentee is beyond the classroom sittings.
- ii) To help students understand how their ambition fit into graduate education and career choices,
- iii) To enlighten the mentees their role and responsibilities in the college as well as in the larger society.
- iv) To play the role of parents or elders within the college campus during the course of a student's academic career.
- v) To continue to hold hands of the mentees even after they have left the college on completion of their academic course work, so that the graduates of this college becomes a well-balanced productive member of the society.
- vi) To provide wise counsel to the students whenever he or she approaches life's cross-road after graduation.
- vii) Train mentees in developing clear personal and professional goals and a path toward these goals.

#### 3. The Context:

Parents are the central source of emotional, financial and social support of the children. Many youth are also fortunate to be part of larger networks including grandparents, other relatives, neighbours, community and religious organisations. Adults of these networks can offer youth extra attention, affection, guidance, and a sense of direction-all of which are increasingly important given the wide array of outside influences, not all of them positive, that face our youth today.

However, family, community, and civic life in this country and particularly in our state of Nagaland are changing. Fewer people know their neighbours. In the contemporary Naga households we are experiencing a new development where a family is headed by a single parent due to several reasons. Moreover the time pressures facing working families can limit their community involvement. This means that these networks of non-parental resources may now be harder for children and parents to access. In addition, many youth live in families that are under tremendous pressures because of poverty, divorce, teen pregnancy, drug abuse, violence, or stress. These trouble families are often isolated from the larger community and, as a result, the youth in the greatest need of help from outside the family may be the least likely to get it. Most of the youths are in the transition stages which incorporates a great deal of stress and challenge. Although some students are able to experience this transition as a challenge to personal growth,

our students are over whelmed by the changes and experience emotional maladjustment, low self-esteem, and depression.

Mentoring programmes in this college is design to bring a faculty member who can represent the concern and support of the larger community into the lives of youth. The older faculty member can always help the mentees to deal with any psycho-social problems. In many ways, mentoring also represents a return to tradition, calling upon the community to provide our youth with care and guidance, and to nurture and challenge them. By offering youth friendship, guidance, and a positive perspective on life over a sustained period of time, mentoring programmes clearly show that someone cares.

#### **4. The Practice:**

The entire faculty members are assigned a set of students and the faculty member shall mentor these student rights from the first semester till the sixth semester. The mentor is also made to maintain individual file for each mentee where he or she will record all significant developments taking place in his or her mentee's life as student and member of the larger Naga society. Each mentor has been given a free hand in approaching the mentoring programme. Except on certain days where the entire student community and the faculty member are involved in the mentoring programme. In a more specific nature, the mentoring programme of this institute is conducted in the following manner:

*a) Tutoring and academic assistance.* Mentors work with students to provide extra instructional help in subjects where improvement is needed.

*b) Advocating University Level education.* Mentors help undergraduate students to recognize the importance of continuing their education beyond college education, and help them understand the steps needed to do so. Mentors can play a vital role in helping the students maintain interest in higher education beyond the college level and see the link between their studies and their future, by giving students the opportunity to see the practical applications of the subjects they study in school.

*c) Career Preparation.* Mentors sensitize their mentees about the career prospect from their course structure perspective and prepare the mentees on the future expectations and role as an employee.

*d) Role modelling and avoiding negative behaviours.* Mentors serve as positive examples by virtue of their productive lives, which usually are attributed to the choices the mentors have made.

The above mentioned functional goals are achieved through personal interaction at any point of time during day time and also through group interaction on a specific day earmarked for mentoring activities. Besides these approaches, the college also encourages working on one-to-one tele-mentoring relationship made possible by e-mail and other social media.

#### **5. Evidence of Success:**

The first batch (2014) to be mentored at Immanuel College, i.e B.A and B.Sc. 3<sup>rd</sup> year (old course) manifested the success of the mentoring programme through their performances in the university exam. The college achieve the rare feat of securing the overall topper in the Nagaland University Annual Final examination of all streams in the year 2014 and again in 2017. Mr. Litsiivi Riime (2014), and Ms. Rajashree Mohanty (2017) of B.Sc.3<sup>rd</sup> year (Zoology Honours) surpassed the highest percentage of all the departments of science, Arts, Commerce, and Business Administration. In the year 2016, Ms. Yanchopeni Kikon secured top one in the department of Education. Mr.Litsiivi Riime, Yanchopeni and Rajashree attributed their achievements to the mentoring process, where they were guided and motivated through the words and action of their mentors.

## **6. Problems encountered and resources required:**

In any one-to-one personal relationship, things do not always go as planned or expected and mentoring relationships are no exception. Personality clashes, misunderstandings, crossed signals, and lack of direction are all factors that may make for a less-than-satisfactory relationship. Even in the most carefully planned programmes, obstacles to success occur.

However, the college is gradually able to identify and deal with many mentoring issues and have found solutions through trials and errors. The following list of obstacles to success is based on anecdotal accounts from existing mentoring programmes. 1

**1. Lack of written material to guide the faculty-mentor in effectively discharging their mentoring role.** At present most of the faculties are performing the role of a mentor on the basis of the material compiled by the IQAC Coordinator and published in a booklet on 'How to Mentor Effectively'. In this regard the coordinator is engaging in providing more materials for the mentors and mentees.

**2. Communication problems.** Mentors who do not receive adequate training on effective ways to listen and communicate with young people can become confused and misinterpret signals provided by the young persons. Mentors must be aware of how young people use body language, make eye contact, and provide feedback. Timing is important; Mentors should know when it is their turn to listen.

**3. Problems in taking the initiative.** Sometimes mentors are not sure who should take the initiative in making appointments and calling on the telephone. Initially the IQAC Coordinator did not specify the protocol of how to communicate between the mentor and the mentee, which resulted in s brief periods of inactivity in the programme. However, as soon as the IQAC coordinator realised this breakdown in communication link, it was notified that the mentors must always initiate the meeting between the mentor and the mentee.

4. Another problem which is still plaguing the programme in this institute is concerning the consistent performance and maintenance f the programme, which many a time do not happen due to the resignation of some faculty members in the mid-course of the programme

### Annexure 3

#### **Feedback from the Alumni:**

The IQAC maintain a good relationship with the college. The Alumni association assists by a committee headed by the convenor and three members of the faculty. The committee organises meeting with the alumni members and discuss various needs of the college. Some of the feedbacks from the Alumni are;

- i) The member suggested that the Library sitting capacity should be expanded in the future to meet the needs of the students.
- ii) The members have decided to organise an event every year for the students.
- iii) The member expressed their gratitude to the college authority for inviting them on all college events to take part.
- iv) The Alumni committee is actively involved in organising an event for the silver celebration. The registration of members is in the process.

#### **Feedback from the Students:**

The students are informed and given the liberty to submit their suggestions, grievances and problems anytime during the semester through the complaint boxes placed by the Grievance Redressal Committee. The student also gives their feedback on the curriculum through their mentors and the students' feedback which was conducted from time to time.

There is a continuous process of monitoring the quality of teaching and learning and also a continuous evaluation process by the College. The College through a structured questionnaire gets the assessment of the quality of teaching delivered by the faculties from the students. The IQAC looks into this processes and the end summary of the assessment is discussed in the IQAC meeting in the presence of the Principal. The questionnaire is compiled by a complex method of first collecting sample questions from different stakeholders, i.e. faculty, students and parents by making them rate a set of questions according to the question's relevance to the area under scrutiny, for instance, "Quality Education". After the collection of these 'ranked questionnaires' from the stakeholders, the highest ranked questions are selected and a new questionnaire is prepared by including the previous question which are highly ranked. Here the students are make to respond to the questions from their personal level so as to highlight the effectiveness and the quality of teaching-learning in the institution. The results of the internal tests are discussed in the departmental and faculty meetings where teachers analyses students result and consider scope for improvement. Finally the feedback from the students based on exercise conducted by the IQAC is communicated by the IQAC Coordinator to the concerned faculty on a one to one basis.

#### **Feedback from the Parents:**

The college places great importance in obtaining feedback from the stakeholder and implementing the necessary suggestions put up in the letters. Involved parents understand the challenges college face and become part of the solution. Parents convey their feedback in the Parent-Teacher meeting. The meetings are conducted once a semester. The feedback from the stakeholders is thoroughly discussed and analysed in the appropriate level. Accordingly, matters

that can be handled independently and personally are forwarded to the concerned individual or department to address the problem/s by adopting corrective measures. Matter which involves the college as a whole is dealt with by the Principal in coordination with the concerned department through Head of Departments. No problems or suggestions are left unattended.

#### **Annexure 4 ACADEMIC CALENDER 2016-2017**

| Month     | Date       | Day | Event   |
|-----------|------------|-----|---|
| May       | 30         | Tue | IQAC meeting                                      |
| June      | 5          | Mon | World Environment Day                             |
|           | 19         | Mon | Staff meeting                                     |
|           | 20         | Tue | Seminar on 'Solid Waste Management'               |
| July      | 1          | Sat | Students' Council General Election                |
|           | 4          | Tue | Red Ribbon Club                                   |
|           | 6          | Thu | IQAC meeting                                      |
|           | 10         | Mon | Felicitation cum Graduation Day                   |
|           | 11         | Tue | Alumni meeting                                    |
|           | 13         | Thu | Gospel programme                                  |
|           | 14         | Fri | Orientation programme for the teaching staff      |
|           | 15-8(Aug)  |     | Summer break                                      |
| August    | 12         | Sat | IQAC meeting                                      |
|           | 18         | Fri | Research Methodology                              |
|           | 19         | Sat | Workshop on the Role of Teachers in Hr. Education |
|           | 23         | Wed | Annual Social day                                 |
|           | 24         | Thu | IQAC meeting to draft the AQAR                    |
|           | 29         | Tue | Inter Departmental Literary Competition programme |
| September | 5          | Tue | Teachers Day                                      |
|           | 15         | Fri | Staff meeting                                     |
|           | 16         | Sat | PTA meeting                                       |
|           | 28         | Thu | IQAC meeting                                      |
| October   | 5-21       | -   | End semester examination NU                       |
|           | 28         | Sat | Literary Day                                      |
|           | 30-1 (Nov) |     | Sports week                                       |
| November  | 4          | Sat | Staff meeting                                     |
|           | 24         | Fri | Science Exhibition                                |
| December  | 2          | Sat | Staff picnic                                      |
|           | 5          | Tue | Alumni meeting                                    |
|           | 12         | Tue | Staff meeting                                     |
|           | 13-9 (Jan) |     | Winter break                                      |
| January   | 9          | Tue | Staff meeting                                     |
|           | 18-20      |     | NSS camp  |
|           | 30         | Tue | IQAC meeting                                      |
| February  | 3          | Sat | Seminar for degree students                       |
|           | 23         | Fri | Talent hunt                                       |
| March     |            |     | Remedial classes for degree students              |
| April     |            |     | End semester examination NU (Tentative)           |