IMMANUEL
COLLEGE
LENGRIJAN, DIMAPUR
NAGALAND 797112

(Affiliated to the University of Nagaland)
(Accredited B+ Grade by NAAC with a CGPA of 2.67)

The Annual Quality Assurance Report (AQAR) of IQAC

September 2017- August 2018

Submitted to
NATIONAL ASSESMENT AND ACCREDITATION COUNCIL
BENGALURU-560072 INDIA

INDEX

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:	N. Elone

Mobile: 8413834178

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 16/09/2016

1.5 Website address: www.immanuelcollege.in

Web-link of the AQAR: http://immanuelcollege.in/AQAR%202017-18.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	2.67	2016	2021
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   08/06/2012

1.8 **AQAR for the year** *(for example 2010-11)*   2017 - 2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
   i. AQAR   30/08/2017   (DD/MM/YYYY)4
   ii. AQAR_____ _____ (DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State × Central × Deemed × Private √

Affiliated College   Yes √   No ×

Constituent College   Yes √   No ×

Autonomous college of UGC   Yes ×   No √

Regulatory Agency approved Institution   Yes ×   No √

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education √   Men ×   Women ×

                   Urban √   Rural ×   Tribal ×

Financial Status   Grant-in-aid √   UGC 2(f) √   UGC 12B √

                 Grant-in-aid + Self Financing ×   Totally Self-financing ×

1.11 Type of Faculty/Programme

Arts √   Science √   Commerce ×   Law ×   PEI (Phys Edu) ×

TEI (Edu) ×   Engineering ×   Health Science ×   Management ×

Others   (Specify)   ·   ×

1.12 Name of the Affiliating University *(for the Colleges)*   Nagaland University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   ×

University with Potential for Excellence   ×   UGC-CPE   ×

DST Star Scheme   ×   UGC-CE   ×

UGC-Special Assistance Programme ☒   DST-FIST ☒

UGC-Innovative PG programmes ☒   Any other (*Specify*) ☒

UGC-COP Programmes ☒

2. IQAC Composition and Activities

2.1 No. of Teachers — 7

2.2 No. of Administrative/Technical staff — 2

2.3 No. of students — 2

2.4 No. of Management representatives — 1

2.5 No. of Alumni — 2

2. 6 No. of any other stakeholder and

   community representatives — 2

2.7 No. of Employers/ Industrialists — 1

2.8 No. of other External Experts — 1

2.9 Total No. of members — 18

2.10 No. of IQAC meetings held : Total No. — 10

2.11 No. of meetings with various stakeholders: Faculty — 8

   Non-Teaching Staff Students 1   Alumni 1   Others ☒

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. 6 International ☒ National ☒ te 2 itution Level 4

<table>
<tr><td>(ii) Themes</td><td>

Institution level
- Women's Health awareness
- Phonetic description of English
- Career Guidance and Opportunity in the Private Sector and Employment
- Violent Against Women and Children & Sexual Harassment of Women at Workplace

State level
- Higher education & Career Opportunities Abroad
- Floristic Diversity of North-East India

</td></tr>
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2.14 Significant Activities and contributions made by IQAC

- To work in collaboration for the cleanliness and beautification of Dimapur City, the College and Dimapur Municipal Council signed an MOU 26th March, 2018.
- A one-day faculty development programme was organised on 27th April, 2018 for the teaching faculty of the college.
- The College has partnered with the YouthNet Nagaland in imparting employability Skill development training, and signed an MOU on 5th May 2018.
- A workshop on 'Violent against Women and Children & Sexual Harassment of women at workplace' was organised on 11th May 2018.
- The Nagaland University has approved to introduce general paper in Geology.
- One-day State Seminar on the themes "Higher education & Career Opportunities Abroad" was held on 17th November 2017 and subsequently in the next year on 8th June 2018 another State Seminar was held on the theme "Floristic Diversity of North-East India"
- The College procured a College Bus for easy and safe transportation for the students.
- Fulfilment of social responsibility.

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
To work in collaboration with the YouthNet Nagaland and the Dimapur Municipal Council	Signed an MOU with the YouthNet Nagaland and the Dimapur Municipal Council, Dimapur.
Development programme	A one-day faculty development programme was organised on 27th April, 2018 for the teaching faculty of the college. Participation in capacity development programme and seminars by the faculty.

Upgradation of ICT and augmentation of infrastructure facilities were proposed.	All the computers in the Computer Lab were upgraded to higher versions from thin client to desktop. Apart from that 27 fans, 100 bench and desks were added, 4 white boards and 25 podiums were placed in the required class rooms.
In order to accommodate students who may opt for the subject of Geology, the college decided to introduce general paper of the said subject.	It was approved by the Nagaland University and therefore from the academic session 2018-19 the subject is being introduced.
To conduct seminar on Floristic Diversity of North-East India	A one-day Seminar was conducted with Dr. Ashiho Asosii Mao, Scientist-F, Botanical Survey of India Eastern Regional Centre, Shillong as the main speaker.
To provide transport service for the students coming from various corners of Dimapur.	The College procured a college Bus for easy and safe transportation for the students.
Fulfilment of social responsibilities.	7 students have donated blood to patients. Clothes, books and some other materials were distributed to the orphanage homes.

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 were suggestions and feedbacks that ultimately lead to success.

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				
Total	3			

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 [x] Manual [√] Co-operating schools (for PEI) [x]

*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.

Geology

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	30	×	×	×

2.2 No. of permanent faculty with Ph.D.

X

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	5	×	×	×	×	×	×	5	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

×   ×   3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	×	×	33
Presented papers	×	×	×
Resource Persons	×	×	1

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

- Departmental Seminars are conducted regularly.

- Continuous evaluation is done through project work, presentations, class test and assignment.

- Students' participations in summer project works.

- Study tours and field trips 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.

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

211

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
      Restructuring/revision/syllabus development

1		

      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

82 %

2.11 Course/Programme wise
      Distribution of pass percentage:

Title of the programme	Total no. of students appeared	Division				
		Distinction	I%	II%	III%	Pass %
B.A	128		17.97	48.44		66.40
B.SC	50		60.00	10.00		70.00

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

The IQAC has been constantly monitoring attendance, assessment and performance of the students and take necessary steps for improvement. Feedbacks obtained from students on the performance of teachers are given due consideration. Mentoring is another effective programme to guide the students in their academic and personal development. If any complains are found against the performance of any teachers, the IQAC interact with the concerned faculty and take necessary measures.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	×
UGC – Faculty Improvement Programme	×
HRD programmes	×
Orientation programmes	33
Faculty exchange programme	×
Staff training conducted by the university	×
Staff training conducted by other institutions	×
Summer / Winter schools, Workshops, etc.	33
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	3	×	×	×
Technical Staff	7	×	×	×

Criterion – III

3. Research, Consultancy and Extension

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

- A one-day Faculty Development Programme for the teaching faculty was conducted on 27th April, 2018.

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	×	1	×	×
Outlay in Rs. Lakhs	×	16,29,080	×	×

3.4   Details on research publications

	International	National	Others
Peer Review Journals	×	1	×
Non-Peer Review Journals	×	1	×
e-Journals	×	×	×
Conference proceedings	×	×	×

3.5 Details on Impact factor of publications:

Range | × | Average | NA | -index | × | s. 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	3years	DST	36,86,080	16,29,080

Interdisciplinary Projects	×	×	×	×
Industry sponsored	×	×	×	×
Projects sponsored by the University/ College	×	×	×	×
Students research projects *(other than compulsory by the University)*	×	×	×	×
Any other(Specify)	×	×	×	×
Total	×	×		

3.7 No. of books published   i) With ISBN No. $\boxed{\times}$ Chapters in Edited Books $\boxed{\times}$

ii) Without ISBN No. $\boxed{\times}$

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{\times}$ CAS $\boxed{\sqrt{}}$ DST-FIST $\boxed{\times}$

DPE $\boxed{\times}$ DBT Scheme/funds $\boxed{\times}$

3.9 For colleges   Autonomy $\boxed{\times}$ CPE $\boxed{\times}$ DBT Star Scheme $\boxed{\times}$

INSPIRE $\boxed{\times}$ CE $\boxed{\times}$ Any Other (specify) $\boxed{\times}$

3.10 Revenue generated through consultancy $\boxed{\times}$

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 $\boxed{1}$

3.13 No. of collaborations   International $\boxed{\times}$ National $\boxed{\times}$ Any other $\boxed{\times}$

3.14 No. of linkages created during this year $\boxed{\times}$

3.15 Total budget for research for current year in lakhs:

From funding agency $\boxed{36,86,080}$ From Management of University/College $\boxed{1 \text{ lakh}}$

Total $\boxed{37,86,080}$

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
×	×	1	×	×	×	×

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 **1**   SRF **×**   Project Fellows **×**   Any other **×**

3.21 No. of students Participated in NSS events:

University level **×**   State level **×**

National level **24**   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 **×**   State level **×**

National level **×**   International level **×**

3.24 No. of Awards won in NCC:

University level **×**   State level **×**

National level **×**   International level **×**

3.25 No. of Extension activities organized

University forum | × | College forum | 04

NCC | × | NSS | 02 | Any other | ×

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

- The Placement Cell of IQAC organized JOB FAIR in collaboration with TATA Affirmative Action Programme for the Alumni and graduated youth of the neighboring colonies of the college.
- A one-day orientation program on skill development for the students was organized by the Placement Cell.'
- NSS and Eco Club participated in "Walk for cleanliness" event. An initiative by Team Clean Dimapur in collaboration with Dimapur Municipal Council.
- NSS unit participated in a cleanup campaign. Organized by a few organizations in Dimapur, Nagaland as part of the 'Himalayan Cleanup Campaign" across 12 mountain States of India.
- Eco Club organized cleanliness drive and placed dustbins along its Adopted stretch from DC Court Junction to Finger Print Shop Junction.
- 7 students donated blood to a few patients at Eden Hospital, also cloths and other materials were distributed to needy people.

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	×	×	2 acre
Class rooms	16	7	×	×
Laboratories	3	1	×	4
Seminar Halls	2	×	×	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	×	3	×	3
Value of the equipment purchased during the year (Rs. in Lakhs)	×	3,22,410	College	3,22,410

				Management	
Others		1	30	×	31

4.2 Computerization of administration and library

*Administration:
- All the office accounting works relating to payment, receipts, expenditures, payroll, etc. are completely computerised through the Softlaya College Management Information Software.
-

*Library:
- The College library has been computerized; students and faculty can access books, journals and reference materials via internet.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1736	NA	215	NA	1951	NA
Reference Books	NA	NA	NA	NA	NA	NA
e-Books	NA	NA	World e-books 30,00,000 & NDL e-books 3,717,195	N-list 5700	NA	NA
Journals	10	NA	N-LIST & NDL	NA	10	NA
e-Journals	×	×	×	×	×	×
Digital Database	×	×	N-LIST & NDL	×	×	×
CD & Video	×	×	5		5	×
Others (specify)	×	×	×	×	×	×

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	47	29	SKYTECH SYMBIOSIS BSNL	2	1	13	2	
Added								
Total	47	29		2	1	13	2	

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

> 1. The IQAC has taken initiative for implementation of paperless work in the office and offering training to all the steering community members of IQAC.
> 2. The college has signed an MOU with National Institute of Electronics & Information Technology, Kohima to provide short term Certificate Course in Computer Concepts to all the interested faculty and students for a two months duration free of cost.

4.6 Amount spent on maintenance in lakhs:

i) ICT

866789

ii) Campus Infrastructure and facilities

4124821

iii) Equipments

632,393

iv) Others

103559

Total :

6037545

Criterion – V

5. Student Support and Progression

5.1. Contribution of IQAC in enhancing awareness about Student Support Services

> i.   Academic calendar is given to all the students at the time of admission.
>
> ii.   Orientation programme was conducted for the newly inducted students at the beginning of the academic session to be familiarised with the course and the rules of the college.
>
> iii.   Bi monthly newsletter is published by the college for the welfare of the students titled – 'Rekindle' where the report of the recent development/ events and the upcoming programmes are update.
>
> iv.   Necessary information is announced in the morning assembly.
>
> v.   The IQAC updates all the relevant information in the notice board, also circulates on the college Social Media and the college website.
>
> vi.   A seminar on Cancer Awareness in Females was conducted for the female students to create and spread health awareness message to the community at large.

5.2 Efforts made by the institution/Department for tracking the progression

> 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.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
586	×	×	×

(b) No. of students outside the state

17

(c) No. of international students

×

Men

No	%
407	69

Women

No	%
179	45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						1		583	2		586

Demand ratio   NA   Dropout % NA

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

> A seminar on "Career guidance and opportunity in the Private Sector and Employment" was conducted with an aim to help the students acquire the knowledge, skills and experience, necessary to identify and explore alternatives and to develop individual competence in self-knowledge, educational and occupational exploration and career planning.

No. of students beneficiaries   46

5.5 No. of students qualified in these examinations

NET   2   SET/SLET   ×   GATE   ×   CAT   ×

IAS/IPS etc   ×   State PSC   ×   UPSC   ×   Others   1

5.6 Details of student counselling and career guidance

- A seminar "Career Guidance and Opportunity in the Private Sector and Employment"

- Organised a JOB FAIR in collaboration with TATA Affirmative Action Programme (TAAP)

- Counselling program was periodically conducted in general and personal counselling is made available for the students by a dedicated full time counsellor.

No. of students benefitted
| 100 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	100	nil	nil

5.8 Details of gender sensitization programmes

A self-defence class for female students was conducted by the Faith in Action Team.

International Women's Day was observed under the theme "Time is Now: Rural and Urban Activities Transforming Women's lives."

5.9 Students Activities

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

State/ University level 2 National level × International level ×

5.9.2 No. of students participated in cultural events

State/ University level × National level 1 International level ×

5.9.3 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 3 National level × International level ×

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	3	52,000
Financial support from government	NA	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 | 1 | National level | × | International level | × |

5.12   No. of social initiatives undertaken by the students | 7 |

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 conductive 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 though 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

MIS is in the preliminary stage. The college disseminates information to the parents through SMS regarding student's attendance and other relevant information.

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

6.3.1 Curriculum Development

- For the smooth flow of the syllabus, teachers are made to submit their lesson plan for every semester.
- The IQAC ensure quality in Curriculum development through regular meetings among the teaching staff regarding academic affairs and collecting feedback from various stakeholders.

6.3.2 Teaching and Learning

- The teachers have undergone faculty development orientation.
- The college has signed MOU with NEILEIT, Kohima for providing short term certificate courses on Computer Basics to get them equipped with the basic computer knowledge.
- Innovative methods were adopted.
- The library is equipped with required books and has access to e-book through UGC-INFLIBNET National Library and Information Services Infrastructure for Scholarly Content(NLIST)
- Regular feedback from students for improving teaching learning method.

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 which is given at the end term exam, it is assessed through tests, assignments, seminars, project work, attendance and library usage. The external evaluation process is done in accordance to the performance of the student during the end term exam. 70% weightage is given to external evaluation.

6.3.4 Research and Development

- Departments are advised to organise seminars, workshops, field trips, exhibition, conferences, etc. in the college.
- Teachers are encouraged to attend seminars, workshops and to take up research programmes to have better knowledge about the latest development on the research fields. At present 4 teachers are pursuing Ph.D. degree.
- A research budget of Rs 1 lakh has been set aside by the college management to encourage research and development activities.
- The College encourages the teachers to apply for research projects from different funding agencies.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- Library: The college Library has automation facilities
- The library is equipped with 30,00,000 World e-books and 3,717,195 NDL e-books for e-resources access besides 1951 volume of text books related to all course study under the university for B.A and B.Sc.
- Through the NDL the college has the privileged to access N-List, open access journal, and open access books.
- The management take overall charge of infrastructure, 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

*All human resources available within the college is deployed and engaged according to one's aptitude and abilities.

6.3.7   Faculty and Staff recruitment

- The staff recruitment is as per the UGC regulation with 55% as minimum percentage.

- 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

The department of Economics visited 'Sweety Confectionery', Dimapur, Nagaland and had an interaction with the unit. The main purpose of the visit was to equip students with practical knowledge in conjunction with their courses.

6.3.9   Admission of Students

- The Principal of the college along with the admission committee carry out the admission process.

- Financial help is offered through the flexibility in payment of fees in easy instalments for the needy students.

- Economically poor students are provided with free admission by the college authority.

- The students are guided to opt for right choice of subject combination at the time of admission.

6.4 Welfare schemes for

Teaching	*Employee provident fund and staff welfare fund facility
Non teaching	*E.P.F facility and staff welfare fund facility.
Students	*Scholarship *Some economically poor students are provided with free admission by the college authority.

6.5 Total corpus fund generated   NA

6.6 Whether annual financial audit has been done   Yes Y   No ×

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	×	×	×	Y
Administrative	×	×	×	Y

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

For UG Programmes   Yes Y   No NA

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 play an important role in organizing various events in the college for the students.

6.12 Activities and support from the Parent – Teacher Association

- The Parent Teacher Association maintains a strong bond to help the students in bringing good results in the academic performances.

- The Parent-Teacher meet are conducted every semester. 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. The college always invite suggestion for improvement from the parents and the stakeholders and the feedback obtained from them are always given due importance.

6.13 Development programmes for support staff

- Basic computer training is provided for the interested faculty members. They are particularly encouraged to take up the course to develop their skills in ICT based administration.

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

- The events like "World Environment Day" and Swachh Bharat" are celebrated in the college campus by conducting mass social work in and around the college campus.
- NSS volunteers and Eco-club members are engaged in all the social service activities in the college as well as outside the campus.
- The eco-club spear-heads all programmes towards environmental and ecological protection and preservation. This year the club has placed several dustbins along the adopted street. Eco Club, Immanuel College and Dimapur Municipal Council signed an MOU to work in collaboration for the cleanliness and beautification of Dimapur City
- The college authority supervises the students to keep the college "Green and Healthy". Composting of biodegradable waste is done in the college campus and later on used as manure for the plants. Rain water harvesting is also being effectively implemented inside the campus.
- Environment Education is part of the curriculum and thus students are imparting the right knowledge about eco-friendly environment. They are also instructed to use eco-friendly material.
- Plastic waste is being disposed off in specially marked dustbin and later on collected by Dimapur Municipal Council for recycling of plastic waste.

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.

- The college has procured College Bus to provide easy and safe transportation for the students and faculty members.
- Seminar and Group discussion are practised, also students who are exceptionally good in their studies are given the opportunity to teach their class mates and juniors to encourage and build up their confidence.
- Various activities are organised by different clubs to explore their skills in co-curricular activities.
- The college has introduced library smart card for the students from the academic session 2018-2019. It acts as an ID card as well as library card through the use of barcodes. It gives the detailed information of the students about books being borrowed, issued, etc. which has reduced the time to physically maintain data in register and has eased the way for the students to access library.

- Use of social media like Facebook, instagram, etc. for dissemination of Students notice and information.

- With a view to encourage research and development activities the College Management has set aside a budget of Rs 1 lakh as research budget for the current year.

- Use of ICT tools in classrooms is encouraged through the use of projectors to make learning more interesting and understandable.

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. 27 fans were installed and a hundred set of bench and desks were added. Also 4 white boards and 25 podiums were placed in the required class rooms.

- The Nagaland University has approved to start with Geology as a general subject.

- The academic sessions were conducted smoothly as per the academic calendar.

- For smooth and safe transportation the college bus has been procured for the students and staff.

- New sound system was installed in the college auditorium.

- The college computer lab has been upgraded from the existing thin clients to the more superior and powerful desktop computers to meet the ever demanding needs of the students to run more complicated task efficiently and effectively.

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

1. Mentoring student; 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.

2. Preserving our environment through energy saving measures; Water harvesting is being effectively implemented inside the college campus and the college uses energy efficient lightings and discourages the use of energy guzzling air conditioners.

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

7.4 Contribution to environmental awareness / protection

- The Immanuel College Eco-club adopted a street for cleanliness and beautification of Dimapur City and has placed dustbins along the adopted stretch.

- Waste management system is set up in the college campus through segregation of biodegradable and non-biodegradable waste and composting of biodegradable waste for use as manure.

- "Swachh Bharat" and "World Environment Day was celebrated with tree plantation, cleaning the campus and conducted awareness programme, followed by painting competition.

- Water harvesting is being effectively implemented inside the college campus and the college uses energy efficient lightings and discourages the use of energy guzzling air conditioners.

7.5 Whether environmental audit was conducted?   Yes | Y | o | × |

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

STRENGTH

• Use of Softlaya College Management Information Software for making the college administration more efficient where the data are made available at the click of a button and the detailed student information are made available. With the collection of fees, payments, expenditures, etc. all being made in the software, it has made auditing more easy, dissemination of any information relating to accounts available and brought transparency in the overall administration.

• Certificate courses offered for students by signing of MOU with NEILEIT has enhanced the employability skills of the students.

• Imparting Employability Skill Development Training in collaboration with Youth Net Nagaland which will be followed by Job Placement to the college students enhances the student's chances of employment.

- Ragging free campus

- Eco friendly campus.

- Bus routes operate for students and staff connecting all the major places in Dimapur.

**WEAKNESSES**

- Lack of research activities.

OPPORTUNITIES

- To obtain better grades.

THREATS

No flexibility in content designing as university curriculum is followed.

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

- To conduct national seminars and state level seminars.

- Development programmes and collaboration with industry.

- To introduce vocational courses.

- To introduce Post Graduate courses and other Undergraduate programmes.

- To conduct Inter College Science Competition/Exhibition/Fair.

- To conduct minor and major research projects.
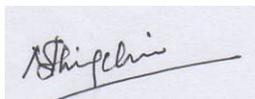
Name N. Elone

_____
Signature of the Coordinator, IQAC

Name Mr. Th. Sharatchandra Singh

_____
Signature of the Chairperson, IQAC

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 21st 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) Automation to control outdoor lightning: Automated light sensitive switches control the out-door lightening which switch off at dawn and switch on at dusk, thereby saving and conserving energy.

d) *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.

e) *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.

f) *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.

g) *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 ad 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. 3rd 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.3rd year (Zoology Honours) surpassed the highest percentage of all the departments of science, Arts, Commerce, and Business Administration. Mr.Litsiivi Riime and Rajashree attributed their achievements to the mentoring process, where they were guided and motivated through the words and action of their mentors. The college also has produced a number of subject toppers and top tenth position in various departments.

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 Calendar 2017-2018

Month	Date	Day	Event
September 2017	5	Tue	Teachers' day celebration
	8	Fri	Submission of internal mark for 1st, 3rd and 5th semester
	15	Fri	PTA meeting
	18	Mon	Declaration of Eligible students for N.U. examination
	21	Thu	Exam form fill-up for 1st, 3rd and 5th semester
	22	Fri	Staff meeting with the Principal and IQAC
October 2017	2	Mon	Gandhi Jayanti (Holiday)
	5-20		B. A/B.Sc. 1st, 3rd,and 5th semester End Examination
	19	Thu	Diwali (Holiday)
	31	Tue	National Unity Day Observation
November 2017	3		Staff meeting with the IQAC
	4	Sat	Guru Nanak's Birthday (Holiday)
	6	Mon	Submission of lesson plan for even semester classes by Teachers
	7	Tue	Commencement of B. A/B.Sc 2nd, 4th and 6th semester classes
	8	Wed	Staff meeting with the IQAC
	14	Tue	Observation of Children's Day
	17	Fri	State seminar
	22-24	Wed- Fri	Sports week
December 2017	1	Fri	State Inauguration Day/World Aids Day(Holiday)
	2	Sat	Staff picnic
	4-6	Mon-Wed	Self-Defence programme for the female students
	12-9(Jan)		Winter Break
January 2018	11	Thu	Staff meeting with the IQAC
	12	Fri	Resumption of classes
	26	Fri	Republic Day(Holiday)
	30	Tue	Annual Literary Competition

February 2018	2	Fri	Staff meeting with the IQAC
	3	Sat	Staff meeting with the Chairman
	7	Wed	Seminar on Women's health Awareness
	16	Fri	Departmental seminar.
	17	Sat	Career Guidance Program for the under Graduate students
March 2018	7	Wed	Submission of Internal Marks for 2nd, 4th and 6th semester
	8	Fri	International Women's Day
	12	Mon	Declaration of Eligible students for N.U. examination
	20	Thu	Remedial Classes for the degree students
	21	Wed	Submission of departmental report
	22	Thu	Exam form fill-up for 2nd,4th and 6th semester
	29	Thu	Farewell programme for the outgoing students
	30	Fri	Good Friday (Holiday)
April 2018	5	Thu	B. A/B.Sc. 2nd,4th and 6th semester End Examination
May 2018	8	Tue	Commencement of New Session
	17	Thu	Meeting of Admission committee with the Principal
	19	Sat	Meeting of Library committee with the Principal
June 2018	4	Mon	Submission of lesson plan by Teachers
	5	Tue	Observation of World Environment day/ commencement of regular classes for B.A/B.Sc. 1st Semester
	8	Fri	Inter departmental orientation programme for the first semester
	15	Fri	Anti-ragging programme/ last date of choosing honours subject by students
	16	Sat	Idul-I-Fitr (Holiday)
	21	Thu	Observation of international Yoga Day
	22	Fri	Students' Council General Election
	28	Thu	Staff meeting with the Chairman
	29	Fri	House Distribution
	30	Sat	Gospel Programme
July 2018	4	Wed	Red Ribbon Club Activity
	6	Fri	Annual Social Day
	9-31		Summer Break
	31	Tue	Staff meeting
August 2018	1	Wed	Resumption of Regular Classes
	6-14	Mon-Tue	Mid-term examination for all the classes
	15	Wed	Independence Day(Holiday)
	18	Sat	PTA meeting
	22	Wed	Id-UI-Zuha (Holiday)