



# **YEARLY STATUS REPORT - 2020-2021**

## **Part A**

### **Data of the Institution**

#### **1. Name of the Institution**

**Immanuel College**

- Name of the Head of the institution **Th. Sharatchandra Singh**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **+913862296563**
- Mobile No: **9436004791**
- Registered e-mail **immanuelcollege797112@gmail.com**
- Alternate e-mail **iqacimmanuel@gmail.com**
- Address **Lengrijan**
- City/Town **Dimapur**
- State/UT **Nagaland**
- Pin Code **797112**

#### **2. Institutional status**

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Self-financing**

- Name of the Affiliating University **Nagaland University**
- Name of the IQAC Coordinator **N. Elone**
- Phone No. **+913862296563**
- Alternate phone No. **8974387228**
- Mobile **9863813656**
- IQAC e-mail address **iqacimmanuel@gmail.com**
- Alternate e-mail address **shingachite.eloni@gmail.com**

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

<http://immanuelcollege.in/wp-content/uploads/2021/05/AQAR-2019-20.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

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

<http://immanuelcollege.in/academic-calendar/>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.67</b>	<b>2016</b>	<b>16/09/2016</b>	<b>15/09/2021</b>

**6. Date of Establishment of IQAC**

**08/06/2012**

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

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

**4**

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

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

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **Yes**

- If yes, mention the amount **15000**

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

Organized BSI sponsored one day national seminar in collaboration with botany dept. on 9th April 2021.

Organized Webinar on National Education Policy 2020 on 18th September 2020

Organized Webinar on Mental Health & Stigma on 22nd August 2020

Organized One day Webinar on Faculty development programme on CBCS on 2nd June, 2021

Conducted Academic and Administrative Audit On 18th Sept, 2021

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

Plan of Action	Achievements/Outcomes
To Conduct Academic and Administrative Audit (AAA)	AAA was successfully conducted on 18th Sept, 2021
To organize national level seminars and webinars	Conducted webinars on 1. "Introduction to the Realms of Research" on 7th August 2020, 2. Mental Health on "Say it Brave; Initiate the Conversation" was organized on 22nd August, 2020, 3. "National Education Policy 2020 and Education for Values at a Glance" on 18th Sept 2020, 4. "Reference and Citation Management Using Mendeley Software" on 30th Nov, 2020 5. "Challenges of Teaching-Learning through Technology During Covid-19 Pandemic" on 10th Dec, 2020 6. BSI sponsored national level seminar on "A Comprehensive Study on New Emergence and Exploration of Ethnobotany in North-East India" was held on 9th April, 2021
Development Programme for the Faculty members of the College	One day faculty development program on "Choice
To enhance the teaching quality the teaching faculty were encouraged to take up research work and participate in various national and state level seminars.	One of the teachers has enrolled in PhD programs Ms. Temsusenla from Economics Department some of the faculties have presented paper in national and institutional level seminars and all the faculty members have participated in the national seminars and many of them have attended international virtual seminars.
To conduct frequent meetings by the IQAC to generate ideas.	The IQAC conducted several meetings with various committees and meetings with all the teaching and non-teaching Staff

To observe national and international integrated programmes and events	In all the National and International Red Days the College participated actively, observed and initiated seminars and other related programmes based on the nature of observation under various clubs and committees, even the College as a whole.
To publish an edited book of the seminar's articles compilation on " Issues and Challenges of Higher Education in North-East India"	The edited book was published and released on 31st July 2021.
To create platforms for the students by organizing capacity enhancement programme.	Various healthy competition and capacity enhancement programme had been initiated and one of the students has been selected to represent Nagaland State at the Republic day Parade Camp 2022.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the College	30/12/2021

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>Immanuel College</b>
• Name of the Head of the institution	<b>Th. Sharatchandra Singh</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
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<b>2.Institutional status</b>	
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• Mobile	9863813656				
• IQAC e-mail address	iqacimmanuel@gmail.com				
• Alternate e-mail address	shingachite.eloni@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://immanuelcollege.in/wp-content/uploads/2021/05/AQAR-2019-20.pdf">http://immanuelcollege.in/wp-content/uploads/2021/05/AQAR-2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://immanuelcollege.in/academic-calendar/">http://immanuelcollege.in/academic-calendar/</a>				
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• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
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<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body of the College	30/12/2021
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	13/02/2020
<b>15.Multidisciplinary / interdisciplinary</b>	

<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>113</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>562</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>461</b>

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>144</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>34</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>0</b>
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	<b>29</b>
Total number of Classrooms and Seminar halls	
4.2	<b>5447713</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>49</b>
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	

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

At the beginning of the academic session, departmental meetings are held in every department in which syllabus for the academic session are distributed to the teachers; the number of papers which are assigned to the teachers of each department are brought before the Vice Principal's table for a well constructed weekly Routine for all the classes. Classes are held according to the schedule under the supervision of the College administration. Teachers prepare their lesson plan according to the topics assigned to them and submit their semester lesson plans to the IQAC and thus the IQAC monitor and check periodically the topic coverage of every teacher in order to ensure balance within the time bound. The College has a library with open access system and it opens till late afternoon. In addition, some departments have their Departmental libraries for the benefit of the students. A good number of Journals are subscribed by the College where students can have the access of e-learning through online. For the effective teaching delivery of curriculum, various teaching methods are applied based on the requirement of the subject or topic. Both the conventional and the advanced teaching-learning aids are used in delivering the lesson, such as Chalk and Black board method, ICT-enabled teaching-learning method, Paper Presentation and Seminar by the students, Group Discussion, Field Trip and Excursion, Distribution of notes by the teachers, etc. Seminars and special talks by experts are also arranged. Regular class tests are conducted and regular assessments in practical classes are done to keep track on the improvement of the students. Basing on the performance of the students remedial classes are also conducted. The internal assessments of the students are solely assessed on the Performa of the student. Departments maintain the detailed record of the classes and assessments. The College administration also keeps a vigilant eye on the results, departmental proceedings and student needs, and also keeps record of the different activities of the College regarding teaching learning, development and improvements of different methods of effective curriculum delivery. The Governing Body of the College sits with the teaching faculty and evaluates the result of every end term examination and after receiving an adequate feedback from all concerned, a concrete decision is taken together as on how to improve and go about with the next academic session.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The College prepares the academic calendar to accommodate the changing system of higher Education and also to meet the needs of the College. Based on the academic calendar prepared by the university, the College prepares an institutional level academic calendar for the smooth functioning of academic as well as extracurricular activities planned in the current year. The academic calendar is prepared by the IQAC after consulting with the Principal, Vice Principal, Dean, Head of the Departments and committee convenors. After the compilation, the leaflet is distributed to the entire fraternity of the College in a few weeks' time before the culmination of the last academic session and it is also made available on the College website and whenever changes are made, students are informed and updated regularly. The institution tries to adhere to the entry given in the academic calendar though flexibility is envisaged in framing of the events. Within the framework of the academic calendar teachers prepare lesson plans which are verified by the HoD and submitted to the IQAC. The IQAC monitors and checks periodically the topic coverage of every teacher in order to ensure balance within the time bound period. Departmental field trips are set within the stipulated time; co-curricular events are conducted in accordance with the scheduled date in the academic calendar. It enables the students as well as the concerned in-charge to picture ahead of time and brings out the blueprint in advance to avoid inconvenience to the regular activities of the College.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

### 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating

B. Any 3 of the above

**University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

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

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

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

0

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

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

30

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

30

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

## 1.3 - Curriculum Enrichment

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

**Environment and Sustainability:** Environmental education is an integral part of the curriculum for students of all streams. The subject addresses the importance of the environment and sustainable development. In the practical side, through the Eco-club and National Service Scheme (NSS) many activities relating to environment safe guard are carried out in the College. Social extensions are also carried out to create awareness about the importance of environmental sustainability.

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

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

15

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

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

406

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

580

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

188

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

The College gives opportunity to every student who shows interest in pursuing higher education. Different measures are implemented to meet the requirements of both slow and advanced learners. At the beginning of the academic session an orientation programme is conducted. The performance of the students are constantly assessed through regular class activities like group discussion, seminar, assignment, class test, regular mass test on every alternate Saturdays, end semester examination etc. The internal marks of the students are solely assessed on the Performa of the student. Students who lack behind in internal assessment performance are given the opportunity for retest, re-assignment and oral presentation. Based on the performances of the students remedial classes are also arranged. The advanced learners are identified and given special attention and are guided to excel in their studies and chosen field of interest. They are also groomed to represent the College in various competitions and programmes in the inter-college or state or national level events. Competent students are given a chance to lead the class or teach the lower classes to build up their confidence so also to inspire and encourage their mates. The College ensures an interactive teaching-learning process by using different teaching aids. In order to generate the interest of the students and enhance the knowledge of the learners the College conducts various programmes through different clubs and units of the College. The College has a full-time Students' Counsellor with PhD degree to cater to the emotional and mental needs of the students' community and to improve the performance of slow learners through clinical psychological interventions.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
549	33

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College adopts student centric methods for effective communication of the subject knowledge to the students. Teaching-learning is not conducted within the creative walls of the classroom, however, collaborative learning is integrated through Field Trips, Project Works and Distribution of notes by the teachers. Seminars and special talks by experts are also arranged. The College is constantly striving towards a dynamic teaching-learning system where students get the maximum knowledge through diverse methods to supplement the regular teaching learning process, visual teaching aids like PPT, short videos clips, movies are incorporated in the teaching learning process. The Library is equipped with a good number of books covering all disciplines, and it has access to Learning Resources like e-journals, e-books, INFLIBNET and N-List. The College campus is enabled with Wi-Fi facility that allows students to access technical resources. The College administration empowers the students through the Students' Council to take up the responsibilities of organizing and conducting different programmes related to the academic and co-curricular activities of the College. In this manner, the students are made to learn how to make plans, construct the framework of conducting the programmes, choose relevant items for the programme, prepare budget, handle cash transactions, prepare account statements and conduct internal audit and finally face the external audit from the office of the Principal. In addition to academics, the value of social responsibility and good citizenship

is imbibed by the students through their participation in extension activities, games and sports, cultural events and community service. In addition to these, campaigns and seminars on sensitizing and empowering young minds towards gender issues and equity are organized by the Women Cell.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The usage of ICT enabled tools in teaching-learning is an effective process. Its feature being a new system in the teaching-learning process especially in rural areas, and for the teachers who are not fluent in this method, is quite challenging for the effective implementation of this system at the present stage. However, in order to enable the teachers to play a major role in the effective teaching-learning process, the College constantly strives for the up-gradation of ICT tools for the maximum creativity application in the teaching-Learning process. The College encourages the teachers to continuously upgrade their skills and keep abreast with the latest developments. For the effective management of ICT tools and enhancement of its skills and knowledge, teachers are trained with the latest development. However for the new learners, basic skills are first taught and gradually advanced tools are periodically introduced. To enhance the quality education and increase the learners' motivation, teachers use different ICT tools in the Teaching-Learning process like Audio Visual aids, PPT, Google Class, circulation of E-Content material through Google Doc, email, WhatsApp and other relevant apps. As ICT is one of the powerful forces in changing the society, and the management of these tools with proper knowledge and understanding is inevitably crucial, along with the teaching process learners were also made aware of the social, ethical and legal implications of its use.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

3

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

283

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The College follows a fair process to deal with the internal assessment of the students . 30% of the total marks in each paper are for internal assessment and it is further divided into different components where a student has to reach the minimum mark from each component to get through in the internal assessment. The assessment is based on the predetermined components which involve class tests, assignment, seminar, attendance, class activities and field trip report. The marks scored by the students are notified and feedback on their performance is given. Those who perform poorly are forewarned and all help is rendered by the teachers and mentors to improve in terms of academic performance. The College also puts every effort for an excellent result of the students therefore the teachers' adequate performances, teaching methodology and techniques are evaluated and discussed during the general meetings. Class activities like seminar, presentation, group discussion and extempore speech or debate are not only

targeted for the internal assessment purpose but it is initiated to help the students build their confidence and develop their skills.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The College has a set of rules both for the internal and the external examination. Dates of examination are tentatively declared in the college academic calendar. The calendar is distributed to all the fraternity of the college at the beginning of the academic session and the same is put up on the college website. Students are always informed in advance if any changes are required. Students who could not write their internal examination with a valid reason are given another chance to write by making a separate arrangement by the concerned subject teacher. Based on the performance of the students internal marks are generated. Any discrepancy regarding evaluation in internal examinations can be brought by the students to the notice of the Dean of Students' Welfare and the matter is sorted out with the teacher concerned. Students are also encouraged to bring to the notice of their mentor any such grievances. End semester examination is conducted as per the routine set by the affiliated university. When the result is declared and the students wish to put forth their grievances related to valuation procedures conducted by the University, the students can apply for re-evaluation through the College within the time period notified by the University. Students would have to fill up a form and pay a specific fee for the re-evaluation. The grievances are dealt with due seriousness and when the scrutiny is done; the students' results are given with valid justification and necessary correction.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

**2.6 - Student Performance and Learning Outcomes**

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

The Course Outcomes (COs) are the resultant knowledge skills the student acquires at the end of a course. The scope of the programs in terms of opportunities in career and profession are also detailed. These are communicated to the students at the time of admission and also during orientation programmes for new entrants. This information is also incorporated in the college manual. All these enable the students to have a prior knowledge of the specific programme or Course which they wish to pursue. The teachers are also made aware of the program outcomes so as to orient their teaching methods and knowledge for effective delivery of the curriculum. Typically teachers divide their courses into smaller units and establish their learning outcomes for these smaller units that map onto the larger course-level outcomes. As a general rule, the level of analysis becomes smaller, from course to module to assignment, the learning outcomes tend to be more specific and easily quantifiable.

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

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

Course Outcome of the respective subject is designed by considering these Objectives. The students are made aware of the learning outcomes through orientation programs in the beginning of the academic year. At the beginning of every semester, every subject teacher conveys Course Objectives at the introductory lecture of the respective course. The faculty of every subject explains course objectives, evaluation pattern, marking scheme etc. to the students. Student attainment of Course Outcome, Programme Outcome and Programme Specific Outcomes are assessed by a customized evaluation pattern to suit the Course and its CO. Evaluation includes: --Tests, Seminar presentation, Home assignments, Project works, field trips, practical examination, attendance, Remedial classes are conducted prior to their external examination. The Institute provides opportunities to students to exhibit their understanding through the medium of expression i.e.

oral or written. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating students' attainment of CO, PO and PSO of a specific Course. Students can optimally express their knowledge and this enhances their confidence. The Institute follows the evaluation pattern prescribed by the Nagaland University. This type of evaluation includes both internal and external examinations conducted at the end of the semester and all the records of the marks are maintained. After the declaration of the results retrospective analysis is done to examine the performance of the students and to find ways for future improvements. The institution organizes Parents-Teachers meetings to brief the parents/guardians about the performance and progress of their wards. Feedbacks are collected from the parents, alumni and teachers regarding the course and programmes. The feedback is deliberated in the faculty meetings and remedial measures are taken in order to attain PO ,PSO and CO.

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

### 2.6.3 - Pass percentage of Students during the year

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

145

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<http://immanuelcollege.in/wp-content/uploads/2021/12/feedback-1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

700000

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

0

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

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

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

**during the year**

7

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

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

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

Immanuel College is involved in a variety of activities that help the neighbourhood community and in turn sensitize our students about the various issues of immediate relevance to the society. The institution believes in the holistic development of students and sincerely works to cultivate their academic, social, moral and cultural development. The College National Service Scheme (NSS) unit and Eco Club are involved in social extension activities, they have participated in Mass Tree Plantation. The Department of Political Science distributed masks to the students, faculties and Shopkeepers in and around the vicinity of the College and had donated Automatic Hand Sanitizer Machine to the College Community. The NSS programme helps to build social consciousness in students and also provides an opportunity to volunteer out of their comfort zones and make a difference in society. The Independence Day, Republic Day and International Yoga Day were observed by the College. One of the NSS volunteers' from the College has been selected to represent Nagaland State at the Republic Day Parade Camp 2022.

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

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

6

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

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

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

196

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

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

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The College has adequate facilities for the smooth conduct of the curriculum activities within the College Campus. The College has infrastructure and learning resources including Audio Visual room, seminar hall, auditorium, laboratories, computer laboratory, smart class rooms and library with surveillance cameras ensuring security monitoring in the campus. To ensure its optimal utilization, besides conducting regular classes, the classrooms are used for conducting remedial coaching, certificate courses, conduct internal examination and end of semester examinations; departmental meetings, mentoring sessions, club activities, indoor competitions, Parent-Teacher meet, alumni meet and training programme for competitive examination. The classrooms are equipped

to meet the conventional teaching tools and also furnished comfortably to meet the students' requirement with modern teaching aids. Active utilization of infrastructure is ensured by appointing a well-qualified IT trainer. All the laboratories are equipped with modern, modular and functional workspaces integrating the student needs of water, electricity, gas and ICT needs. The College has 30 computers in the computer lab for day-to-day use for the students and the faculty. Computers are also provided in staff rooms and the library. The College provides LCD projectors, printers with scanning and Xerox facilities for effective ICT enabled teaching-learning. All the departments and computer labs are connected with 30 Mbps bandwidth. The College has an automated library with 2600 covering all disciplines, and it has access to Learning Resources like e-journals, e-books, and INFLIBNET. Other facilities: The College has a conference hall, an auditorium and an audio-visual room to organize seminars, special lectures, meeting etc. with required equipment for all events.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

Education is not merely concerned with bookish knowledge but it also deals with integrated and holistic development of the personality of an individual - his physical, cultural, aesthetic, social and mental aspects. This requirement has led to the change in College curriculum. Therefore the College focuses on the vital requirement to give importance to all the co-curricular activities for the overall development of an individual. The institution has the Games and Sports Committee to organize sports activities. In the academic session 2020-2021 the College could organised only but a successful one inter class basketball tournament in the field of sports. However, the annual cultural and freshers' day provide a wonderful environment to the young minds of the College to develop the sense of interest and preservation of the rich heritage to co- exist in a modern and fast changing world.

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

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

5

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

#### 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College is on the verge to convert into fully automated library system. At present, the College is using Koha library software and it has been of a great help in managing the library.

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

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

A. Any 4 or more of the above

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

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

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

99913

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

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

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

35

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Recognizing the importance of ICT as a complementary process in education the College is committed to upgrading its IT infrastructure and associated facilities on a regular basis. The College has infrastructure and learning resources including Audio Visual room, seminar hall, auditorium, laboratories, computer lab, and library with surveillance cameras ensuring security monitoring in the campus. The other supporting facilities like electrical power backup, facility for high speed communication links, anti-virus for all computers are provided. The College assesses the needs of the students and staff and then the provision of annual budget is made for maintenance. The College has an automated library with 2600 books covering all disciplines, and it has access to Learning Resources like e-journals, e-books, INFLIBNET and N-List.

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

**4.3.2 - Number of Computers**

47

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in**

B. 30 - 50MBPS

the Institution	
File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
1638931	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>Departmental Heads and the convenors of various committee or Clubs apply to the Principal for the purchase and maintenance of the academic facilities such as equipment, computers, books, journals, contingencies, organizing seminars etc. by stating proper justification and budget, which are subsequently approved by the Principal and forwarded to the Accountant Officer. The library committee sent circular to the head of the department with regard to purchase of required book for the department and when the list is received, subsequently approved by the Principal. The purchase of hardware and up-gradation of software is need-based. The College administration in coordination with the ICT Committee makes plans and decides on strategies regarding this matter. The College has 49 computers with 200 Mbps internet connectivity to fulfil the academic and research needs of the institute. The</p>	

College has a well-qualified technical staff who takes care to update and repair the equipment. However, for any major disorder and damage, computer technician and service providers are called for the up keeping and replacement.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

461

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>E. none of the above</b>
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>301</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>301</b>	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>C. Any 2 of the above</b>

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

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

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

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

**5.3 - Student Participation and Activities**

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

The College has a Students' Council whose members are elected by the students for a tenure of one academic year. Two class representatives (Boy and Girl) from each semester assist them. The Council functions under a constitution that delegates various powers and functions which are aimed at providing active assistance and support towards the College administration. For instance, the Literary and Cultural Secretary of the Students' Council coordinates with the allied committees of the College such as Event Management and Sports for organizing various College events. Likewise, the Students' Council also assists the College administration by strictly implementing disciplinary matters, and also government regulations such as implementing the COPTA Act 2003 efficiently in the College. The Students' Council maintains healthy rapport between the student community and the College administration which is visible in the outstanding performance of the students both in scholastic as well as non scholastic areas and make the students feel a belonging to their alma mater.

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

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

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

1

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

#### 5.4 - Alumni Engagement

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

The College is yet to get the registration number however the Alumni has formed the Association in the year 2012 since then the Alumni invest their ideas and experiences for the welfare of the institution and update each other through meetings and social media connectivity. They also contributed to the College in cash and kind generously. The alumni are also actively involved in organizing events in the College and supporting the placement of the present students.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

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

The administration of the College has a participatory administrative structure and the faculty members are involved in the decision making process as convenors or members of different committees and clubs. Every teacher is given the opportunity to take up responsibility in different capacities besides their teaching assignment. Governance fosters participative management and plays a significant role in the evolutionary reforms. Thus ensures honesty and accountability in every transaction of the College. Respect and appreciation of the differences and uniqueness in every individual is encouraged through freedom of thought and expression. The various committees and clubs of the College execute events and activities for the smooth function of the College. The College has 8 departments and each department is led by the department head. Mentorship is introduced and it is effectively monitored by the Principal. The Management, Principal, IQAC and the stakeholders work together in planning, implementing and maintaining the quality of the institution. The College provides both statutory and non-statutory welfare measures for the benefit of the faculty and the supporting staff. The academic initiatives are taken up by the recommendation of the Management along with faculty enrichment programmes. To enhance the professional development of teaching and non-teaching staff, the IQAC organizes Seminars, Orientation programmes and deputed faculty to attend seminars, workshops and skill development programmes.

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

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

The College practices decentralization and participative management at different levels. The Principal, Governing Body, Teachers and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, code of conduct-discipline, grievance, support services, finance and other strategic levels. Faculty members are nominated by the Principal and the Governing Body to be given representation in the IQAC and various committees/ clubs. Students are empowered to play an active role in co-curricular and extracurricular activities, and social services. The involvement

of all the stakeholders and their cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the College. There are different committees such as Drama Club, Women Cell, NSS, IQAC, mentoring etc. in which students and teachers participate and take active part. The College core committee formulates common working procedures and entrusts the implementation through departments. The department or committee in charge manages the activities of the department and keeps track of co - curricular and extracurricular activities in the College. Other units of the College like sports, library, Students Council' also operate under the guidance of the various committees, and also students are involved in the decision making process to some extent.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has defined the strategic plan and works accordingly for effective deployment. The following points are the primary plans to achieve during the year to create teaching excellence in departments with optimal use of resources, to increase the number of faculty with Ph.D. qualification, to make the students more equipped in practical training and hands on experience, to increase the percentage of students progressing to higher studies and jobs, to utilize alternating sources of energy, improved waste management practices and make a green college campus. The College worked upon the plans and have implemented successfully on the strategic plans.

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

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

The Governing Body (GB) of the College is the top of the organizational structure of the College. The general management of the college is conducted by the GB. The Principal is the head of the institution, responsible for the administration and superintendence of the College. The administration is highly decentralized. The Principal implements his power in a democratic way delegating it to the Heads of departments, the Superintendent and the convenors of the different committees. He is assisted by the Vice-Principal who is in-charge of academics. He is supported by the Examination & Assessment Committee (EAC) consisting of 5 members which takes care of all matters related to exams. The Principal in association with the HODs takes stock of the academic affairs. All important matters related to academics are taken collectively under the supervision of the Principal. The reports of the performance of the various committees are submitted to the Principal through IQAC. The College has an IQAC which is the apex policy making body functioning under the chairpersonship of the Principal. IQAC has been established in the college to effectively enhance the culture of quality. There are various committees which function under the IQAC carrying out the activities of the Institution in all respects. The IQAC looks after the institutional quality assurance set-up, supervising the implementation of policies and plans to ensure that the benefits percolate down to the students and other stakeholders. Service rules, recruitment procedure and promotional policies are in respect of the UGC and University norms. Promotion to higher position is based on seniority and work experienced in the field. The College Grievance redressal unit functions from the office of the Principal. Grievance redressal suggestion boxes are placed in easily accessible and recognizable locations to enable members of the College community to put forward their grievances.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://immanuelcollege.in/wp-content/uploads/2021/07/ORGANIZATIONAL-CHART-OF-IMMANUEL-COLLEGE.pdf">http://immanuelcollege.in/wp-content/uploads/2021/07/ORGANIZATIONAL-CHART-OF-IMMANUEL-COLLEGE.pdf</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The institute provides effective welfare measures for the benefit of the faculty and supporting staff. The following welfare schemes are available for the entire faculty members of the college:</p> <p>Employment Provident Fund is provided as per the Government rules.</p> <p>15 days of casual leave are available both for the teaching staff and for non-teaching staff Maternity leave is given for 35 days with pay.</p> <p>Paternity leave is given to male teacher on request.</p> <p>50% scholarship is available for siblings of the teaching and non-teaching staff. For the married is applicable to their sons and daughters only.</p> <p>Duty leaves are granted to teachers to participate and present papers in various Training Programmes/ Orientation/ Workshop/Seminar/Exam subject to existing norms of the College.</p> <p>Study leave for permanent employees to undertake Doctoral or Post-Doctoral studies is available and the management gives complete support for higher studies.</p> <p>Leave is granted to teachers to participate and present papers in</p>	

seminars Celebration of important festivals for the teaching and non-teaching community.

Employees is entitled to gratuity at the rate according to the Gratuity Act of Government of India A quantum of increment is awarded to the teacher who has cleared NET and conferred Ph.D. Enhancement of salary every three year.

Salary hike is given to the faculty members, based on the qualification, services, and outcome of the performance appraisal.

The teaching and non-teaching staff of the institute enjoys the benefits of festive bonus and yearly recreational outing or picnic.

Minor Research Projects are encouraged and sponsored by the institute.

Faculty enhancements Programs are periodically arranged to motivate teaching and knowledge updates.

The college also has an Immanuel Welfare Fund where the faculty members are given loans at a minimum rate of interest during the emergency situation.

First Aid facility is available for all.

Accommodation facilities for teaching and non-teaching are arranged and make available on request. Free bus service for teaching and non- teaching staff.

The college has a neat and serene environment which provides an excellent working environment.

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

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

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

33

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

2

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

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

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

13

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

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

The students are provided with an opportunity to evaluate the performance of the teachers who teach them. As per the procedures stipulated by the IQAC, the HoDs evaluate the performance of the teachers in one's Department by distributing the evaluation questionnaire to the students who in turn mark their rating on their choice. The parameters evaluated in the rating scale are inclusive of the communication skill, knowledge base of the teacher, sincerity and commitment of the teacher, teacher's ability to integrate course material with environment and other issues to provide a broader perspective and the accessibility of the teacher in and out of the classes. The Heads of the Departments hand them over to the Principal and the Manager. The performance of the Heads of the Departments is assessed by the Principal solely. The Manager analyses the evaluation report and meets the teachers in person to give proper feedback and to suggest corrective measures.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The College has a well-defined mechanism for financial audit to have transparency in financial management. The accounts of the institution are subject to internal and external audit. The Internal audit of the College is done after every six months by the Internal and statutory body, wherein the auditing team checks the income received from the students which is recorded in the software and reconciled with the fees that is to be received according to class wise. Cash books are checked with the help of bank statements and vouchers maintained by the institution along with physical cash verification. The auditing team is responsible for a thorough verification of all the vouchers and bills of the transactions that are carried out in the financial year. Reports of Income and Expenditure statements are submitted to the Chartered Accountant who prepares the financial statement and other reports for the institution.

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

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

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

0

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

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

There is judicious use of financial resources accrued from fees of the students and occasional funds made available to the College by the State Government, UGC and other agencies. The College is decentralized to a large extent with various committees taking

care of various activities constituted for achieving the twin purpose of good governance and imparting quality education. The Institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. The Management prepares the Institutional budget every year taking into consideration the recurring and non-recurring expenditure. All the major financial decisions are taken by the College Governing Body. Budget is allotted to the various heads such as Salary, Building and Infrastructure Development Committee, Library Advisory Committee, Research and Development, Sports Committee, Student Assessment Committee, Students' Council, NSS etc. by the Head of the Institution which is subject to audit at the end of the allotted assignment. All these committees are supervised and monitored by the Head of the institution. All the funds received from the government and generated from the College fees are audited by the Chartered Accountant and utilization certificate duly submitted to the concerned authority.

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

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) monitors the academic quality regularly. The institution takes up academic audit to accomplish both accountability and quality improvement. The Examination and Assessment Committee (EAC) along with the Vice-Principal evaluate the overall performance of the students and give a report to the Principal for further evaluation and review by the HODs of each subject. Thereafter, results are made available to all the departments and to each faculty member to enable them to self-introspect based on the students' performance. The authority and staff practice self-assessment to achieve the quality in education. To bring out improvements, the IQAC interacts with the faculties and students to assess the progress and suggestions are placed before the Governing Body for further action.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC adopted the following mechanisms to continuously review the teaching-learning process to ensure quality efficiency in academic and administrative activities:-

1.The Academic calendar is prepared incorporating academic, co-curricular and extracurricular activities.

2.Meetings are used as a platform to review the teaching-learning process.

3.Preparation and execution of teaching plan by faculty.

4.The teaching - learning process is facilitated through qualified, trained and experienced faculty with support from office staff. The students are encouraged to use the library resources and internet facilities apart from classroom teaching.

5.The Head of the Institution monitors the teaching-learning process through the structured feedback collected from the students by the IQAC. Feedback on teaching is taken by IQAC for all programmes. A teacher is evaluated on different parameters such as communication skills, quality of teaching, content and method of delivery, resourcefulness and accessibility/availability to students.

6.Daily Teaching Report is maintained by faculty and submitted to the Dean of students' welfare.

7.Internal evaluation test is conducted through various measures as Class Test, Assignment/project work, presentation, debate, quiz and group discussion.

8.Result analysis done at the departmental and College levels also serves as an indicator to evaluate teaching-learning outcomes.

9.Evaluation of faculty members through appraisal report mechanism (Teachers Self-appraisal Pro Forma).

10.Stakeholders' feedback enables us to understand and improve the teaching-learning process.

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

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

D. Any 1 of the above

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Immanuel College have continued to strive for gender equality and promotion of awareness for gender equity. Apart from maintaining more than fifty percent of the employees and students belonging to women, and until date not having reported any records of gender bias and discrimination, the institution is zealous in spreading

the message of gender equality across the entire community and beyond the institution premises.

The institution is very sensitive and vocal on the issue of inequality, especially in the context of discrimination against the women in the society. Immanuel College has a strict policy against discrimination of women employees in the workplace and students within the institution. As an anvil in producing the leaders of the society, and having the opportunity to engage directly with the young minds on a day-to-day basis, the institution feels that it is very crucial to play a pivotal role in educating and creating awareness among the students about these issues. Providing awareness alone is not going to cause an effective outcome, thereby, the institution has devised a variety of steps through which the students are provided with practical experiences which further enhance their outlook towards gender sensitization. The College observes annual events such as International Women's Day, and conducts seminars, self-defence training and sports events for the women employees and students. The College extends its support to local organizations and governmental bodies by participating in events organized by them such as rallies, seminars etc. The Institution also acts as a platform to disseminate the Central Government's programmes for women empowerment and gender sensitization such as Sakhi-One Stop Centre, Beti Bachao Beti Padhao etc., among students and employees.

#### Safety and Security:

For self-defense and security, the College has a gym with varieties of physical training equipment in the campus for girls and this is taken care of by the Sports Committee.

The College has separate hostel facilities for boys and girls with separate hostel warden/matron as well as stationed security guard.

CCTV cameras are installed at strategic locations in the College and even in the hostel premises.

The College provides transportation service to students and faculties who commutes every day to the College.

The College has a women cell that takes cares of grievances redressal along with disciplinary committee to deal if any circumstances arise.

The Student's Council has a post of Women Secretary which is specifically open only for women candidates.

The women cell conducts annual self-defense workshop every year by collaborating with specialized agencies to create awareness of self-defense.

Maintaining log register for students entering and leaving the College premises.

Counseling: The College has a qualified counselor for both employees and students. Every faculty is assigned twenty five mentees to counsel on various aspects of their life.

Health Facilities: Apart from providing basic first-aid facility, the College has a regular doctor on call in the vicinity of the nursing home.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**Solid Waste management**

**Bio-degradable** - The college has a lush green campus and gives top priority to keep the campus clean and eco-friendly. The faculties and students are regularly advised to reduce waste at lower extent. The solid waste is regularly collected by the municipal council. It is processed as per the nature of the waste. The institute has a built-in dumping pit for disposal of bio-waste that are easily degraded or decomposed under oxygen rich medium. Eco friendly manure is formed that is used for organic fertilization of campus grown green plants/trees Old newspapers, old answer papers and raw paper material are is sold out.

**Non-biodegradable** - Use of plastic bags are prohibited/discouraged as per state government directives within the premises of the College.

Dustbins are provided in every classrooms, washrooms with proper label for dry and wet garbage Garbage is picked up by the concerned people under the local municipal bodies.

**Liquid Waste management**

There is well constructed drainage system within and around the College that are well connected to the drainage system constructed by the local municipality.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**

C. Any 2 of the above

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

**5. Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College aims at creating a harmonious environment for both employees and students. The College Annual Day cum Cultural Day is a special day during which the College provides many opportunities to allow cultural exchange and communal diversity. This is an important event as it is aimed at sensitizing the unique values upon which India is founded. There is a display of cultural attire of various cultures, tribes and communities, educating the students about their uniqueness. The College also organises literary competitions where the students from all communities participate. The College believes that education should be accessible to all irrespective of their socioeconomic background, and thus provides concessions in College fees to those students with financial constraints. This is proven by the fact that many students seek admission to the College, and these students come from remote and far-flung areas of the state.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The National Unity Day is celebrated in the College on the occasion of the Birth anniversary of Sardar Vallabhbhai Patel. On this day the students and teachers read 'Pledge of Unity'. To make students aware of various consumer's laws and rights, every year 'Consumer Day' is celebrated.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**A. All of the above**

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

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

India is a nation that is well known for its festivals and cultural diversity. The College helps students to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of the rich and diverse Indian culture. It also actively participates in the 'National Flagship Programmes' promoted by the MHRD, UGC, University and the local Govt. offices. International Days are also celebrated with great enthusiasm.

The institution pays tribute to all the national heroes on their birth and the anniversaries. The event is followed by lecture, pledge or competitions etc. The College organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behaviour of students in their professional and personal lives.

#### International Commemorative Days

International Women's Day 8 March

Anti-Tobacco Day 31 May

World Environment Day - 5 June

International day of Yoga - 21 June

#### National Commemorative Days

Republic Day - 26 January

Independence Day - 15 August

Swachh Bharat Abhiyan - 2 October

National Unity Day - 31 October

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

## 7.2 - Best Practices

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

### Best Practice - 1

**Title of the Practice: "Yellow Line Tobacco Free Campaign" - Towards a Tobacco Free Society**

#### Objectives of the Practice

The Cigarettes and Other Tobacco Products Act, 2003 or COTPA, 2003 is an Act of Parliament of India enacted in 2003 to prohibit advertisement of, and to provide for the regulation of trade and commerce in, and production, supply and distribution of cigarettes and other tobacco products in India. The College had resolved to implement this Act effectively within 100 yards of the College premises, to create awareness of the effects of tobacco and substance abuse among the College community and the surrounding community.

#### The Context

The resolution to initiate this campaign is in the context of a dire need to provide effective and stringent awareness of the certainty of fatal consequences of the use of tobacco products and substance abuse. Even with such statutory warnings, such products are easily accessible leading to rampant usage. The cases of tobacco abuse in the country among the students in India are

staggering. According to a survey by Global Adult Tobacco Survey (GATS) 2016-2017, about 28.6% of the population in India consume tobacco. As per the same report, compared to GATS 2010, there has been a 6% decrease in the tobacco consumption. On an average, Indians smoked about 6.2 cigarettes per day. India is the second largest consumer of tobacco, and has the largest number of smokeless tobacco (SLT) users in the world. India ranks highest in oral cancers in the world, where tobacco results in 90% of oral cancers. The College therefore, responded to this higher calling by implementing the Government regulations strictly in and around the campus.

### The Practice

Mere observation of anti-tobacco programmes or events seems casual and ineffective in creating effective awareness and addressing the issue. Hence, the College in collaboration with the district authority for tobacco control, the Dimapur District Tobacco Control Cell, Nagaland Tobacco Control Programme and National Oral Health Programme launched the Yellow Line Tobacco Free Campaign on 14 February 2019, and became one of the first Colleges in the district to launch the campaign. This campaign ensured that no tobacco products would be allowed entry beyond the yellow line. The College put up a signboard outside the gate that stated no tobacco related products would be sold within 100 yards of the perimeter of the College. The College has declared itself a Tobacco Free Zone. The College has constituted a monitoring/disciplinary committee to strictly implement and enforce the action. The institution has displayed in its website the statutory warning against the use of tobacco, where the use of tobacco substances are banned, and the users shall be imposed with severe penalties, even to the extent of expulsion from the College.

The institution is aware of the dire need to contain the issue; however, taking stringent action against the defaulters is not going to fulfil the objective of the campaign. Corrective measures are required to rectify the consequences of the further abuse by the defaulter(s). Under the professional guidance of the counsellor, the defaulters undergo rehabilitative care. The defaulters make appointments with the counsellor who gives them proper sensitization about tobacco abuse, and how they can get on top of it and follow a healthy lifestyle.

As a part of the campaign, the Students' Council conducts anti-tobacco drives around the shops and stalls within 100 yards,

confiscates such products, and burns them publicly to create awareness to the society. To maintain total ban of tobacco in the campus, a regular exercise is conducted to keep students away from possessing these substances.

#### Evidence of Success

Although it is still difficult to quantify the success of this campaign at this present stage, there is evidence to prove that no shops and stores within 100 yards of the College campus sell tobacco products. The community has also sensed the importance of this campaign and has extended full cooperation towards this initiative.

The students' positive participation in exercising this campaign has also been an important factor towards the success of the campaign.

Another big achievement towards realizing our goal is the fact that the College has been enlisted among the first Colleges in the district to have taken up such initiatives, resulting in the appreciation and commendation from the district authorities. The College is now more confident and determined to carry the message of success to other institutions and together contain the issue and divert the students' attention to more productive activities that will prevent them from picking up the dreaded practice once again.

#### Problems Encountered and Resources Required

The problem and challenges to combat the issue of substance abuse and tobacco abuse seem to be persistently coming from beyond the institution. Though there has been successful containment of the issue within the institution, yet the greatest apprehension that the students may continue to use these substances brings from the society and environment they come from viz., family, peers, locality etc. They pose a continued threat for the institution. The institution is continually working on to take the campaign beyond the walls of the institution and look towards transforming the society for the better.

The dream of realizing a total tobacco-free society seems ideal, but it is indeed a challenging task, which the College is coping with every moment. We have just seemed to conquer the tip of an iceberg.

Underneath lies the mammoth menace, which the College continues to strive to conquer with its limited resources.

#### Best Practice - 2

Title of the Practice- Preserving our environment through energy saving measures.

#### Objectives of the Practice

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 instil in the minds of the younger generation the importance of energy conservation in the course of environmental protection.

(iii) To set an exemplary practice worth emulating in the greater interest of 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.

#### 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 "GreenHouse 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.

#### The Practice

The College has ensured the electrical wiring of the College

campus based on the prescribed code to prevent 'transmission loss' of energy due to inferior quality of electrical wires and appliances.

Non-use of incandescent lamps 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.

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

Harnessing wind Power: The College has installed 'Wind Turbine Exhaust' on the rooftop of the College auditorium which brings to a drop in the room temperature by using wind power. The principle followed being based on simple everyday science-the hot air being lighter rises up to the roof, which is then sucked out by the wind turbine, thereby bringing down the room temperature as well as enabling fresh air to come in the auditorium through the windows.

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 classrooms block without using 'energy-hungry' air conditioning appliances.

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

Solar Reflective Emulsion paint: The exterior portion of the College new buildings for the 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.

#### Evidence of Success

The energy consumption is relatively lower than the other institutions of similar nature. 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 protecting our environment.

#### Problems Encountered and Resources Required.

Initially there were a 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.

There is a need to instal 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.

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

### 7.3 - Institutional Distinctiveness

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

The vision of the College includes aims to provide knowledge of the highest standard and achieve excellence. To foster the spirit of love, compassion, universal brotherhood and patriotism through the ideal of tolerance of diversities within the society and thus fulfil the institution's motto, "Learn and Shine". To facilitate holistic development of the younger generation, moral values are taught and practised in the College campus. The students get requisite lessons that keep their minds ignited for seeking knowledge and are motivated to do well in every sphere of their life. One distinctive practice of the College is the daily morning assembly, which is taken up for 15 minutes before the classes commence. Through this assembly students are given motivational speeches, moral education and the students are given the opportunity to develop leadership skills. It is an effective mechanism for maintaining discipline, nurturing leadership abilities, exposing hidden talents of the students and punctuality. Extracurricular activities are conducted in the College which gives a platform to the students to display their talents and potentialities. The Mentoring Programme that has been

initiated by the College has also made a positive impact especially on the personal development of the students.

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

### 7.3.2 - Plan of action for the next academic year

To introduce Post Graduate in English

To install Language Lab

To give training programme on the AQAR data template filling for the non-teaching staff members

To Install Enterprise Resource Planning System

To organise life skill training programme for the students

To Organise events related to career counselling of students for higher education and job opportunities

To strengthen the mentoring programme

To strengthen the Alumni Association

To send proposal to the funding agencies to conduct National Seminar on Discourse on Women's Writings from the North East India

Infuse social compatibility and inculcate civic sense and core values of life through various activities to be initiated by the clubs.